

ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 18th July 2016 at 7.30 pm
United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy
Cllr J. Jacobs
Cllr R. Gardner (left 9.05pm)
Mrs J. Williams (Clerk)

Cllr K. Brooke
Cllr J. Mathisen

Cllr R. Rees
Cllr R. Holroyd

Also attending were: Cllr D. Harmer (SCC) Cllr D, Else (WBC)
40 parishioners

Framptons Bonfire Hill Presentation

Peter Frampton presented revised plans for the development of Bonfire Hill. The plans showed 40 dwellings concentrated on the lower slopes. Peter Frampton confirmed that following notifications he has received the following works have been undertaken: a) drainage has been investigated and remedial works undertaken, b) rubbish has been cleared, c) trees have been cut back d) the issue of horses grazing is still being investigated.

Actions: a) Peter Frampton to forward visual landscape document to the Clerk so that it can be uploaded onto the Parish Council website. b) Peter Frampton to confirm to the Clerk what remedial drainage work has been undertaken.

PUBLIC QUESTION TIME

3515 The issue of anti-social behaviour and damaged fences at The Quillets playground, Springfield, was raised by a parishioner. Cllr Murphy and The Clerk to visit the Quillets and assess what repairs are needed. **Following on from this The Clerk to contact WBC (07/16).**

1.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

3516 The Declaration of Acceptance of Office forms were completed and passed to The Clerk.

2.0 COMPLETION OF REGSIETER OF MEMBERS INTEREST FORMS

3517 The Register of 'Members Interest' Forms were completed and passed to The Clerk.

3.0 APOLOGIES FOR ABSENCE

3518 Apologies had been received from Cllr L. Davidsen and Cllr J. Holroyd who were not able to attend due to business reasons. Their apologies were accepted by the Council.

4.0 DECLARATIONS OF INTEREST

3519 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.

5.0 APPROVAL OF PREVIOUS MINUTES

3520 The minutes of the Parish Council meeting held on 20th June 2016 were agreed and signed by the Chairman.

6.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3521 The minutes of the Planning Committee meeting held on 11th July 2016 were agreed and signed by the Chairman.

7.0 MATTERS ARISING

3522 Tracys Development site. WBC has reported that works have been completed on this and WBC will arrange for a compliance visit. **Cllr Brooke to follow up as she has been away. (07/16)**

3456 Footpath at the end of Red House Lane onto the common. There has been no response to communication requesting a HUG meeting. **Cllr Mathisen to follow up with MoD. (06/16)**

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)

3523 Cycling Strategy meeting – Cllr Mathisen advised that he had raised the subject of the proposed cycle route with the MOD. Cllr Murphy explained about a previous offer of the Parish Council to fund materials for small section of the route in Red House Lane. **Cllr Mathisen confirmed that there was no further development on this and will continue to follow up (07/16)**

3524 Flooding in Springfield – SCC have escalated the issue but it is bottom of the priority list. **Cllr Rees has written to the Chair of SCC asking for work to take place as a matter of urgency. (07/16).**

3415 New post box – **Despite confirming that the new postbox would be installed by the end of June, Royal Mail have still not installed it. The Clerk to follow up. (07/16).**

3525 Framptons Proposal. Peter Frampton attended the July meeting and present new proposals of 40 dwellings concentrated on the lower slopes of Bonfire Hill with the top of the hill left clear with footpaths. **Framptons to send an account of what drainage works have happened and a visual landscape plan of the new proposal to The Clerk. (07/16).**

3460 Cllr Mathisen questioned why there is a sign for Westbrook Lane in the middle of Church Green pointing towards Westbrook Hill. **The Clerk notified SCC. (06/16).**

