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**ELSTEAD PARISH COUNCIL**

**Minutes of the Monthly Meeting**

**Monday 17th March 2025 at 7.30pm**

**Held at Elstead Youth Centre**

**Attendees: Cllr P. Myrphy (Chair) Cllr L. Davidsen Cllr A. Goundry**

**Cllr A. Hampshire Cllr J. Holroyd Cllr J. Jacobs**

**Cllr R. Muir**

 **Cllr G Long (WBC) Cllr D Harmer**

**Mrs J. Williams (Clerk)**

**2 x’s MOP**

 **QUESTIONS FROM MEMBERS OF THE PUBLIC**

8950 A resident asked whether there were any opportunities for street cleaning and rubbish collection to be bought under the Parish Council’s control assuming that there is a move towards Surrey becoming a unitary authority. It was explained that at the moment the Parish Council has no funding for this and would need there to be a transfer of funds from the Unitary Authority and/or the Parish Council would have to increase its precept. Cllr Murphy advised that there had been some indication that the Parish Council’s functions would be reviewed under the adoption of a unitary authority. **(03/25).**

**1.0 APOLOGIES FOR ABSENCE**

8951 Apologies for absence were received from Cllrs Collis and Lass prior to the meeting which councillors duly accepted. **(03/25).**

**2.0 DECLARATION OF INTERESTS**

8952 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. **(03/25).**

**3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 17th FEBRUARY 2025**

8953 The minutes of the Parish Council meeting held on 17th February 2025 were approved. The Chair signed the minutes. **(03/25).**

**4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 17th FEBRUARY 2025**

8954 The minutes of the Planning Committee meeting held on 17th February 2025 were approved. The Chair signed the minutes. **(03/25).**

**5.0 REPORT FOLLOWING MEETING WITH WESTERN VILLAGES AND WBC PLANNING RE FILMING, HELD 24th FEBRUARY 2025.**

8955 Notes from the meeting were circulated to councillors before the PC meeting. It was explained that there were still some problems associated with the filming companies such as articulated trucks driving through Thursley, light pollution and the fact that planning applications are determined often after the filming has wrapped. Cllr Murphy had previously drafted a brief for filming companies and it was agreed that it would be circulated to all western villages for comment. It was felt that the issue lay with the fact that filming companies sub contract a lot of the work and this might be the reason why the message is not always being clearly communicated. **(03/25).**

**6.0 REPORT FOLLOWING MEETING WITH ELSTEAD PC AND WBC ENVIRONMENTAL HEALTH HELD 7TH MARCH 2025.**

8956 Notes from the meeting were circulated to councillors before the PC meeting. Cllr Murphy and the clerk met with WBC Environmental Health to discuss the number of abandoned vehicles in Elstead as well as the large pile of waste remaining on Bonfire Hill, both items still remain unresolved. WBC stated that preventing the waste was the landowner’s responsibility however WBC, as the enforcement authority did nothing to enforce this situation. Cllr Murphy added that the landowner was not the occupier and did not cause the waste. Cllr murphy added that the law of tort is an argument that the Parish Council could deploy. The clerk to discuss this matter with Cllr Long. **(03/25).**

**7.0 REPORT FOLLOWING MEETING WITH ELSTEAD PC AND WAVERLEY POLICE HELD 17TH MARCH 2025.**

8957 Cllrs Murphy and Goundry along with the clerk met with Insp. Brian and Sgt. Bayman and made the point for having more proactive policing in particular for dealing with anti social behaviour. The police emphasised the need to report incidents via 101 or crimestoppers both of which allowed for anonymous reporting. The police to circulate a reporting form to the clerk. **(03/25).**

**8.0 CLERKS UPDATE**

8958 The previously circulated clerk’s update was discussed. See appendix 1. **(03/25).**

**8.0 WBC UPDATE**

8959 Cllr Long advised that she had received an updated from WBC housing regarding the Springfield redevelopment. Delays have been caused by minor tweaks needing to be made as a result of regulatory changes and it was anticipated that the scheme would be submitted to planning in April. Cllr Murphy advised that now that the land transfer was all but complete, WBC would be able to plants some trees by the copse on field 3 (Bonfire Hill) in order to deliver a strong biodiversity net gain. Cllr Long to update LB (WBC Housing). **(03/25)**

8960 Cllr Long advised that she had had some discussions with WBC regarding the NHS medical centre scheme. The CIL team had not as yet been able to meet with Elivia however Cllr Long had been advised that they had met with the NHS and it had been a positive session. Cllr Long explained that she had been shown the plans for the new NHS facility in Farham. **(03/25)**

