

## ELSTEAD PARISH COUNCIL

### Minutes of Meeting

**Monday 20<sup>th</sup> April 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. A. Jones  
Cllr A. Thomas Mrs E. Felton (Clerk)

**Also attending were:** Cllr D. Harmer (SCC) Cllr J. Else (WBC) Mr D. Else  
Mr M. Organe Mrs S. Cheeseman Mr R. Knight

#### **PUBLIC QUESTION TIME**

3046 Mrs Cheeseman asked whether it would be possible to stop the large delivery vehicles parking on the pavement by the Spar and causing an obstruction resulting in people having to walk on the road. Cllr Roger Holroyd agreed to speak with parties involved.

#### **1.0 APOLOGIES FOR ABSENCE**

3047 Apologies had been received from Cllr Terry who was not able to attend. These apologies were accepted by the Council.

#### **2.0 DECLARATIONS OF INTEREST**

3048 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**

3049 The minutes of the Parish Council meeting on 16<sup>th</sup> March 2015 were agreed and signed by the Chairman.

#### **4.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

3050 The minutes of the Planning Committee meeting on 16<sup>th</sup> March 2015 were agreed and signed by the Chairman.

#### **5.0 MATTERS ARISING**

2639 Local Committee (Waverley) – **Cllr Harmer advised that no date regarding the timing of the feasibility study preparation was available. He was asked to make enquiries and report further at the May meeting. (04/15)**

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 – Cllr Morgan advised that the distribution of the leaflets would take place within the next couple of weeks. (02/15)
- 2781 Seat Repairs – **Cllr Joan Holroyd reported that repairs to the seat would take place within the next couple of weeks.** (04/15)
- 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)
- 2830 Highways Localism Works – **The Clerk reported that works had been completed.** (04/15)  
*Item to be removed as matter outstanding.*
- 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)
- 2906 WBC Local Plan – Cllr Murphy confirmed that a Parish Council response to the Local Plan consultation had been prepared and sent. (10/14) *Item to be removed as matter outstanding.*
- 2918 Tracys Development site – Cllr Morgan reported that WBC had confirmed that no change of use would be considered unless a proper market survey was undertaken. (02/15)
- 2919/ River House Cottage – **Cllr Murphy reported that he would be attending the WBC Central**  
2989 **Area Planning Committee on 22<sup>nd</sup> April to speak on behalf of the Parish Council.** (04/15)
- 2929/ Seating Request – **It was agreed that a suitable site for the seat would be by the substation on Thursley Road. The Clerk was asked to include a notification to inform parishioners in the parish magazine.** (04/15)
- 2930 Defibrillators – **Cllr Joan Holroyd reported that quotes had been received for the installation of the units and that agreement from the Spar for placement of the unit was expected shortly. It was agreed that Richard Knight fit the unit and notice to the Cricket Pavilion.** (04/15)
- 2947 West Hill Development – No further communications had been received from the developer. (12/14) *Item to be removed as matter outstanding.*

- 2955 Burford Lodge Extension Land – See minute reference 3042 below. (03/15) *Item to be removed.*
- 2957 Tanshire/Weyburn – Representatives from Linden Homes provided feedback (see reference 2984 above). (01/15) *Item to be removed.*
- 2972 Change of Use Applications – Both applications had been discussed by the Planning Committee and objection notes sent to WBC. It was reported that Cllr Morgan was in communication with the planning department regarding the applications. (01/15)
- 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)
- 2985 Sewage Spillage – The Clerk reported that Thames Water had advised that following camera work, the drainage was clear. (04/15) *Item to be removed as matter outstanding.*
- 2990 Woolpack – Cllr Thomas advised that she had spoken to Woolpack representatives who were keen for the structure to remain. It was agreed not to take any further action at this time. (04/15) *Item to be removed as matter outstanding.*
- 3020 Cemetery – **The main areas requiring work were the entrance and driveway area and the need to move the footpath. Richard Knight was asked to make arrangements for the work. It was agreed that Cllr Davidsen be passed a key for the building.** (04/15)
- 3025 Footpath at the end of Red House Lane onto the common – **It was agreed that Cllr Murphy speak with the MOD regarding the supply of fittleworth stone to the value of £1,000 to be used to fill the holes.** (04/15)
- 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)
- 3028 Zebra Crossing - SCC Highways had advised that they had contacted the Waverley Casualty Reduction Officer at Surrey Police in order for recommendations for improved safety to be provided. (02/15) *To be removed as matter outstanding.*
- 3035 Traffic survey – **it was confirmed that a traffic survey had been undertaken as part of the Neighbourhood Plan process.** (04/15)

## **6.0 NEIGHBOURHOOD PLAN**

- 3051 Cllr Murphy thanked all involved in arranging the Neighbourhood Plan exhibition as part of the Assembly meeting. The event had been well attended with several new volunteers keen to be involved in the process.
- 3052 Cllr Jacobs reported that she had met with representatives from Tanshire and that discussion would take place in the near future with the Steering Group and Parish Council regarding a footpath link from the site to the village.

