

**ELSTEAD PARISH COUNCIL**  
**Minutes of Meeting**

**Monday 5th December 2016 at 7.30 pm**  
**United Reform Church Hall, Elstead**

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

**Also attending were:** Cllr D. Harmer (SCC) 10 parishioners

**PUBLIC QUESTION TIME**

3807 Several parishioners attending expressed concern and anxiety following a series of arson attacks and anti social behaviour that occurred over the weekend of 3<sup>rd</sup> December along Back Lane. The Clerk had contacted 101 prior to the meeting who explained that they have allocated a Neighbourhood Safety Officer to assess the reports. Cllr J. Else had contacted both The Portfolio Holder for Community Safety at Waverley as well as Inspector Bridge to ascertain what can be done. The Parish Council explained that all crimes that are in the process of happening should be reported to 999. A crime that has occurred and is not in progress should be reported to 101. Anyone who has experienced a crime connected to those of the weekend of 3rd December is encouraged to report them to 101. Details also to be sent to Cllr J. Else. **(12/16).**

**1.0 APOLOGIES FOR ABSENCE**

3808 Apologies were received from Cllr J. Holroyd, Cllrs D & J Else who were not able to attend due to business reasons. Their apologies were accepted by the Council.

**2.0 DECLARATIONS OF INTEREST**

3809 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**

3810 The minutes of the Parish Council meeting held on 21<sup>st</sup> November 2016 were agreed and signed by the Chairman with the recommended change of minute 3768 – the name Tanshire Park to be replaced with Weyburn and with the change to minute 3758 to read; Dawn has been authorised to speak on behalf of Peper Harow.

**4.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

3811 The minutes of the Planning Committee meeting held on 21<sup>st</sup> November 2016 were agreed and signed by the Chairman.

#### **5.0 APPROVAL OF FINANCE COMMITTEE MINUTES**

3812 The minutes of the Planning Committee meeting held on 23rd November 2015 were agreed and signed by the Chairman.

#### **6.0 APPROVAL OF FINANCE COMMITTEE MINUTES**

3813 The minutes of the Smiths Charity Committee meeting held on 25th November 2015 were agreed and signed by the Chairman.

#### **7.0 MATTERS ARISING**

3747 Tracys Development site (5 Anderson Place). Following the last PC meeting the development has been given approval for change of usage. The Parish Council expressed deep concern that planning enforcement plus the marketing of the property have been inadequate. Cllrs resolved unanimously that this should be referred to the Ombudsman. Cllr Brooke to prepare a document that will form the basis of this referral. **Cllr Murphy to establish the procedure of referring to the Ombudsman. (11/16) Agenda item 14.**

3688 There are two footpaths that need improvement. The MoD still intend to make the repairs but there is no target completion date. £1,000 has been set aside from the PC to buy the materials needed. A HUG meeting to be held on 6<sup>th</sup> December and this is on the agenda to discuss. Cllr Murphy has spoken with Richard and he can lay the material as he has a motorised wheelbarrow. **(12/16)**

3602 Improved cycle route Elstead to Milford/Roodborough. Some of the route needs improving and runs over MoD land. The MoD confirmed that they support this and have minuted it to that effect. They also accept the slight detour required to improve the route. The PC sent Cllr Harmer an email regarding the detour route. **(10/16)**

3413 Closure of Footpath 64 – Cllr Harmer advised that the footpath is to remain closed for a further year. (05/16)

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)

3748 Flooding in Springfield – SCC have stated they cannot invest any further in drainage in this area so the matter lies unresolved. **It was suggested that Cllr Rees refer this to the Local Authority Ombudsman as SCC may be failing in their duty of care. (11/16).** A drain is silted over by the farm lane in Springfield. The drain has been completely covered over and therefore not being maintained as a drain. A developer owns this drain as it is on their land. Debris is now flowing onto road. **The Clerk wrote again to Framptons asking if the covering of the drain has been authorised after November PC Meeting. (12/16).**

3749 Framptons Proposal. Peter Frampton attended the July meeting and presented new proposals of 40 dwellings concentrated on the lower slopes of Bonfire Hill with the top of the hill left clear with footpaths. **Framptons sent a visual of the proposal but no**

