

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th February 2019 at 7.30 pm
The URC, Milford Road, Elstead

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

PUBLIC QUESTION TIME

5214 The wayfinders at Hope Street and Staceys Farm Road have fallen down. The Clerk to report to SCC as detailed in agenda item 16. **(02/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5215 Apologies have been received from: Cllr R. Gardner and Cllr R. Rees who were not able to attend for business reasons. Their apologies were accepted by the Council. **(02/19).**

2.0 DECLARATIONS OF INTEREST

5216 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. **(02/19).**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st JANUARY 2019

5217 The minutes of the Parish Council meeting held on 21st January 2019 were agreed and signed by the Chairman. **(02/19).**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st JANUARY 2019

5218 The minutes of the planning meeting held on 21st January 2019 were agreed and signed by the Chairman. **(02/19).**

5.0 REPORT FOLLOWING A MEETING WITH JULIA POTTS HELD 22nd JANUARY 2019

5219 The meeting was attended by Cllr P. Murphy, Cllrs J and D Else, A. Buckle (Nexus), Cllr J Potts (Leader of Waverley Borough Council) and The Clerk. The meeting was very useful and allowed the PC to summarise the current situation to Cllr Potts with regards Green Belt / Settlement Boundaries and Site Allocations in E&W NHP. Following the meeting (and at Nexus' suggestion) a detailed summary of the arguments was sent to Cllr Potts for discussion with the WBC Planning Policy Team. A positive response to the PC's letter has just been received which means that the NHP SG may again consider site allocations (as long as they are consistent with LLP1) and accommodate minor changes to settlement/GB boundaries. E&W NHP must retain (and not reduce) the number of houses it has been allocated. WBC understands that the NHP SG prefers Sunray Farm for the majority of new

development. The PC is very grateful to Cllrs J. and D. Else for facilitating the meeting. **(02/19). Minute to be removed next month.**

6.0 REPORT FOLLOWING A MEETING WITH THAKEHAM HELD 8th FEBRUARY 2019

5220 Cllr P. Murphy, Cllrs J. and D. Else, Mrs Davidsen and The Clerk met with senior representatives from Thakeham. A number of issues were discussed satisfactorily including:

- Site levels: Thakeham explained that the level of the new houses is consistent with planning consent and the ground level has not been raised.
- Waste material dumped at The Triangle: material has “been dumped” by Triconnex and not Thakeham. Thakeham to ask Triconnex if they may level the land at the triangle when they have finished the works outside Laybrook Cottage (due w/c 25th February).
- Re-routing of the proposed footpath from Weyburn to Elstead centre: Thakeham happy to discuss alternate route once the land ownership issue has been resolved.
- Shackleford Road: Thakeham were asked to be more vigilant and proactive about clearing waste and debris from the Shackleford Road and verges.

A full copy of the meeting minutes to be circulated to all PC members by The Clerk. The PC is very grateful to Cllrs J. and D. Else for facilitating the meeting. **(02/19). Minute to be removed next month.**

7.0 REPORT FOLLOWING ELECTION TRAINING HELD 14th FEBRUARY 2019

5221 The Clerk attended an election training session which was run by SSALC. All Parish Councillors / members of the public wishing to stand for election should ensure they have sent their nominations to Waverley Borough Council by 30th March. Nominees may spend a maximum of £740 plus 6p per voter. Copies of their expenses (even if zero money has been spent) must be submitted to the Returning Officer within the given deadline. The monies may not be claimed for reimbursement. *Purdah* runs from 25th March until 2nd May. During this times cllrs may not attribute written article to themselves and articles in the EVN will be from Elstead PC and of a generic nature. Nominations must be delivered to WBC by the nominee and not via The Clerk. **(02/19). Minute to be removed next month.**

