

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

**Monday 18<sup>th</sup> August 2014 at 7.30 pm**  
**in the United Reform Church Hall, Elstead**

**Attendees:** Cllr P. Murphy (Chairman)      Cllr A. Thomas      Cllr J. Holroyd  
Cllr R. Holroyd      Cllr J. Jacobs      Cllr A. Jones  
Cllr R. Terry      Cllr L. Davidsen      Cllr B. Morgan  
Mrs E. Felton (Clerk)

**Also attending were:** Ms. Nicki Legg Mr R. Knight and 4 members of the public

**DEFIBRILLATOR INFORMATION**

2873 Ms Nicki Legg provided an overview of the recommended types, security, positioning and use of defibrillator units based on her recent experience in Godalming. Discussion took place regarding the following:

- Several types available (list to be provided). Recommend semi-automatic version which has clear instructions including when to deliver the shock.
- Options include an unlocked or locked cabinet with alarm and key pad entry.
- To be positioned where easily accessible but not too visible.
- Process is that you call 999 and are instructed to start chest compressions. If there is someone with you they will be advised where the nearest defibrillator unit is and provided with the entry code. Priority is always given to sending ambulance to patient. Units need to be registered with SECAM.
- There is not normally a need to provide training although familiarisation sessions can be offered. No need to advertise as SECAM will provide details in the case of an emergency.
- A heated cabinet protects the battery life although battery and pads need replacement every 2-3 years at a cost of approx. £150-200. If cabinet is alarmed it does need power.
- No guidance regarding number of units per population but units should be evenly distributed to allow for maximum coverage. Particularly important in rural areas where response times by emergency services may be longer.
- Preference shown for positioning in outside areas in locked cabinets. Discussion took place regarding use of telephone boxes and the adoption process.
- Insurance implications would need to be considered and regular checks on the units are required.

Following discussion it was agreed that the decision about whether to purchase units be included as an agenda item for the next meeting.

Ms Legg was thanked for her time and advice.

## **PUBLIC QUESTION TIME:**

- 2874 Mr Denis Holmes raised a question about whether it would be appropriate for the Parish Council to renew their membership of CPRE in order to be part of the campaign to protect the rural England. Discussion took place regarding the previous decision to withdraw. It was agreed to include as an agenda item for further discussion at the next meeting.
- 2875 Mr Holmes advised that he had a copy of the original conservation submission for Hankley Common if the users group would like it.
- 2876 Mr Michael Organe advised that it had been suggested that revival of the Elstead Speedwatch scheme may be appropriate. Discussion took place regarding the lack of volunteers for the original scheme. It was agreed that the Parish Council supported the initiative in principle dependent upon the successful recruitment of a sufficient number of volunteers.

### **1.0 APOLOGIES FOR ABSENCE**

- 2877 The Clerk advised that apologies had been received from Cllr Jenny Else.

### **2.0 DECLARATIONS OF INTEREST**

- 2878 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**

- 2879 The minutes of the Parish Council meeting on 21<sup>st</sup> July 2014 were agreed and signed by the Chairman.

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

- 2880 The minutes of the Planning Committee meeting on 21<sup>st</sup> July 2014 were agreed and signed by the Chairman of the Committee.

### **5.0 MATTERS ARISING**

- 2554 Thursley NNR Advisory Group Meeting – Awaiting update from Mr Giles regarding more effective fire breaks. (02/13) – **To be removed as matter outstanding.** (08/14)
- 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)
- 2649 Football floodlights at Burford Lodge need realigning - This has been pointed out to the football management who have agreed to review it. (07/13) – **To be removed as matter outstanding.** (08/14)