- information on the works carried out on the drainage problem. The Clerk followed this up again by letter after November PC Meeting. (12/16).**
- 3750 Cllr J. Else has suggested a joint training sessions with all Western Villages attending and to be run by WBC likely November/December. **The Clerk to follow up with Cllr J. Else. (11/16).**
- 3814 Elstead Parish Council Document storage. The Clerk met with a representative from WBC who has had agreed to ensure excess items are uplifted by the end of December to facilitate storage. **(12/16). See item 18.**
- 3695 Beacon View Funding Request (Cllr Mathisen declared a prejudicial interest in this matter). Work has been completed on this project. **Beacon View residents to submit a formal request for funding to help with signage. (10/16).**
- 3815 School Fruit Trees – The Clerk confirmed the Parish Council would take three trees. The Clerk has contacted the school and understands this will happen in January. PC members will be invited and The Clerk has suggested contacting the local paper to invite a photographer to attend. **The Clerk to contact the school again to confirm an actual date. (12/16)**
- 3816 The additional VAS by Laybrook Cottage and the moving of the village boundary will now go ahead although an exact time frame is still to be determined. **(12/16)**
- 3566 Cllr Jacobs asked if it was possible to have copies of maps of land that are owned by the Parish Council. Cllr Murphy advised that some of the Greens are leased to the PC for 100 years. Cllr Harmer suggested that he might be able to help. **(07/16)**
- 3605 The Quillets - grass has been cut and the damaged fence removed completely with no intention to replace it. Concern was expressed that balls might go into play area and that the entrance gate does not close fully. WBC said that they are going to look into making the waste bin more obvious as there is still an issue of rubbish being dropped. **The Clerk followed up with Cllr J. Else after the November meeting. (12/16).**
- 3754 The condition of the track at the end of Hookley Lane – a parishioner queried whether this could form an extension to the Rodborough-Elstead cycle route however this would be expensive. The PC wondered whether a group of volunteers might be willing to do some remedial work on this route i.e lay stones in the centre of the route on a raised area which would enable the water to drain off either side. The PC would be prepared to pay a small financial contribution. The route is not in a SSSI so will not require fittleworth stone. **Cllr Gardner to organise. (11/16)**
- 3817 The Appeal for the first application will be heard on 10<sup>th</sup> January. The Clerk to arrange for a meeting with Dawn and WBC prior to the appeal. The Clerk to tell the Planning Inspectorate that Dawn will speak instead of Pat Murphy. Cllr Harmer requested that minute 3758 be amended to read that Dawn has been authorised by Peper Harow to speak on their behalf. **(12/16)**
- 3760 A replacement for Tic Jeffery on the Pavilion Trust has yet to be found. **Cllr Murphy to follow up. (11/16)**

- 3680 Sewerage Site: David Harmer to investigate the sewerage site situated before the stream along Westbrook Hill. **(10/16)**
- 3682 David Harmer reported back that the proposed Rodborough-Elstead cycle route is supported in principle as cycling is a key SCC objective but the costs of improvement as estimated by SCC officers appeared to be prohibitive. **(12/16)**
- 3770 The Rodborough cycle route – Cllr Mathisen to ask HUG if the PC can spread stones on part of the route. HUG to ascertain what the cost is. If the cost is approved The Clerk to ask Richard to spread the stones. **(11/16)**
- 3776 There is considerable wear and tear on the Thursley Road football pitch. The Grounds Contractor recommends overseeding, verti draining and spreading loam at the end of the season. Cllr Murphy has applied for some PIC funds, which if granted, could cover half the cost. The Sharks and ECC have agreed to fund the balance. Assuming that WBC pay £700 from PIC funding, The PC agreed it would fund £200 if necessary. **The Clerk to write to The Sharks to advise them of this. (11/16)**
- 3818 Concern was raised regarding access from Bridge House to The Spar as the public footpath is very uneven and dark. Cllr Murphy contacted Mr Tracy who is happy if the steps are repaired. Richard Knight has completed the repairs. **(12/16). Minute to be removed.**
- 3785 There are various PIC funds available. The Clerk to ask WBC what constitutes an environmental improvement project. The PC agreed that the Village Hall could apply for the Community Funding PIC allowance. The PC agreed that the Cricket Club could apply for funding towards a new water main to the cricket square. **(11/16).**
- 3819 The Draft Local Plan Part 1 has been submitted. The PC will not know if the changes that were discussed with Graham Parrott have been carried through. If the Inspector determines that the Plan is acceptable it will be examined in public. **(12/16).**

