

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 21st November 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
 Mrs J. Williams (Clerk)

Also attending were: Cllr D. Harmer (SCC) 2 parishioners

PUBLIC QUESTION TIME

3741 A parishioner raised the issue of damage (wear and tear) to the War Memorial. The Parish Council agreed that it should be repaired and will ask Richard Knight to repair it. **(11/16) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

3742 Apologies were received from Cllr J. Holroyd, Cllr K. Brooks, Cllrs D & J Else and Cllr D Harmer who were not able to attend due to business reasons. Their apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

3743 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

3744 The minutes of the Parish Council meeting held on 17th October 2016 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3745 The minutes of the Planning Committee meeting held on 17th October 2016 were agreed and signed by the Chairman.

5.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3746 The minutes of the Planning Committee meeting held on 7th November 2016 were agreed and signed by the Chairman.

6.0 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)**
- 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. **(10/16)**
- 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) (combined with minute 3523) and referred to in item 9.**
- 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 to write again to Framptons asking if the covering of the drain has been authorised. (11/16).**
- 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 to follow up this up again by letter. (11/16).**
- 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).**
- 3751 The issue of parking in Hazeldene/Broomfield – PCSO Francis will investigate. The Clerk contacted PCSO Francis however he has moved role. **Following a meeting with local police representatives the PCSO will keep an eye on this area. (11/16). Minute to be removed next month.**
- 3752 Elstead Parish Council Document storage. The Clerk has visited the Warden's office but there is no room for storage owing to the large amount of rubbish that is in there. **The Clerk has contacted Cllr Else to see if it can be removed. (11/16).**

- 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).**
- 3753 School Fruit Trees – The Clerk confirmed the Parish Council would take three trees. **The Clerk has contacted the school several times regarding this but owing to a new Head and the previous lead teacher of the project retiring there has been no date given for the planting of the fruit trees. The Clerk to contact the school again. (11/16)**
- 3395 Footpath 113 needs to be addressed as part of the mapped route does not exist. **Cllr Brooke to follow up. (11/16). Minute to be removed next month.**
- 3697 A change of speed limit plus addition of a VAS on the Milford Road by the sharp bend has been discussed however the item has been withdrawn from SCC expenditure. Cllr Murphy clarified that this was our priority in terms of projects. There is to be a local committee meeting at SCC on 16.09.16 where this will hopefully be discussed. **(09/16) See item 9**
- 3469 Cllr Murphy has forwarded written summaries of his recent meeting and correspondence with MMC as summarised below: **Minute to be removed next month (11/16).**
- Waste: issues of waste being dumped have been partially resolved. The culvert remains blocked. The owners are dealing with this. **Cllr Davidsen to keep an eye on the route. (06/16)**
 - Planning Appeal: **This has been lodged. MMC are no longer partnered with Linden Homes. (06/16)**
 - **Tanshire Park:** The Owners of Tanshire is interested to have discussions with MMC however there have been communication issues between the two sides. Tanshire Park is considering running a shuttle bus service to stations. Cllr Murphy indicated that there was strong demand for a shuttle bus service from parishioners too. (04/16)
- 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)**
- 3700 Cllr Harmer has organised a Task Group Meeting with Parish chairs of the Western Villages; Elstead, Frensham, Tilford, Peper Harow, Thursley, Dockenfield, Hindhead and Churt. More information regarding expenditure (VAS / cycle route) to be shared at the meeting on 21st October. **Minute to be removed next month as subject to be addressed in item 9. (11/16)**
- 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 to follow up with Cllr J. Else. (11/16).**
- 3674 The pitch has been enlarged at Burford rec but now it is difficult for the EVAA to access the allotment. Richard to cut back the willow tree. The issue of the difficulty of access for

