

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th November 2014 at 7.30 pm
in the 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 Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Cllr J. Else (WBC) Mark Doodes (Framptons)
7 members of the public

3.0 INITIAL PROPOSAL FOR DEVELOPMENT OF WEST HILL- MARK DOODES

2947 Mr Mark Doodes from Frampton Planning provided an overview of the initial development proposal for West Hill and Hillcrest. He advised that there was no planning application in process at present as the developer was keen to obtain the views of the parish prior to progressing plans for the site.

Mr Doodes provided an illustrative layout of the proposed layout of the development which consisted of bungalows and family houses with related parking which he explained was to fit in with the current demographics and to meet local needs. He explained that the initial plans showed two separate access points into two cul-de-sac areas. He explained that consideration in the design had been given to ensure that there was no interruption to open views and that the roof lines did not affect the open ness of the area. He confirmed that he was aware of the planning policies in place and that due consideration had been given to align with these.

He advised that the developer wished to make a gift to the parish of the remaining 60% of the higher ground area to remain as open space. He advised that he was keen to work with the parish on the development and would be willing to hold a public exhibition and further meetings.

Cllr Murphy advised that Mr Doodes should be aware that the parish were in the process of preparing a Neighbourhood Plan and that the land is within the Green Belt and as per the draft WBC Local Plan, there were no plans to remove it. He also advised that the NPPF stated that no inappropriate development should take place within the Green Belt other than exceptions sites which do not apply in this case.

In response Mr Doodes advised that if appropriate he would be speaking with WBC to discuss the change of designation of Green Belt for the proposed development area. Cllr Holroyd raised a concern regarding the removal of areas of land from the Green Belt.

Discussion took place regarding the problems associated with flooding in the area due to natural springs on the identified site. Mr Doodes advised that engineering solutions were available which would help to resolve the flooding issues and that these would not involve capping of the springs. Discussion took place regarding the efficiency of such solutions.

Members of the public raised concerns regarding the proposed new housing being able to over-look existing properties adjacent to the area and whether the existing infrastructure would be capable of supporting additional housing in the village location. It was suggested that first priority for development should be brown field sites.

The issue of the steepness of areas of the site was highlighted as a concern with regards to the properties overlooking existing properties and flooding. Reference was also made to the Village Design Statement which states that if possible the existing height of properties should remain the same as at present.

Discussion took place regarding the close proximity of the site to Wealden Heath SPA which would require environment issues to be considered.

In response to a question from Cllr Else regarding the categorisation of the site by WBC Planning department as red, Mr Doodles advised that all aspects of the site had been considered and it was felt that the proposed development areas were possible.

A question was asked regarding the number of houses which the village had been allocated for new development. Cllr Murphy and Cllr Jacobs advised that an allocation had not yet been received from WBC as it formed part of the Local Plan consultation but it was likely to be in the region of 60 – 100 over the next fifteen year period which was similar to the previous fifteen years.

In response to a question regarding whether a brown field site may be more appropriate for development than West Hill, Mr Doodles suggested that the development of a brownfield site or West Hill may not be an option as both may become a possibility as the demand for housing is so great.

Mr Doodles advised that the proposal included approx. 40% of affordable housing.

Cllr Murphy suggested that Mr Doodles view the Parish Council response to the WBC Local Plan consultation which provided comment on all sites within the parish identified for possible development.

Mr Doodles was thanked for his attendance and he was asked to remain in contact with the Parish Council. He was invited to participate in the Neighbourhood Plan discussions.

PUBLIC QUESTION TIME:

2948 Cllr Harmer advised that funding from the Local Allocation Grant was available.

2949 Concerns were raised regarding the safety of pedestrians walking between The Mill and the village. It was suggested that a pedestrian bridge may be appropriate. Cllr Murphy reported that there had been some previous discussion regarding the safety aspects including the narrow section of road by the garage and Golden Fleece public house but that no affordable solution had been found.

Cllr Jacobs advised that an increased level of CIL funding would be available once the Neighbourhood Plan is in place which could assist with the funding of proposals such as this. It was suggested that the landowners may wish to support the improvements as part of the Neighbourhood Plan process.

2.0 APOLOGIES FOR ABSENCE

2950 Apologies had been received from Cllr Morgan who was absent due to his attendance at a WBC meeting. These apologies were accepted the by Council.