**10.0 SCC UPDATE**

8961 Cllr Harmer advised that there had been a lot of discussion as to how to manage Surrey once it becomes a unitary authority. On 18th March, Surrey will make a decision as to what it wants to say to the government regarding which form of unitary authority Surrey would like to be i.e. 1, 2 or 3 unitary authorities. Cllr Harmer reported that Surrey was keen to devolve more powers to town and parish councils. **(03/25)**

8962 Cllr Harmer confirmed that fly tipping was the responsibility of either the District or Borough Council and that they must remove fly tipped materials if they are on the public or highway land. **(03/25)**

**11.0 OUR ELSTEAD**

8963 The next community litter pick will be held on Sunday 23rd March at 10am. Cllr Holroyd remarked that the B3001 had been cleared by the Milford roundabout and that it looked a lot better. **(03/25).**

8964 A resident has generously offered to buy £1k worth of daffodil bulbs to be planted in Autumn 2025. It was agreed that they would need to be placed carefully on the greens so as not to prevent the greens from being mowed. The clerk to feed back to OE and a site visit to be conducted before planting goes ahead. **(03/25)**.

**12.0 BONFIRE HILL**

8965 Cllr Murphy advised that the benefactor had had to pursue a legal route resulting in enforcement action to obtain control of the land. Security has been deployed and will remain in situ for a little while longer. The field was vacated on 11th March and personal items must be collected by close of 20th March 2025. The main priority will be to remove the waste material and fence the land. The clerk will follow up on the tree survey. Fields 1 and 2 are already being marketed by the PC’s land agent. **(03/25).**

8966 The benefactor would like to hold an event to celebrate Bonfire Hill. All to save the date: Saturday 28th June 2025.  **(03/25)**.

**13.0 FETE**

8967 Plans are progressing well and the committee are considering whether to hold an evening event of live music the fete. (**03/25).**

8968 Councillors agreed that the Parish Council would have a table at which Our Elstead would be at one end, Road safety at the other and the defibrillators represented in the middle. All to come under the Parish Council umbrella. **(03/25).**

**14.0 BURFORD LODGE PAVILION WORKING PARTY**

8969 It was advised that two meetings have been held to agree how the working party will operate. An architect has offered to design the pavilion free of charge as a community gift. It will still be necessary to pay for architects to complete the required reports and submit the application to Waverley planning. **(03/25).**

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

8970 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. **(03/25)**.

**16.0 THURSLEY ROAD / GAS MAINS WORK**

8971 Cllr Davidsen reported that on the one.network site it was showing that Thursley Road would be shut for 2 months from mid July whilst gas work was undertaken. The clerk to write to Cllr Harmer as this appears to be a misrepresentation as the gas works were completed c 3 years ago and part of the road closure is on the recently resurfaced road. It was also noted that Beacon View Road would have gas works from 4-15th August and Moors Lane from 16th July. **(03/25)**.

**17.0 ANNUAL RISK ASSESSMENT**

8972 The annual risk assessment had been circulated in advance of the meeting with minor updates highlighted. The risk assessment was approved by all councillors present. (7/7 councillors). **(03/25).**

**18.0 REPORTS & CORREPSONDENCE**

8973 Two residents had written to the clerk concerned about a street trading license for the lay-by at Staceys Farm Road. Cllr Jacobs advised that she was not in support given the numerous eating establishments that were already in the village. Concern was raised about an increase in litter and noise/smell pollution on near-by residents and the fact that parking in the lay-by would be impacted. As the lay-by is owned by the Parish Council, councillors agreed that application should be opposed. **(03/25).**

8974 The clerk noted that the pizza van wished to reduce its hours from 5 days a week to just Saturday from April the date at which its trading license has to be renewed. The council had no comment on this change of license consultation. **(03/25).**

8975 The clerk advised that the war memorial could do with being cleaned. Councillors agreed for the clerk to obtain a quote. **(03/25).**

8976 The clerk advised that hedging needed to be cut back in The Croft on the boundary of parish council land. Councillors agreed that the clerk should ask the PC’s contractor to do the work. **(03/25).**

8977 An email had been received from a concerned resident who had noticed that several trees had been marked on Staceys Farm Road. The clerk advised that she was waiting for the survey and that no works would be undertaken until a quote had been sought and approved and that residents would be informed before the works. **(03/25).**

8978 The clerk advised that SALC are holding their regular councillors forum on 23rd March and an additional session on 3rd April to discuss unitary authorities. **(03/25).**

8979 Information had been shared with councillors regarding a Heathlands Connection workshop on 27th March 2025. **(03/25).**

8980 Cllr Murphy advised that Thursley Parish Council had met and raised a number of concerns around NE’s management of Thursley National Nature Reserve. Thursley are proposing to set up ‘TUG’ (Thursley User Group) at which concerns and issues could be voiced. Cllr Mendelssohn to meet with NE to understand whether this would be feasible. **(03/25).**

