

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

**Monday 10th April 2017 at 7.30 pm**  
**Thursley Road Pavilion, Elstead**

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

**PUBLIC QUESTION TIME**

There were no questions raised from the public.

**1.0 APOLOGIES FOR ABSENCE**

4042 There were no apologies.

**2.0 DECLARATIONS OF INTEREST**

4043 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**

4044 The minutes of the Parish Council meeting held on 20<sup>th</sup> March 2017 were agreed and signed by the Chairman.

**4.0 APPROVAL OF PREVIOUS PLANNING MINUTES**

4045 The minutes of the Planning meeting held on 20<sup>th</sup> March 2017 were agreed and signed by the Chairman.

**5.0 MATTERS ARISING**

4046 Following a site meeting with Hannah Gutteridge, Countryside Officer, on 6<sup>th</sup> April, where areas of track need improvement, Hannah explained that she might have some monies and would try and repair one of the bridleways using her PIC money. The PC offered her £1,500 to help if necessary and gave priority to BW 68. Thanks were given to Cllr Mathisen for organising the meeting. **(04/17)**

4047 Improved cycle route Elstead to Milford/Rodborough. 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)**

- 4048 Closure of Footpath 64 – SCC still considering what to do with this path. **(04/17)**.
- 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)
- 4049 Flooding in Springfield – there is still no action from SCC. An initial response was received from Framptons but they have still failed to answer the question as to whether the covering of the drain was authorised despite the Clerk chasing this several times. **The Clerk to write again. (04/17)**.
- 3927 School Fruit Trees – The PC is hopeful in finding more suitable sites for the planting of more of these school-grafted fruit trees around the village. **(02/17)**.
- 4050 The condition of the track at the end of Hookley Lane needs improving. Hannah Gutteridge of SCC has been notified of the proposed work. Richard Knight has assessed the site. He proposed building up the centre and extending it so the path would be 2 metres wide and 70m in length. Rough estimate of the project is £2.5-£3k. Cllrs do not think that monies for this project can come from any external source so it will need to be funded from the 'special projects pot' in the budget. **Cllrs approved this in principle subject to the final quotation. (04/17)**.
- 4051 There is considerable wear and tear on the Thursley Road football pitch. Work has been completed. The Clerk to pay the bill and then invoice the Sharks and the senior FC £500. **Not all the funds have been transferred from WBC – The Clerk to follow up. (04/17)**.
- 4052 Cllr Murphy declared an interest in this item. Matt Lank has suggested that £1,500 be made available to fund improvements to the water supply for the cricket square. ECC to fund the remainder but may need to apply to the PC for some financial assistance. **Not all the funds have been transferred from WBC – The Clerk to follow up. (04/17)**.
- 4053 Beacon View Road BT Phone Box - 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. It will cost £20 a year to insure. The parishioner who originally suggested it is unable to manage the project at the moment. Following a public consultation the phone box is to remain in situ. **After receiving information The Clerk to investigate whether the phone box can be painted and repaired. (04/17)**.
- 5054 Letter to Paul Wenham re 5, Anderson Place. The Clerk has subsequently written to Peter Cleveland asking for a copy of the final Enforcement report. **The Clerk is still waiting for the report despite following this up. (04/17)**.
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 3941 The Clerk to ensure the EER insurance is renewed in April. **(02/17)**.
- 4055 Information that Witley PC was liable to pay £500k damages to a bus driver who was hit by a tree were shared. The Clerk contacted a tree surgeon to ask who has assessed the sites. Trees will be mapped and then marked with a colour coded system so it is easily identifiable which trees have been checked. The code could be: green = healthy, amber =