8.0 MATTERS ARISING

5222 Jubilee Rec Train: The Clerk confirmed that the like-for-like replacement is £3,895 plus VAT. The price includes delivery and installation. Grass matting is a suitable safety surface and will cost an additional £625 plus VAT. The train lead-time is 4-5 weeks. Cllrs were shown a picture image of the proposed train. Cllrs agreed that they are happy to proceed with this option and The Clerk to place an order. The Clerk to involve St James School with choosing a name for the train. **(02/19)**

5223 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. The revised plan has now been sent to the landowner. **(02/19)**

5224 Cemetery Space Assessment: Cllr Davidsen, Richard Knight and The Clerk met to discuss this. Cllr Davidsen to report back on this at the February meeting. **(02/19). Minute to be removed as covered under agenda item 13.**

- 5225 There is agreement in principle for a mobile VAS for the Western Village. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and RK has agreed to be trained. The cost of training is £240 plus vat per delegate. Cllr Harmer explained that the VAS would hopefully be bought and installed before 31.03.19. **(02/19)**.
- 5226 PIC Monies available. The Clerk has discussed which applications are appropriate with WBC. Cllrs agreed that the Clerk should resubmit an application for the organic waste material collector at the cemetery and for a replacement bench around the oak tree on the Village Green. Cllr J. Else has proposed to assist with the application process and has found out that there is no TPO on the oak tree in question although the village green is washed over as a conservation area. The Clerk has forwarded the application to Cllr J. Else. **(02/19)**.
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5227 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. Cllr P. Murphy and The Clerk met with Steve Lindsey-Clark and Stuart Copping to discuss this. The third gulley up (from Farnham Road) will be hand dug w/c 18th February and then it will be jetted w/c 25th February. **(02/19). Minute to be removed next month.**
- 5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**
- 5228 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. Planners have advised that the container if sited parallel with Ham Lane must be sited further forward which would interfere with the pitch. Cllrs agreed that the best location for the container would be in the original spot (in front of the table tennis and courts 1-3. As landowners the PC can insist on this. Planning has been resubmitted. **(02/19)**
- 5229 The Clerk reported seeing horses on Burford Lodge Rec. One had escaped and was careering out of control around the rec frightening younger children. The horses were later observed giving rides. The Clerk has contacted the PC's lawyers who have said that horses may be impounded and have finally submitted the correct wording to cover this. Cllrs have agreed to The Clerk making signage for The Croft and Burford Lodge to this effect. **(02/19). Minute to be removed as was discussed alongside "dogs on the rec" under agenda item 16.**
- 5230 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. The Clerk has chased WBC but

- has not had a response. Cllr J. Else has also chased on the PC's behalf and the person responsible will contact The Clerk by 25th January. Cllr J. Else and The Clerk to chase WBC as no response has been received since the January meeting. **(02/19)**
- 5231 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. The Clerk to ask RK to remove the wooden post and to relocate the finger post arrow to the cycling post. **(02/19). Minute to be removed next month.**
- 5232 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The electrician has provided a quote but has also explained that due to updated wiring regulations a surge control should be fitted to the circuit board. This will cost £850 plus vat. Alternative quotes to be sourced and the Clerk to ask if the cabinet can be relocated even if the surge control is not fitted. **(02/19).**
- 5178 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(01/19)**
- 5233 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**
- 5180 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News but in the light of hte forthcoming election and the advice from the Clerk in minute 5221 above it was agreed that this should be delayed until after 2 May. **(01/19).**
- 5234 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. The application has been resubmitted as it was not sufficiently advertised before. The PC do not have to resubmit their objection as objections are carried over however the PC will resubmit it for good order. **(02/19).**
- 5089 Ramp at Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail.