- 3526 The Clerk contacted SSALC for advice on what is available for Cllrs by means of documentation / training in planning. Councillors agreed that this was an expensive option. Cllr J. Else had suggested that training can be provided by WBC planning department. **The Clerk to follow up and arrange an Autumn training session. (07/16)**
- 3461 An email was received regarding a litter picking initiative and the possible loan of litter collecting equipment. The Clerk forwarded to the Scout Chair who has said that there is no space in this terms' programme. **The Clerk has suggested it might be suitable as an Autumn initiative and is waiting for feedback. (06/16)**
- 3527 The issue of parking in Hazeldene/Broomfield – PSCO Francis will investigate. The Clerk contacted PCSO Francis however he has moved role. **The Clerk to contact PCSO Jessica Turkington the replacement PCSO regarding this matter. (07/16)**
- 3528 Elstead Parish Council Document storage. The Clerk presented different filing options. It was agreed that a fireproof filing cabinet was too expensive (+£1,000). **Cllrs have agreed for the purchase of a standard lockable filing cabinet priced under £200. The Clerk to source. (07/16).**
- 3529 Beacon View Funding Request (Cllr Mathisen declared a prejudicial interest in this matter). Work started on this on 18th July and should be completed by the end of the week. Monies were raised from all twenty-four households. **Beacon View residents to put in a formal request for funding to help with signage. (07/16).**
- 3465 School Fruit Trees – The Clerk confirmed the Parish Council would take three trees. **The Clerk has been told that the Council can have three trees in September which will be the best time for transferring and planting. (06/16)**
- 3466 Hate Moss advertising board. **The Clerk advised it is still with WBC legal department. (06/16)**
- 3395 Footpath 113 needs to be addressed as part of the mapped route does not exist. **Cllr Brooke to follow up. (04/16).**
- 3434 Elstead Village Hall wrote asking for funding support. The Council has suggested that the Village Hall provide a strategic plan should they wish to borrow a significant amount of money from the Parish Council. **Cllr J. Holroyd to feed back to the Village Hall at the next meeting. (05/16).**
- 3468 Cllr Murphy reported back on a meeting with Adrian Selby where the positioning of an additional VAS was discussed.
- The Clerk confirmed that a site visit was not required and that in order to do this we would not longer be able to run the Thursley Road parking feasibility study which the Council has agreed. Cllr Harmer explained that the highways programme was in disarray as the Chairman had withdrawn most of the planned items. A meeting will be held by SCC in September where projects will be re-raised and discussed. Both SCC and the Parish Council are in agreement over what is required and that in order to progress the project it is just a question of finding funds. **(06/16)**

- 3469 Cllr Murphy has forwarded written summaries of his recent meeting and correspondence with MMC as summarised below:
- 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)
- 3472 Information regarding a possible horse and cart race has been received. The race is expected in 5-6 weeks time. The Clerk contacted Helen Gilbert at County Hall who was unable to specifically help. The Clerk forwarded the information to PCSO Francis and received no response. **The clerk to forward to PCSO Turkington (06/16).**
- 3486 Correspondence was received from The Sharks asking to enlarge the pitch at Burford Lodge Rec however this might mean the need for drainage work. **The Sharks to investigate and forward a fully costed proposal. (06/16)**
- 3530 Sharks have asked if some overhanging branches can be removed from a tree in the middle of the rec. **The Clerk to arrange for a tree surgeon to meet Cllr Murphy and Cllr Holroyd at the rec. (07/16)**
- 3487 Thursley Rd Senior pitch is badly worn. The contractor advised that it is badly compacted and should be vertidraind in March and slot seeded with grass. Cllr Harmer explained that he was not sure how much he would have in the way of funds. It would be necessary for The Sharks to document what % of Sharks are Elstead residents. **(06/16).**
- 3531 Correspondence received about the abandoned cars in Burford Rec. The cars have now been removed. **(06/16). Minute to be removed next month.**
- 3532 Various communications have been received concerning Bonfire Hill, parties grazing on Bonfire Hill and residents near to Bonfire Hill. The Council is concerned about the occupancy in relation to rubbish being dumped and possible anti-social behaviour and is not concerned about the grazing of the land which is a matter for the landowner. The Parish Council is unable to get directly involved however it recommends that the parties currently using the land for grazing request a licensed agreement which can then be correctly regulated. The council hopes that everything can be resolved satisfactorily. **(07/16). Minute to be removed next month.**
- 3505 A document concerning the woodland management of Rough House Farm was received by The Clerk. The Clerk forwarded to Cllr Murphy however it related to Elsted, Midhurst. **(07/16). Minute to be removed next month.**

