

3865 Cllr Mathisen declared an interest in item 14. No other members disclosed any (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 2007.

3.0 APPROVAL OF PREVIOUS MINUTES

3866 The minutes of the Parish Council meeting held on 5th December 2016 were agreed and signed by the Chairman.

4.0 APPROVAL OF PREVIOUS MINUTES

3867 The minutes of the Planning meeting held on 5th December 2016 were agreed and signed by the Chairman.

5.0 APPROVAL OF PREVIOUS MINUTES

3868 The minutes of the Planning meeting held on 16th January 2017 were agreed and signed by the Chairman.

6.0 MATTERS ARISING

3869 The issue of the anti-social behaviour that was happening in the Back Lane area of Elstead has been resolved as the person has subsequently left the village and relocated to another town. The Parish Council expressed its' thanks to Cllr J. Else for her support in the matter as it was of great concern to residents. **(01/17). Minute to be removed.**

3747 Tracys Development site (5 Anderson Place). **(01/17). Minute to be removed see item 12 in the minutes.**

3870 There are two footpaths that need improvement. The MoD still intend to make the repairs but there is no target completion date. £1,000 has been set aside from the PC to buy the materials needed but at the HUG meeting held on 6th December Landmarc explained that their management are unable to accept this money. It was suggested the PC approach SCC and get SCC Highways Authority to commission Elstead PC to do the work and pay for it as Surrey CC can make BW improvements without MoD consent. **(01/17)**

3602 Improved cycle route Elstead to Milford/Rodborough. Some of the route needs improving and runs over MoD land. The MoD confirmed that they support this and have minuted it to that effect. They also accept the slight detour required to improve the route. The PC sent Cllr Harmer an email regarding the detour route. **(10/16)**

3413 Closure of Footpath 64 – Cllr Harmer advised that the footpath is to remain closed for a further year. (05/16)

3125 Village Banner/logo - Cllr Mathisen advised that he was hoping that the appropriate Neighbourhood Plan groups would consider whether an internet hub was needed for the village and whether a new village banner/logo was appropriate. (06/15)

- 3871 Flooding in Springfield – there is still no action from SCC. A response was received from Framptons regarding if the covering of the drain was authorised. **The Clerk to write again. (01/17).**
- 3749 Framptons Proposal. Peter Frampton attended the July meeting and presented new proposals of 40 dwellings concentrated on the lower slopes of Bonfire Hill with the top of the hill left clear with footpaths. **(12/16).**
- 3872 Cllr J. Else followed up the suggested joint training session for all Western Villages to attend and to be run by WBC. **The Parish Council to discuss at the February meeting. (01/17).**
- 3814 Elstead Parish Council Document storage – item replaced by minute 3873.
- 3873 The Clerk updated Cllrs regarding Springhaven Wardens Office. The office has been cleared. Cllrs approved the purchase of 2 lockable storage cabinets and The Clerk to purchase. **(01/17). Minute to be removed.**
- 3695 Beacon View Funding Request. **Minute to be removed next month. See Item 14.**
- 3874 School Fruit Trees – Three fruit trees to be planted on 7.2.17 at 1.30pm at Burford Rec. **The Clerk to arrange for Richard to dig three holes. (01/17). Minute to be removed next month.**
- 3816 The additional VAS by Laybrook Cottage - **minute to be removed see item 13.**
- 3566 Cllr Jacobs asked if it was possible to have copies of maps of land that are owned by the Parish Council. Cllr Murphy advised that some of the Greens are leased to the PC for 100 years. Cllr Harmer suggested that he might be able to help. **(07/16)**
- 3875 The Quillets – The Parish Council to discuss if a fence is needed in the February meeting. **(01/17).**
- 3876 The condition of the track at the end of Hookley Lane needs improving. Cllr Gardner has done some preliminary work in assessing what is needed and will provide a fully costed proposal at the February meeting. **(01/17)**
- 3877 Pat Murphy has suggested Paul Williams as a replacement for Tic Jeffery on the Pavilion Trust. **The Clerk to follow up. (01/17)**
- 3680 Sewerage Site: David Harmer to investigate the sewerage site situated before the stream along Westbrook Hill. **(10/16). Minute to be removed.**
- 3682 David Harmer reported back that the proposed Rodborough-Elstead cycle route is supported in principle as cycling is a key SCC objective but the costs of improvement as estimated by SCC officers appeared to be prohibitive. **(12/16) Minute to be removed.**
- 3878 There is considerable wear and tear on the Thursley Road football pitch. Assuming that WBC pay £700 from PIC funding, The PC agreed it would fund £200 if necessary. Cllr Else believes that this has been approved. **Cllr Murphy to contact WBC (01/17).**

