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**ELSTEAD PARISH COUNCIL**

**Minutes of the Monthly Meeting**

**Monday 20th January 2025 at 7.30pm**

**Held at Elstead Youth Centre**

**Attendees: Cllr J. Jacobs (Chair) Cllr J. Collis Cllr L. Davidsen**

**Cllr A. Goundry Cllr A. Hampshire Cllr J. Holroyd**

**Cllr M. Lass Cllr R. Muir**

**Cllr G Long (WBC)**

**Mrs J. Williams (Clerk)**

**2 x’s MOP**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

8875 A resident asked whether there was any update regarding Sunray Farm. The clerk advised that there was no update. The clerk to follow up with Waverley BC post the PC Meeting. **(01/25).**

8876 A resident asked why there was such a large footpath running up from West Hill parallel to FP62 (Bonfire Hill). The clerk explained that this was due to the current footpath being quite waterlogged in sections thus rendering it difficult to navigate. The new footpath would allow people better access from Springfield to West Hill especially those using the route to get to St James Primary School. **(01/25).**

**1.0 APOLOGIES FOR ABSENCE**

8877 Apologies for absence were received from Cllr Murphy prior to the meeting which councillors duly accepted. **(01/25).**

**2.0 DECLARATION OF INTERESTS**

8878 No councillors declared a (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2018. **(01/25).**

**3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 9th DECEMBR 2024**

8879 The minutes of the Parish Council meeting held on 9th December 2024 were approved. The Chair signed the minutes. **(01/25).**

**4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 9th DECEMBR 2024**

8880 The minutes of the Planning Committee meeting held on 9th December 2024 were approved. The Chair signed the minutes. **(01/25).**

**5.0 REPORT FOLLOWING MEETING WITH WBC CIL & PLANNING HELD 29th NOVEMBER 2024 IN PERSON.**

8881 A report of the meeting was circulated beforehand. In terms of planning, WBC have noted that moving forward they will discuss larger issues with the PC. In terms of the CIL part of the meeting WBC have agreed to take over the medical centre discussion and their first priority is to establish whether the project is viable and as such will liaise with NHS Heartlands. WBC already have had experience with similar projects. The clerk to follow up with CIL/Planning at the end of January 2025. **(01/25).**

**6.0 REPORT FOLLOWING MEETING WITH SCC HIGHTWAYS HELD 20th JNAUARY 2025 ON SITE.**

8882 Cllrs Goundry, Lass, Muir and The clerk met with SCC Highways on 20th January 2025. This was the second walk through from The Green up towards Woolfords Lane (the previous walk through had focused on the entrance of the village (from Milford direction) to the village hall. Councillors present at the meeting were impressed with the commonsense approach from the engineers. The following objectives were discussed 1) to make the start of the 30mph areas more prominent, 2) consider parking around the school, 3) re-align the Red House Lane junction (this might allow for two more car parking spaces in the lay-by in front of the school). The original scheme has now been revisited and the number of measures reduced. It is hoped that SCC will hear at the end of the month whether or not the CIL bid has been successful. If successful, the revised scheme will be discussed at council and go to public consultation. SCC have explained that they will work with the school to push parking communications with parents. **(01/25).**

**7.0 CLERKS UPDATE**

8883 The previously circulated clerk’s update was discussed. See appendix 1. **(01/25).**

**8.0 WBC UPDATE**

8884 Cllr Long advised that she had been appointed to the Customer Service and IT Executive and as such had requested better support for improved broadband. Cllr Long to progress this point. Cllr Long reported that Cllr Townsend had written to the Minister of State for Telecommunication and Data regarding the faulty mobile coverage and outages. It was noted that some complainants had received compensation. It was thought that there was a fault with the Elstead mast that was affecting Vodafone and O2 networks. **(01/25)**

8885 Farnborough Noise have advised that Rushmoor Council have delayed a response for eight months on the proposed Farnborough explanation following a request to Natural England for further information. **(01/25)**

8886 A white paper has been issued on devolution. SCC have applied to be one of the first tier of councils to move to a unitary authority and the Surrey CC Leader has written to a) request that it goes in the first wave of councils and b) ask that the May 2025 election is cancelled. It is unclear whether Surrey will comprise one or more unitary authorities and the first step is to have a unitary council before a mayor can be elected. WBC have written in objection, not because it opposes a unitary authority (( it supports this move as it is clearly more cost efficient) but because it is unclear what the unitary authority proposal is going to be. There is no clear indication of what will happen to any council’s debt and also no update on adult social care spending. A decision on whether the May elections will be cancelled is not due until after the end of January 2025. The Waverley Executive has spoken to people who have had experiences of such a restructure and they have advised that it can take 2-3.5 years for the process to complete so until then it is “business as usual”. **(01/25)**