- keep an eye on and red = needing remedial work. **The tree surgeon to provide a works estimate for approval in the next meeting. (03/17).**
- 4056 Cllrs questioned whether the VAS by the zebra crossing needed recalibrating. The VAS to be assessed in March/April. **The zebra crossing has been repainted. (04/17).**
- 4037 Dog waste: There are increased levels of dog waste and a bin is needed along Back Lane. The position of the bin to be determined by the PC. **(03/17)**
- 4057 Gullies: Overflowing gullies outside The Holt and outside The Woolpack. **The Clerk has reported this to SCC. (04/17).**
- 4058 Part 2 of the Local Plan is due in November. LLP1 to be examined in June. If the PC wishes to comment on the following issues raised it must do so by 5<sup>th</sup> May. A draft letter to be written and circulated to cllrs within the week. **(04/17).**
- (i) Green Belt. Ensure the land to the NE of Elstead identified in the consultants GB review remains in the GB.
  - (ii) Site assessment. Highlight the PC is assessing sites as part of NHP process. Explain that the PC agrees with WBC on the removal of the settlement area from GB.
  - (iii) Agree that adjustments to the GB should be made in LPP2.
- 4059 The clerk explained that it would be beneficial to have online visibility so that payments could be checked easily rather than having to go into branch. No payments would be made online. The Clerk and Cllr Murphy to have online access to the bank account. **A meeting has been arranged with the bank for 24<sup>th</sup> April to set this up. (04/17).**
- 4060 Fallen floodlight at Burford Rec: A floodlight toppled over w/c 24<sup>th</sup> February. The PC again expressed its' disappointment and concern that the light is still lying on the ground with insufficient safety fencing around it. **The Clerk to write to the Sharks asking for its' removal within a week and also to have written confirmation that appropriate insurance arrangements are in place otherwise the lights will have to be dismantled. (04/17).**
- 4061 Possible closure of the Hyper Acute Stroke Unit at Guildford. The Rt Hon J. Hunt MP has brokered a private meeting with key medical stakeholders on 21<sup>st</sup> April. The main concern is the effect that the ambulance response time will have on potential patients. **Anyone wishing to raise anything specific can do so by contacting Cllr J. Else. (04/17).**
- 4062 Weyburn Works - update
- (i) The second application was approved at The Joint Planning Committee on 28<sup>th</sup> March. Dawn Davidsen and Cllr Murphy both spoke at the Joint Planning Committee as did Cllr D. Else. Dawn was thanked for her hard work in pulling all the information together. Some other items might be added to the conditions of approval. The main issue is the s106 agreement which sees £250k being allocated to Chandler School and nothing to support Elstead Primary School or leisure facilities within the village. Cllr Murphy has arranged a meeting with the school to discuss this on 25<sup>th</sup> April and Cllr Harmer and John Baldwin (Chair of Governors) to attend.
  - (ii) The Weyburn Appeal Decision: The Clerk has sent a letter regarding the s106 agreement to WBC copying Rt Hon J Hunt. **(04/17).**

(iii) It was suggested that at the next PH PC Meeting there should be a discussion over prioritising PH children over Godalming children for entry to Shackleford School.

(iv) One of the conditions of approval is the establishment of a liaison group – a group of residents and the developer to work together. A crucial aspect to consider is the creation of the footpath / cycle route through PC land to connect Weyburn with the village rather than have a footpath along the Shackleford Road which would be dangerous. **(04/17).**

3979 The issue of disabled parking bays near the church was raised by Cllr Harmer. The Clerk to add this to the April agenda. If the PC would like to have disabled parking bays the PC should liaise with David Cole who is responsible for parking. **(03/17). Minute to be removed next month as covered in Item 11. (04,17).**

4041 The problem of parking congestion in Broomfield. A petition is being raised by a resident calling for a layby, similar to that which was installed in Springfield, as a solution. **(04/17).**

#### **6.0 REPORT FOLLOWING THE HUG MEETING HELD 21<sup>st</sup> MARCH 2017**

4063 A report summarising the meeting has been circulated. One other item to note is that The DZ carpark will be closed for 3-4 days at the end of May. The conservation group will meet on 11<sup>th</sup> April. There is an issue of increased dog mess that is not being cleared by specifically by runners. **(04/17).**

#### **7.0 REPORT FOLLOWING A MEETING WITH WBC CONSULTANTS HELD 30<sup>th</sup> MARCH 2017.**

4064 Consultants are investigating what are the main issues felt by PC's with WBC planning department and Cllr Murphy fed back the concerns of Elstead PC. The Thursley Clerk to produce a record of the meeting. Additionally Cllr Jacobs and The Clerk have completed a brief on-line survey that had also been drawn up by the consultants. **(04/17).**

#### **8.0 NEIGHBOURHOOD PLAN**

4065 WBC owned land - Cllr Murphy has arranged a meeting with Andrew Smith on 24/4 to establish whether any land could be made available for development. **(04/17).**

4066 The Housing Sub Committee met on 26th March 2017 to assess alternative development sites that had been proposed following the PC Call for Sites Letter. A formal rating process to be undertaken to ensure that the final site recommendations are robust and cannot be challenged. **(04/17).**

4067 Meeting with Natural England (NE). The Clerk to arrange this for 5th May. Topics to discuss are understanding the SPA and developments should be done in relation to it. The Hammer Pond Dam also to be discussed. **(04/17).**

