

ELSTEAD ANNUAL PARISH COUNCIL
Minutes of Meeting

Monday 21st September 2015 at 7.30 pm
United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr L. Davidsen Cllr R. Gardner
Cllr J. Holroyd Cllr R. Holroyd Cllr J. Mathisen
Cllr. R. Rees Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Cllr J. Else (WBC) Mr M. Organe

PUBLIC QUESTION TIME

No public questions were asked.

1.0 APOLOGIES FOR ABSENCE

3179 Apologies had been received from Cllr Jane Jacobs and Cllr Kathryn Brooke who were not able to attend due to personal commitments. These apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

3180 No 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

3181 The minutes of the Parish Council meeting held on 17th August 2015 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3182 The minutes of the Planning Committee meetings held on 17th August 2015 and 14th September 2015 were agreed and signed by the Chairman.

5.0 MATTERS ARISING

2746 Review of street maintenance – (see appendix A for full list of works) **Cllr Murphy advised that the drainage works on Milford Road (opposite the Woolpack) had been undertaken and works to the culvert on Shackleford Road had also been completed. The Clerk was asked to write to Stuart Copping to thank him. (09/15)**

2805 TAG Farnborough Consultation – Councillors were asked to review Part B of the consultation so that further action could be considered if necessary. (07/15) *Item to be removed as matter outstanding.*

- 2918 Tracys Development site – **Cllr Jenny Else that the developer had opted to make changes to the building to comply with the original plans which would make it suitable for commercial use. Cllr Else agreed to make enquiries regarding a deadline for the works to be completed before enforcement action takes place. (09/15)**
- 2929 Seating Request – **The Clerk confirmed that Richard Knight would be installing the seat in due course. (09/15)**
- 2930 Defibrillators – **Cllr Harmer advised that if a replacement unit was required in the future; to consult with him as SCC had purchased some units which may be available. (09/15)**
- 2957 Tanshire – Cllr Jenny Else advised that the delegated decision regarding the planning application for parking on land opposite the Tanshire site was due on 26th August. Following discussion Cllr Else was asked to request that the application be called in for consideration by Committee if the officers intend to recommend approval. (08/15)
- 3020 Cemetery – It was confirmed that work had taken place to improve the access into the cemetery but that the footpath still needed to be moved. Removal of a tree was approved. (05/15) *Item to be removed as matter outstanding.*
- 3025 Footpath at the end of Red House Lane onto the common – Cllr Murphy confirmed that the MOD had accepted the offer of a contribution towards the fittleworth stone on BW92 and they had advised that they intended to improve BW504 at their cost. (05/15)
- 3206 Closure of Footpath 64 – Needs to remain closed at present due to undercutting of the path. SCC to consider options to reopen. (04/15)
- 3078 Speeding on Milford Road- **See 3151 below. (09/15) Item to be removed as matter outstanding.**
- 3079 Weyburn Works – The Clerk confirmed that a letter had been sent to register the Parish Council's objection and to provide the correct postal address. (08/15)
- 3108 Highways Task Group meeting – Cllr Murphy confirmed that a larger culvert had been installed on the Shackleford Road and that road markings, to indicate that work was planned, had appeared opposite the Woolpack by the bus stop and in Hookley Lane. (08/15) *Item to be removed as matter outstanding.*
- 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)
- 3126 Firewise – The Clerk advised that a list of priority households had been passed to SF&RS and that marketing of the project had been included on the website and an article would appear in the September issue of the parish magazine. Cllr Murphy confirmed that there would be SF&RS representation and fire vehicles at the Beer Festival on the recreation ground on bank holiday weekend. (08/15)
- 3135 Framptons Submission – **The Clerk reported that Peter Frampton had asked to speak with Parish Councillors. It was agreed that he would attend the October Parish Council meeting which would start at 7.00 pm. (09/15)**

- 3136 Springfield Parking Proposal – The Clerk advised that the Parish Council preference of option 3 of the parking proposal had been communicated to SCC. (08/15)
- 3137 Beacon View Funding Request – The Clerk advised that no further communication had been received regarding the proposal. (08/15)
- 3151 Change of location of VAS – **Mr Michael Organe provided details of the cost of moving the existing VAS and purchasing an additional mobile unit. Following discussion it was agreed to leave the existing unit in its current position and possibly purchase a second unit. It was agreed to wait until there was information available on the impact of the soon to be introduced Speed Watch scheme before making a decision. It was agreed that Cllr Murphy would raise the subject of a second unit at the Western Villages Highways Task Group meeting on 3rd November. (09/15)**
- 3152 Parking on pavements – **The Clerk advised that she had received a response from PCSO Francis advising that he would monitor the problem but that cars only commit an offence of obstruction at the time that someone wants to get past and cannot do so due the presence of the vehicle. He suggested that residents report the incidents using the 101 number at the time of the problem. (09/15) To be removed as matter outstanding.**
- 3153 Cycling Strategy meeting – **Cllr Murphy confirmed that he had attended the recent meeting and raised the subject of improvement of the Elstead to Milford cycle route which would be considered once a budget was available for such works. He advised that there pot holes and hidden drains etc. needed to be identified and reported. It was agreed that Councillors would review the condition of Thursley Road for further discussion at the next meeting. (09/15)**
- 3154/ 3100 Bus Stop on Thursley Road - Cllr Harmer confirmed that SCC was in discussion with the bus company to discuss an additional bus stop on the Thursley Road. He agreed to keep the Council updated. (08/15)
- 3164 Improved access arrangements for mobility scooters at allotments (due to disintegration of existing surface material) – Richard Knight to be asked to take a look. (08/15)
- 3165 Flooding in Springfield – **The Clerk advised that Cllr Brooke had been in contact with WBC and a survey had been undertaken. Further update at the next meeting. (09/15)**
- 3171 Weyburn Works Planning – **The Clerk reported that WBC had advised that the revised plans and additional information which had prompted Natural England to revise their comments regarding the planning application, would be made available to the Parish Council but that these documents had not yet been received or loaded onto the WBC website. Cllr Else advised that she was not aware of when the application was due to be considered by the Joint Planning Committee. (09/15)**
- 3172 Weyburn Works Site - **Discussion took place regarding the on-going misuse of the Weyburn Works site and fields including fly-tipping, grazing of horses, use by motor vehicles, unattended bonfires and relocation of railway sleepers on the footpath.**