**9.0 SCC UPDATE**

8887 There was no update as Cllr Harmer was unable to attend. **(01/25)**

**10.0 OUR ELSTEAD**

8888 It was confirmed that the donations coming from the tree lighting event have been distributed equally to Elstead Lollipops and Elstead Sharks. A wash up meeting to be held with learnings from the Christmas event and the hall has been reserved for December 2025 whilst options are considered. **(01/25).**

8889 Councillors agreed to a budget of £200 to cover Spring planting. Approved (8/8 councillors). **(01/25).**

8890 Our Elstead to circulate community litter pick dates as soon as possible. **(01/25).**

**11.0 BONFIRE HILL**

8891 A license agreement for grazing livestock has been drawn up for two fields known as Bonfire Hill. The agreement is currently with the potential licensee. Once agreed the clerk to instruct the utility company to reconnect the water supply. **(01/25).**

8892 The Clerk has met with the tree arboculturist on fields 1 and 2 and is awaiting the tree survey estimate.  **(01/25).**

**12.0 FETE**

8893 Plans are progressing well with the fete. The Clerk to seek advice from Surrey ALC whether the dog order can be rescinded for a possible future event. Information regarding the fete to be shared on facebook. **(01/25).**

**13.0 BURFORD LODGE ARTIFICIAL CRICKET STRIP & THURSLEY ROAD NETS**

8894 Quotations from three architects to draw up and submit the plans to the LPA for the cricket nets have been received. It is proposed that D&M are retained as they have experience in this field and offered the cheapest and best value for money service at a charge of £1,750. Approved (8/8 councillors). **(01/25).**

8895 A document containing the terms of engagement was circulated before the meeting and approved. (8/8 councillors).  **(01/25)**

**14.0 BRAND GUIDELINES FOR ELSTEAD PC**

8896 Cllr Collis proposed that when communicating on facebook councillors should use a shared facebook account so that it would enhance the council’s presence and differentiate between the council versus an individual posting. This would also ensure that work done by the PC was recognised. Events financed and run by the PC must always contain clear and strong PC branding. Cllrs Collis, Davidsen and the clerk to discuss offline and feedback how this would work at the February meeting. **(01/25).**

**15.0 .gov.uk EMAIL ADDRESS**

8897 Cllr Hampshire advised that he had obtained costs for new emails from one provider: £50 for 10 emails, £125 to register the domain or 2 years. The clerk to obtain a cross quote from Function 28 an alternative provider. Councillors to agree which supplier at the February meeting. **(01/25)**.

**16.0 INSURANCE RENEWAL**

8898 The renewal policy was circulated ahead of the meeting. The proposed cost of £1,448.63 represented +10% increase versus last year’s policy. The clerk to ascertain why the increase was so high and seek another quote if possible. **(01/25)**.

**17.0 ANNUAL REPORT**

8899 It was agreed that section updates on EVRS (Cllr Goundry) OE (Cllr Lass), Bonfire Hill (Cllr Murphy) and Defibrillators would be drafted ready for the March meeting. The clerk advised that a printed flyer would be designed to be hand delivered around the village. **(01/25)**.

**18.0 TOWN & PARISH FORUM**

8900 The clerk advised that the T&P Forum would be held online and in person on 3rd February 2025 from7-8pm. Cllrs Jacobs, Hampshire, Holroyd as well as the clerk agreed to attend. The forum will share an update on the changes to the NPPF. The clerk had shared a paper ahead of the meeting that Cllr Murphy had drafted containing his thoughts on the proposed changes. **(01/25)**.

**19.0 REPORTS & CORREPSONDENCE**

8901 A resident had asked about future plans regarding the layout of the ashes plots. Cllr Davidsen and the clerk to meet with RK at the cemetery to review. **(01/25).**

8902 Addressing @ Waverley had shared a proposed name for the residential development at Charles Hill. The name of Snapdragon Close/Drive was being considered as an option by the developer/addressing as it took inspiration from the types of flowers formerly grown at the nursery. Councillors had no comment. **(01/25).**

8903 The clerk noted the correspondence that had been sent to both Surrey and Waverley following the lack of communication after the recent flooding episode. It was noted as being extremely disappointing that lessons had not been learnt since the wildfire of 2020 regarding the importance of communication. **(01/25).**

**20.0 FINANCE**

8904 The bank statements for December shared with councillors. The totals for each account are as allows to the end of December: £10,286.87 current, £94,721.78 deposit, £2,411.93 Fete/OE, £17,388.66 Bonfire Hill, £30,539.56 PoR. **(01/25).**

8905 Acts for payments January: 9 cheques and 2 DD’s raised totalling £4,250.13 of which 2 were over £500; clerks salary and pension. **(01/25).**

8906 Finance review: a report to the end of December showing the value per cost centre versus budget was shared with councillors ahead of the meeting.  **(01/25).**

**21.0 MATTERS RAISED BY MEMBERS**

8907 Cllr Holroyd advised that she would like to run some more defibrillator courses and would also run sessions at the fete in July. Cllr Holroyd to share possible dates with the clerk. The clerk to book the YC and advertise the sessions. **(01/25)**.

