

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 16th October 2017 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy	Cllr J. Mathisen	Cllr R. Holroyd
	Cllr J. Holroyd	Cllr J. Jacobs	Cllr. K. Brooke
	Cllr R. Rees	Mr L. Davidsen	Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

4338 A parishioner asked what was the status of Broomfield – broken kerbs and a sink hole in the pavement. The Clerk advised that she had contacted SCC. **(10/17) Minute to be removed next month as already covered in 4352**

4339 SCC Cllr Allocations: Cllr Harmer advised that he had successfully put in a motion to revert this back to Cllrs being able to use their Members Allocations for PC projects. **(10/17). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4340 Apologies had been received from Cllr R. Gardner who was not able to attend due to business reasons. Their apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

4341 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 HELD 18TH SEPTEMBER

4342 The minutes of the Parish Council meeting held on 18th September 2017 were agreed and signed by the Chairman.

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 5TH October 2017

4343 The minutes of the Planning meeting held on 5th October 2017 were agreed and signed by the Chairman.

5.0 MATTERS ARISING

4286 BW68 improvement: On 6th April, Hannah Gutteridge explained that she might have some monies and would try and repair one of the bridleways using SCC PIC money. The PC offered her £1,500 to help and gave priority to BW 68. This has been discussed and no further decision reached. **(09/17)**

- 4236 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. **(07/17)**
- 4237 Flooding in Springfield: there is still no action from SCC. An initial response was received from Framptons but they have still failed to answer the question as to whether the covering of the drain was authorised despite the Clerk chasing this several times. **(07/17).**
- 4344 Thursley Road football pitch: Work has been completed. The Clerk has invoiced the Sharks and the senior FC £500. Clerk contacted Sharks again several times in September. Cheque to be raised on Treasurer's return. Sharks have agreed they will pay defunct Burford Rec Pavilion utility service charges. **(10/17).**
- 4240 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. It will cost £20 a year to insure. Following a public consultation the phone box is to remain in situ. The Clerk advised that this box will be added to the 2018 improvement schedule. (06/17). **Minute to be removed next month as raised in agenda item 8 and overtaken by 4365. (10/17)**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4345 Possible closure of the Hyper Acute Stroke Unit at Guildford. The Rt Hon J. Hunt MP is still actively working on this and the outcome is looking more positive. **(10/17). Minute to be removed next month.**
- 4245 Weyburn Works: there has been no further development on this and it is still showing as pending on the WBC Planning website. **(07/17)**
- 4290 Disabled Parking Bay in front of the church: The church confirmed the site and The Clerk has advised SCC. Waiting for SCC to assess and agree to add it to their Autumn schedule. **(09/17).**
- 4346 5, Anderson Place: Cllr Murphy raised the issue of whether WBC check what business rents are being charged (with specific reference to occasions where there are proposed changes of property use from business to commercial) in the Town and Parish Meeting 25.09.17. WBC Planning did not recognise the letter that they had written to us. Mrs Sims thought it was the policy of WBC to check what business rents were being charged and later confirmed in writing that this is their future policy. Cllr Murphy to write again. Cllr Brooke is drafting a letter to the Ombudsman and will include this in her complaint. **(10/17)**
- 4293 Fallen floodlight at Burford Rec (BR): The Sharks wish to pay to assess the BR floodlights and make any repairs. The Sharks are applying for a grant that will cover much of this expenditure. Once checked and safe The Sharks would like the PC to arrange and pay for the annual insurance which the Sharks will then reimburse. The Sharks to respond to the PC before the November meeting with grant and safety assessment results. **(09/17)**