8981 Cllr Murphy noted the vast improvement of the recently resurfaced Truxford Road. The clerk to write to MoD in support of this work. **(03/25).**

8982 Cllr Murphy reported that there have been five collapses of the Thames Water sewer at Westbrook over the past ten years. The sewer is now rated as being “high risk”. Cllr Murphy to write to the estate manager at Westbrook who will write to Thames Water to request a meeting. The meeting scheduled with Thames Water for 24th March has been cancelled by Thames Water. Cllr Long to share additional information on this with Cllr Munro. **(03/25).**

**19.0 FINANCE**

8983 The bank statements for February were shared with councillors. The totals for each account are as allows to the end of February: £13,200.93 current, £84,885.34 deposit, £2,778.31 Fete/OE, £17,418.69 Bonfire Hill, £30,653.35 PoR. All accounts have reconciled correctly to the end of February and most have been independently verified by Cllr Jacobs. The clerk to update the name of the 32 day notice acct to POR on Scribe for ease of reference. **(03/25).**

8984 Acts for payments March: 21 cheques and 3x’s DD raised totalling £28,197.27 to date (£13,008.80 EPC, £15,088.47 Bonfire Hill). 10 x cheques over £500 listed below. In addition, 1 x chq and 1x DD over £500 - clerk’s salary and pension. **(03/25).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque no** | **Payee** | **Purpose** | **£** |
|   |   |  *Yellow denotes invoice covered by Bonfire Hill Trust and not the PC.* |   |
| 5091 | Richard Knight | Bonfire Hill remedial works | 1002.48 |
| 5094 | D&M Planning Ltd | net planning application | 1533.12 |
| 5095 | Deepdene Ecology Ltd | Bio diversity report for planning application | 1680.00 |
| 5096 | Straight Line Fencing (Southern) Ltd | Deposit for field 3 Bonfire Hill | 2109.36 |
| 5097 | County Enforcement Ltd | Security for 3 days @ 2 sites + mobile unit following UE threat | 8884.66 |
| 5099 | HMRC | HMRC | 1638.37 |
| 5100 | Chalice Consulting Ltd | Tree Survey EPC Land | 2970.00 |
| 5106 | Richard Knight | RK0831 Bonfire Hill labour & materials | 1877.05 |
| 5108 | Chalice Consulting Ltd | Bonfire Hill fields 1,2,3 survey | 1296.00 |
| DD | Longcross | Bonfire Hill fencing / security enforcement day | 500.00 |

8985 Finance review: a report to the end of February showing the value per cost centre versus budget was shared with councillors ahead of the meeting along with key notes.

-The PC has received a lot less in cemetery payments v budget (£1,594 v £3k)

-Receipts for Smiths Charity are more v budget due to the Henry Smith financial year change

-VAT – the clerk to check if the 23/24 claim has been submitted.

-recreation maintenance and playgrounds – clerk to check what has been allocated to each as the cost centres are similar

-clerk to re-code some areas of the budget for 25/26. It will not change the end total but cost centre allocation needs checking to ensure accuracy. **(03/25).**

8986 To note expenditure made outside of the meeting but in accordance with the standing orders: security at various sites for three nights £8,854.66. This had been approved remotely by all councillors at the time it was urgently required. (9/9 councillors). **(03/25).**

8987 It was agreed that a Lloyds account be opened for The Bonfire Hill Charitable Trust for ease of opening given the recent issues with changing the bank mandate. This had been approved remotely by all councillors (9/9 councillors). **(03/25).**

8988 The clerk reported that there was a problem with the bank mandate and additional information was required from Cllrs Collis and Holroyd. **(03/25).**

8989 The clerk reported that the new charity commission account had finally been set up and all annual returns for the Henry Smith Charity had been submitted. **(03/25).**

**20.0 MATTERS RAISED BY MEMBERS**

8990 Cllr Goundry noted safety concerns to do with Thursley Common. Cllr Murphy suggested he should contact the landowners either NE of MoD. **(03/25)**.

8991 Cllr Muir reported three to four holes on the newly surfaced Thursley Road by the Swiss chalet. Issues to be reported on Surrey CC’s “Fix-my-street”. **(03/25)**.

8992 Cllr Muir reported damaged wooden palings near the pavilion. The clerk to ask RK to fix them. **(03/25)**.

8993 Cllr Hampshire was concerned about some of the work that had taken place on the common and asked whether the PC could obtain a copy of NE’s 10 yr management plan. Cllr Murphy to share NE details with Cllr Hampshire. **(03/25)**.

8994 Cllr Hampshire reported that a new building had suddenly appeared on land between the WMP SANG and Woodside Farm. Cllr Hampshire to forward to the clerk who will refer to planning enforcement copying Cllr Long. **(03/25)**.