Cllr Else confirmed that WBC had written to the landowner requesting action to be taken. Cllr Murphy asked why WBC was not taking further action in their role as the enforcement authority. Cllr Else agreed to make further enquiries.

It was confirmed that Mr James Browne (SCC) was aware of the problems on the footpath but other footpath issues had higher priority at present. It was agreed that Richard Knight be asked to replace the three railway sleepers to their correct location.

Cllr Roger Holroyd was asked to make recommendations regarding the location of a new gate which the Parish Council may consider funding. It was agreed that further discussion take place at next meeting. (09/15)

6.0 NEIGHBOURHOOD PLAN

3182 It was confirmed that a Steering Group meeting was due to take place on 7th October in the Cricket Pavilion and members were welcome to attend. It was reported that Cllr Rees was in the process of finalising the survey questions. (09/15)

7.0 HIGHWAYS TASK GROUP MEETING

3183 Following discussion it was agreed that the following items be raised at the Western Villages Highways Task Group meeting:

- Hookley Lane resurfacing – Cllr Gardner to provide the Clerk with details of the required works following recent onsite meeting with Mr S. Copping (SCC)
- VAS
- Chevrons on junction of Milford Road and Shackleford Road – first chevron to be moved to behind the third chevron to improve visibility of cars joining Milford Road
- Farnham Road resurfacing works (between The Mill and The Donkey)

Other suggestions for works were deemed appropriate for inclusion under the Highways Localism contract (see 3186 below).

8.0 LOCAL ALLOCATION GRANT

3184 To be discussed following result of funding application discussions below.

9.0 EMERGENCY PLAN

3185 Cllr Joan Holroyd and Cllr Rees were thanked for their work in preparing the recent draft version of the Emergency Plan which had been distributed to Councillors. Cllr Rees advised that apart from a few minor amendments, the content was fine. He advised that the intention would be to include the EER plan in the final version.

Cllr Rees reported that he had agreed to temporarily act as Chairman for the EER group with the intention of finalising their plan and undertaking a test of the arrangements during November. It was agreed that Cllr Rees and Cllr Joan Holroyd continue to act as the Parish Council co-ordinators.

Cllr Else asked if there were lines of communication open with Thursley Parish so that in the event of an emergency both parishes could work together if necessary. It was suggested that as the Clerk worked for both parishes, a line of communication existed should it be required.

10.0 HIGHWAYS LOCALISM WORKS

3186 Following discussion it was agreed that the following items should be included on the list of works under the Highways Localism Contract 2015-16:

- Clean chevron signs on right hand side of Milford Road (when entering the village from the A3) just past Shackleford Road junction
- Cut back bracken overhanging onto the road on Shackleford Road junction, Seale Road and Fullbrook Lane
- Remove vegetation blocking pavement on the strip of land by the bungalows by the entrance to EVTC. Cllr Harmer agreed to check to see who owned the land.

3187 It was agreed that as the works are unlikely to take place until early 2016, Richard Knight be asked to cut back the vegetation/bracken on left hand side of Milford Road (when entering the village from the A3) on the bend (opposite Shackleford Road junction).

11.0 SPEEDING – MILFORD ROAD PROPOSAL

3188 It was suggested that as the location of a second VAS is to be discussed at the Highways Task Group meeting (see 3151 & 3182 above), a safety audit may be undertaken as a matter of course.

12.0 TREES – WESTBROOK GREEN

3189 Cllr Murphy explained that as some branches had fallen from the tree on Church Green, the tree now looked unbalance and suggested that some further works take place. It was agreed that Richard Knight be asked to undertake the works required.

3190 The Clerk reported that communications had been received regarding trees on electric overhead cables. She was asked to inform SSE of the problems.

13.0 PLANNING OBJECTIONS

3191 Discussion took place regarding the recent approval of a planning application at WBC Central Planning Committee level which had received several objections from residents and the Parish Council. A question was raised about whether there was a need for comments from interested parties if the Borough Council made their own decisions and did not take them into account.