- The PC has agreed to support this cost. RK waiting for weather to improve so that he can do the work. **(01/19)**.
- 5235 Carehome & Weyburn Site: The PC met with Thakeham as reported under agenda item 6. Thakeham confirmed that the care home site has been signed over to Oakland who are care home providers. It is likely that Oakland will reconfigure the internal layout but there will be no change to the overall size of the building. **(02/19)**. **Minute to be removed next month.**
- 5135 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format to be reviewed again in six months time. **(12/18)**.
- 5236 Cllr J. Holroyd advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd are liaising over dates – likely 11th May. **(02/19)**.
- 5237 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk and Cllr P. Murphy discussed this with SCC Highways who have agreed to assess it. **(02/19)**.
- 5155 A resident asked whether a raised hump could be installed as a crossing point near to The Spar. Councillors did not think this was possible but would ask Cllr Harmer. **(01/19)**.
- 5238 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The school would like to be involved and have suggested that after May half term would be the ideal time for them. It is hoped that this will form the basis of a larger educative piece around car parking and traffic management around the school with the school using different ways of addressing these issues with parents. The Clerk has contacted Surrey Police but the Police have responded and it appears they have misunderstood the brief. The Clerk to contact Surrey Police. **(02/19)**
- 5192 New PC Website: Prior to the January meeting The Clerk had asked councillors to look at different parish websites. The website that all councillors preferred was the Titchmarsh village website. The new website would feature villages news, organisations and events as well as a separate page for PC news. There would also be a history / archive page. It was agreed that individual businesses would not be listed. The sub committee to ask if anyone in the village would be interested in designing the website and to compare this with what E-Mango can provide as design is included in their fees. **(01/19)**
- 5239 Richard Knight has forwarded an estimate for a rustic style bench in a wood material to replace the current bench which surrounds the oak tree on the village green. The cost is £1,600 to include installation and removal of old bench. The Clerk has looked at similar options and for smaller benches in a recycled material the starting price is £999 excluding installation and removal. Councillors approved this estimate from Richard Knight. The Clerk to apply for PIC funding for this alongside the green waste collection bin for Woolfords Lane cemetery. **(02/19)** **Minute to be removed next month.**
- 5240 The Clerk reported that the annual insurance is £2,665.65. This represents a 5% increase. The Clerk to ask Zurich if they can reduce their figure as nothing new has been added to the policy. Councillors approved the charge of £2,665.65 in the meantime. The Clerk has

subsequently secured a small discount and the revised figure is £2,591.42. **(02/19) Minute to be removed next month.**

5241 Dawn Davidsen has shown the Clerk some trees that form part of PC land which have not been surveyed. Councillors agreed that RK should initially check the trees and for The Clerk to get the cost of a formal survey. Trees line the Milford Road so must be checked. RK discovered that a tree was leaning on power lines over the road. The Clerk has contacted SSE who immediately made the tree safe. RK has cleared up the logs that were left by SSE. The Clerk has contacted Chalice Consultancy to do a formal inspection. **(02/19).**

5242 A resident has reported two surveyors outside St James Church surveying the road as it is due to be resurfaced. The Clerk advised Jack Roberts so that the 'h' bars aren't painted before this work is undertaken. SCC are not able to confirm when the work will happen. **(02/19).**

5210 There will be a PC election in May. Councillors should inform the Clerk if they intend to stand for office. **(01/19).**

9.0 WBC UPDATE

5243 The 2019/20 budget was approved at full council. WBC have raised council tax by 2.9% WBC only keep 10% of the monies that they collect. There are no proposed service cuts or redundancies. **(02/19). Minute to be removed next month.**

10.0 SCC UPDATE

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**

5244 Cllr D. Harmer will hold a meeting of the western villages on 26th February which Cllr P. Murphy will attend. The meeting will discuss the lengthsmen scheme and other small pockets of funding that might be available. **(02/19) Minute to be removed next month as it will be reported under an agenda item.**

5245 Road resurfacing: No further news on the proposed date for the Thursley Road resurfacing but Cllr Harmer said that the work is included in the 2018/9 highways budget. The B3001 resurfacing (The Mill to the edge of Farnham) is due within 6 weeks. **(02/19).**

5246 BW113: Repairs to the stretch from The Hookley Lane end are scheduled to happen before the end of March 2019. Cllr J. Mathisen reported that Landmarc had cleared vegetation along a section of BW113 in Peper Harow along the line of the previously overgrown definitive route towards Milford. **(02/19)**

