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**ELSTEAD PARISH COUNCIL**

**Minutes of the Monthly Meeting**

**Monday 7th July 2025 at 7.30pm**

**Held at Elstead Youth Centre**

**Attendees:** Cllr J. Jacobs (Chair) Cllr J. Collis *(left 9pm)*Cllr L. Davidsen

Cllr A. Goundry Cllr A. Hampshire Cllr M. Lass

Cllr R. Muir Cllr P. Murphy

**Mrs J. Williams (Clerk)**

**5 x MOP**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

9118 A resident highlighted that the footpath either side of The Legion was sub-standard. The clerk to review and report to Surrey CC. **(07/25).**

**1.0 PRESENTATION BY SHANLY HOMES – WEALDEN HEATHS IMPROVEMENT PROJECTS**

9119 TS from Shanley Homes was welcomed to the meeting. TS explained that Shanly Homes have already done some development in the area and have just acquired a site in Chiddingfold. As part of this development they had had to deliver a bespoke SANG. Shanly were now looking for development opportunities and as a result were looking for mitigation options for the Wealden Heath NNR. TS advised that development of 20-49 homes do not need to provide a SANG. TS had spoken to Natural England and they would be keen to promote ideas such as footpath improvement, planting, benches, carparking. Considering the Sunray Farm development there would be options to improve the footpath connecting Springfield with West Hill and making it into a cycle way. TS added that Shanley were in discussion with the Land Trust as well. The clerk to arrange a meeting with WBC planning and Shanly Homes to discuss the options for the medical centre. **(07/25).**

**2.0 APOLOGIES FOR ABSENCE**

9120 Apologies for absence were received from Cllrs Holroyd, Harmer and Cllr Long prior to the meeting which councillors duly accepted. **(07/25).**

**3.0 DECLARATION OF INTERESTS**

9121 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 (LGA Model Code of Conduct) Order 2020. **(07/25).**

**3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 16th JUNE 2025**

9122 The minutes of the Annual Parish Council meeting held on 16th June 2025 were approved. The Chair signed the minutes. **(07/25).**

**4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 16th JUNE 2025**

9123 The minutes of the Planning Committee meeting held on 16th June 2025 were approved. The Chair signed the minutes. **(07/25).**

**6.0 VERBAL REPORT FOLLOWING LOCAL PLAN WORKSHOP WITH WBC HELD 18th JUNE 2025.**

9124 Cllr Murphy attended the workshop on behalf of the council. The meeting was essentially to garner support from those present for the Farnham related element of the Local Plan. The meeting seemed to be trying to justify why WBC is not able to provide the number of dwellings it has been targeted with. Cllr Murphy has asked for details on the call for sites. The clerk to write to WBC asking if EPC can be informed of any sites that are put forward. MN (CIL) was present and Cllr Murphy asked why WBC had not consulted on WBC’s IDP (Infrastructure Development Plan). The clerk to send a copy of Elstead’s IDP to WBC to ensure that these elements are considered. **(07/25).**

**7.0 WRITTEN REPORT FOLLOWING MEETING WITH SGN HELD ON-LINE 25th JUNE 2025.**

9125 The clerk had arranged a meeting with representatives from SGN. Attending from Elstead PC alongside the clerk, were Cllrs Lass, Muir and Murphy. A copy of the meetings notes were circulated to councillors ahead of the July PC meeting. At the meeting a number of key areas were discussed in relation to the works. The positive outcome that Elstead PC achieved was that SGN agreed to attend the fete in order to provide resident engagement. There are a number of key areas that SGN are following up, the main being emergency access throughout the village and school/stagecoach bus routes. **(07/25).**

**8.0 REPORT FOLLOWING WEALDEN HEATH NNR LAUNCH EVENT HELD 27th JUNE 2025 AT THE PUNCH BOWL.**

9126 The clerk attended this event representing Elstead Parish Council. The event was very positive demonstrating private and public landowners combining together. There were a series of talks from each of the main landowners followed by an organised guided walk. Post the event the slightly disappointing aspect was the amount of advertising on social media highlighting the NNR as a space for people and nature (secondary). **(07/25).**

**9.0 CLERKS UPDATE**

9127 The previously circulated clerk’s update was discussed. See appendix 1. **(07/25).**

**10.0 WBC UPDATE**

9128 There was no update from WBC. **(07/25).**

**11.0 SCC UPDATE**

9129 There was no update from SCC. **(07/25).**

**12.0 LOCAL GOVERNMENT REORGANISATION SURVEY**

9130 The clerk and Cllr Jacobs to complete the survey. Councillors voted in agreement for a three unitary authority (8/8 councillors). It was noted that anyone may respond to the survey. Cllr Murphy expressed concern that whatever combination (2 or 2 unitary authorities) resources would be loaded towards social care and adult service costs. **(07/25).**

**13.0 OUR ELSTEAD UPDATE**

9131 Disappointingly only 5 people turned up for the recent community litter pick. The litter pickers only covered the village green, picnic area and Bonfire Hill as a result of the low numbers. The next litter pick will be before 11.11.2025.