3.0 DECLARATIONS OF INTEREST

2951 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.

4.0 APPROVAL OF PREVIOUS MINUTES

2952 The minutes of the Parish Council meeting on 20th October 2014 were agreed and signed by the Chairman following removal of the word 'Council' from minute reference 2789.

5.0 APPROVAL OF PLANNING COMMITTEE MINUTES

2953 The minutes of the Planning Committee meeting on 20th October 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 advised that his understanding was that only the work in Fullbrook Lane had been completed and all other works were still outstanding. (05/14)

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 the questionnaire to residents was ready to be distributed and that he would enquire about when this was likely to take place. (10/14)

2781 Seat Repairs – **Cllr Holroyd confirmed that he had contacted a carpenter regarding repair of the seat and he provided the Clerk with his contact details.** (11/14)

2789 New Cycle Routes – **Cllr Thomas reported that there was no update to report. Discussion took place regarding the blocked culvert on the proposed route which had been reported.** (11/14)

2805 TAG Farnborough Consultation – The Clerk reported that Part A of the consultation results were available online. (09/14)

- 2830 Highways Localism Works – **The Clerk reported that approval for the list of works had been received.** (11/14)
- 2882 Emergency Group Update – **Cllr Thomas reported that although the leaflets were ready, they had not yet been distributed. She advised that there was no update regarding the insurance implications or a date agreed for the trial emergency. Cllr Davidsen requested copies of the leaflet for inclusion on the website.** (11/14)
- 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)
- 2910 Cemetery Files – **The Clerk reported that the cemetery files had been received.** (11/14)
- 2914 Burford Lodge Temporary Parking Arrangements – **Item to be removed** (11/14)
- 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 – **Cllr Murphy reported that the landlord of the Woolpack had no issue with locating a bench on the grass area adjacent to the car park. Following discussion the Clerk was asked to order a traditional, wooden seat. It was agreed that Richard Knight undertake the work to install the seat on a concrete base.** (11/14)
- 2954 Lighting Request – **Cllr Murphy advised that the Woolpack had enquired about erecting some Christmas lights on the tree adjacent to the car park. Following discussion it was agreed that although the Parish Council were in principle receptive to the idea, the lighting should be plain white, non-flashing, 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.** (11/14)
- 2930 Defibrillators – **Cllr Holroyd advised that a quote had been received for all six defibrillators for the two parishes which suited the budget. Discussion took place regarding the siting of two of the cabinets in an outside location and one internally in the pavilion. Cllr Holroyd advised that she was in communication with a surveyor from the Spar to discuss the placement of the unit on the building. It was agreed that appropriate marketing of the availability of the units take place including advice to community organisations.**
- The members approved the placement of an order.** (11/14)
- 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)**

7.0 NEIGHBOURHOOD PLAN

2954 Cllr Murphy thanked Cllr Jacobs and Mr Michael Organe for arranging the successful public meeting to discuss the Neighbourhood Plan which had taken place the previous week.

Cllr Jacobs advised that attendees at the meeting had voted as a majority to support the preparation of a Neighbourhood Plan with only person against the proposal. She advised that the attendees had also voted as a majority to include the Weyburn area of Peper Harow in the plan and that she intended to prepare a Memorandum of Understanding with Peper Harow so that a formal agreement exists between the two parishes.

Cllr Jacobs advised that the next steps in the process were to hold a brain storming meeting with the volunteers to identify the areas to be included in the plan so that a steering group and working groups could be formed.

The formal application letter to WBC would need to be prepared and submitted by the Clerk following completion of the agreement with Peper Harow.

In response to a question regarding the timescale for the project, Cllr Jacobs advised that there was nothing in place at the moment as it would depend upon many factors including volunteer availability, skills and time allocation.

Cllr Jacobs raised a question regarding the availability of a storage area for hard copy documents required as part of the preparation process. Cllr Else advised that she may be able to offer a space and would contact Cllr Jacobs with details shortly.

8.0 BURFORD LODGE EXTENSION LAND

2955 The Clerk advised that a local land agent had suggested that it may be possible to receive an increased amount of rent for the back land field dependent upon the number of horses or sheep on site but suggested that improved access arrangements should be considered.

The Clerk was asked to communicate with the land agent regarding his fees to undertake a tendering process and on-going management of the site on behalf of the Council.

The Clerk was asked to write to the current grazier to inform them that the current agreement would cease on 31st March 2015 but that no rent would be required until that period.

