

ELSTEAD ANNUAL PARISH COUNCIL
Minutes of Meeting

Monday 17th August 2015 at 7.30 pm
United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr K. Brooke 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) Mrs S. Cheeseman
Mr M. Organe

PUBLIC QUESTION TIME

3151 Mr Organe suggested that the Parish Council may wish to consider moving the vehicle activated speeding sign (VAS) further down the Milford Road (on the exit from the village to Shackleford/Milford). Cllr Harmer advised that the Council would need to consider the cost of moving the sign and suggested that if deemed appropriate, it be included as a discussion item at the Highways Task Group meeting in October.

3152 Mr Organe advised that there had been complaints regarding vehicles parking on the pavement and causing an obstruction for pedestrians, wheelchair users and child buggies and asked that the Parish Council consider installing signage asking drivers not to park on the pavements. The Clerk was asked to contact PCSO John Francis to ask him to review parking, particularly by the British Royal Legion on Thursley Road, so that he take any necessary action.

3153 Cllr Harmer advised that a Cycling Strategy meeting had been arranged to take place on 17th September (details had been circulated in advance of the meeting). Discussion took place regarding the Elstead to Milford cycling route previously discussed by the Parish Council. Cllr Murphy agreed to attend the meeting as the Elstead representative.

3154/ Cllr Harmer confirmed that SCC was in discussion with the bus company to discuss an
3100 additional bus stop on the Thursley Road. He agreed to keep the Council update.

1.0 APOLOGIES FOR ABSENCE

3155 Apologies had been received from Cllr Jane Jacobs who was not able to attend due to personal commitments. Apologies had also been received from Cllr David Else (WBC) who was not able to attend due to business commitments. These apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

3156 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

3157 The minutes of the Parish Council meeting held on 21st July 2015 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3158 The minutes of the Planning Committee meeting held on 21st July 2015 were agreed and signed by the Chairman.

5.0 MATTERS ARISING

2715 Post Office relocation – It was confirmed that the Post Office is due to open at the Spar on 22nd July. (07/15) *Item to be removed as matter outstanding.*

2746 Review of street maintenance – (see appendix A for full list of works) Flooding issues discussed at recent Western Villages Highways meeting. (06/15)

2779 Parking in Springfield – Work to improve the parking arrangements for tenants at no. 14-22 Springfield was planned to start in January 2016. (07/15) *Item to be removed as matter outstanding.*

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)

2882/
3129 Emergency Plan – **Cllr Joan Holroyd advised that she had updated the contact details for inclusion in the plan. The Clerk was asked to provide an updated draft copy of the plan to Councillors for review at the next meeting. A question was raised regarding the ability to connect a generator at the pavilion. Cllr Murphy advised that an engineer had confirmed that it was technically possible.** (08/15)

2918 Tracys Development site – **Cllr Jenny Else that she had attended a meeting with the developer and WBC Planning representatives and four options/actions had been discussed. Cllr Else advised that the developer has 21 days in which to advise the Borough Council of their course of action in order to comply with planning law. Discussion took place regarding the delay by WBC in taking enforcement action in light of communications that had taken place in October 2014 regarding the non-compliance.** (08/15)

2929 Seating Request – **Cllr Murphy confirmed that the site location had been agreed to the right of the sub-station. The Council agreed that Mr Richard Knight be instructed to install in the identified position.** (08/15)

2930 Defibrillators – **It was reported that a new defibrillator unit had been installed on the wall of the Spar and that the insurance claim had been successful.** (08/15) *Item to be removed as matter outstanding.*

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)

