

ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 1st December 2014 at 7.30 pm

United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr A. Thomas (Vice) Cllr J. Holroyd
Cllr R. Holroyd Cllr J. Jacobs Cllr A. Jones
Cllr L. Davidsen Cllr R. Terry Cllr B. Morgan
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) 7 members of the public

PUBLIC QUESTION TIME:

2967 A concern was raised regarding the poor state of pavements in the village. It was confirmed that the maintenance was the responsibility of Surrey County Council. The Clerk was asked to report one particularly bad area by the Post Office.

2968 A concern was raised regarding the blocked drain by the village green which resulted in flooding and dangerous driving conditions. Discussion took place about why there was a need for individuals to complain to SCC about the problem in addition to the Parish Council.

Cllr Harmer advised that there was a regular maintenance programme but that there was great demand for the service across the county and that a jetter does not always resolve the issue if there are broken pipes etc. It was suggested that the problem was due to a broken drain and that SCC had been informed previously. The Clerk was asked to prepare a formal question regarding the issue to be raised at the Waverley Local Committee (Waverley) meeting on 12th December.

2969 The problem of leaves on the pavement was raised as an issue. The Clerk was asked to contact WBC to report the problem.

2970 Cllr Harmer advised that there was funding available to local organisations from the Local Members Allocation fund. It was confirmed that the funding was only available for capital projects which were 50% match funded and were supported by the Parish Council.

2971 A question was asked regarding whether it would be possible to extend the lay by opposite the village hall towards the village green to help resolve the parking issue. It was advised that this would be a very costly project and that funding was not available but should be considered as part of the Neighbourhood Plan process so that when CIL funds become available, it could be considered further.

2972 Discussion took place regarding two 'change of use' applications for business premises in the village to become residential. The Parish Council confirmed that they objected to both cases but suggested that it would be necessary to provide evidence to demonstrate that the demand for business premises existed. It was suggested that the evidence be provided to Cllr Morgan and The Clerk.

1.0 APOLOGIES FOR ABSENCE

2973 Apologies had been received from Cllr Else. These were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

2974 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

2975 The minutes of the Parish Council meeting on 17th November 2014 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

2976 The minutes of the Planning Committee meeting on 17th November 2014 were agreed and signed by the Chairman.

Cllr Morgan suggested that when responding to WBC Planning Department with comments regarding applications, the Council provide clear clarification of the reasons for and against the plans.

5.0 APPROVAL OF FINANCE COMMITTEE MINUTES

2977 The minutes of the Finance Committee meeting on 24th November 2014 were agreed and signed by the Chairman.

6.0 MATTERS ARISING

2639 Local Committee (Waverley) – Cllr Harmer advised that no date regarding the timing of the feasibility study preparation was available as yet but he would advise in due course. (07/14)

2715 Post Office relocation – No new planning application received as yet. (08/14)

2746 Review of street maintenance – (see appendix A for full list of works) **Cllr Murphy confirmed that flooding areas by the Woolpack and the triangle on Milford Road had been reported again.** (12/14)

2777 Footpath 62 - Removal of vegetation and installation of a hard surface. No further update received regarding volunteer work from James Browne. (10/14)

2779 Parking in Springfield – **Cllr Morgan advised that he would chase the distribution of the leaflets. Discussion took place regarding the completion date of the feasibility study and funding arrangements for the work to be undertaken.** (12/14)

2781 Seat Repairs – **The Clerk confirmed that the contractor had inspected the seat the previous week and intended to contact her or Cllr R. Holroyd with an estimate.** (12/14)

- 2789 New Cycle Routes – **Cllr Thomas reported that MOD had cleared the blocked culvert.** (12/14)
- 2805 TAG Farnborough Consultation – **The Clerk reported that TAG was holding further meetings with stakeholders regarding the consultation responses.** (12/14)
- 2830 Highways Localism Works – **The Clerk reported that the contractor would be meeting with parish representatives in the New Year in order to schedule the work to be completed.** (12/14)
- 2882 Emergency Group Update – **Cllr Thomas advised that there was no update.** (12/14)
- 2883 Staceys Farm Road –Approval of works received. (11/14)
- 2906 WBC Local Plan – Cllr Murphy confirmed that a Parish Council response to the Local Plan consultation had been prepared and sent. It was stressed the current version of the plan was in draft format only and that the final version would also go out for consultation. (10/14)
- 2916 Atlantic Wall vegetation – It was reported that the MOD had completed the removal of the vegetation satisfactorily. A question was asked regarding the piles of stone which remained on site. (11/14)
- 2918 Tracys Development site – Cllr Else advised that there was no update to report. (11/14)
- 2919 River House Cottage - Cllr Else advised that there was no update to report. (11/14)
- 2929 Seating Request – **It was suggested that an application to the Local Allocation Grant may be appropriate. This was agreed and the Clerk was asked to make the necessary arrangements.** (12/14)
- 2930 Defibrillators – **Cllr Holroyd advised that she had had on-going discussions with the Spar regarding placement of the unit on the building. It was hoped that an order could be placed in the near future following confirmation from Thursley Parish Council regarding installation sites.** (12/14)
- 2938 Clockhouse Funding Contribution – The Clerk confirmed that a cheque had been prepared for the amount agreed at the previous meeting. (11/14)
- 2940 Budget 2015-16 – Members were asked to pass any budgetary needs to the Clerk in advance of the Finance Committee meeting on Monday 24th November. (11/14)
- 2947 West Hill Development – **No further communications had been received from the developer.** (12/14)
- 2948 Local Allocation Grant- **Cllr Murphy confirmed that details had been passed to the Village Hall Fundraising Group.** (12/14)

2954 Lighting Request – **Cllr Murphy confirmed that he had informed the Woolpack that the lighting should be white/cream, controlled by a timer to cut out at midnight, installed by an approved electrical contractor and that no cables should be trailing on the ground to ensure that all safety aspects are adhered to. (12/14)**

2955 Burford Lodge Extension Land – **The Clerk advised that she would be speaking further with the agent regarding the tenancy service they were able to offer. It was suggested that a percentage of the rental would be appropriate.**

It was agreed that Cllr Davidsen would meet with Richard Knight to determine what works could be completed most cost effectively to improve the access arrangements.