8908 Cllr Davidsen advised that notices had been seen regarding the closure of the MoD access track to the carpark due to resurface works that are due to take 3 weeks. The clerk had not been sent any information. The clerk to refer to the MoD for comment. **(01/25)**.

8909 Cllr Goundry advised that residents had reported vehicles being parked across the grassed areas causing the areas to become churned up. A photo to be shared with the clerk. **(01/25)**.

**Meeting closed at 9.10pm**

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**ELSTEAD PARISH COUNCIL**

**Project/Objective Status – updated Jan 2025**

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| **Minute / Mtg** | **Project** | **Current Status** | **Target Date** | **Next Steps and by whom** |
| 8571 | FP64 | PM spoke at the Waverley Local Committee meeting held 13.06.20 which found in favour of the two proposed FP diversions. The order has been made however the landowner has objected to it and unless the objection is withdrawn the order has to be sent to the Secretary of State for confirmation. SCC and landowner are still trying to resolve objections. | 2025 | Update from 27.11.24. Officer to prepare a case to submit to the secretary of state. This is second on the list of orders to prepare and it takes much time. Officer to inform EPC when order submitted. |
| 8321 | Staceys Farm Road | Lawyers submitted papers to the land registry October 2023 | 2025 | f/up with wellers hedley several times – WH confirmed that the land registration is still pending Jan ‘25. |
| 8527 | Elstead to Milford Cycle Route | Blackberry Way – name for route approved by Witley and Elstead PC’s. Signage to be added | September 2024 | Clerk to f/up with SCC |
| 8213 | Milford Rd pavement | Disintegrating tarmac | October 2024 | Clerk to contact SCC |
| 8530 | Village fete | Date confirmed for 5th July at Thursley Road Rec. | July 2025 | More progress with school involved and garden club plus belly dancers |
| 8502 | Village Comms | Investigate possibility of centralised comms e.g whatsapp | Dec 2024 | JC to investigate with clerk |
| 8577 (April 24) | Cemetery fence | Fence to be replaced. Hedging was rejected for upkeep reasons. Wood post fence to be installed. | 2025 | Quotes to be agreed once it is known what will happen with the drive. Messaged NE re office as if this is not going ahead we can bring forward fencing plans |
| 8431 | Speed Signs | There are no repeat 30mph signs along Thursley Road. | 2025 | Cllr Muir to contact AS (SCC) c/o |
| 8770 (Oct 24) | CIL Highways Road Safety Bid | Incorporates former minutes  8495 – traffic calming  8580 - zebra crossing  8583 – yellow lines | 2025 | CIL bid submitted by Surrey CC 25.10.2024  Awaiting response from CIL team to see if it has been successful. |
| 8763 | Facility Improvement B/L | Artificial strip |  | Contract to be signed off so that order can be made |
| 8767 and 8855 | Medical Centre | Plans to be drawn up and investment to be sourced |  | Revised plans have been drawn up with revised costing. Clerk, PM, JJ, GL (WBC) met with WBC planning/CIL 19.12.2024. WBC will do some work to see the viability of the scheme. |

