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**ELSTEAD PARISH COUNCIL**

**Minutes of the Monthly Meeting**

**Monday 17th February 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) Cllr D Harmer**

**Mrs J. Williams (Clerk)**

**0 x’s MOP**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

8911 There were no questions from members of the public. **(02/25).**

**1.0 APOLOGIES FOR ABSENCE**

8912 Apologies for absence were received from Cllr Murphy prior to the meeting which councillors duly accepted. **(02/25).**

**2.0 DECLARATION OF INTERESTS**

8913 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. **(02/25).**

**3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 20TH JANUARY 2025**

8914 The minutes of the Parish Council meeting held on 20th January 2025 were approved. The Chair signed the minutes. **(02/25).**

**4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 20th JANUARY 2025**

8915 The minutes of the Planning Committee meeting held on 20th January 2025 were approved. The Chair signed the minutes. **(02/25).**

**5.0 REPORT FOLLOWING THE TOWN AND PARISH FORUM HELD 3RD FEBRUARY 2025 VIA TEAMS.**

8916 Cllrs Jacob, Holroyd and The clerk attended the meeting. WBC stated that the number of houses that it must build had increased from 500 to 700 and had been further increased to a target of 1800 per year. Recently “made” NHP’s would still be secure. The main issue was the debate about green belt / grey belt. Cllr Long advised that WBC thought that there was not really any grey belt land in Waverley and that therefore the previous constraints were still relevant and applicable. Slides and a recording of the meeting were circulated to all. All councillors to listen to the meeting. **(02/25).**

**6.0 REPORT FOLLOWING MEETING WITH ELSTEAD FC AND ELSTEAD SHARKS RE BL PAVILION HELD 10th February 2025.**

8917 Cllrs Lass and Muir held a meeting with representatives from Elstead Sharks and Elstead FC to start initial discussions around the Burford Lodge Pavilion project. The clerk was unable to attend owing to illness. Cllr Lass advised that the priorities were to understand land ownership and establish a project group of people who are keen to see this development for the benefit of the whole village. An architect has kindly offered to design the building free of change however the group will need to pay for professionals to submit the plan along with all the associated paperwork at the right time. Elstead Sharks have advised that the pitches are not in good order to play on and explained that they pay £11k / yr to play at Rodborough. Pitch improvement was a priority and needed before a pavilion could be realised. Cllr Holroyd noted that there was already some drainage in place as it ran under Ham Lane so it could be silted up. Cllr Lass advised that those who met did not want a separate trust and that the preferred and sensible option was to extend the current Elstead Recreational Trust to encompass this. A working party ToR to be drawn up for the February meeting. **(02/25).**

**7.0 CLERKS UPDATE**

8918 The previously circulated clerk’s update was discussed. See appendix 1. **(02/25).**

**8.0 WBC UPDATE**

8919 Cllr Long advised that the focus had been on local government reorganisation and that the May Surrey CC local elections had been cancelled. The 11 district boroughs in Surrey have been meeting to ascertain what will happen. A single unitary authority has been ruled out and all councils will submit a single bid for their preferred outcome. Cllr Jacobs asked what would happen to Woking’s debt and Cllr Long explained that discussions were on-going about this. WBC was resisting the selling off of assets to pay for other council’s debts. Cllr Follows will be providing regular updates direct to the clerk for sharing with the parish councillors. **(02/25)**

**9.0 SCC UPDATE**

8920 Cllr Harmer explained that there was a desire under the local government reorganisation that town and Parish Councils should have more power. Cllr Jacobs asked when parishes would be consulted on this. **(02/25)**

8921 Cllr Harmer explained that children’s education in Surrey especially around SEND had been a huge problem area. Cllr Harmer explained that the main problem lay with there not being enough trained child EP’s however Surrey CC was starting to focus on this area. **(02/25)**

**10.0 OUR ELSTEAD**

8922 It was noted that the March pancake race needed marshalls and had approached Our Elstead. **(02/25).**

8923 Spring community litter pick will be held on 23rd March 2025 at 10am and will coincide with national spring clean week. The clerk to provide refreshments. Future litter pick dates are: 29th June,28th September, 2nd November 2025. **(02/25)**.

8924 Christmas light switch on –It was noted that this had been agreed last time and cllrs were happy to support the views of OE working party. Cllrs voted and 7/1 in favour of being inside with a live feed of the light switch on. **(02/25)**.