11.0 NEIGHBOURHOOD PLAN UPDATE

5247 A meeting with Julia Potts (Leader of WBC) was attended by Cllr P. Murphy, Cllrs J. and D. Else, Nexus Consulting and The Clerk on 22nd January. **(02/19) Minute to be removed as meeting has been reported in agenda item 5.**

5248 NHP SG meeting: The Clerk to convene a meeting of the SG as soon as possible. **(02/19).**

5249 Cllr J Jacobs explained that it would be beneficial to undertake an updated Housing Needs Survey (HNS). Cllrs P. Murphy and J. Jacobs and The Clerk met with the HNS enabler. The HNS has gone live and to date there have been 200 responses. The survey is live until 28th February. The Clerk to do a final push to maximise the number of responses. **(02/19)**

5250 Purdah: The Clerk to liaise with Robin Taylor if there are queries regarding 'purdah' and how it might affect NHP progress and communication with the wider community. **(02/19)**.

12.0 OUR ELSTEAD

5251 Elstead Society: The Christmas tree project was well received and to date 130 people have joined the Our Elstead facebook group. A number of people turned up to the drop in session on 9th February at the Youth with 28 families/groups signing up to the project. The first project will be to tidy up the neglected area by the River adjacent to Bridge House. Other projects include the planting of summer flowers around the village. WBC have been helpful in promising free compost and bulbs. Lastly the team are investigating joining the Great British Spring Clean. Cllr J. Mathisen to meet with Mrs Elliott to see if the school would be interested in participating in the project. **(02/19)**

13.0 CEMETERY UPDATE

5252 Cllr L. Davidsen presented a plan for the cemetery which indicated that there was plenty of space for a few decades to come. Plans include to straighten out paths, fill in gaps in existing rows. Once the current side for earthen graves is full, plots for earthen graves will start at the bottom of the current ashes area and work up towards the ashes zone until they meet. RK has made markers for reserved plots and 2 rows will be marked out so that plots are created in a more uniform fashion. Cllrs accepted this plan. **(02/19)**. **Minute to be removed next month.**

14.0 GDPR POLICY ADOPTION

5253 The GDPR policy that was presented by Cllr R. Rees was formally adopted at the meeting. The Clerk to add this policy to the PC website. Cllr R. Rees was thanked for his help with this matter. **(02/19)**. **Minute to be removed next month.**

15.0 AGREEMENT FOR SLOT SEEDING AT THURSLEY ROAD

5254 Slot Seeding at the Thursley Road Recreation Ground: Cllr P. Murphy met with Elstead Cricket Club (ECC) and Elstead Football Club (EFC) / Sharks as they have raised concerns about the condition of the football pitches. The PC has obtained costs for this work from the PC's approved contractor of £1,300. Cllrs agreed that this work should be done and approved the cost. EFC, ECC and the Sharks will make a donation towards this work. **(02/19)**.

16.0 DOGS ON THE REC

5255 Increasing numbers of dogs have been spotted on the recs. The Clerk has written to all clubs and users reminding them that dogs are not allowed on the recs and asking that they share this with members and external visitors. The Clerk placed an information box to the March village news and has designed some posters to go up in the village. The Clerk also

showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. Cllr J. Else to forward a copy of the PSPO order. Cllr J. Else also stated that if required an enforcement team could visit the recs one Saturday. **(02/19)**

17.0 FOOTPATH SIGN STACEYS FARM ROAD – BONFIRE HILL

5256 The signs at Staceys farm Road and also Hope street have both fallen down and need renewing. The Clerk to contact SCC. **(02/19)**.