- small vehicles via the Milford Road was again discussed. **It was advised that some fill had been put down along the Milford Road access, Cllr Brooke to verify this. (11/16) Minute to be removed.**
- 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)**
- 3755 The tenants of the horse field have made a manure pile against the EVAA boundary fence and it is now above the level of the rabbit proofing. The Clerk has contacted the agent regarding this and it has been moved. **(11/16). Minute to be removed next month.**
- 3756 The Clerk spoke with the owners of Laybrook Cottage and they have no issue with the siting of a VAS on the current illuminated speed sign outside of their property. **The VAS has been ordered and the installation is expected soon along. (11/16) Minute to be removed next month.**
- 3757 The new goalposts have been installed. The Sharks have requested that Richard do the final bit of remedial work to install them safely. The PC agreed that Richard could do this. The Clerk to advise Richard Knight. **(11/16) Minute to be removed next month.**
- 3758 The Appeal for the first application will be heard on 10th January. The Parish Council is in agreement that they are happy for Dawn Davidsen to attend instead of Cllr Murphy who will be away. Cllr Davidsen to liaise with Dawn. The PC suggested that Dawn might seek the approval of Peper Harow to speak on their behalf. **(11/16)**
- 3759 The Clerk forward the following Highways Localism projects to The Churt Clerk who is co-ordinating the Western Villages response this year: **(11.16) Minute to be removed next month.**
- a) The sliproad by Burford Lodge Rec going back towards the village centre – cut back vegetation. NB one ash shows signs of die back.
 - b) The verge in between Lex Farm and Laybrook Cottage - cut back vegetation assuming the new VAS is installed.
 - c) Cllr Murphy contacted Steve Lindsey Clerk regarding overgrown vegetation on Fulbrook Road and this has been cut back subsequently.
- 3760 A replacement for Tic Jeffery on the Pavilion Trust has yet to be found. **Cllr Murphy to follow up. (11/16)**
- 3761 A copy of the EVAA agreement has been forwarded to The Clerk and Cllr Brooke. **(11/16). Minute to be removed next month.**
- 3762 Cllrs investigated reports of a blocked route near Prides but on arrival the route was not blocked. Cllr Mathisen advised the MoD. **(11/16). Minute to be removed next month.**
- 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 had support in principle from Witley Parish Council (the route touches their parish). Public Rights of Way have produced a list of what needs to be done but there are no costs as of yet. MoD have agreed to the improvement of the route over their land but will not be able to contribute to the costs. This part of the route would need to be gravelised. 63 needs fittleworth stone before 113 is drained and gravelised. **(10/16) See item 9.**

7.0 NEIGHBOURHOOD PLAN

3763 A follow up survey has been printed and distributed and the last date for commenting is 2nd December. There have been some responses. It is also available online. **(11/16).
Minute to be removed next month.**

3764 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. **A set of criteria to be drawn up so that each site can be assessed and measured equally and fairly. (11/16)**

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

3765 The SG committee agreed that policy training was needed and that the estimated cost of £3,750 plus VAT was reasonable. The Clerk has booked two training dates: 28th January and 4th February 2017. **(11/16). Minute to be removed next month.**

3766 An invitation to attend a youth forum has been drafted and The Clerk to circulate. **(11/16).
Minute to be removed next month.**

3767 The NHP team distributed a 'housing site request' letter to all residents asking for suggestions for available and alternative development sites within the village. **(11/16).
Minute to be removed next month.**

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)**

8.0 REPORT WITH WBC ON DRAFT LOCAL PLAN, 16th NOVEMBER 2016

3768 Cllrs Murphy and Jacobs met with Graham Parrott and Mathew Ellis of WBC Planning Department. The PC wanted clarification as to whether the 70 dwellings proposed for Tanshire Park were included in the figure of 150 dwellings for Elstead as the majority of Tanshire Park falls within Peper Harow. WBC agreed that it should state 150 for the NHP area.

The PC argued against both new proposed housing sites being built off Hookley Lane as this would lead to terrible congestion for cars trying to turn out onto the Milford Road. The PC asked for the Local Plan not to preclude other parts of Elstead from being removed from Green Belt if they were suitable for development instead of two sites happening in Hookley Lane. WBC agreed that wording could be changed in part 1 to accommodate other sites for consideration before part 2 of the Local Plan is published.

The PC asked WBC about rural exception sites and their role in meeting the overall housing target. WBC suggested that as exception sites they could not easily feature in the allocation, unless the PC had specific sites in mind. The criteria were however quite demanding.

The PC asked about the timetable for the introduction of the Community Infrastructure Levy (CIL). Mr Parrott confirmed that WBC was working on a draft charging schedule, with the aim of introducing the CIL at the same time as the adoption of Part 1 of the Local Plan, or possibly even before then.

The Clerk to forward a detailed write-up to all cllrs. (11/16) Minute to be removed next month.