- 3879 There are various PIC funds available. Cllr Murphy to pursue if there are funds for improvements to the water supply for the cricket square. **(01/17).**
- 3880 The Draft Local Plan Part 1 has been submitted. The version that has been submitted has the suggested amendments that the Parish Council requested – these amendments are shown in red. **(01/17). Minute to be removed next month.**
- 3844 Cllrs agreed that a rent increase for the tennis courts should be considered before June 2017 which is when the next rent is due. The lease states that the rent should increase by 3% annually and this increase has not been applied. **(12/16).**
- 3881 Cllr Murphy and The Clerk met with Ms Moralee on Friday 9th December and discussed filing opportunities. WBC to arrange a filming networking session for the end of February for anyone to attend. **(01/17). Minute to be removed next month.**
- 3882 Beacon View Road BT Phone Box - Cllrs agreed in principle that they would be happy to buy it from BT for £1 and turn it into a community library following a suggestion from a parishioner. The Clerk obtained an insurance quote. The Clerk to inform the parishioner who originally raised this matter to see if they will manage the project. **(01/17).**

7.0 REPORT FOLLOWING THE HUG MEETING HELD ON 6th DECEMBER 2016

- 3883 An email following the meeting was circulated by Cllr Mathisen. The MOD had two main concerns: 1) dangerous parking on the Milford Road and 2) the need for all dog owners to remove dog waste. The issue of the ditch being dug by the entrance to MoD land opposite Prides Farm turn off was discussed. The MoD had liaised with the owner and had sorted out the problem before the PC had arrived on site. The MoD explained that the four Mastiff vehicles are not coming onto the land for training sessions yet. There will be a large area of scraping to remove areas of bracken on Hankley Common. Landmarc are unable to accept the money the PC has set aside for Fittleworth stone to improve Bws 68 and 69.

8.0 REPORT FOLLOWING THE SHARKS / TENNIS LUB MEETING HELD ON 11th DECEMBER 2016

- 3884 The PC facilitated a meeting between Elstead Sharks and Elstead Tennis Club with regards the future of the former Burford Lodge Pavilion. It would not make sense to build a new pavilion on the existing site owing to its remoteness from the playing area, which would also give rise to child safe guarding issues. The Tennis Club did not wish to have a pavilion adjoining them but have accepted that a stand alone pavilion should go on the other side of the tennis court fence near to the tennis clubhouse. The Sharks to investigate and decide what they would want. The PC emphasised that the Sharks should make sure that the new pavilion is future proof. The tennis club will allow the Sharks access to the disabled loo as this can be accessed from outside meaning that sharks will not need to go through the club house. **(01/17). Minute to be removed.**

9.0 NEIGHBOURHOOD PLAN

- 3885 The mini survey was very successful and the key NHP objectives were validated by the survey. The NHP team will meet on Saturday 28th January 2017 and Saturday 4th February 2017 to start training on draft policy writing. **(01/17).**

- 3824 Following Cllr Murphy's letter to Parishioners regarding land availability, four residents have put forward possible plots that might be suitable for development. **Minute to be removed as covered in 3886.**
- 3886 The Housing Sub Committee to meet on 4th February to discuss alternative housing development site availability and suitability. A number of sites have been put forward by various individuals within the village and these are to be assessed against a set of pre determined criteria. The Clerk has ordered some AO size maps of the village to facilitate this process. **(01/17)**
- 3541 £1,000 grant is confirmed as being granted to E&W NHP from My Community / Groundworks. **(01/17). Minute to be removed next month**
- 3707 It was suggested that a joint exercise should be undertaken with Milford and Witley as there should be some commonalities between all the parishes and their respective NHP processes. **(10/16)**
- 3887 A discussion was held regarding how best to obtain the views of the younger members of the parish. One member of the NHP had suggested a Youth Forum but the ease of getting teenagers to attend a meeting at the weekend was questioned. Cllr Rees agreed to write a letter to key individuals who work with teenagers in the village to try to find ways to engage them. **(01/17)**. The Clerk to liaise with the school so that the views of younger children could be obtained. **(01/17)**. The NHP team to also ask pupils at Rodborough School what they would spend money on. **(01/17)**.