## **8.0 REPORT FOLLOWING THE FINANCE MEETING HELD ON 28<sup>th</sup> NOVEMBER**

- 3820 FY16/17 the precept was £35,000. FY17/18 will see increased expenditure due to the NHP which enters the Policy Writing Stage and which will require professional support. A budget of £10,000 has been allocated for this. In other areas there have been slight increases for maintenance and grass cutting (£1,500 and £500 respectively). This is based on the amount of work that has happened this current year to date. £3,000 has been allocated towards play equipment as it is expected that the refurbishment of Burford Lodge Rec will happen in FY 17/18. Donations is another area which has been increased slightly to £5,000 as there are a number of local charities and associations that The PC will need to help during FY17/18 such as The Village Hall, The Clockhouse, HiE and Elstead's sporting teams. There is a forecasted deficit of £13,000 between the proposed income versus the proposed expenditure. The Parish Council proposes to use some of its' reserves to fund the £10,000 budgeted for NHP. The Compensatory Grant will continue to decline at around 10-15% in FY17/18 and YoY. The Finance Sub Committee proposed a Precept of £38,000 for FY17/18 which is an increase of £3,000 from TY. All Cllrs supported this. **(12/16). Minute to be removed next month.**

## **9.0 REPORT FOLLOWING THE SMITHS CHARITY MEETING HELD ON 30<sup>th</sup> NOVEMBER**

3821 The Trustees resolved to send a Michaelmas gift to twenty four beneficiaries seven of whom were awarded £185 and seventeen were awarded £100. The Clerk has written to all beneficiaries and despatched the cheques. Dr Grisewood is retiring in April 2017 and it is hoped that the Surgery will allocate another Doctor to become a Trustee. The Trustees would like to thank Dr Grisewood for her support. **(12/16). Minute to be removed next month.**

#### **10.0 NEIGHBOURHOOD PLAN**

3822 The first housing sub committee met to discuss alternative housing development site availability and suitability. Three sites have already been rejected due to proximity to SPA. **Clr Murphy offered to draft criteria against which each site can be assessed and measured equally and fairly. (12/16)**

3823 146 Follow Up surveys have been completed online with a further 40 copies collected from Chandlers. The other survey drop off points to be checked. All paper copies to be numbered and input. **(12/16). Minute to be removed next month.**

3541 The Clerk to follow up on the availability of £1,000 grant as now several weeks since the application was submitted. **(10/16)**

3707 It was suggested that a joint exercise should be undertaken with Milford and Witley as there should be some commonalities between all the parishes and their respective NHP processes. **(10/16)**

3824 Following Cllr Murphy's letter to Parishioners regarding land availability, four residents have put forward possible plots that might be suitable for development. The Housing Sub Committee to consider these **(12/16)**

#### **11.0 BURFORD LODGE PAVILION**

3825 Elstead Sharks have written to the PC proposing two different options for the future of the pavilion.

Option one – demolish and rebuild on current site

Option two – demolish and build an extension to the tennis club house.

Cllrs prefer the second option. Cllrs Murphy and Rees plus The Clerk to attend a joint meeting with The Sharks and EVTC to discuss these options on 11.12.16. The PC's role is to purely facilitate the discussion. **(12/16).**

#### **12.0 PLAY AREAS SUB COMMITTEE**

3826 Site visit completed and costs for the rota net, zip wire, log basket swing and large pirate ship total £28,766 . **The PC has set aside £3,000 both in this fiscal and next fiscal to help fund this. (11/16).**

3593 Richard Knight was thanked for doing a wonderful job repairing the train. The play area sub committee to start to research a suitable replacement for the train. **(09/16)**

- 3778 Applications to WBC for £3,000 and to Tesco Bags of life completed and awaiting a decision. **(11/16)**
- 3780 Additional funds for new play equipment at Burford Lodge Recreational Ground to be investigated such as SITA, Veolia, Billmeir and Tanshire Park. **(11/16)**.
- 3827 The Clerk along with Cllr J. Holroyd to write to Tanshire Park to ask whether they might consider funding the Burford Lodge Rec play equipment improvements. **(12/16)**.

### **13.0 EER**

- 3782 The report has been recreated and is awaiting final approval so it can be circulated. **(11/16)**
- 3783 The Clerk to finalise the calendar rota for 2017. **(11/16)**
- 3829 Local Responses to be re-invigorated. **(12.16)**
- 3830 An issue arose where the school believes it needs to use the Village Hall in case of an emergency evacuation. The EER team to ensure the School is aware of the Village Emergency Response Plans but that it must have its own plans as set out by the Local Authority. **(12/16)**

### **14.0 UPDATE ON 5, ANDERSEN PLACE**

- 3831 Cllr K. Brooke is working on preparing the documentation which may be required in any submission to the Local Authority Ombudsman in this case. Cllr Murphy advised however that the next step would need to be an approach to the WBC Chief Executive, in order to try and resolve the issues at that level prior to going to the Ombudsman. The PC would expect that as a result of this, WBC will acknowledge that they did not undertake sufficient due diligence in checking that the property was being marketed correctly for a potential business premises. The PC would also hope that as a result of this WBC will liaise more closely with regards an future change of premise applications (commercial to residential). Cllr Harmer suggested that the documentation should be copied to Julia Potts and Cllrs D. and J. Else. **(12/16)**.

