

## **ELSTEAD ANNUAL PARISH COUNCIL**

### **Minutes of Meeting**

**Monday 18<sup>th</sup> May 2015 at 7.30 pm**

**United Reform Church Hall, Elstead**

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

**Also attending were:** Cllr D. Harmer (SCC) Mr R. Knight Mrs K. Brooke  
Mr A. Moyce Mr R. Rees Mrs D. Davidsen

#### **1.0 ELECTION OF CHAIR**

3072 Following a voting process, it was resolved that Cllr Pat Murphy be re-elected as Chairman.

#### **2.0 DECLARATION OF ACCEPTANCE FORMS**

3073 The 'Declaration of Acceptance of Office' forms were completed and passed to the Clerk.

#### **3.0 REGISTER OF MEMBERS INTEREST FORMS**

3074 The 'Register of Members Interest' forms were completed and passed to the Clerk.

#### **4.0 CONSENT OF RECEIPT OF SUMMONSES ELECTRONICALLY FORMS**

3075 The 'Consent of Receipt of Summonses Electronically' forms were completed and passed to the Clerk.

#### **5.0 ELECTION OF VICE CHAIR**

3076 Following a voting process, it was resolved that Cllr Leif Davidsen be elected as Vice-Chairman.

#### **6.0 CO-OPTION PROCESS**

3077 Following a voting process, Kathryn Brooke and Richard Rees were co-opted onto the Parish Council by a majority vote. Both were present and joined the meeting after completion of their 'Acceptance of Office' forms. Mr Moyce was thanked for his interest in the role and encouraged to get involved in the neighbourhood planning process.

#### **PUBLIC QUESTION TIME**

3078 Cllr Harmer advised that following a review by SCC of speeding in the village, the results indicated that there was not a particular problem on the Milford Road except by Burford Lea and that this particular section would be put under continuous review.

- 3079 Discussion took place regarding the installation of a pavement on the triangle at the Milford Road/Shackleford junction and ownership of the land.
- 3080 Mrs Dawn Davidsen distributed a copy of a letter to WBC which she invited the Parish Council to support along with Peper Harow Parish to lodge a formal complaint about the recording of the recent planning application for the Weyburn Works site. It was agreed that further discussion take place under agenda item 21) when the application is due to be considered.
- 3081 Cllr. Harmer advised that applications for Local Allocations Grant funding should be prepared as soon as possible (approx. £1k available).

#### **7.0 APOLOGIES FOR ABSENCE**

- 3082 Apologies had been received from Cllr Gardner, Cllr Jenny Else (WBC) and Cllr David Else (WBC) who were not able to attend due to business commitments. These apologies were accepted by the Council.

#### **8.0 ELECTION/APPOINTMENT OF MEMBERS TO COMMITTEES AND OTHER BODIES AND TO AGREE AREAS OF RESPONSIBILITY**

- 3083 The appointment of members to committees, areas of responsibilities and other bodies were discussed and agreed (see appendix 1).

#### **9.0 DECLARATIONS OF INTEREST**

- 3084 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.

#### **10.0 APPROVAL OF PREVIOUS MINUTES**

- 3085 The minutes of the Parish Council meeting on 20<sup>th</sup> April 2015 were agreed and signed by the Chairman.

#### **11.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

- 3086 The minutes of the Planning Committee meeting on 20<sup>th</sup> April 2015 were agreed and signed by the Chairman.

#### **12.0 MATTERS ARISING**

- 3046 Lorry parking by the Spar – **Cllr Holroyd confirmed that he had spoken to the delivery drivers and that they had taken notice.** (05/15) *To be removed as matter outstanding.*
- 2639 Local Committee (Waverley) – **Cllr Harmer agreed to speak with Adrian Selby to obtain an update.** (05/15)
- 2715 Post Office relocation – Advice received that Post Office would be relocated to the Spar with ramp available for disabled access upon request. (02/15)