- 3510 Information was received on Surrey Hills Challenge taking place 25th September. The Clerk to put details of this event on the Parish Council website and in monthly Village News article. (06/16). **Minute to be removed next month.**
- 3533 A request to remove the concrete base for the former bench outside The Woolpack. Action completed by R Knight. **Minute to be removed next month. (07/16).**
- 3534 A request to tend to the cemetery, mow grass, treat outside the building with weed killer. Action completed by R Knight. **Minute to be removed next month. (07/16).**
- 3535 A request to repair the wooden bench on The Green around the oak tree, Action completed by R Knight. **Minute to be removed next month. (07/16).**
- 3536 A letter was sent to Mrs Tann on behalf of the Council along with a donation to be sent on something that will directly benefit the pupils of St James School. Mrs Tann was extremely delighted (and very emotional!) with the very generous gesture. **The Clerk to follow up on what the donation will be spent on. (07/16)**

8.0 NEIGHBOURHOOD PLAN

- 3537 A public meeting was held on 6th July at St James Primary School. The SG were pleased with the turn out of 40-50 people. **(07/16) Minute to be removed next month.**
- 3538 All Big Meeting presentations were made available on the Parish Council website following the Big Meeting which was held on 6th July. On-line feedback process required for those unable to attend the meeting to be discussed in the SG meeting. **(07/16) Minute to be removed next month.**
- 3539 A leaflet drop post meeting to be discussed in the next SG meeting. **(07/16).**
- 3540 Cllr Jacobs explained that there is still budget for the NHP: £3,000 allocated from this years PC budget, £1,000 grant to come. In addition the Parish Council has £5,000 allocated for special projects which the NHP team could ask to use. **(07/16) Minute to be removed next month.**
- 3541 The Clerk to follow up on the availability of £1,000 grant as now several weeks since the application was submitted. **(07/16)**
- 3542 A SG meeting arranged for 20th July. **Cllr Jacobs keen to engage more people from the village especially younger people and is open to all suggestions as to how to achieve this. (06/16).**

9.0 WEYBURN PLANNING APPLICATION AND APPEAL

- 3543 Comments regarding the new application must be sent before 5th August and comments regarding the Appeal to be sent by 10th August. It was agreed that Weyburn should formulate their own thoughts and that Elstead PC would reflect these in our own letter. **Cllr J Jacobs & Cllr Murphy (07/16).**
- 3544 Cllr Murphy confirmed that he will represent the PC at the Appeal. **The Clerk to contact WBC Planning to find out more about the appeal process and timings (07/16)**

10.0 MEETING OF WESTERN VILLAGES PARISH COUNCILS

3545 Cllr Harmer organised a meeting with Parish chairs of the Western Villages; Elstead, Frensham, Tilford, Peper Harow, Thursley, Dockenfield, Hindhead and Churt. SCC have identified some unused PIC funds which can be spent on Highways projects. There is £40,000 available to be spent predominantly in Peper Harow, Elstead and Shackleford. Of the monies that are available, £15,000 will fund the VAS and moving of 30mph limit on Milford Road. Cllrs were asked which of the following two projects they preferred: 1) upgrading of the cycle route Rodborough / Elstead or 2) improvement of parking lay-by opposite the R.B.L. Cllr Harmer advised cllrs that the cycle route would be the easier of the two projects to get approval for. Cllrs agreed unanimously with this project as they felt that it would be of benefit to Peper Harow as well as Elstead as the route cuts through the parish of Peper Harow. **Cllr Harmer to get an assessment of the cost of the new cycle route. If the costs are too for the whole project to be completed in one go Cllr Harmer advised to do half the project now and half later. (07/16)**

11.0 EER

3546 Due to technical issues the report has been lost and needs to be recreated. **It will be presented in the September Meeting (07/16).**