10.0 PLAY AREAS SUB COMMITTEE

- 3826 Site visit completed and costs for the rota net, zip wire, log basket swing and large pirate ship total £29,500 . The PC has set aside £3,000 both in this fiscal and next fiscal to help fund this. The PC has approved the expenditure and has confirmed that the sub committee can proceed. The sub committee to gain comparison costs as well as finalise play area surface details and the positioning of equipment. **(01/17)**.
- 3593 The play area sub-committee started to research a suitable replacement for the train. **(09/16)**
- 3778 Applications to WBC for £3,000 and to Tesco Bags of life completed and awaiting a decision. **(11/16)**
- 3888 Additional funds for new play equipment at Burford Lodge Recreational Ground have been investigated but Elstead is outside of the catchment areas for SITA. **(01/17). Minute to be removed next month.**
- 3827 The Clerk / Cllr J. Holroyd to write to Tanshire Park to ask whether they might consider funding the Burford Lodge Rec play equipment improvements. **(12/16)**.
- 3889 Cllr Harmer suggested that The Parish Council should apply to Cllr Harmer for £1,500 as he has some Members Allowance available. The Clerk to apply. **(01/17)**.

11.0 EER

- 3890 The report has been recreated and is awaiting sign off. **(01/17) Minute to be removed next month.**
- 3891 The Clerk to circulate the calendar rota for 2017. **(01/17) Minute to be removed next month.**
- 3829 Local Responses to be re-invigorated. **(12.16)**
- 3830 An issue arose where the school believes it needs to use the Village Hall in case of an emergency evacuation. The EER team to ensure the School is aware of the Village Emergency Response Plans but that it must have its own plans as set out by the Local Authority. **(12/16)**
- 3892 An emergency app was sent through and The Clerk to put on the PC website. A parishioner has sent through an emergency telephone number 105 for powercuts and The Clerk to post on the Parish Council website and in the Village News. **(01/17). Minute to be removed next month.**
- 3893 Cllrs J Else explained that she and Cllr D Else are DBS checked and are able to go into any residents house in the case of an emergency in the village. **(01/17). Minute to be removed next month.**

12.0 UPDATE ON 5, ANDERSEN PLACE

- 3894 Cllr K. Brooke has finalised the documentation which lists in date order everything that has happened with regards 5, Andersen Place. Cllr Murphy to draft a letter for The Clerk to send to Paul Wenham Chief Executive of WBC. Cllr Harmer suggested that the documentation should be copied to Julia Potts and Cllrs D. and J. Else. The PC would expect WBC to acknowledge its' enforcement action was ineffective and that the decision to allow the change of use was based on inadequate information and that WBC carried out insufficient duty of care with regards this application. **(01/17).**

13.0 REDUCTION OF SPEED LIMIT ON B3001

- 3895 The additional VAS by Laybrook Cottage and the relocation of the village boundary to allow for speed reduction on the Milford road. The go-ahead has been granted for this and works will start. Details have been sent to the Clerk to check that they are right. No date has been given as of yet but Cllr Harmer is certain the work will happen in this fiscal year. **(01/17).**

14.0 BEACON VIEW ROAD - GATEPOSTS

- 3896 Residents have funded the improvement to the surface of Beacon View Road. However the smoother surface has resulted in delivery vehicles speeding along the road. The Parish Council did not fund the surface works even though it has a frontage on the road. However this is a private road and the PC did fund the renovation and sealing of the section at the entrance to Beacon View Road a few years previously. Residents have proposed a gate at either end with 10 mph and private road signs to reduce speeding. The total cost is £1,600 of which residents asked if the PC can support this project with an £800 donation. Cllrs debated the issue. Whilst cllrs are extremely sympathetic to the issue of speeding cllrs did not think that such a scheme would reduce the issue of

speeding along this road and it was felt that this was an expensive option given that most cllrs believed there would be no improvement to the situation. Speeding is a problem for all roads in Elstead. Residents to consider other options. **The Clerk to write to residents. (01/17)**