- 2746 Review of street maintenance – (see appendix A for full list of works) Cllr Murphy reported that the flooding area opposite the Woolpack was due to concrete in the drain and that although some repair works had been undertaken on the triangle on the Milford Road, SCC budgetary constraints would determine when works to rectify both problems would take place. The Clerk was asked to email Cllr Harmer to request that the Western Villages Highways Committee meet to agree the use of the funds allocated to resolve flooding issues in the area. Cllr Thomas confirmed that although the problems in Red House Lane have been resolved, some new road markings have appeared which suggest that further works are planned. Cllr Murphy agreed to check to see if the trees had been cut away from the street lights on Milford Road. (04/15)
- 2779 Parking in Springfield – **The Clerk was asked to contact WBC Housing department to obtain an update on the distribution of a survey for Springfield residents.** (05/15)
- 2781 Seat Repairs – **Cllr Joan Holroyd reported that repairs to the seat had taken place.** (05/15) *Item to be removed as matter outstanding.*
- 2805 TAG Farnborough Consultation – The Clerk reported that correspondence had been received to advise that the consultation feedback report would be available later in 2015. (02/15)
- 2882 Emergency Group Update – Cllr Thomas advised that insurance was now in place for the volunteer group and that they had finalised their emergency plan. Cllr Thomas agreed to look at drafting the Parish Council Emergency Plan. Cllr Holroyd offered her help. (04/15)
- 2918 Tracys Development site – **The Clerk reported on behalf of Cllr Jenny Else that the application for the front elevation to be restored to the original specifications is due to be decided upon at the June planning meeting which will allow for six months marketing of the property as per the original proposal.** (05/15)
- 2919/ River House Cottage – Cllr Murphy reported that he had attended the WBC Central  
2989 **Area Planning Committee on 22<sup>nd</sup> April and spoken on behalf of the Parish Council and that members had objected to the proposal by a majority.** (05/15)
- 2929/ Seating Request – **Article informing parishioners of intention to place seat by the electric substation opposite the Spar to be included in June issue of the parish magazine.** (05/15)
- 2930 Defibrillators – **Cllr Joan Holroyd reported the unit for installation in the pavilion could go ahead and she would meet with Richard Knight to make arrangements. There was some discussion regarding the installation of the unit by the Spar in light of delays in obtaining permission. It was suggested that Richard Knight look at the possibility of moving the map as an alternative site. Instructions to the contractor for the Burford Lodge installation and the Spar will be given at the same time.** (05/15)
- 2957 Tanshire – **The Clerk reported on behalf of Cllr Jenny Else that WBC were waiting for an application for a more permanent solution to the car parking issue and that she had asked for this to be chased for receipt by mid-June.** (05/15)
- 2972 Change of Use Applications – **The Clerk reported on behalf of Cllr Jenny Else that Pangs Lodge was now trading as a Chinese takeaway and it is possible that the application may be withdrawn.** (05/15)

- 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)
- 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)
- 3035 Traffic survey – it was confirmed that a traffic survey had been undertaken as part of the Neighbourhood Plan process. (04/15)
- 3057 Backland Field – **The Clerk confirmed that a tendering process was currently taking place with a closing date of 22<sup>nd</sup> May. Discussion took place regarding the security arrangements once the new tenant had been identified to allow for access onto the allotments from the Milford Road by prior arrangement.** (05/15)
- 3058 Backland Field Works – **It was confirmed that works had taken place to improve the access and entrance arrangements onto the field.** (05/15) *Item to be removed as matter outstanding.*
- 3060 Thursley Road Recreation Ground – **Cllr Murphy confirmed that instructions had been given to the contractor to undertake the necessary work.** (05/15)

### **13.0 OBJECTIVES OF THE PARISH COUNCIL 2015-16**

- 3087 Members were asked to consider objectives of the Council for the 2015-16 period for approval at the next meeting.

### **14.0 NEIGHBOURHOOD PLAN**

- 3088 Cllr Jacobs and Cllr Rees advised that the Housing Group had prepared a draft Housing Requirements survey which they hoped would be distributed in June. It was confirmed that the Weyburn group had prepared and distributed a leaflet outlining details of the proposal for the site to all households. Cllr Jacobs confirmed that the plan was progressing well with the support of consultants to guide the process.

Cllr Jacobs advised that the next public meeting to provide an update to residents was taking place on Monday 6<sup>th</sup> July from 6.00 pm and that all were invited to attend and contribute. Cllr Jacobs highlighted that we were still waiting for a decision from WBC regarding the designation area.

## 15.0 FLOODING ISSUES

3089 In response to a recent communication from Cllr Harmer regarding representation at a Western Villages Highways Task Group meeting on 28<sup>th</sup> May, it was agreed that Cllr Gardner attend on behalf of the Parish Council. It was agreed that Red House Lane be removed from the list of problems, Hook House Lane be amended to read Hookley Lane and that the area on the Milford Road by the green and Fulbrook Lane remain on the list. The flooding area on the Milford Road at the junction with the road to Shackleford is in Peper Harow parish and needs to be included on their list.

## 16.0 WWI COMMEMORATIVE PLAQUE

3090 Cllr Murphy reported that arrangements had been made for the re-erection of the WWI commemorative plaque on church green to take place at 11.30 am on Sunday 31<sup>st</sup> May.