Cllr Harmer was asked to investigate the ownership of the land adjacent to the entrance to the site so that further discussion could take place regarding access improvements.

9.0 HIGHWAYS TASK GROUP MEETING FEEDBACK

2956 Cllr Jacobs reported that following her attendance at the recent Highways meeting, all items for Elstead remained on the list of works to be undertaken including the possible improvement of the B3001/A3 roundabout roadway.

10.0 TANSHIRE MEETING

- 2957 Cllr Murphy reported that along with Cllr Morgan and Cllr Davidsen, he had met with two representatives from Tanshire and the issue of parking had been discussed. The buildings were currently used by 300 members of staff with only 262 parking spaces so they were looking into obtaining temporary consent for use of parking adjacent to the site.

Discussion took place regarding the possible parking solutions that may be possible including the use of parking space on the Federal Mogul site and speaking with the bus company regarding bus stops and timings. It was understood that Tanshire had made their own arrangements for superfast broadband on site.

Cllr Murphy advised that following investment in the facilities there was a waiting list of people wanting to rent space including a number of businesses who wished to expand locally. This was seen as a positive indicator that there was demand for business/commercial units within the parish.

Cllr Davidsen advised that he had met with representatives of the Federal Mogul site who had signed an agreement with Linden Homes to develop the site subject to planning consent being approved. He had discussed with them the wishes of the parish including the possible layout, retention of tree lines, etc. It was agreed that it would be appropriate for Linden Homes to be invited to meet with the Neighbourhood Plan working group looking at development of the Weyburn site. This was agreed.

11.0 GRASSTEX QUALITY QUESTIONNAIRE

- 2958 Members agreed the marking of the questionnaire received from Grasstex regarding the quality of their grass cutting service.

12.0 BILLMEIR TRUST LETTER FROM VILLAGE HALL

- 2959 A copy of the letter from the Village Hall Committee to the Billmeir Trust was discussed and agreed as appropriate. The Clerk was asked to obtain an original signed copy of the letter in order to attach a supporting letter from the Parish Council for transmission to the Billmeir Trust.

13.0 REPORTS AND CORRESPONDENCE

- 2960 The Clerk advised correspondence had been received regarding the on-going problem of speeding in the village and the recent accidents that had occurred. Discussion took place regarding the possibility of moving the 30mph signs further along the B3001 before the bend (by the triangle). Cllr Harmer advised that central Government rules stated that this could only occur in response to a speed survey to demonstrate current usage or if the road layout was reconstructed. It was agreed that this be considered as part of the Neighbourhood Plan and that a traffic survey be undertaken as evidence of the need for a reduction in the speed in this section of road. Cllr Harmer advised that he would attempt to arrange a traffic survey but that this was unlikely to be readily available in the near future.

14.0 ACCOUNTS FOR PAYMENT

2961 The following accounts for November were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
The Clockhouse	3222	Donation	£1,000.00
Grasstex Ltd	3223	Grass cutting	£2,140.56
E. Felton	3224	Salary & expenses	£337.24
Post Office	3225	HMRC Payment	£208.80
Richard Knight	3226	Maintenance & Burials	£83.44
St.James School	3227	Hire of hall	£68.28
Public Works Loan Board	DD	Loan repayment	£987.75
Total			£4,826.07

15.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

2962 Cllr Murphy reported that although he would be available to attend the Parish Council meeting on 1st December, he would not be able to attend the January meeting. Cllr Thomas agreed to chair the meeting in his absence.

2963 Cllr Jones reported that he had received adjudication from WBC Electoral Services to advise that following his recent move from the village, he would not be able to continue to serve as a Parish Councillor as he lived outside of the area so he would resign prior to the next election.

2964 Cllr Davidsen highlighted that the shingle area in the cemetery was quite grassy but it was agreed that it was probably too late to take action this year.

2965 Cllr Davidsen reported that he had received a complaint from a parishioner regarding the removal of planting on particular plots at the cemetery. It was suggested that this may be due to animals but that the situation would be monitored.

2966 Cllr Jacobs advised that she had received several complaints regarding the lack of visibility for drivers of large vehicles exiting the Springhill junction onto Milford road due to the positioning of the bus stop shelter. Members were asked to check so that further discussion could take place at the next meeting.

Meeting closed at 21.50 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.