3053 Cllr Murphy reported that he had spoken to Barry Lomax (WBC) and Cllr Else and understood that the Linden Homes application for development on the Weyburn site had been deemed invalid and that a period of sixteen weeks would be required for the environmental impact assessment from the time a valid application was registered. It was agreed that any development application for the Weyburn site be considered by the Full Parish Council.

3054 The Memorandum of Understanding document to confirm that Elstead Parish Council and Peper Harow Parish had agreed to work collaboratively on preparation of a Neighbourhood Plan for Elstead and Weyburn was signed by the Chairman and passed for signature at the Peper Harow meeting.

3055 Michael Organe provided a status report regarding progress on preparation of the Neighbourhood Plan. He was thanked for his continuing support for the project.

#### **7.0 PLANNING APPLICATION WA/2015/0667 – Post Office & Newsagents (change of use)**

3056 It was agreed that a consistent approach was necessary when considering change of use applications unless special reasons existed for individual cases. Discussion took place regarding whether it was viable for another business to operate from the current Post Office and Newsagents site on Thursley Road.

It was reported that prior to the agreed move of the Post Office, there was evidence that the owners had actively marketed the business and that leads had been followed up but that interested parties had not progressed to purchase.

It was agreed that in light of concerns regarding the loss of business use in the village, that although it was possibly not viable for a newsagents/general store to operate successfully on the site, the Parish Council thought it may be appropriate for other alternative business opportunities to exist. With the exception of one Councillor who chose to abstain from the vote, the Parish Council agreed to object to the change of use application.

#### **8.0 BURFORD LODGE EXTENSION LAND**

3057 The Clerk reported that the tendering process for rental of the Backland field would commence this week and that the solicitors of the current tenant had confirmed that his clients' horses would be removed if he were not successful in securing the new agreement.

3058 It was reported that Richard Knight had undertaken considerable fencing works and that improvements to the entrance was due to take place shortly.

3059 It was reported that an enquiry had been made to the land agent from a charitable organisation to enquire about the possibility of building on the site. It was reported that this would not be possible due to a covenant on the land which would not allow such development to take place.

## **9.0 RECREATION GROUND MAINTENANCE**

3060 Cllr Murphy reported that following the results of a PH test recently undertaken on the Thursley Road recreation ground, he recommended that the grounds contractor be requested to arrange for granular lime treatments at a cost of £620. This was approved by members.

## **10.0 VILLAGE GREEN PERMISSION REQUESTS**

3061 The Clerk reported that a request had been received from the veterinary practice for approval to use the village green for an event they were arranging on May 28<sup>th</sup> for which a risk assessment had been received and an insurance document was promised. The Council approved the use of the village green for the event.

3062 The Clerk reported that a similar request had been received for the village green to be used for the 103<sup>rd</sup> Elstead Marathon event in July. This was approved by the Council.

## **11.0 RISK ASSESSMENT**

3063 The Clerk requested approval of the risk assessment document, approval of which had unfortunately been delayed from the March meeting. Following discussion, the document was approved.

## **12.0 REPORTS AND CORRESPONDENCE**

3064 The Clerk reported that an email had been received regarding a petition to support the Sure Start Children's Centre in the village.

3065 Cllr Harmer provided an update on the SCC transport consultation which was in the second phase to provide the results of the phase I and indicate the actions to be taken.

3066 Cllr Murphy suggested that it may be appropriate to replace the plaque dated 31<sup>st</sup> May 1915 which recorded that King George V had reviewed the troops on Hankley Common on that date, on the church green on 31<sup>st</sup> May 2015. This was agreed by members. Cllr Murphy agreed to invite the press, MOD and other parties.

## **13.0 BUDGET REVIEW**

3067 The Budget review documents for 2014-15 and 2015-16 were discussed with particular reference to the closing and opening balances. Cllr Murphy highlighted the intention to attempt to maintain a balance of approx. one year's Precept.

## **14.0 ACCOUNTS FOR PAYMENT**

3068 The following accounts for April were presented for payment, duly authorised and cheques signed:

<b>Payee</b>	<b>Cheque no</b>	<b>Purpose</b>	<b>Amount</b>
Anne Thomas	3355	Insurance	£105.74
Maxwell & Co	3356	Salary costs	£156.00
JES Traffic Ltd	3357	Surveys (NHP)	£990.00
CANCELLED	3358		
SSALC	3359	LCR	£67.50
Surrey ALC Ltd	3360	Subscription	£710.00
Elstead URC	3361	Room Hire (NHP)	£13.00
Michael Organe	3362	NH Plan costs	£682.05
E. Felton	3363	Salary and expenses	£398.03
Post Office	3364	HMRC	£208.80
CANCELLED	3365		
Richard Knight	3366	Maintenance	£475.50
<b>Total</b>			<b>£3,806.62</b>

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

- 3069 Discussion took place regarding the smell in the village as a result of pig spreading in the area over the recent days.
- 3070 Departing members of the Council wished continuing members well for the future. Cllr Thomas offered to support refurbishment of the play area at the appropriate time.
- 3071 Discussion took place regarding the recent Facebook posts regarding dog mess on Red House Lane and Beacon View Road. Councillors were not aware of a significant problem in the area.

**Meeting closed at 20.55 hrs**

## 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.

DRAFT