9132 Our Elstead was represented at the fete but overall the response from residents to volunteer was minimal.

9133 On September there will be a Christmas Tree lighting kick off meeting. Our Elstead were keen to encourage a group to hold a village dance after the Christmas Light event. **(07/25)**.

**14.0 FETE DEBRIEF**

9134 Councillors thanked the fete organisers for all their efforts in arranging the fete. SC explained that the organisers had been delighted with the village response and the good attendance. Councillors were in agreement with the fete organiser’s proposed 2026 date of 4th July. The clerk to write to inform Elstead Cricket Club. The fete committee to obtain feedback to consideration into next years fete. **(07/25).**

**15.0 CEMETERY IMPROVEMENT EVALUATION**

9135 A vote of thanks was given to the contractors who have worked on the cemetery. The entrance looks a lot improved and the cemetery as a whole appears neater and tidier. The clerk to obtain a cost to install sets at either end of the semi-circle. **(07/25).**

**16.0 PLAYGROUND – APPROVAL OF JUBILEE PLAYGROUND FENCING**

9136 The clerk circulated three quotes before the meeting for replacement fencing around the Jubilee playground as the current wooden picket fencing keeps splintering and rotting. All councillors to review and visit the playground to see which would look best. It was agreed that an application should be submitted to Cllr Harmer for his allocation. The clerk to ask if CIL can be used for this project. **(07/25).**

**17.0 DAMAGED POSTS AROUND THE GREEN**

9137 Councillor Murphy reported that a number of posts were leaning on the land to the left of the village green. Councillors agreed that the post should be removed and if people start to park on the green area then they will be reinstalled. **(07/25).**

**18.0 PICNIC AREA BY ELSTEAD BRIDGE (SCC LAND)**

9138 The clerk reported that the picnic area need improving. The clerk to write to Surrey CC asking them to clear it and cut back the vegetation. **(07/25).**

**19.0 CEDAR TREE ON THE VILLAGE GREEN APPROACH**

9139 A resident had written regarding the cedar tree near the village green which is dying and needs to be cut down. A post has been shared on facebook about this matter. **(07/25).**

**20.0 REVIEW AND ADOPTION OF HR POLICIIES**

9140 Prior to the meeting the clerk had reviewed the model policies that are available from NALC. The clerk proposed that the following be adopted and circulated the drafts in advance of the meeting. All were adopted (8/8 councillors) with a minor amend to the complaints and IT policy:

* + IT (statutory)
  + Complaints
  + Equality & Diversity (statutory)
  + Homeworking
  + Dignity at work (replaces anti-bullying & harassment)
  + Whistleblowing.

The clerk to add the policies to the website.  **(07/25)**.

**21.0 REPORTS & CORREPSONDENCE**

9141 A letter was received from a resident concerned about on road parking and possible solutions. The clerk to respond. **(07/25).**

**22.0 FINANCE**

9142 Bank balances to end of June 2025 were circulated in advance of the meeting and are: Current £27,872.13 Deposit £117,673.73, Fete £1,996.67, PoR £30,872.28, Bonfire Hill (NB clerk to transfer some monies across to the current acct) £1561,61. **(07/25).**

9143 Accounts for payment for July 2025 were circulated in advance of the meeting. 28 payments raised for online payment totalling 13,130.57 some of which for the fete and Bonfire Hill will be reclaimed from those accounts. 8 payments were over £500; SE water £5,108 (B/Hill water connection), fete items £1,036, £720, £580, internal audit £600,defibrillator service £540, RK work at B/Hill £616.88 and Grasstex (cutting B/Hill Field) £816. **(07/25).**

9144 To note expenditure made outside of meetings but in accordance with the standing orders – there was nothing to note. **(07/25).**

9145 To note that date at which the exercise of the public rights (unaudited accounts) started on Tuesday 24th June and run until Monday 11th August. The clerk confirmed that the announcement notice was placed on noticeboard and on the village website on Monday 23rd June as is a statutory requirement.  **(07/25)**

**23.0 MATTERS RAISED BY MEMBERS**

9146 There were no matters raised by members. **(07/25).**

**24.0 EXEMPT BUSINESS**

**25.0 DATE OF NEXT MEETING**

9148 Monday 15th September 2025. 7.30pm.

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**BONFIRE HILL CHARITABLE TRUST**

9149 It was agreed that ToR for Bonfire Hill needed to be reviewed to reflect the groups status of being a committee reporting to the Parish Council. The clerk to amend for the September meeting. **(07/25).**