### **15.0 HIGHWAY LOCALISM**

- 3832 The list of projects for the Highways Localism team is agreed for the next year. It is the same as this fiscal. A copy to be circulated to cllrs. **(12/16)**. **Minute to be removed next month.**

### **16.0 DECOMMISSION TELEPHONE BOX AT BEACON VIEW ROAD**

- 3833 An email was received via Cllr Else stating that BT intend to consult to decommission the telephone box on Beacon View Road. 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. The Clerk to ask Frensham PC what is required in terms of insurance as they have three such phone boxes in their parish. The Clerk to contact the PC Insurance company and ask for an insurance quote. **(12/16)**.

## **17.0 REVIEW OF ANNUAL RENTS ON PC BUILDINGS / GROUNDS**

3844 Cllrs agreed that a rent increase for the tennis courts should be considered before June 2017 which is when the next rent is due. The lease states that the rent should increase by 3% annually and this increase has not been applied. **(12/16)**.

## **18.0 STORAGE OF PC DOCUMENTATION**

3845 The Clerk updated Cllrs regarding Springhaven Wardens Office. It is being cleared for the end of the year. Cllrs have agreed that The Clerk can obtain storage equipment. A discussion regarding the location of all PC documents to be held however Cllrs are happy in principle for all documents to be stored in one place. **(12/16)**

## **19.0 REPORTS AND CORRESPONDENCE**

3846 The Clerk advised the PC that the updated Register of Electors was now available for collection. **(12/16). Minute to be removed next month.**

3847 A letter was received from a parishioner regarding the inadequate lighting leading to the back of St James Primary School making it difficult for collection from after school club. It was suggested that the parishioner contact Cllr J. Else who might know who owns the land. The parishioner to speak with the school to see if a motion sensor could be fitted on the school side of the path as long as it did not affect the neighbouring properties. **(12/16). Minute to be removed next month.**

3848 Information was received regarding the JPC on 14<sup>th</sup> December regarding Dunsfold Development Application. **(12/16). Minute to be removed next month.**

3849 An email was received regarding a briefing on local hospital services. Cllr J. Holroyd and Cllr J. Else are attending the meeting. **(12/16). Minute to be removed next month.**

3850 A press release concerning Christmas at the Community Art Garden was shared with Cllrs. **(12/16). Minute to be removed next month.**

3851 A meeting request has been received from Shirley Moralee to discuss filming opportunities. Cllr Murphy and The Clerk to meet with Ms Moralee on Friday 9<sup>th</sup> December. **(12/16). Minute to be removed next month.**

3852 A bulletin update was received from SSALC. The Clerk to forward if requested. **(12/16). Minute to be removed next month.**

3853 A press release was received regarding the WBC Draft Local Plan being submitted to the Inspector for examination. **(12/16). Minute to be removed next month.**

3854 A press release regarding ASB was received. The Clerk to forward to Cllr Rees. **(12/16). Minute to be removed next month.**

3855 The National Highways and Transport have sent through a survey for completion by 15<sup>th</sup> December. The Clerk to forward to Cllr Jacobs. **(12/16). Minute to be removed next month.**

3856 An update email was received from Cllr J. Else. Much of the items were touched on in the meeting with the exception of Meals and Wheels. The Clerk to forward the email to Cllrs. **(12/16). Minute to be removed next month.**

3857 A funding request was received from The Clockhouse for improved lighting. The Clerk to bring the full details to the January meeting. Cllr Murphy declared an interest in this matter. **(12/16)**

## **20.0 ACCOUNTS FOR PAYMENT**

3858 The following accounts for December were presented for payment, duly authorised and cheques signed:

<b>Payee</b>	<b>Cheque no</b>	<b>Purpose</b>	<b>Amount</b>
Smiths Charity	3574-3596	Smiths Charity	£2,995
Grasstex Ltd	3598	Grass Cutting	£2,727
Elstead Village Hall	3599	Annual Finance Meeting	£8.00
Juliet Williams	3600	Salary and home working	£499.90
URC	3602	Meeting room Dec	£14.00
SSALC	3601	VAT to be paid	£11.00
Juliet Williams	3603	Expenses - stamps and envelopes for Smiths charity	£61.29
<b>TOTAL</b>			<b>£6,316.43</b>

## **21.0 MATTERS RAISED BY MEMBERS (FOR NOTING)**

3859 The Clerk was asked to contact the WBC Planning Enforcement team regarding October Farm. **(12/16)**

**Meeting closed at 8.50 pm**