12.0 PLAY AREAS SUB COMMITTEE

3547 A train wheel has come off the train in the Jubilee playground. The train has been steam cleaned, repaired and repainted but R Knight advises that it probably only has a couple of years left in it due to severe rotting wood. This is a much loved piece of play equipment and is one of the most used in the park. The play area sub committee to start to research a suitable replacement. **(06/16)**

3483 Additional funds for new play equipment at Burford Lodge Recreational Ground to be investigated e.g Landfill Operators **(06/16).**

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

3549 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 (07/16).**

13.0 WASTE REMOVAL

3550 Veolia are the current waste removal contractor and there have been some concerns with their performance with several complaints of overflowing bins. The Clerk has tried to obtain quotes for the emptying of 5 parish council owned litter bins from Glendale, Chambers and Veolia. Of the three companies only Veolia is able to do this function. Veolia have quoted an extra £18 per quarter to the empty The Croft which the council has approved. **The Clerk to inform Veolia. (07/16)**

14.0 AUGUST PARISH COUNCIL MEETING

3551 Due to holidays it was agreed that the August and September meetings be cancelled and instead the Parish Council to meet on Monday 5th September. **The Clerk to amend the URC hall bookings. (07/16)**

15.0 REPORTS AND CORRESPONDENCE

3552 A request was made to adopt the telephone box at the bottom of Beacon View Road and turn it into a community book exchange. This request was turned down as it still has a working telephone in it. It was also raised as a traffic hazard as it affects the visibility for drivers pulling out from Beacon View Road onto Thursley Road. **Minute to be removed next month. (07/16)**

3553 A letter was received from the Chair of the Village Halls thanking the Parish Council for their kind donation of £1,000 towards the roof repairs. **Minute to be removed next month. (07/16).**

3554 An email was received from the Clerk of Tilford Parish Council asking for details of the contractor we use for groundworks. The Clerk forwarded the email to R Knight. **Minute to be removed next month. (07/16).**

3555 An email was received advising that old maps are available in digital format. The Clerk to forward to Elstead on-line. **Minute to be removed next month. (07/16).**

3556 An email was received from Sophie Fuller (WBC) asking for copy to be approved for the Rural, Affordable Housing Progress Report for 2016. Feedback was sent and the amends taken on-board. **Minute to be removed next month. (07/16).**

3557 Correspondence was received from the owners of River House advising that they are conducting some remedial tree work and also thanking the PC for helping to get the drain on Milford Road replaced in November 2015. **Minute to be removed next month. (07/16).**

3558 Correspondence was received from Miss Ide-Smith advising that Japanese Knotweed has been found. Cllr Murphy advised her to contact WBC via Cllr's Else. **Minute to be removed next month. (07/16).**

3559 Press release received from WBC regarding a consultation on draft trade waste proposal. **Minute to be removed next month. (07/16).**

3560 Press release received from WBC regarding Waverley Executive recommending The Draft Local Plan for publication. **Minute to be removed next month. (07/16).**

3561 Email received from WBC regarding their floating support service. **Minute to be removed next month. (07/16).**

3562 Email received from SSALC regarding an upcoming planning training event on November 9th. Cllr Brooke has requested to attend and the Clerk has undertaken the booking. **Minute to be removed next month. (07/16).**

16.0 ACCOUNTS FOR PAYMENT

3563 The following accounts for July were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
J Williams	3534	salary & home working	£499.90
J Williams	3535	Expenses printer ink	£31.98
Veolia	3536	Bin emptying	£46.80
Richard Knight	3537	Maintenance	£707.31
St James School	3538	NHP Hall Hire	£65.40
Village Hall	3539	Comm rm for planng mtg 11.7.16	£7.50
Total			£1,358.89

17.0 BUDGET REVIEW

3564 The Clerk presented the updated accounts which cllrs accepted. **The Clerk advised that maintenance invoices were currently recorded under one subject line however these would be split out into their relevant categories (maintenance, Woolfords maintenance, fencing etc) to enable more accurate recording. (07/16)**

18.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3565 Overflowing bins at Burford Rec were again raised. **Cllr Holroyd to check weekly and to report to The Clerk if they have not been emptied. (07/16)**

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)**

Meeting closed at 9.25 pm