15.0 REPORTS AND CORRESPONDENCE

- 3897 A funding request was received from The Clockhouse for improved lighting. Cllr Murphy declared an interest in this matter. The PC approved a donation of £1,500. **(01/17) Minute to be removed next month.**
- 3898 Correspondence was received from Paul Redmond at WBC in response to Cllr Murphy writing with regards a spate of abandoned vehicles in Elstead. WBC are unable to do anything unless the vehicle has been genuinely abandoned. Cllr Murphy to contact the DVLA to check on their enforcement powers. **(01/17). Minute to be removed.**
- 3899 A response was received regarding the building work at October Farm. WBC have investigated and are satisfied that this falls within permitted development. **(01/17) Minute to be removed next month.**
- 3900 A request to join Thursley and other western villages in a meeting regarding concerns felt in recent performance and decision making process of WBC planning department has been received. Cllr Murphy to attend from Elstead. **(01/17)**
- 3901 Confirmation was received that the WBC Draft Local Plan Part 1 has been submitted. **(01/17) Minute to be removed next month.**
- 3902 Confirmation was received that the EPC precept request has been received. The precept and compensatory grant requests will be discussed on 21st February 2017. **(01/17)**
- 3903 Information was received regarding the restructure and reduction of the Surrey Wildlife Trust's land management team that that looks after Bagmoor Common. This will be effective from 1.5.2017. **(01/17) Minute to be removed next month.**
- 3904 The Tennis Club wishes to erect a location sign at the entrance to the access road to Burford Lodge. The PC is not sure who the landowner is, but agreed that the sign could be erected provided it did not obstruct the sight lines on to the Milford Road. **(01/17) Minute to be removed next month.**
- 3905 The EPC helped facilitate to erection of new goal posts at Thursley Road Rec. **(01/17). Minute to be removed.**
- 3906 Communication was received regarding the installation of a gate at the end of the footpath (junction with Fulbrook Lane by Paulshott Cottage) in memory of the late Denis Holmes, former PC chairman. The gate to be opened by Susan Holmes on 9th March at 2pm. All PC members are invited to attend. **(01/17). Minute to be removed.**
- 3907 An email regarding proposed car park increases in certain car parks in Godalming was received. The new pricing will ensure the same rates apply across all car parks and means that the first hour increases from 70p-90p to £1. **(01/17). Minute to be removed.**

- 3908 A request asking if anyone on the council can certify someone's identity was received. No-one on the PC is able to do this. **(01/17). Minute to be removed.**
- 3909 Information was received regarding a Prospective Councillors event for anyone wishing to stand for election to the council in May. **(01/17). Minute to be removed.**
- 3910 Information was received regarding a volunteer workshops. The Clerk to forward to Cllr Rees. **(01/17). Minute to be removed.**
- 3911 Information regarding the Inspire Conference 4th April 2017 was received. **(01/17). Minute to be removed.**
- 3912 Details regarding the Rural Enterprise Conference 9th March 2017 was received. **(01/17). Minute to be removed.**
- 3913 Communication was received regarding the SLCC Conference 5th April 2017. **(01/17). Minute to be removed.**
- 3914 A Press release announcing the monthly Sunday showing of a Hollywood Classic Film was received. **(01/17). Minute to be removed.**
- 3915 A Press release thanking residents for recycling their Christmas trees was received. **(01/17). Minute to be removed.**
- 3916 A Press release thanking local people was received from C.A.B. The Clerk to forward the details as this is an organisation that the PC regularly supports. **(01/17). Minute to be removed.**
- 3917 Information was received about downloading a buyers guide to cloud phone systems. **(01/17). Minute to be removed.**

16.0 ACCOUNTS FOR PAYMENT

- 3918 The following accounts for January were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3607	Salary	£484.90
Juliet Williams	3608	Working from home expenses	£15.00
Elstead Village Hall	3609	Hall Hire - Planning meeting 16.1.17	£8.00
Elstead Village Hall	3610	Hall hire - NHP Training 28.01.17 & 4.02.17	£80.00
SSALC Ltd	3611	LCR Magazines	£67.50
Maxwells	3612	Salary Preparation	£72.00
E Mango	3613	Annual Service Charge	£576.00

TOTAL			£1,303.40
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17.0 BUDGET REVIEW

3919 The accounts are looking very healthy. There is currently a predicted underspend of £17,000. However this figure will reduce as there are to be NHP payments made before the end of the fiscal for the policy training workshops carried out in January / February 2017. These workshops will cost c. £4,000 of which £1,000 will be covered by the Groundworks grant. The PC has just agreed to make a donation of £1,500 to The Clockhouse and this is not included yet in the accounts. Lastly there will be a contribution of £3,000 towards the new play equipment and this is not accounted for. **(01/17). Minute to be removed.**

18.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3920 There were no issues raised. **(01/16). Minute to be removed next month.**

Meeting closed at 10.15 pm