- 2709 Hankley Users Group Meeting – **To be removed as matter outstanding.** (08/14)
- 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)
- 2756 Additional drainage by Elstead Football Club to the Thursley Road Recreation Ground – **Works to commence mid-September. Funding applications submitted.** (08/14)
- 2777 Footpath 62 - Removal of vegetation and installation of a hard surface. **No further update received regarding volunteer work from James Browne.** (08/14)
- 2779 Parking in Springfield – **Cllr Morgan advised that the questionnaire to residents would be distributed before the next Parish Council meeting and that a copy would be provided to Councillors.** (08/14)
- 2780 SCC Yellow Line Proposal - Cllr Harmer confirmed that the yellow lines proposal had been withdrawn as the modified plan was not seen to be a manageable or enforceable solution. (05/14) **To be removed as matter outstanding.** (08/14)
- 2781 Seat Repairs - **The contractor had been in contact to say that due to ill-health the works had been delayed but would be undertaken asap.** (08/14)
- 2789 New Cycle Routes – **Cllr Thomas reported that meetings had taken place and as part of the review, alternative routes were being investigated. Discussion took place regarding the need to obtain the consents from the appropriate land owners -e.g. MOD and NE.** (08/14)
- 2800 New Signage – **To be removed as matter outstanding.** (08/14)
- 2805 TAG Farnborough Consultation –**Copy of CAA response to Tilford distributed electronically to members.** (08/14)
- 2830 Highways Localism Works – **Contract signed and awaiting confirmation that works can commence. Request for replacement of finger post to be passed to James Browne.** (08/14)
- 2840 Cricket Club Event – **To be removed as matter outstanding.** (08/14)
- 2846 Notice Board – **Work has been undertaken. To be removed as matter outstanding.** (08/14)
- 2858 Hankley Common – **Statement to be passed to MOD. To be removed as matter outstanding.** (08/14)
- 2869/2872 Guttering and replacement posts - **To be removed as matters outstanding.** (08/14)

## **6.0 LOCAL PLAN/DEVELOPMENT SITES/NEIGHBOURHOOD PLAN**

2881 Discussion took place regarding the WBC Local Plan Part 1 due to be published in mid-September. Cllr Morgan advised that the review of the Green Belt had already taken place but had not yet been adopted and that settlement boundary changes formed part of the review.

Discussion took place regarding the ability to sustain the increased number of new housing proposed as part of the plan and the need to improve infrastructure to support the increase.

Cllr Jacobs provided an overview of the benefits if a Neighbourhood Plan is in place. She suggested that although the number of new houses could not be determined by the plan, it would influence the design, type and positioning of new developments as well as providing the village with an opportunity to look at infrastructure including transport, education etc. Cllr Jacobs suggested it was worthwhile the Council starting the process. Cllr Morgan suggested that a sub-committee be formed to progress the matter.

The need to have the full support of the community in the process including volunteers to work on sub-committees to prepare the different elements of the plan was discussed. It was agreed that the level of community engagement and support be sought prior to a final decision being made as to whether to proceed or not.

Cllr Jacobs agreed to form a sub-committee to evaluate the level of interest and support of the community and the preparation process and report back to the Council in due course. Cllr Morgan agreed to support the initial stages of the process.

The Clerk was asked to include an article on the Parish Council website to market the need for volunteer support. Inclusion of a discussion point on the Facebook page was also agreed. It was suggested that a Public Meeting may be appropriate following the initial stages of review.

Mr Organe highlighted that the number of new houses planned as part of the new Local Plan were the same as the previous 15 years and that infrastructure was the issue, not the development sites.

Discussion took place regarding the maps received from WBC showing the possible development sites and concerns were raised regarding the development of the entire Federal Mogul site. It was suggested that the sites shown were all potential development areas. It was agreed that further comment should be made following receipt of the SHLAA which should be available shortly.

## **7.0 EMERGENCY GROUP UPDATE**

2882 Cllr Thomas reported that following advice received from Zurich Insurance, the volunteer Emergency Group was looking at obtaining their own Public Liability insurance. It was agreed that the Parish Council would in principle agree to fund this dependent upon the costs involved.

It was agreed that if the volunteer group should require the services of a professional contractor as part of an emergency (e.g. to remove a fallen tree), that would incur a cost, that they should contact the Clerk, Chairman or Vice-Chairman to obtain agreement prior to the works taking place. It was agreed that the services of Richard Knight, Parish Council contractor, should be used wherever possible.