9.0 REPORT FOLLOWING THE HIGHWAYS TASK GROUP MEETING, 21ST OCTOBER

3769 Cllr Murphy attended a Highways Task Group Meeting organised by Cllr Harmer. In the meeting it was confirmed that the VAS installation and the re-siting of the village boundary will happen during this fiscal. **The Clerk to ask Richard to continue to mow the grass around Lex Farm. (11/16) Minute to be removed.**

3770 The Rodborough cycle route – SCC have no further funds for this project this year. 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)**

10.0 REPORT FOLLOWING A PLANNING UPDATE TRAINING EVENT, 9TH NOVEMBER

3771 Cllr Brooke attended a planning update training event. The Clerk to forward the training presentation to all Cllrs on the Planning Sub-committee. **(11/16). Minute to be removed next month.**

11.0 REPORT FOLLOWING A LOCAL POLICING MEETING, 8TH NOVEMBER

3772 Cllr Murphy and The Clerk met with local PCSO Karen Phillips and PC Teresa. We discussed the key four areas that concern Elstead:

1. Vandalism:
2. Attempted break ins
3. Parking Around the school at pick up / drop
4. Trail bike Riding over the commons
 - The Police representatives confirmed that they have a 4x4 but it is not police policy to chase a motorbike.
 - The areas which have suffered from recent vandalism will be patrolled where possible.
 - Neighbourhood Watch operates in a new way. People should refer to the 'In the Know' community website.
 - Surrey Police website contains up to date news so worth looking at.
 - People should uses 101 and only use 999 when a crime is in progress.
 - There is a new Casualty reduction Officer for Waverley starting soon

The Clerk to put this information in the village news and on the website. (11/16). Minute to be removed next month.

12.0 REPORT FOLLOWING THE CAB ANNUAL MEETING, 21st OCTOBER

3773 Cllr Holroyd provided a print out of the CAB Annual Report and Accounts for circulating. **The Clerk to circulate. (11/16) Minute to be removed next month.**

Overall main aim to change lives by:

- Reducing social exclusion – by securing £1.5 million in unclaimed financial entitlements for 446 people helping to manage £1.8 million of debt for 17,000 issues
- Saving Tax payers money by preventing 134 local people losing their homes
- Supporting working people by solving 1,400 employment related issues
- Improving peoples lives by highlighting 503 examples of poor or ineffective policy or services by volunteer opportunities for more that 160 volunteers and handling 500 consumers related issues

EVERY £1 invested in Citizens Advice Waverley they generate £2.67 in fiscal benefits, £13.16 in additional public value and £5.13 in benefits to individuals

National survey results

- 2in every 3 clients have their problems solved
- 4in 5 clients said advice improved their lives including reducing stress and improving finances
- 90% of clients reported satisfaction with the overall service
- They do this by having 175 volunteers three quarters of their funds from Surrey county council and Town councils
- The remainder money is fundraising .
- The future is having CAB in GP surgeries to support social care issues for patients (pilots in the Mill at Godalming and Milford Surgeries)
- Joan advised the Chair Paul Ress to contact (gave contact details to him) the Clinical Commissioning Group (CCG) to discuss CAB being part of the STP plans for future Care in Surrey.

13.0 BURFORD LODGE PAVILION

3774 Following on from the significant vandalism that occurred at the Burford Lodge Pavilion on the weekend of the 1st/2nd October the building has been secured and is not useable. 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. **The Clerk to write to EVTC and The Sharks to arrange a meeting to discuss the two options. Cllrs Murphy and Rees to attend. (11/16).**

3775 The Sharks have asked whether they can have access to water to help with line painting. **Cllr Murphy to liaise with Richard to make a lockable door on one of the boarded up toilets and The Clerk to advise The Sharks. (11/16). Minute to be removed next month.**

14.0 PITCH RENOVATION THURSLEY ROAD RECREATIONAL GROUND

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 will pay most of the money. 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)**

15.0 PLAY AREAS SUB COMMITTEE

3777 Site visit completed and costs for the rota net, zip wire, log basket swing and large pirate ship total £28,766 . **PC to consider setting aside more money for this and to consider this in the Finance Meeting on 28th November (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)**

3593 The St James Primary School PTA co-opted onto the Committee through The Clerk. **(11/16) Minute to be removed.**

3778 Applications to WBC for £3,000 and to Tesco Bags of life completed and awaiting a decision. **(11/16)**

3779 Suez Landfill, Sports England and WREN action fund all either currently closed or we outside of their funding zone. **(11/16) Minute to be removed.**

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).**

3548 Cllr J. Holroyd has started to engage with Rodborough and Broadwater for feedback on items for teenagers. **(06/16). Minute to be removed next month.**

3720 The Clerk has liaised with St James Primary School however the school have suggested waiting until Mrs Elliott the new Head Teacher starts. **The Clerk to follow up (10/16). Minute to be removed next month.**

16.0 IMPROVEMENTS TO THE STEPS BEHIND THE FLEECE

3781 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. **Cllr Murphy to discuss repairs with Richard Knight. (11/16).**

17.0 EER

3782 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)**

3784 Cllrs were reminded that there is a supply of salt for icy/snowy conditions. Cllrs / The Clerk may contact Richard Knight to ask for salt to be spread in key village locations. **(11/16) Minute to be removed next month.**