4068 Additional Funding of £6,000. The Clerk has successfully completed an Expression of Wish Form which means that the NHP team can apply for additional funding. **Cllr Jacobs and The Clerk to complete and submit the application. (04/17).**

4010 Angela presented the first draft policies on 2<sup>nd</sup> March 2017. A follow-up meeting to be held at the beginning of April. It is expected that the plan will be written by early July. The NHP team are working towards holding a public meeting on 6<sup>th</sup> July where the policies will be presented. **(03/17)**

3887 A discussion was held regarding how best to obtain the views of the younger members of the parish. One member of the NHP had suggested a Youth Forum but the ease of getting teenagers to attend a meeting at the weekend was questioned. Cllr Rees agreed to write a letter to key individuals who work with teenagers in the village to try to find ways to engage them. **(01/17)**. The Clerk to liaise with the school so that the views of younger children could be obtained. **(01/17)**. The NHP team to also ask pupils at Rodborough School what they would spend money on. **(01/17)**.

4035 CIL Monies: Cllr Jacobs to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(03/17)**

4011 Dunsfold – the planning application has been called in. If the plans are rejected this could mean that we will need to find more houses. **(03/17)**.

## **9.0 PLAY AREAS SUB COMMITTEE**

4012 Site visit completed and initial costs for the rota net, zip wire, log basket swing and large pirate ship total £29,500 . However other options are being investigated as it is important to choose items that encompass a large age range and are durable as there is some concern over the durability and longevity of a wooden pirate ship. **(03/17)**.

3593 The play area sub-committee have started to research a suitable replacement for the train. **(09/16)**

4013 The play area sub-committee have applied to the Billmeir Trust for funding and are awaiting a decision. **(03/17)**.

3948 Funding: Application to WBC for £3,000 has been successful. Cllr J. Else to follow up when the monies will be paid. Application to Tesco Bags of life complete and awaiting a decision. **(03/17)**

3827 The Clerk / Cllr J. Holroyd to write to Tanshire Park to ask whether they might consider funding the Burford Lodge Rec play equipment improvements. **(12/16)**.

## **10.0 ANNUAL REPORT**

4069 Final updates for the various categories to be forwarded by the end of the month. **(04/17)**.

## **11.0 DISABLED PARKING BAY BY THE CHURCH**

4070 The church has asked whether it is possible to have two disabled parking bays in front of the church. There was discussion over the effect of this on local residents parking however the majority of councillors were in favour of this. The Clerk to contact Cllr Harmer to understand the process for arranging for a disabled bay to be painted. The SCCC representative is David Curl. **(04/17)**.

## **12.0 ANNUAL ASEMBLY**

4071 Councillors agreed that the following topics, along with the annual report, would be presented at the Annual Parish Assembly on 3<sup>rd</sup> May: 1) The Outcome of the Weyburn Works Applications, 2) NHP Update, 3) The Play Areas Update.

## **13.0 REVIEW OF RENTS**

4072 Cllrs agreed that a rent increase for the tennis courts of 3% in accordance with the terms of their lease should be undertaken this year. The Clerk to advise the tennis club and explain that they should expect a 3% raise, annually, on-going. The Backland lease to be maintained as it is following a formal inspection. The EVAA rent should remain at £200 p.a. and the Pavilion to remain as per the loan repayment. Cllrs agreed unanimously on the above. **(04/17).**

## **14.0 REPORTS AND CORRESPONDENCE**

4073 The Clerk wrote to WBC highlighting the fact that rubbish bins were overflowing. WBC confirmed they would liaise with the contractor. **(04/17).**

4074 A request to repair some of The Croft playground fencing was received and The Clerk asked Richard to repair. **(04/17). Minute to be removed next month.**

4075 Details were received regarding the LLP1. Cllrs to write a response to The Inspector. **(04/17).**

4076 Confirmation on the Weyburn appeal being allowed was received with the email confirming that the application for costs was refused. **(04/17). Minute to be removed next month.**

4077 Cllr Harmer responded to The Clerk question regarding whether any residents would be able to benefit from a basic broadband subsidy scheme. The Clerk to follow up. **(04/17). Minute to be removed next month.**

4078 Confirmation was received from The Churt Clerk advising that the Highways and Localism works have been completed as per our wishes. **(04/17). Minute to be removed next month.**