Cllr Thomas advised that the intention was for a pilot of the emergency arrangements take place during September. Discussion took place regarding the need to supply an old style telephone to the Village Hall and the need to obtain address information for some parties involved in the emergency plan.

It was agreed that it would not be appropriate for SSE to provide a generator as part of the pilot run due to related costs. It was confirmed that SSE considered the Pavilion the preferred option for connection of the generator in the event of an emergency.

Following a question regarding the need for volunteers to have appropriate DBS clearance, it was explained that the intention was for DBS checked volunteers to have different roles to those without clearance. It was advised that the group were in the process of developing job descriptions for volunteers.

It was agreed that the review of the Parish Council Emergency Plan be put on hold until the Emergency Group plan is in place.

#### **8.0 STACEYS FARM ROAD**

2883 Cllr Jones advised that concerns had been raised regarding the height and condition of the vegetation and hedging adjacent to Staceys Farm Road and Thursley Road. It was agreed that Councillors take a look at the problem so that appropriate action can be agreed at the next meeting. It was suggested that it may be possible to include on the Highways Localism list of works if funding remains available.

#### **9.0 SEATING REQUEST**

2884 The Clerk reported that a request had been received for the Parish Council to consider the placement of seating on the route between the Church and Springfields. This was agreed in principle and possible sites discussed. It was agreed that Councillors consider the siting options for agreement at the next meeting.

#### **10.0 REPORTS AND CORRESPONDENCE**

2885 Advice had been received that the entrance to the field used by the allotments group for deliveries was very overgrown and that work was required to improve the sight lines to allow for access. It was agreed that Richard Knight undertake the work following advice from Cllr Murphy regarding the clearance area.

2886 Concerns regarding the speeding of vehicles leaving the village towards Milford on Milford Road had been raised as conditions had improved recently due to the temporary traffic lights on the section of the road. Discussion took place regarding the previous traffic calming proposals and the conflicting views obtained from villagers so that a consensus had not been possible.

It was suggested that PCSO John Francis be invited to attend the next meeting to discuss the issue. It was also suggested that concerned residents may wish to volunteer for the re-launch of the Speedwatch scheme.

2887 A communication had been received highlighting a number of concerns regarding the condition of some areas of the village. These included:

- Rusty railings outside of the URC
- Millennium map by Spar
- Flooding by the Woolpack
- Weeds on bridge by The Mill
- Support for yellow lines not being installed around the green

2888 Cllr Murphy advised that a group had met to discuss funding needs for the Village Hall. It was suggested that the group consider preparation of a long term plan prior to funding being sought.

#### 11.0 ACCOUNTS FOR PAYMENT

2889 The following accounts for August were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Zurich Management	3203	Training seminar	£36.00
Southern Electric	3204	Electricity	£28.09
Maxwell & Co	3205	Salary preparation	£72.00
Elstead URC	3206	Room hire	£71.00
Richard Knight	3207	Maintenance & Burial	£559.51
P. Murphy	3208	Chairmans Allowance	£225.00
E. Felton	3209	Salary & expenses	£328.44
The Post Office	3210	HMRC Payment	£208.80
<b>Total</b>			<b>£1,528.84</b>

#### 12.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

2890 Cllr Davidsen requested that mention of the problems of motorcycles accessing Hankley Common be raised at the next HUG meeting.

2891 Cllr Morgan advised that the Tour of Britain cycle race was due to pass through the village on Saturday 13<sup>th</sup> September which would result in some roads having parking restrictions in place whilst others may be temporarily closed. Cllr Morgan agreed to provide the Clerk with details.

Discussion took place regarding the lack of communication received from SCC regarding the event. The Clerk was asked to highlight the concerns of the Council to SCC.

- 2892 Emptying of the litter bins at Burford Lodge was discussed. Cllr Murphy and Cllr Roger Holroyd agreed to monitor the situation.

**Meeting closed at 21.30 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.