18.0 PLANNING INFRASTRUCTURE CONTRBUTION FUNDS

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).**

19.0 REPORTS AND CORRESPONDENCE

3786 Information was received regarding SCC who are planning on running a trial where street lights in certain areas will be switched off from midnight to 5am. This will be affective from the beginning of December. Most side roads in Elstead are affected. **The Clerk to publicise on the PC website – it is too late for the December issue of the EVN (11/16). Minute to be removed next month.**

3787 A request was made to repair a hole in the Jubilee Rec playground and repair the rust on the multiplayer. The Clerk to contact Richard Knight. **(11/16) Minute to be removed next month.**

3788 Notification was received of the Clockhouse AGM which will be held on Friday 3rd March at 7pm at The Clockhouse. **(11/16) Minute to be removed next month.**

3789 Notification was received of a change of date for the next Joint Town & Parish Council Meeting. It will now be held in early 2017 and not on 28th November 2016. **(11/16) Minute to be removed next month.**

3790 Notification was received of the Surrey Waste Local Plan Survey. As we are not responsible for waste there is no need to complete. **(11/16) Minute to be removed next month.**

3791 A request was made to SCC regarding a broken manhole and some overhanging branches on Fulbrook Road. Both matters were dealt with. **(11/16) Minute to be removed next month.**

3792 Correspondence was received from the Head of Finance at WBC advising that there would be a 10% reduction in compensatory grant for FY17/18. **(11/16). Minute to be removed next month.**

3793 Information was received from SSALC advising that Parish Cllrs should have the same rights as Principal Authority Cllrs and be able to claim Dependant Carers Allowance. **(11/16) Minute to be removed next month.**

3794 A request was made to SCC regarding a broken manhole and some overhanging branches on Fulbrook Road. Both matters were dealt with. **(11/16) Minute to be removed next month.**

- 3795 An invitation was received from the Mayor and Mayoress of Waverley regarding the masquerade ball which is being held on 3rd December proceeds of which go to Change of Scene and Royal Surrey Hospital Fundraising. **(11/16) Minute to be removed next month.**
- 3796 A press release was received concerning a new initiative - £300 on the spot fines for fly tipping. **(11/16). Minute to be removed next month.**
- 3797 Correspondence was received regarding National Tree Week 26th November – 4th December. **(11/16) Minute to be removed next month.**
- 3798 Information regarding the availability of a shared ownership home in Elstead has been received. The Clerk has posted on the website and advertised through school. Cllr Davidsen has posted the details on fb. **(11/16) Minute to be removed next month.**
- 3799 Advance notice was received regarding SCC Elections which will happen on Thursday 4th May 2017. **(11/16) Minute to be removed next month.**
- 3800 Details of a ground maintenance company have been received, The Parish Council are happy with the current contractor. **(11/16) Minute to be removed next month.**
- 3801 The Clerk shared 2017 PC meeting dates. The PC agreed to postpone the august meeting due to cllrs availability. **(11/16) Minute to be removed next month.**
- 3802 Correspondence was received asking whether the PC would like to receive some of Arthur Mashfords items relating to the history of Elstead. **The PC would be very pleased to accept these items. (11/16) Minute to be removed next month.**

20.0 ACCOUNTS FOR PAYMENT

- 3803 The following accounts for November were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
J Williams	3563	home working and salary	£499.90
J Williams	3564	expenses	£10.00
Sharks	3565	Contribution towards replacing the goals	£300.00
Richard Knight	3566	Maintenance	£234.64
Imagine Places	3567	NHP Follow up survey and Survey Monkey	£409.00
SE Water	3568	Water Bill Rec May 2016-Nov 2016	£165.00
SSALC Limited	3569	Planning update	£55.00
ICO	3570	Data protection Registration	£35.00
SSE	3571	Electricity to Burford Lodge	£8.64
Sandra Cheesman	3572	Gravel for war memorial	£8.64

CPRE	3573	Annual Membership	£36.00
SSALC Limited	3574	Planning update	£11.00
Total			£1,772.82

21.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3804 There are drainage problems outside the Woolpack and Apple Tree Cottage. The Clerk to contact Steve Lindsey Clerk regarding this. **(11/16) Minute to be removed next month.**

3805 It is noted that Pangs Restaurant has been permanently closed yet again due to staff shortages. Cllrs are concerned that the owners will apply for a change of usage for the building. **(11/16) Minute to be removed next month.**

3806 A parishioner mentioned that the trees at the end of Stacey's Farm Road opposite the Legion need cutting back as bushes are obstructing visibility. **(11/16) Minute to be removed next month.**

Meeting closed at 9.45 pm