Cllr Murphy reported that he had attended the Central Planning meeting at which the application was discussed and had spoken on behalf of the Parish Council against the proposal. He advised that the Officers report did not adequately explain why WBC had ignored their own planning guidelines and why they felt the application was unique.

Following discussion it was agreed that Cllr Murphy prepare a letter to be sent to the Chief Planning Officer at WBC highlighting the concerns of the Parish Council, asking for a fuller explanation of the Officers comments and suggesting that the Parish Council may consider a judicial review of the planning decision.

Cllr Else advised that the first application which WBC had refused for the same property was in the process of appeal by the applicants.

14.0 SPEED WATCH SCHEME COSTS

3192 The Clerk asked whether the Parish Council agreed to cover the set-up costs, including room hire and printing, for the Speed Watch scheme. This was approved.

3193 The Clerk was asked to inform Mr Organe that the Parish Council would need to agree the wording of any information/literature which was to be paid for from Parish Council funds in the future.

15.0 ELSTEAD SHARKS FC FUNDING REQUEST

3194 The request for a contribution towards the purchase of new equipment was discussed following receipt of a letter from Elstead Sharks FC. The good work of the organisation was recognised. It was agreed that a contribution of £1,500 be awarded to the club with the suggestion that a bid for the same amount to be applied for by the club from the Local Allocation Fund. The Clerk was asked to make arrangements.

16.0 CLOCKHOUSE FUNDING REQUEST

3195 The request for a contribution to the Clockhouse was discussed. It was agreed to award a funding amount of £1,000. The Clerk was asked to make arrangements.

17.0 REPORTS AND CORRESPONDENCE

3196 The Clerk advised that a communication had been received from CPRE requesting the annual renewal amount of £36. Following discussion it was agreed to renew the subscription for a one year period.

18.0 ACCOUNTS FOR PAYMENT

3197 The following accounts for September were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Datacenta	3406	Domain renewal	£150.00
Veolia	3407	Bin emptying	£46.80
Richard Knight	3408	Maintenance & Burial costs	£259.69
Elaine Felton	3409	Salary and expenses	£334.92
Post Office	3410	HMRC	£208.80

Pat Murphy	3411	Chairmans Allowance	£225.00
M. Organe	3412	Speedwatch costs	£88.50
Total			£1,313.71

19.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

- 3198 Cllr Joan Holroyd advised that the opening ceremony for the new kitchen in the village hall would take place on 10th October and that members were invited to attend.
- 3199 Cllr Joan Holroyd advised that she was due to attend the AGM of the South East Ambulance Service and would report back at the next meeting.
- 3200 Cllr Murphy thanked Cllr Mathisen for checking the trees on the Thursley Road play area.
- 3201 Cllr Davidsen advised that an illuminated 'open' sign had been installed on Pangs Lodge window. It was confirmed that no complaints had been received regarding this.
- 3202 Cllr Davidsen advised that some fencing works were taking place in the Backland field. Cllr Murphy provided details of the agreement with the tenant about what they were allowed to do on the land.
- 3203 Cllr Davidsen reported that he had noticed some discussion on the village Facebook page regarding several incidents of nails in parked car tyres. It was confirmed that all such acts of vandalism should be reported to the Police.
- 3204 Discussion took place regarding the parking arrangements around the village green which appeared to be busy most of the time following the opening of the Post Office in the Spar.
- 3205 The Clerk was asked to enquire when a new post box was likely to be installed.

Meeting closed at 21.30 hrs

REVIEW OF STREET MAINTENANCE

Jetting

- Drain opposite the Woolpack - This floods during heavy rain, but clears slowly afterwards. It needs further jetting to establish if there is a fractured pipe under The Green.
- Drain in Red House Lane – blocked.
- Drain outside former Chinese restaurant – partially cleared, but still causes flooding in heavy rain.

Tree cutting

- North side of Milford Road, past Burford Lodge – the trees obscuring the streetlights need cutting back
- The tree behind the old bus shelter site on the corner of Springfield and Milford Road needs taking down (overhanging pavement).

Other flooding

- Layby near the bus stop on Milford Road - Needs patching to realign the surface in order to get water to flow into the adjacent drain.
- Flooding in Springfield – SCC are to check if the drainage pipe broken by WBC has been repaired - Heavy flooding was reported here over the Christmas period.
- Thundry Farm/Fulbrook Lane - Not clear what can be done to solve this problem, as in times of flood the road is lower than the river into which the road ditches drain, so the river then starts to flood the road. Some works have been undertaken to try and improve the situation.
- Hookley Lane/Milford Road - The stream draining this area has not been cleaned out by the riparian owners, causing flooding along its length. SCC has taken over enforcement authority for such cases from the land drainage authority (WBC) where the problems affect the highway. Mr Fowler is trying to get the owners to co-operate to clean out the stream, but without success so far. Enforcement action may be necessary.
- Truxford Corner - The works carried out on the south side of the bend are satisfactory, but there is some ponding on the right of the first bend travelling south. The road surface probably needs realignment.

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