- 4294 Proposals for inclusion in The Local Plan Part 2 draft were circulated to cllrs before the June meeting and three key areas were discussed.
(i) Employment Sites – what factors should be considered?
(ii) Green Space for Protection
(iii) The GB and Development
Minute to be removed next month. (10/17)
- 4295 FP64 remains shut due to erosion. Minute to be removed next month as covered in agenda item 9. **(10/17)**
- 4254 An email was received from Grayshott PC asking Clerks for policies on cyber security. The Clerk to look at the responses and see if relevant for EPC to adopt. **(06,17)**
- 4347 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. The Clerk contacted the balloonist and no fee has been sent. The Clerk has chased again. **(10,17)**
- 4348 The issue of speed signs at the Milford end of the village was raised. There is a 40mph to 30mph sign within 5 metres of each other. The Clerk has contacted SCC Highways who have dealt with this. **(10/17).**
- 4349 Waylease Signed: The Clerk has signed a waylease agreement form for the new house being built at Redcot. The Clerk was advised that the council would receive a small payment for having the telegraph pole on council land. The Clerk has chased and still no feedback from SSE. **(10/17).**
- 4350 Gullies: The Clerk contacted SCC who confirmed that both gullies were jetted as requested. Residents still feel that gullies blocked. The Clerk to liaise with SCC. **(10/17)**
- 4351 A parishioner asked whether BW 113 would be improved. Richard Knight is unable to do the work. The Clerk has a contact from Frensham PC, Jack Ford, who will quote on the work. Sandra Smith has briefed another contractor Steve Lewis and is awaiting a quote. Cllr Harmer suggested that there might be some PIC monies available in the countryside department to help fund the work. **(10,17).**
- 4352 Kerbstones, Broomfield: Kerbstones are badly damaged and not sticking down. Additionally there is a sink hole in the pavement. The Clerk notified SCC via its online service and is waiting for a response once they have surveyed the damage. **(10,17)**
- 4353 Flooding Silver Birches Way: There was significant flooding after recent rainfall. The Clerk has contacted Stewart Copping at SCC and is waiting for a response. **(10,17)**
- 4354 Tree Audit. The survey has been arranged and The Clerk confirmed that this will start on 26th October. The Clerk has advised EVAA, The Tennis Club and Cllr Davidsen to place on facebook. **The Clerk to find out how often the survey must be done. (09/17).**
- 4355 Governance Statement: Following a recommendation from the External Audit, The Clerk has spoken to NALC and then SSSALC who advised that the current Governance statement on the PC website is out of date. SSALC have provided The Clerk with the updated NALC statement which should cover online banking. The Clerk to forward the governance statement along with any revisions, to cllrs in time for approving at the next monthly meeting. **(10/17).**

- 4356 Signage: The Clerk to arrange for a sign to be made acknowledging sponsors. **(10/17)**
- 3593 The play area sub-committee have started to research a suitable replacement for the train. **(09/16)**
- 4310 The play area sub-committee have applied to the Billmeir Trust for funding and are awaiting a decision. **(03/17).**
- 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).**
- 4314 Letter received from a parishioner concerned about FP64 and FP487. Minute to be removed next month as covered in agenda item 6 **(10/17).**
- 4357 Meeting with Mr McLeughlin Red House Farm: Cllr Jacobs and Cllr Murphy attended and advised what the planning process was and suggested he consult with WBC Planning. Mr McGleughlin would also like to move the BW off the tarmac road to what he believed was the parallel definitive route. Cllr Murphy had advised him that this could result in his having 2 parallel RoW across his property. **(10.17) Minute to be removed next month.**
- 4321 An email was received regarding safety memorial checks at Thursley Road Cemetery. The Clerk has investigated and found that the PC should do safety checks every 5 years. The Clerk to arrange a safety check of the cemetery. The Clerk to ask Richard Knight if he would consider being trained to do future safety checks at Woolfords Lane Cemetery. **(10/17).**

6.0 REPORT FOLLOWING HUG MEETING HELD 19th OCTOBER 2017

- 4358 A summary report was circulated to cllrs before the meeting. The main points to note are:
 a) there is a possibility that the two muddy sections of BW 69 will be repaired although no repair date has been given as of yet
 b) a barrier will be going up at the entrance to the DZ Car Park to allow for the temporary closure when large numbers of troops need to de-bus etc. Any closures will be advertised in advance. There was a lengthy battle regarding this a few years back and concern was expressed that this might lead to extensive closures of the car park. Cllr Mathisen to monitor this. **(10/17) Minute to be removed next month.**