4079 Information was received regarding a new tv show called Britain's Best Village. The Clerk to forward a completed application for Elstead. **(04/17). Minute to be removed next month.**

4080 A policing update was received from Inspector Bridge and circulated to cllrs. **(04/17). Minute to be removed next month.**

4081 An email was received from Ransford Consultants who have been employed by WBC to conduct a review of their planning department. Cllr Jacobs and The clerk completed the mini survey. **(04/17). Minute to be removed next month.**

4082 An email was received from UK Power Networks introducing their quarterly magazine. **(04/17). Minute to be removed next month.**

- 4083 Information was received on a Health and Safety Training event to be held on 4<sup>th</sup> May / 15<sup>th</sup> June. **(04/17). Minute to be removed next month.**
- 4084 Information was received on a First Aid event to be held on 5<sup>th</sup> September / 1st November. The course will be run by St John's Ambulance. **(04/17). Minute to be removed next month.**
- 4085 An email with a draft programme for The Clerks Technical Networking Day was received. The event is to be held on 2<sup>nd</sup> November. **(04/17). Minute to be removed next month.**
- 4086 An invitation was received to attend the Memorials Workshop to be held on 16<sup>th</sup> May in Guildford. **(04/17). Minute to be removed next month.**
- 4087 An invitation was received to attend the Smart to Future conference to be held on 17-18<sup>th</sup> May in London. **(04/17). Minute to be removed next month.**
- 4088 An email detailing the best places to live in the UK was received from RSN with Waverley coming 14<sup>th</sup>. **(04/17). Minute to be removed next month.**
- 4089 A press release was received from WBC regarding the referendum on the Farnham NHP which will be held on 4<sup>th</sup> May 2017 **(04/17). Minute to be removed next month.**
- 4090 A press release was received from WBC regarding the date for the Local Plan Examination which will be held on 27<sup>th</sup> June 2017. **(04/17). Minute to be removed next month.**
- 4091 An update from In the Know – Surrey and Sussex Police - was received asking for rural volunteers. **(04/17). Minute to be removed next month.**
- 4092 A press release was received from WBC highlighting their investment in The Enterprise centre, Coxbridge Business Park. **(04/17). Minute to be removed next month.**
- 4093 A press release was received from WBC highlighting the need to recycle more to power our homes. **(04/17). Minute to be removed next month.**
- 4094 A press release was received from WBC highlighting their free Easter Family Adventures. **(04/17). Minute to be removed next month.**
- 4095 RSN, issue 10<sup>th</sup> April, focused on fly tipping . **(04/17). Minute to be removed next month.**
- 4096 RSN, issue March, focused on rural transport. **(04/17). Minute to be removed next month.**
- 4097 NALC issued 5 updated legal topic notes and SALC one updated legal note. **Minute to be removed next month.**

## **15.0 BUDGET REVIEW 2016-17 YTD**

- 4098 The accounts are looking very healthy. There is currently a predicted underspend of £16,000 versus forecast. This is in part due to £5k forecast for special projects not being

used TY, £1k underspend v forecast for grasscutting and £2,300 allocated for HMRC again not used. £3,000 has been transferred to the deposit account towards the new play equipment.

## 16.0 ACCOUNTS FOR PAYMENT

4099 The following accounts for April were presented for payment, duly authorised and cheques signed:

### ACCOUNTS FOR PAYMENT - April 2017

Payee	Cheque no	Purpose	Amount
Juliet Williams	3640	working from home and travel expenses	£19.80
Active Grounds Maintenance	3641	Verti draining the Thursley Road Pitch	£1,668.00
Surrey ALC Ltd	3642	2017-2018 Subscription	£755.77
Elstead Village Hall	3643	Meeting 26.03.17 NHP Site Assessment	£8.00
Juliet Williams	3644	Salary and back dated pay	£1,239.09
Zurich Insurance	3645	EER volunteers cover	£109.72
			<b>£3,800.38</b>

## 17.0 MATTERS RAISED BY MEMBERS

4100 Councillors raised the question of the toilets at Burford Rec. Cllr Murphy explained that there was no intention to spend money on these as it is an old building and also the PC has no responsibility for this building. **(04/17)**.

4101 The question of installing a layby on Thursley Road was raised. It was explained that this is being considered as part of the NHP process as it will cost £40k minimum and there is currently no budget to do this work. **(04/17)**.

4102 The issue of vandalism at Burford Lodge Rec was highlighted. The Clerk to arrange for pictures and wording to be removed. **(04/17)**.

**Meeting closed at 9.30 pm**