8995 Cllr Holroyd reported dangerous parking at the junction of Broomfield and Lower Ham Lane. The council to remind people to park considerately and lawfully in its next EVN article. Cllr Murphy advised that if the vehicles was blocking the pavement then it could be reported to the police. **(03/25)**.

8996 Cllr Jacobs advised that parking by the moat was making it difficult for cars to pass and that there should be breaks between the parking spaces. **(03/25)**.

8997 Date of July meeting: it was agreed that this could be bought forward to 7th July 2025 which councillors agreed. **(03/25)**.

**Meeting closed at 9.20pm**

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**ELSTEAD PARISH COUNCIL**

**Project/Objective Status – updated March 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 SCCPavement slurry works were completed end Feb. Issue resolved? Complete remove item |
| 8530 | Village fete | Date confirmed for 5th July at Thursley Road Rec.  | July 2025 | Plans progressing 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 | Messaged NE re office and no response therefore PC have agreed to progress improvements. Contractor briefed |
| 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 calming8580 - zebra crossing8583 – yellow lines | 2025 | CIL bid submitted by Surrey CC 25.10.2024Awaiting 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. f/up 17.3.25 CIL seeking questions on some other applications and once those have been answered with evaluate all bids at the same time. |
| 8763 (a) | Facility Improvement B/L | Artificial strip | April 2025 | Contract has been signed off. Delivery due April. |
| 8763 (b) | Cricket nets | Installation of brand new cricket nets | Summer 2026 | Architect briefed Plans for planning application completed along with ecology report.Planning ready for submission by April 2025. |
| 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 CIL team have spoken with NHS and waiting to speak with developer. |
| 8907 | Defibrillator training | Cllr Holroyd has offered to run free sessions. Clerk to advertise and book venue | April 2025 | Poster has been updated and sent to cinema for advertising there.Clerk to place posters out in the village w/c 17.3.25 and place on fb. 2 bookings to date. |

**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%3A/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 fed back new comms protocols for emergency comms. f/up several times re SCC/WBC resilience planning. WBC to contact the clerk w/c 17.3.2025 |
| 8644 (June 2024) | PPG requested a dedicated web page for Springfield Surgery. | Clerk awaiting copy to make page on website. Closed – no copy has been sent. Remove item. |
| ~~8677 (July 2024)~~8931 (Feb 2025) | EPC move to .gov.ukApproved – AH to instruct company copying clerk |  |
| 8728 (Sept 2024) | Clerk to instruct Chalice re tree survey | Survey started early December 2024. Survey completed, report received and with the tree surgeon for quotation. Expect to have quote for April meeting.. |
| 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 |
| 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. Bank account to be set up – likely Lloyds as given we are already signatories it should be quicker.  |
| 8814 (Nov 2024) | Bonfire Hill Event | Event to be arranged for 28.6.2025.  |
| 8815 (Nov 2024) | Clerk to confirm the insurance status of Bonfire Hill | Clerk has contacted the benefactor’s legal team. Confirmed that the insurance is covered via our Zurich insurance Item to be removed. |
| 8821 (Nov 2024) | Spire Net Remedial Work Costings | Clerk has contacted contractor |
| 8842 (Nov 2024) | Cllr Murphy to ask for meeting with Thames water over fractured sewerage pipe. | Cllr Murphy has written. Meeting date set for 25.03.2025 |
| 8844 (Nov 2024) | Cllr Murphy advised that the closed cemetery is covered in saplings. | The clerk to refer to WBC. Clerk has written. |
| 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. Report back in feb mtg. complete remove item |
| 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.  | Tree survey fields 1 & 2 complete and reports with tree surgeon for quotation. Clerk has requested field 3 to be surveyed. No date for survey yet. |
|  | Water connection Bonfire Hill | Clerk has completed forms for SE Water to be able to reconnect |
| 8930 (Feb 2025) | Social Media Policy – clerk to add to website |  |
| 8932 (Feb 2025) | Clerk confirm insurance renewal with Zurich | Insurance renewed.Completed remove item |
| 8945 (Feb 2025) | Cllrs Lass, Muir and Collis to go to Lloyds re bank mandate change | Lass, Muir have been to Lloyds. A secondary form needs to be completed by Collis and Holroyd. |
| 8946 (Feb 2025) | Cleaning picnic area | OE action? |
| 8947 (Feb 2025) | Clerk to request highways diagrams from visit held in January | Clerk has requested – item cannot be sent out as waiting for CIL decision so as not to waste SCC design timeCompleted remove item |
| 8948 (Feb 2025) | AG to share photo of abandoned vehicles with Clerk to forward to WBC | Clerk has forwardedCompleted remove item |