- 2972 Change of Use Applications –Pangs Lodge planning application withdrawn and the restaurant was now operating again. (07/15) *Item to be removed as matter outstanding.*
- 2984 Linden Homes –Cllr Davidsen advised that there was an analysis of needs being undertaken as part of the NH Plan working group which would inform the decision making process. (02/15) *Item to be removed as matter outstanding.*
- 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)
- 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)
- 3057 Backland Field – **It was confirmed that the sign had been removed and a copy of the signed tenancy agreement had been received.** (08/15) *Item to be removed as matter outstanding.*
- 3060 Thursley Road Recreation Ground – **Cllr Murphy advised that the second spraying had taken place.** (08/15) *Item to be removed as matter outstanding.*
- 3078 Speeding on Milford Road- **Cllr Murphy advised that following a further receipt of a further communication regarding speeding, he had provided details of previous discussions and proposals for resolution to the parishioner and that the Neighbourhood Plan Team would consider the issue further.** (08/15)
- 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)
- 3081 Local Allocations Grant – **See 3164 below.** (08/15) *Item to be removed as matter outstanding.*
- 3094 Village Green Posts – It was reported that details of the party responsible for damage to posts around the village green had been received and an insurance claim for costs was in process. (07/15) *Item to be removed as matter outstanding.*
- 3100 Bus Service – **See 3154 above.** (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)
- 3109 Springfields Flooding – **See 3165 below.** (08/15).

- 3123 Village Hall AGM - **Cllr Joan Holroyd reported that the Village Hall Management were grateful for the Parish Council contribution towards refurbishment of the kitchen. In response to a question regarding a memorandum of agreement regarding use of the halls, it was suggested that they check the constitution document with the Charities Commission. (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)**
- 3128 Cycling Route – see 3153 above.
- 3135 Framptons Submission – **Following discussion it was confirmed that no action was necessary at this time. (08/15)**
- 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)**
- 3138 Football Club Storage – **Cllr Murphy confirmed that he had spoken to the club. (08/15) *To be removed as matter outstanding.***
- 3143 Weil’s Disease – **The Clerk reported that the advice had been that as the risk from the disease was low in the area, no actions were necessary but that it should be considered as part of the risk assessment for public events. (08/15) *Item to be removed as matter outstanding.***

6.0 NEIGHBOURHOOD PLAN

- 3159 In the absence of Cllr Jacobs, the Clerk reported that the working groups continued to progress the project and that the next Steering Group meeting was due to take place on 9th September.

7.0 HIGHWAYS TASK GROUP MEETING

- 3160 Discussion took place regarding the damage to the road surface on Hookley Lane. It was agreed that a request that it be inspected/assessed against maintenance criteria be requested to evaluate whether it should be included as a discussion item at the Highways Task Group meeting in October (date to be confirmed).

- 3161 Cllr Roger Holroyd raised a question regarding the schedule for clearing footpaths and pavements. Cllr Jenny Else confirmed that there was a regular cleaning programme but that if there were particular issues or problem areas, to let her know so that she could make necessary arrangements for clearance. Cllr Else highlighted a clearance issue by Burford Lea which she is currently working on.
- 3162 A concern was raised regarding the tree by the bus shelter. It was suggested that it be included on the list of works for the Highways Task Group meeting.
- 3163 Cllr Harmer advised that a list of works for discussion at the Highways Task Group meeting was required asap so that costings could be obtained in advance of the meeting taking place. It was agreed to discuss further at the next meeting.

8.0 LOCAL ALLOCATION GRANT

3164 The following items were suggested for consideration:

- Sharks Football Club – works to provide an additional pitch space and new goal posts
- Seat by bus shelter (although previous objections received)
- Improved access arrangements for mobility scooters at allotments (due to disintegration of existing surface material) – Richard Knight to be asked to take a look.

It was agreed to review further at the next meeting.

9.0 SPRINGFIELDS FLOODING REPORT

3165 Cllr Brooke provided details of the reasons for the flooding in Springfields and the confusion regarding ownership and maintenance of the drainage system and tank which she suggested would not support further development in the area.

Discussion took place regarding on-going damage to the tank due to vehicles driving over it following permission being granted for a dropped kerb to allow access. It was agreed that Cllr Brooke provide the Clerk with an email outlining the problems which should be sent to Damian Roberts, Director of Operations at WBC.