9150 At the previous meeting tenders 6 and 7 had been approved however both withdraw. Tender 1 has been uncontactable despite the clerk and land agent calling on a number of occasions. A new tender has been received which the Bonfire Hill Committee would like to propose that the council review and accept. Councillors reviewed the details and agreed to accept the tender. (8/8 councillors). **(07/25).**

9151 The clerk to confirm whether the orphaned pieces of land are included within the Bonfire Hill remit – it was thought that they had been excluded. **(07/25).**

9152 The Bonfire Hill Trust Committee were congratulated on a fantastic “handover’ event. The owner of the land has been pleased with the turn out. **(07/25).**

**Meeting closed at 9.45pm**

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**ELSTEAD PARISH COUNCIL**

**Project/Objective Status – updated July 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.  Officer was due to visit but owing to sick leave visit postponed until Aug/Sept. |
| 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.  f/up |
| 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 |
| 8530 | Village fete | Date confirmed for 5th July at Thursley Road Rec. | July 2025 | Plans progressing well. Sponsorship in place.  Completed remove |
| ~~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. Completed remove |
| 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  Bid has been successful. Clerk has asked SCC highways for a date when work will start on finessing the plans prior to public consultation. Likely to hear from SCC May/June 2025.  Emailed and site visit due early August |
| 8763 (a) | Facility Improvement B/L | Artificial strip | April 2025 | Contract has been signed off. Delivery due April. Date delayed until end of July – supplier issues. |
| 8763 (b) | Cricket nets | Installation of brand new cricket nets | Summer 2026 | Planning application submitted March 2025. Planning approved |
| 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. |

**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. | Grounds have 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. July agenda item Completed remove |
| 8634 (June 2024) | EER Plan to be drafted. Working party confirmed. | Plan drafted and presented May ‘25 waiting on final page from WBC |
| ~~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. Tree quotes for Sept 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 | July agenda item Completed remove |
| 8813 (Nov 2024) | Bonfire Hill charity status | Trust deed and transfer deed approved. Coop bank act in progress |
| 8814 (Nov 2024) | Bonfire Hill Event | Event to be arranged for 28.6.2025. Completed remove |
| 8821 (Nov 2024) | Spire Net Remedial Work Costings | Clerk has contacted contractor. Clerk has f/up re cost of middle section repairs |
| 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. |
| 8917 (Feb 2025) | Burford Lodge Pavilion Working Group – draw up ToR and agree membership |  |
| 8925 (Feb 2025) | OE ToR to be updated for May meeting | Completed remove |
| 8928 (Feb 2025) | Tree survey at Bonfire Hill fields 1 and 2 approved. | Tree quotes for July meeting Completed remove |
|  | Water connection Bonfire Hill | £5k quote – quote approved, connection dug. Fee to be paid and SE site visit next steps. |
| 8930 (Feb 2025) | Social Media Policy – clerk to add to website |  |
| 8957 (March 2025) | Police to circulate report for clerk to complete | Clerk has f/up. Still waiting on link. Police have confirmed 1/4ly meeting attendance for 2025. |
| 8959 (March 2025) | Cllr Long to advise LB (WBC housing) that WBC can plant trees by the copse on field 3 to improve their Bio-diversity Net Gain. | Cllr Long has tried to contact LB to see if planning has been submitted no reply. f/up no response |
| 8964 (March 2025) | Bulb planting approved. | Still waiting for formal OE proposal – clerk has chased several times. |
| 8968 (March 2025) | Combined tables at the fete for OE, defibrillators and EVRS | Completed remove |
| 8971 (March 2025) | One.network is showing that the Thursley Road will be closed from mid July for 2 months due to gas works. | See July agenda Completed remove |
| 8975 (March 2025) | Clerk advised that war memorial needs a clean | Quote approved clerk has instructed war memorial cleaning company |
| 8976 (March 2025) | Vegetation in The Croft to be cut back | Contractor has been booked to do the work in April. Deferred to october |
| 8990 (March 2025) | Cllr Goundry noted safety concerns with Thursley Common | Cllr Goundry to contact NE or MoD |
| 8991 (March 2025) | Issues of Thursley Road breaking up by the Swiss Cottage | Clerk to report on fix my street. Clerk has f/up with RM to check if she has photographed the correct road defects. Clerk has reported |
| 8992 (March 2025) | Damaged palings by Thursley Road Rec. | Clerk has reported to contractor to fix and f/ip asked for a due by date. Completed remove |
| 8993 (March 2025) | Cllr Hampshire asked if the PC could obtain NE’s 10 yr land management plan | Cllr Murphy to share NE contact details with Cllr Hampshire. Cllr Hampshire to write. |
| 9085 (June 2025) | EPC newsletter & fete flyer | All to hand deliver Completed remove |