8925 OE Working Party ToR to be updated. Cllr Lass to share proposed changes with the clerk. **(02/25)**.

**11.0 BONFIRE HILL**

8926 Costs for a tree survey at £1,296 were approved (8/8 councillors). The clerk to instruct Chalice. **(02/25).**

8927 Councillors discussed different options for leasing Bonfire Hill. It was agreed that there could be flexibility and Pelhams could market fields 1 and 2 either individually (depending on what field 1 was to be used for) or as a combined lot. (8/8 councillors supported this). The clerk to instruct Pelhams.  **(02/25).**

**12.0 FETE**

8928 Plans are progressing well. Sponsorship has been obtained from Seymours which will cover the climbing wall. The fete committee are exploring whether to hold an evening event or whether this will be an option for a future fete. Much is in place the only outstanding element is manpower to run the bbq. **(02/25).**

**13.0 WOOLFORDS LANE CEMETERY (WLC)**

8929 Cllr Davidsen and the clerk met with RK at WLC to agree some outstanding works. A bench has been relocated and the ashes section redrawn to allow for more plots to be installed. The bench will be repaired and a rogue metal bin outer removed. Split chestnut fencing will replace the current wire fencing, welding works to the gate and remedial work to the stone pillars will be completed. The driveway will be dug out in the warmer weather. It was noted that there had been no response to the clerks’ emails asking NE if they were still interested in the site as so therefore the council concludes that it is not viable for NE and as such can start to do the improvement work. Councillors supported this level of work (8/8 councillors). **(02/25).**

**14.0 BRAND GUIDELINES FOR ELSTEAD PC: TO FORMALISE THE PROCESS**

8930 A document prepared by Cllr Collis was shared ahead of the meeting explaining how social media etc should work. All were in agreement with the recommendation subject to one amend which will be made. The policy to be added to the website. (8/8 councillors). **(02/25).**

**15.0 .gov.uk EMAIL ADDRESS – TO APPROVE A SUPPLIER**

8931 An alternative supplier had not been able to provide a quote and so it was agreed that the council should progress with the supplier that Cllr Hampshire had been dealing with and who have experience pf parish councils. Cllr Hampshire to obtain hosting fees and then the email address changeover to start. **(02/25)**.

**16.0 INSURANCE RENEWAL**

8932 The clerk advised that the renewal increase was due to a general increase and that to leave the three year deal would incur greater costs versus the +10% increase in policy this year. Councillors confirmed that the clerk should continue with the renewal process. (8/8 councillors). **(02/25)**.

**17.0 APPROVAL OF ANNUAL FINANCIAL RISK ASSESSMENT 2025-2026**

8933 The annual financial risk assessment for 2024-2025 was circulated ahead of the meeting and approved. (8/8 councillors). **(02/25).**

**18.0 APPROVAL OF ANNUAL GENERAL RISK ASSESSMENT 2025-2026**

8934 This was deferred to the March meeting. **(02/25).**

**19.0 APPROVAL OF ANNUAL REVIEW OF FIXED ASSET REGISTER 2025-2026**

8935 The fixed asset register was circulated ahead of the meeting and approved. (8/8 councillors). **(02/25).**

**20.0 ANNUAL PARISH ASSEMBLY: TO AGREE FORMAT / SPEAKERS**

8936 It was agreed that the following would be invited to speak; Cllr Holroyd on defibrillators, a fete representative and Cllr Lass to provide an update on Burford Lodge. **(02/25)**.

**21.0 REPORTS & CORREPSONDENCE**

8937 A resident had written asking for an update on Bonfire Hill as they perceived that there had been little progress. The clerk has responded detailing all that has happened. **(02/25).**

8938 Cllr Follows is sharing a regular update on local government review which the clerk has shared with cllrs. **(02/25).**

8939 A letter has been received from DEFRA via JH (MP). DEFRA state that they do not believe that there is an environmental concern regarding the dumped materials on Bonfire Hill however no site visit has been made either by DEFRA or the EA so it is hard to know how they can judge whether or not it is of concern. **(02/25).**

8940 An advert promoting Keep Britain Tidy week was received and shared with OE. **(02/25).**

8941 An update from Farnborough Noise was shared with councillors. **(02/25).**

**20.0 FINANCE**

8942 The bank statements for January were shared with councillors. The totals for each account are as allows to the end of January: £5,218.35 current, £94,802.23 deposit, £2,775.88 Fete/OE, £17,403.43 Bonfire Hill, £30,599.32 PoR. All accounts have reconciled correctly to the end of January and most have been independently verified by Cllr Jacobs. **(02/25).**