7.0 NEIGHBOURHOOD PLAN

- 4132 WBC owned land - Cllr Murphy met with Andrew Smith WBC on 24/4 to establish whether any land could be made available for development. There is a small site just off Broomfield which Andrew will assess but it would only yield 2 houses. WBC are interested however in taking over any affordable housing once it has been built and preference would be given to local people. **(05/17). Minute to be removed next month.**
- 4303 Housing numbers: Following the Inspection of WBC's Local Plan Part 1 the Inspector has increased the number of dwellings that WBC must find for the 15 year period. This has resulted in Elstead needing to build 160 rather than 150 houses. Of this number 61 have been approved at Weyburn, 32 have already been granted permission/built, Sunray will yield 45-55 houses and Croft 2 28-35 houses. **(09/17).**

- 4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**
- 4011 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17)**.
- 4360 Green Space Designation: The Clerk and Cllr Jacobs completed the application and submitted it on time by close of play, 29th September 2017. WBC have acknowledged receipt. The Clerk to confirm it is being considered as part of the formal process as this was not clear from the wording in the receipt email from WBC. **(10/17)**.
- 4361 Proposed Adjustment to Green Belt: The Clerk and Cllr Jacobs completed the application. This was submitted on time and WBC to come back to The Clerk by Friday 20th October. The Clerk to ensure the proposal has been circulated to all cllrs. **(10/17)**.
- 4362 SEA application: The Clerk and Cllr Jacobs completed the application and submitted it to WBC. WBC to review this with external agencies which takes two months. WBC to then confirm if a formal Screening Appraisal will be required - this is funded by WBC. **(10/17)**.
- 4363 Draft policy review: Cllr Jacobs and The Clerk to go through the panels from the Big meeting on 20th October and count up the dots to ascertain scores against each draft. This information to be fed back to Angela. Cllr Jacobs and The Clerk to also to check for any mistakes. **(10/17)**.
- 4364 CIL Projects: Cllrs Mathisen proposed that one CIL project should be the creation of a meeting room with would couple as a parish room. Cllr Jacobs confirmed that this was already included within the draft policies. **(10/17) Minute to be removed next month.**

8.0 BT PHONE BOX

- 4365 A parishioner has proposed turning the Beacon View Road phone box into a book exchange. The Parish Council were supportive of this. The Clerk to liaise with Frensham / Tilford who have done something similar. The Clerk to find out if the adoption takes ownership away from BT. The Clerk also to establish why WBC have asked for phone box to be kept in use as it is clear it is no longer used **(10/17)**

9.0 FP64

- 4366 FP64: The landowner has applied for a diversion across the field. SCC met with Cllr Murphy and The Clerk and all agreed that a smaller diversion running parallel with the river would be preferable. A letter from the WI's 69 members was also received. This too objects to the proposed diversion. SCC to discuss with the landowner. SCC asked if the PC might be able to help towards the cost of the fencing. The estimate is £4,000 however this is for fencing either side of the path and in reality fencing is only required on one side. The finance sub committee to discuss this in their annual meeting on 8th November but the PC has approved in principle a contribution of the order of £2,000 subject to the submissions of quotations by SCC. **(10/17)**
- 4367 FP487: This path is in Peper Harow however there is a proposed dog leg diversion which is rather large. Legally paths can only be diverted if it is no less convenient. This proposal is

extremely inconvenient and more than doubles the length of the path. **(10/17). Minute to be removed next month.**

10.0 PC CHRISTMAS DRINKS

4368 It was agreed that pre Christmas drinks would be held following the Smiths Charity Meeting. The suggested location was The Mill from 8pm on Wednesday 29th November. Partners welcome. **(10/17). Minute to be removed next month.**

11.0 REPORTS AND CORRESPONDENCE

4369 Letter received from the VH Committee asking for help with funding towards new flooring the back room. Cllrs discussed this and agreed that £1,200 would be a suitable sum. The request to be formally added to the agenda and approved in the November meeting. Cllrs asked again for the VH committee to forward plans for future refurbishment and associated costs so that the PC could understand the full scope of the works. The Clerk to write to the VH Committee. **(10/17).**

4370 Letter received from WI representing all 69 members objecting to the proposed diversion to FP64. The Clerk to respond. **(10/17) Minute to be removed next month.**