The Clerk confirmed that the current tenant had been given notice. (12/14)

2957 Tanshire/Weyburn – Cllr Murphy advised that Linden Homes planned to hold a public exhibition to provide details regarding their plans to develop the Weyburn site on 10th December. Cllr Murphy suggested that Councillors should make no formal commitment of their view regarding the plans at the public exhibition in advance of the Parish Councils formal review of any future planning application.

He advised that Linden had been invited to attend the Parish Council meeting but this had not been possible due to the short notice but they would be attending the meeting on 19th January.

Cllr Morgan advised that it was likely that any planning application would be considered by the WBC Joint Planning Committee which involved Councillor from across the borough. He advised that WBC were currently in the process of reviewing the responses to the Local Plan consultation and allocating housing numbers to parishes.

Discussion took place regarding the percentage of affordable housing required in new developments and the allocation of new housing since 2013 at borough or parish level.

2959 Village Hall – **Cllr Murphy confirmed that Billmeir Trust intended supporting the Village Hall fundraising efforts following support from the Parish Council. (12/14)**

2960 Speeding – **Discussion took place regarding the appearance of cables across the Milford Road which was presumed to be part of a traffic census but it was not known who was responsible. Concern was raised regarding the dangerous condition of the cable. Cllr Murphy agreed to contact the Highways Authority to inform them of the hazard. (12/14)**

2966 Visibility at Springhill junction – **it was agreed that no further action was required at this time. (12/14)**

7.0 NEIGHBOURHOOD PLAN

2978 Cllr Jacobs advised that there was funding available for the 2014-15 period from Locality and that the best estimate of costs at this time were £7,000. The Council were asked to approve a funding application for this amount.

It was suggested that the application should be made following receipt of confirmation and a formal agreement from Peper Harow that they wanted to be involved in the NH Plan with Elstead. Cllr Jacobs confirmed that her understanding was they did still intend to participate but that formal agreements would be in place shortly.

Cllr Jacobs also advised that as part of the above discussions with Peper Harow, the boundary would be agreed.

Discussion took place regarding whether there was a need for a tendering process for consultant support and whether the anticipated expenditure was accurate. It was agreed that if necessary a tendering process could be implemented and that current expenditure costs were estimates based on current understanding of the needs of the project and that these would be refined prior to the application being submitted.

Cllr Thomas advised that £7,000 had been included in the budget for 2015-16. It was highlighted that further funding may be available for the same period from Locality.

It was suggested that if not already included, a subcommittee group to look at Recreation and Leisure would be appropriate as part of the development plans.

The Parish Council approved submission of the funding application.

8.0 FORECAST/PRECEPT 2015-16

2979 The Clerk provided an overview of the discussions at the recent Finance Committee meeting and highlighted the adjustments to the budget forecast figures for 2015-16. It was agreed that the 'special projects' categorisation should remain.

Discussion took place regarding the availability and timing of PIC and CIL funds.

Discussion took place regarding the costs associated with the new parking arrangements in Springfield and the availability of Parish Council funds for the project. It was confirmed that if the project should progress during the 2015-16 period, the Parish Council would access their reserve/contingency funds to ensure there is no delay.

Cllr Murphy reported that Precept for 2015-16 had been increased by £7,000 to support preparation of the NH Plan which had been wholeheartedly supported by parishioners at the recent public meeting. He highlighted that this was exceptional expenditure and that Elstead had one of the lowest Precept amounts per elector in the borough and had been maintained at its current level for several years.

Parish Councillors fully supported the increased amount for 2015-16.

9.0 REPORTS AND CORRESPONDENCE

2980 The Clerk advised the following correspondence had been received:

- WBC Town and Parish Council meeting on 13th January 2015
- Funding request from Village Hall – agreed that £1,000 be made available from 2014-15 budget and further consideration of contribution during 2015-16.

- Funding request from Citizens Advice – £250 contribution agreed with request that Parish Council be shown on list of contributors.

10.0 ACCOUNTS FOR PAYMENT

2981 The following accounts for December were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
SSE	3228	Electricity	£33.38
South East Water	3229	Water supply	£12.00
South East Water	3230	Water supply	£197.71
Richard Knight	3231	Maintenance	£46.88
E. Felton	3232	Salary & expenses	£350.49
Post Office	3233	HMRC Payment	£208.80
Parishioners	3234-40	Smiths Charity	£539.00
Parishioners	3301-19	Smiths Charity	£1,463.00
Total			£2,851.26

11.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

2982 Cllr Jones advised that it appeared as though the village green had been damaged by a vehicle driving across it. It was suggested that the details of the car had been obtained that that PCSO John Francis should be contacted to see if it was possible to claim some of the restoration costs for the village green from the driver.

It was agreed that Cllr Murphy ask Richard Knight to evaluate the works that were required to reinstate the village green.

2983 Cllr Davidsen advised that the driveway area in front of the cemetery was in poor repair and would need some remedial work. It was agreed the Cllr Davidsen arrange to meet with Richard Knight on site to review the work required. It was suggested that the cemetery be included as an agenda item for the next meeting.

Meeting closed at 21.10 pm

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.