8943 Acts for payments February: 13 cheques and 2 x’s DD raised totalling £3,532.55 to date. I x cheque and DD over £500 are clerk’s salary and pension. **(02/25).**

8944 Finance review: a report to the end of January showing the value per cost centre versus budget was shared with councillors ahead of the meeting. The main highlight is an overspend on playgrounds as a result of a lot of remedial work being completed in line with the playground quarterly safety report – repairs to spire net and treating the rust and repainting the railings at The Croft playground. The clerk confirmed that transfers were colour coded on the invoice and marked t/f to highlight that monies needed to be moved to cover the cost of Bonfire Hill and fete activity.  **(02/25).**

8945 The clerk reminded councillors who were due to be signatories to confirm their ID in the bank in order that the changes to the bank mandate could be completed. Cllrs Muir, Lass and Collis to complete this as soon as possible. **(02/25)**.

**21.0 MATTERS RAISED BY MEMBERS**

8946 Cllr Lass proposed cleaning up the picnic area. This has been done before although the land does not belong to Elstead PC, rather Surrey CC. **(02/25)**.

8947 Cllr Muir asked whether Surrey CC could share the highways scheme diagrams that had been discussed at the highways meeting in January. The clerk to follow up. **(02/25)**.

8948 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 Feb 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 | Plans progress ng well. Sponsorship in place. |
| 8502 | Village Comms | Investigate possibility of centralised comms e.g whatsapp | Dec 2024 | JC to investigate with clerk. Due to GDPR reasons it was felt that the whatsapp group was not the best approach. A PC specific website might be a better approach. Item closed |
| ~~8577 (April 24)~~  8929  (Feb 2025) | Cemetery fence and other improvements | Fence to be replaced. Hedging was rejected for upkeep reasons. Wood post fence to be installed.  Further improvement works agreed and contractor briefed. | 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. Clerk has f/up but SCC have not heard if bid has been accepted. |
| 8763 | Facility Improvement B/L | Artificial strip | April 2025 | Contract has been signed off. Delivery due April. |
| 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. Clerk has f/up no response from CIL or planning. |
|  | Defibrialltor training | Cllr Holroyd has offered to run free sessions. Clerk to advertise and book venue | April 2025 |  |

**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 to present in May meeting at which point all policies are reviewed. |
| 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)~~  8931 (Feb 2025) | EPC move to .gov.uk  Approved – AH to instruct company copying clerk |  |
| 8728 (Sept 2024) | Clerk to instruct Chalice re tree survey | Survey started early December 2024. Survey completed awaiting report. |
| 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. Remove item |
| 8811 (Nov 2024) | Arrange meeting with Inspector Brian | Date arranged for Feb ’24. Remove item |
| 8812 (Nov 2024) | Bonfire Hill tenancy | Draft lease has been reviewed and approved. Pelhams to advertise following feedback from Feb meeting regarding how many fields to market. |
| 8813 (Nov 2024) | Bonfire Hill charity status | Trust deed with charity commission. Likely 6 months to approve it. Confirmation that Trust deed has been approved and set up. Remove item |
| 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 |
| 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. |
| 8917 (Feb 2025) | Burford Lodge Pavilion Working Group – draw up ToR and agree membership |  |
| 8923 (Feb 2025) | Spring litter pick 23.3.35 (OE) clerk to provide refreshments. |  |
| 8925 (Feb 2025) | OE ToR to be updated for May meeting |  |
| 8928 (Feb 2025) | Tree survey at Bonfire Hill fields 1 and 2 approved. Instruct Chalice – clerk |  |
| 8930 (Feb 2025) | Social Media Policy – clerk to add to website |  |
| 8932 (Feb 2025) | Clerk confirm insurance renewal with Zurich |  |
| 8945 (Feb 2025) | Cllrs Lass, Muir and Collis to go to Lloyds re bank mandate change |  |
| 8946 (Feb 2025) | Cleaning picnic area |  |
| 8947 (Feb 2025) | Clerk to request highways diagrams from visit held in January |  |
| 8948 (Feb 2025) | AG to share photo of abandoned vehicles with Clerk to forward to WBC |  |