18.0 PC COMMUNICATION POST PC MEETINGS

5257 The Clerk advised cllrs that a new facebook identity has been created called 'Elstead PC Clerk'. This will allow information from the PC to be posted on the Elstead Village Facebook page. The Clerk suggested that the PC needed to raise its profile more within the community. The Clerk to post a brief summary following each PC meeting detailing key issues / decisions. Cllrs to decide which items should be posted at the end of each meeting. This month the Clerk will post about: Housing Needs Survey, Julia Potts Letter, Defibrillator, B3001 / Thursley Road resurfacing and cemetery plans. **(02/19)**. **Minute to be removed next month.**

19.0 KOMPAN REAPPROVAL

5258 Further repairs at Burford Lodge Rec were picked up during a formal playground inspection. The Clerk has asked Kompan to include these with the other works that had been scheduled and an invoice for the new works was presented to cllrs for approval. Cllrs approved the total works (the total includes pre approved works and new seats) £4,600.17. The Clerk to place the order. The previous cheque has been cancelled. **(02/19)**. **Minute to be removed next month.**

20.0 REPORTS AND CORRESPONDENCE

5259 The Clerk followed up the damaged railing opposite Fulbrook Lane with SCC. SCC said that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. **(02/19)**.

5260 A resident reported seeing horse droppings on the pavement opposite the Spar. **(02/19)**. **Minute to be removed next month.**

5261 The Clerk reported surface deterioration on the Shackelford Road to Clarion. Clarion have responded saying that the side of the road in question is SCC Highways responsibility. **(02/19)**.

5262 A resident asked if the PC will support the continuation of the Bus Route 46 as there will be a direct Farnham – Guildford train link starting in May which may affect its' future viability. **(02/19)**.

5263 Press releases: Planning Inspector approves Common Land de-registration of Wey Hill Fairground Car Park, Council voices concern over bank closures, Give your views on the Farnham Neighbourhood Plan review from 7 February, Waverley budget proposals recommended for approval by Full Council, Waverley 2019/ 20 budget approved, Free

family fun as Waverley Xplorer returns, Waverley Residents - Last chance to vote In the 'People's Choice' Awards. **(02/19). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT FEBRUARY 2019

5264 The following accounts for February were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - FEBRUARY 2019

| Payee | Cheque no | Purpose | Amount |
|------------------|-----------|------------------------------|------------------|
| Juliet Williams | 3881 | Salary and working from home | £765.20 |
| Juliet Williams | 3882 | Expenses | £24.00 |
| Pat Murphy | 3883 | Chairmans allowance | £225.00 |
| Jane Jacobs | 3884 | Members allocation | £30.00 |
| Joan Holroyd | 3885 | Members allocation | £30.00 |
| Roger Holroyd | 3886 | Members allocation | £30.00 |
| Leif Davidsen | 3887 | Members allocation | £30.00 |
| Kathryn Brooke | 3888 | Members allocation | £30.00 |
| Roger Gardner | 3889 | Members allocation | £30.00 |
| John Mathisen | 3890 | Members allocation | £30.00 |
| Richard Rees | 3891 | Members allocation | £30.00 |
| SSALC | 3892 | Election briefing | £48.00 |
| SSE | 3893 | Burford Lodge Electricity | £67.52 |
| Richard Knight | 3894 | Maintenance | £347.50 |
| Richard Knight | 3895 | Cemetery maintenance | £21.00 |
| Nexus Planning | 3896 | NHP Work phase 1 | £2,100.00 |
| Veolia | 3897 | Bin emptying | £215.28 |
| Castle water Ltd | 3898 | Woolfords Lane | £103.05 |
| Kompan Ltd | 3899 | Playground repairs | £4,600.17 |
| | | | £8,756.72 |

23.0 MATTERS RAISED BY MEMBERS

5267 The Moat carpark: Cllr J. Mathisen suggested that a suitable solution to the current surface issue would be to dig trenches similar to those along BW68. It was agreed that Cllr J Mathisen would write to James Giles with his proposal. **(02/19).**

5268 Garages along Back Lane: There are 2 garages one of which is very derelict and has a potential asbestos issue. The adjoining neighbours would like this issue resolved. The PC explained that this is a private matter between two neighbours so the PC cannot get involved however the owner could speak to Waverley Borough Council for advice and WBC might be able to deal with it if it is thought to be a potential hazard. **(02/19).**

Meeting closed at 9.50 pm