## 17.0 REPORTS AND CORRESPONDENCE

3091 The Clerk advised that training sessions were available for new and existing Councillors.

## 18.0 ACCOUNTS FOR PAYMENT

3092 The following accounts for May were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Richard Knight	3369	Maintenance	£830.56
E. Felton	3370	Salary and expenses	£328.44
Post Office	3371	HMRC	£208.80
Richard Knight	3372	Cemetery/burials	£90.00
<b>Total</b>			<b>£1,457.80</b>

## 19.0 BANK SIGNATORIES

3093 In response to a request for additional bank signatories for the Parish Council account, Cllr Joan Holroyd, Cllr Mathisen and Cllr Brooke agreed to undertake the role.

## 20.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3094 Cllr Murphy highlighted that there were several posts around the village green area which had become dislodged. Richard Knight was asked to undertake the necessary works to reinstate them.

3095 In response to a query from Cllr Davidsen regarding the grass at the cemetery, Richard Knight confirmed that it was on his list of works to be done.

## 21.0 PLANNING

### 3096 WA/2015/0789 Former Weyburn Works, Shackleford Road, GU8 6LB

Erection of 70 new dwellings including 21 affordable and a 60 bed care home, provision of a Suitable Alternative Natural Greenspace (SANG), alterations to accesses and associated works following demolition of existing buildings; this application is accompanied by an Environmental Statement.

Following lengthy discussion regarding the application it was agreed that Cllr Murphy prepare a draft response to WBC for approval by Councillors before the deadline date. It was agreed that the letter should include the request for on-going dialogue regarding the site and the need to maintain the site for employment purposes.

Discussion took place regarding the proposed boardwalks on the SANG, the demand for employment/business opportunities locally including possible food outlets and childcare opportunities and that the proposal is contrary to the Village Design Statement. Discussion also took place regarding the lack of affordable housing in the village, cycle route options and flooding and contamination issues.

Councillors agreed to support the letter to be sent to WBC in partnership with Peper Harow regarding the handling of the application as being sited in Elstead.

### 3097 WA/2015/0754 Golden Acres, Woolfords Lane, GU8 6LL

Erection of an outbuilding to provide ancillary accommodation following demolition of existing outbuildings.

The Parish Council agreed to object to the application as they did not feel that there was sufficient evidence to demonstrate that the proposal was ancillary to the main property and construction of a new residential property conflicted with Green Belt policy.

### 3098 WA/2015/0715 West House, Milford Road, GU8 6HF

Erection of extensions and alterations following demolition of existing extensions.

Following review of the documents, the Parish Council had no comment regarding this application.

### 3099 WA/2015/0879 3 Springfield, GU8 6EG

Erection of extensions and alterations (revision of WA/2014/2192)

The Parish Council agreed to support the application but suggested that obscured glass was appropriate in the first level window to limit the impact on the adjacent property.

**Meeting closed at 22.05 hrs**

<b>APPENDIX 1</b>	
<b>COMMITTEES, ROLES AND RESPONSIBILITIES 2015-16</b>	
Parish Council Chairman	Pat Murphy
Parish Council Vice-Chairman	Leif Davidsen
Finance Committee	Pat Murphy (Chair)
	Roger Holroyd
	Leif Davidsen
	Richard Rees
	Roger Gardner
Planning Committee	Jane Jacobs (Chair)
	Roger Holroyd
	Leif Davidsen
	John Mathisen
	Richard Rees
	Kathryn Brooke
	Roger Gardner
Media Contact	Pat Murphy
Neighbourhood Plan	Jane Jacobs
Village Halls Representative	Joan Holroyd
Thursley Road Recreation Ground	John Mathisen
Burford Lodge Recreation	Roger Holroyd
Highways	Roger Gardner
ETRRT - PC Trustee	John Mathisen
	Michael Jeffery
Playgrounds	Roger Holroyd (Burford Lea)
	John Mathisen (Thursley Rd)
	Richard Knight (Croft)
Hankley Users Group (HUG)	John Mathisen
Allotments Representative	Kathryn Brooke
Woolfords Lane Cemetery	Leif Davidsen
Website	Leif Davidsen
Public Rights of Way	Kathryn Brooke
Emergency Committee	Pat Murphy
	Joan Holroyd
	Richard Rees
	Roger Gardner
Smiths Charity	Pat Murphy
	Joan Holroyd
	Roger Holroyd
	Roger Gardner
	<i>Michael Jeffery</i>
	<i>Dr. Grisewood/representative</i>
	<i>Ann Tann</i>
	<i>Rev. John Page</i>
MOD Conservation	John Mathisen

**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.