4371 Report following the Joint Town and Parish Meeting (held 25th September): Copies of the notes from the meeting have been circulated to cllrs. The main topics covered were LPP1, CIL and Place Planning. **(10/17) Minute to be removed next month.**

4372 Email received regarding a possible abandoned car. The parishioner was given details on how to report it. **(10/17) Minute to be removed next month.**

4373 Email received asking if the grass cutting contractor could avoid moving under the horse chestnut trees on the Thursley Rec. The cubs wish to collect up all the leaves and burn them to stop the presence of the horse chestnut tree miner moth. **(10/17) Minute to be removed next month.**

4374 A complaint was received from a parishioner regarding the lack of ramp access to The Spar. Cllr J Holroyd is liaising with the Blakemore Retail Group. **(10/17)**

4375 A request was received from the tennis club to cut back some of the vegetation that overhangs the small court and court 1. The Clerk to ask Richard Knight to look at this. **(10/17) Minute to be removed next month.**

4376 Request for Richard Knight to clean the stone seat on the Church Green and the plaque on the wall outside Church view. **(10/17) Minute to be removed next month.**

4377 The Clerk has confirmed that an updated paper copy of the electoral records has been requested and it will be available on 1st December. **(10/17) Minute to be removed next month.**

4378 A copy of 'In the Know' was received from Cllr J Holroyd. The main article is regarding inconsiderate parking. The Clerk to include in the Village News when space allows. **(10/17) Minute to be removed next month.**

- 4379 The Clerk advised Dawn Davidsen about the emergency closure of part of the Elstead Road on 25th September which she kindly posted on facebook. **(10/17) Minute to be removed next month.**
- 4380 Details received by The Clerk on WBC's Live Well Week which were shared with cllrs and the school **(10/17) Minute to be removed next month.**
- 4381 A report from WBC Planning was received regarding the permission to fell a Lime Tree within Peper Harow park. **(10/17) Minute to be removed next month.**
- 4382 An update on The disabled parking charge implementation was received by The Clerk **(10/17) Minute to be removed next month.**
- 4383 The Clerk asked for vegetation to be cut back on Red House Lane which was completed. **(10/17) Minute to be removed next month.**
- 4384 Surveys received on: rural car park charging, surrey grounds maintenance, your water your say. Cllrs agreed they did not need to be completed**(10/17) Minute to be removed next month.**
- 4385 Invitation to attend Housing Strategy Forum on 21.11.17. No cllr available to attend. **(10/17) Minute to be removed next month.**
- 4386 Information on a web based resilience tool was forwarded to Cllr Rees. **(10/17) Minute to be removed next month.**
- 4387 Press releases were received on the following: Overview and Scrutiny Committee, Air quality update, Man sentenced for repeated breaches of planning enforcement notices, Executive set to grant public loo leases, tenancy fraud in home repossession, single person discount for community tax review, executive to consider pilot for business rate retention, get fit feel great – run 5k! **(10/17) Minute to be removed next month.**

12.0 ACCOUNTS FOR PAYMENT

- 4388 The following accounts for October were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Imagine Places	3688	Design Workshop - preparation and execution	£2,220.00
Juliet Williams	3689	Oct Salary and working from home & petrol	£763.27
Juliet Williams	3690	Expenses - stamps	£15.60
Richard Knight	3691	Maintenance and cemetery maintenance	£60.00
SE Water	3692	South East Water	£47.27
CPRE	3693	Data protection registration	£35.00
RBL	3694	Poppy Appeal - wreath	£25.00
HMRC	3695	National Insurance	£16.40
			£3,182.54

13.0 BUDGET UPDATE

4389 The Clerk provided an up to date overview of expenditure to date. The accounts are looking healthy with £71,366,87 remaining across both accounts. Receipts have increased versus expectation following grants for Burford Lodge Rec Refurbishment and NHP grants. The Clerk explained that the figures represented what has been received and spent to date. The Clerk to show future expenditure in second half figures including the tree audit, BW repairs and donations to the Village Hall. **(10/17) Minute to be removed next month.**

14.0 MATTERS RAISED BY MEMBERS

4390 The issue of overgrown hedges in The Quillets was raised. The Clerk to contact WBC green space team. **(10/17) Minute to be removed next month.**

Meeting closed at 9.10 pm