**Actions from Minutes**

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| **Minute Number** | **Action** | **Status** |
| 8467 (January 2024) | Can other agencies aside from the police close a road | Clerk to f/up |
| 8574 (April 2024) | Rogue post on Milford Rd before bus shelter | Clerk has reported to SCC |
| 8562 (April 2024) | Cllr Murphy wrote to real estate company (June 2024) re the dilapidated state of the telephone exchange. An email to be sent asking for BT’s plans with the site in writing. | Ground shave been tidied up but not the buildings which are in a poor state. PM to write to property company who own the land asking what their intention is. Response 24.12.2025 Elstead Exchange site may appear underutilised, however there aren’t any plans in the medium term for the site to be decommissioned. It is still an operational BT property and can appear quiet as it houses equipment, rather than people. As you mention technology is moving forward but this site is currently planned to provide communication infrastructure for business and residential customers in the area for many years yet.    Thank you for the update regarding the Neighbourhood Plan and link. I will share this with our disposals team for future reference.    BT are responsible for the maintenance of their properties so I will forward your concerns to the local BT Property Manager. The BT helpdesk can also be contacted on 0800 223388 ([https://www.bt.com/about/contact-bt](https://urldefense.com/v3/__https:/www.bt.com/about/contact-bt__;!!Gbu-Q1Y0!TiCAd0dEJ0xSgJZDmr7WPw3NWutXxCJ2xXrH_NZ9-l0Leorv43erMJKu0YZPaWDKTciWXlil5HrMOg4ufV-33QHDtQWbCg$)). |
| 8633 (June 2024) | HR policies to be drafted for Autumn 2024 | c/o |
| 8634 (June 2024) | EER Plan to be drafted. Working party confirmed. | Clerk contacted GL ref difference between SCC and WBC plan as starting point Jan ’25 contacted Greg SCC and Helen WBC to set up a mtg or agree next steps. WBC have feb back new comms protocols for emergency comms |
| 8644 (June 2024) | PPG requested a dedicated web page for Springfield Surgery. | Clerk awaiting copy to make page on website. |
| 8677 (July 2024) | EPC move to .gov.uk | AH to investigate |
| 8728 (Sept 2024) | Clerk to instruct Chalice re tree survey | Survey started early December 2024. Clerk met tree surgeon on 18.1.25 and most of the survey has been completed. |
| 8739 (Sept 2024) | Clerk has requested replacement bench at Westbrook as current bench has been vandalised | Waiting on f/up from WBC as they were waiting to see if they could afford it this financial year – followed up with WBC Jan ‘25 |
| 8764 (Oct 2024) | SCC funding – B/Lodge improvement | Clerk has spoken to Cllr Harmer and drafted email for SCC funding. Application for grant funding to be completed by early Jan ‘25. Clerk has since discovered monies were promised to all clerks and that there is no money left. Clerk to write to SCC asked for fund availability to be shown in a different manner. |
| 8811 (Nov 2024) | Arrange meeting with Inspector Brian | Date arranged for Feb ’24. |
| 8812 (Nov 2024) | Bonfire Hill tenancy | Draft lease received 19.12.24. Comments made and awaiting final contract. Chased Pelhams and should hgave update 21.1.25. |
| 8813 (Nov 2024) | Bonfire Hill charity status | Trust deed with charity commission. Likely 6 months to approve it. |
| 8814 (Nov 2024) | Bonfire Hill Event | Event to be arranged for summer 2025 |
| 8815 (Nov 2024) | Clerk to confirm the insurance status of Bonfire Hill | Clerk has contacted the benefactor’s legal team |
| 8821 (Nov 2024) | Spire Net Remedial Work Costings | Clerk has contacted contractor |
| 8823 (Nov 2024) | Precept submitted to WBC finance | complete |
| 8833 (Nov 2024) | Scouts have cleared leaves around chestnut trees at Thursley Road Rec | Clerk to write to thank scouts - complete |
| 8842 (Nov 2024) | Cllr Murphy to ask for meeting with Thames water over fractured sewerage pipe. | Cllr Murphy has written. No meeting date provided yet. |
| 8844 (Nov 2024) | Cllr Murphy advised that the closed cemetery is covered in saplings. | The clerk to refer to WBC. Clerk has written complete |
| 8845 (Nov 2024) | Cllr Jacobs advised of an increase in litter and careless parking at The Moat. | Cllr Jacobs to take photos and record incidents – matter on-going. |
| 8866 (Dec 2025) | Western Village Highways Meeting | Meeting was cancelled and now scheduled for 23.01.2025. To include cut back of sightlines by West Hill junction and six monthly clear out of gully at the end of Hookley Lane. Complete. Report back in feb mtg. |
| 8870 (Dec 2025) | 3 x’s parachute flairs have been found on the nature reserve. | Clerk reported the incident to MoD after the Dec meeting. MoD responded as follows: The policy for units that use any pyrotechnics on the Defence Training Estate (DTE) is that at the end of each scenario they should sweep the area and collect any debris.  At the end of the exercise they should actively walk all exercise areas and collect all military debris.    The Training Safety Marshall will usually walk with the unit as well to ensure as much mil debris is removed from the DTE.  We also have our Industry Partner (IP) who carry out patrols of the areas to collect any Mil Debris they see.    It would appear that on this occasion that these measures missed a couple of items that should have been collected.    I will ask the TSM / IP to remind units of their responsibilities to remove mil debris and also get the TSM to reiterate this policy to all visiting units. Complete |
| 8871 (Dec 2025) | Cllr Hampshire reported that tree work appeared to be being completed in an unsympathetic way. | The clerk and Cllr Murphy checked water levels on the common w/c 9th Dec 24 and it was at an acceptable level. Item complete |