10.0 REPORTS AND CORRESPONDENCE

3166 The Clerk advised that the following communications had been received:

- Photo and communication regarding littering around the seat on the village green. It was agreed that Richard Knight be asked to monitor and clear as required.
- Advice from the Post Office that they were considering installing an additional post box. The Clerk was asked to contact them to recommend that it be sited on the junction of Thursley Road and Red House Lane.
- Invitation to the AGM of South East Ambulance.

11.0 ANNUAL AUDIT 2014-15

3167 The Clerk reported that the annual return for the financial audit for period 2014-15 had been concluded and that no further action was required.

The Annual Return was accepted and approved by the Council.

12.0 ACCOUNTS FOR PAYMENT

3168 The following accounts for August were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
SSE	3399	Power supply	£28.59
Elite Electrical	3400	Defibrillator installation	£198.00
BDO	3401	Annual Audit	£396.00
Greenbarnes Ltd	3402	Notice boards	£1,848.74
Elstead URC	3403	Room Hire	£40.00
Elaine Felton	3404	Salary and expenses	£356.54
Post office	3405	HMRC	£209.20
Total			£3,077.07

13.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3169 Cllr Davidsen reported the grass at the cemetery needed cutting and that the headstone which was blocking the pavement needed to be moved. The Clerk agreed to contact Richard Knight to inform him.

3170 Cllr Davidsen advised that there had been recently been a car accident on the bend into the village on the Milford Road. It was reported that there had also been another incident involving a motorbike on the same bend. Discussion took place regarding the request to SCC to move the chevron signs to improve visibility on the junction. Cllr Harmer advised that the Safety Audit had suggested that it would be more dangerous to move them than to leave them. Discussion took place regarding the possibility of extending the 30mph restriction to this location.

It was agreed that Parish Councillors take a look at the chevrons at the junction for consideration whether they should be included as a discussion item at the Highways Task Group meeting.

3171 Cllr Davidsen reported that Natural England no longer had an objection to the Weyburn Works planning application following receipt of updates but that as these updates were not available online, it was not possible to comment further. Cllr Murphy agreed to investigate further.

3172 Discussion took place regarding the misuse of the Weyburn Works site and fields. It was confirmed that PCSO John Francis had met with interested parties and been aware of the issues at the site associated with fly-tipping, grazing of horses, use by motor vehicles, unattended bonfires and relocation of railway sleepers on the footpath. PCSO Francis had made recommendations for reporting of such incidences to the appropriate authorities and intended to take actions himself.

Discussion took place regarding the previous communications with WBC regarding the security and safety issues of the site but that no action had been taken. It was agreed that Cllr Else would speak with relevant parties at WBC to ensure that the landowner takes required actions to restrict access onto the site and avoid further incidences of fly tipping etc.

It was agreed that the possibility of the Parish Council funding a gate on the footpath be discussed at the next meeting.

3173 Cllr Mathisen raised a concern regarding noise and strong language used by football players on the Thursley Road recreation ground. It was suggested that concerns be raised with the referee at the time of the incident as it was their responsibility to ensure bad language was not used.

3174 Cllr Brooke advised that St. James Church had approached the Allotments Association to enquire about whether they could hold their Harvest Festival service at the allotments. The Parish Council had no objection to this but asked that they inform the Tennis Club as it may affect parking arrangements.

3175 Cllr Murphy reported that there was a branch fallen off of the oak tree on Church Green. It was agreed that he request that Richard Knight make arrangements for its removal.

3176 Cllr Mathisen agreed to take a look to see if there were branches over the play equipment on the Thursley Road play area so that arrangements could be made for their removal if necessary.

3177 Cllr Else advised that an appeal had been made against the decision of the River House Cottage planning application.

3178 Cllr Else reported that there was new legislation introduced earlier in the year regarding fly grazing that she was currently investigating in response to an example within the village.

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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