

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

**Monday 16th April 2018 at 7.30 pm**  
**The URC, Milford Road, Elstead**

**Attendees:** Cllr P. Murphy (Chair)                      Cllr R. Holroyd                      Cllr J. Jacobs  
Cllr J. Mathisen                                      Cllr L. Davidsen                      Cllr R. Rees (left 8.50pm)  
Cllr K. Brooke                                      Mrs J. Williams (Clerk)

**PUBLIC QUESTION TIME**

4671 A thin drain in front of the property Overgreen is blocked which causes flooding on the pavement. The clerk to notify SCC. **(04/18).**

4672 HiE and RBL Women’s Section have requested £50 towards a community party to celebrate the Royal Wedding. The PC approved this donation. **(04/18). Minute to be removed next month.**

4673 WW1 Commemoration: Lyn and Kim explained the events planned to celebrate the 100 centenary of the end of WW1. There are silent soldiers which can be sponsored, 25<sup>th</sup>-27<sup>th</sup> October an exhibition in the youth centre, 25<sup>th</sup>-27<sup>th</sup> October a specially written PETS play, 27<sup>th</sup> October a camp being set up on the Green, installation of a 6ft soldier – PC explained that the statue cannot go on the Church Green and that the churchyard might be a better location. Other events planned including a tea party at The Bridge House Care Home. The PC has agreed to make a donation to support this commemoration. The committee to forward an exact amount to the PC. **(04/18).**

**1.0 APOLOGIES FOR ABSENCE**

4674 Apologies had been received from Cllr R. Gardner and Cllr J Holroyd who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(04/18).**

**2.0 DECLARATIONS OF INTEREST**

4675 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. **(04/18).**

**3.0 APPROVAL OF PREVIOUS MINUTES HELD 19th MARCH 2018**

4676 The minutes of the Parish Council meeting held on 19th March 2018 were agreed and signed by the Chairman. **(04/18).**

**4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 19th MARCH 2018**

4677 The minutes of the Planning meeting held on 19th March 2018 were agreed and signed by the Chairman. **(04/18).**

## 5.0 MATTERS ARISING

- 4678 BW68 improvement: SCC currently have no monies for remedial work. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. The Clerk reported that the BW was very waterlogged following the recent bad weather. The Clerk and The Chairman to investigate. **(04/18)**
- 3829 Local EER Responses to be re-invigorated. **(12/16). Minute to be removed next month. (04/18).**
- 4244 Part 2 of the Local Plan is due in November. **(09/17). Minute to be removed next month. (04/18).**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(01,18)**
- 4679 Flooding Silver Birches Way: The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke asked residents if they would be prepared to pay for tree removal however no one was interested in paying therefore the matter is now closed. **Minute to be removed next month (04/18).**
- 4680 Signage: The Clerk presented costs for the new sign at the rec, a patch to cover the sign at Thursley Rd Rec and proposed a new sign at the cemetery. The cost is £90. Two additional signs are required regarding parking in both rec car parks. The Clerk estimated the cost to be up to £50 a sign which cllrs approved. **(04/18)**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4681 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has met with the landowner on 08/01/18. The landowner raised queries which SCC are pursuing. The Clerk contacted Surrey CC. They advised that there has been a meeting with the landowner and subsequent issues are being explored. **(04/18)**
- 4682 Cemetery Space Assessment: If more space is required trees will need to be felled and the land must settle for 10 years before burials can happen on the cleared site. Cllr Davidsen is working up a cemetery plan. The Clerk also has some documents plus feedback from gravediggers and will liaise with Cllr Davidsen. **(04/18)**
- 4626 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2<sup>nd</sup> February. A written report has been received but there are some inaccuracies in the report. The Clerk to follow this up and forward a copy to the school. The cost of the proposed changes to the junction at Red House Lane were questioned as the estimate is £50,000. Cllr Harmer to liaise with Adrian Selby. **(03/18).**
- 4627 Tree Audit: The Clerk and Cllr Murphy met with Richard Knight and he will remove one of the marked horse chestnut trees on Burford Lodge Rec in April. The Clerk also highlighted a fallen tree in Woolford Lane woods which Richard Knight will look at as well. **(03/18)**

- 4683 Beacon View Road phone box as a book exchange: The Clerk and a parishioner visited three phoneboxes in Frensham which have been turned into a museum, historical information spot and an art gallery. The Frensham Clerk said that community book exchanges don't work as books get damp, aren't put back tidily and it is also a magnet for books and other rubbish to be dumped outside. The resident proposing this is to consider if he still wishes to pursue this project. The Clerk to obtain a definitive answer from the resident before the next PC meeting. **(04/18)**.
- 4684 EVAA Polytunnels: Some members of the EVAA are keen to have polytunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. The Clerk has emailed EVAA. **(04/18)**
- 4685 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. The PC is happy to financially support the event programme and the installation. **(04/18)**
- 4573 A complaint was received from a parishioner regarding the state of the parking and verges in Springfield. The Clerk has contacted Cllr J. Else on this matter. **(02/18)**
- 4686 Elstead bridge: SCC Structures Team evaluating what repairs are required. The Clerk has chased this several times and will chase again. As this is an ancient monument it requires several agencies to assess the damage and agree the work required. **(04/18)**
- 4687 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. Two projects are proposed: 1) vegetation clearance to prevent vermin intrusion at EVAA 2) environmental recycling / compost bin for Woolfords Lane Cemetery. The Clerk to forward these PIC applications to WBC. There is additionally £2000 available in playing space PIC monies – The Clerk is waiting for proposals from The Sharks and ECC in order to bid for these monies. Cllr Else to promote these applications within WBC on our behalf. **(04/18)**.
- 4631 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk has contacted Blakemores and additionally spoken to the area rep but has not received a response. **(03/18)**.
- 4594 The Annual Parish Assembly will be held on Wednesday May 2<sup>nd</sup>. The Clerk to advertise the meeting. Confirmed speakers include: CAW, The Clockhouse. There will also be an NHP update. **(02/18)**. **Minute to be removed next month.**
- 4688 Safety Audit: The Clerk obtained costs for an external company to safety audit the cemetery. The cost is £450. The Alford Clerk has arranged for a cemetery inspection training day at a cost of £80 which Richard knight is happy to attend in June 2018. The Clerk has checked and Richard would be fully qualified to audit the cemetery at the end of the course. The Clerk has found out that no safety equipment will be required. **(04/18)**  
**Minute to be removed next month.**

4689 Clarion Update: Following the meeting Clarion have confirmed that they aren't prepared to do anything on the points that we raised. They cannot do anything on the pedestrian access route as The PC doesn't yet own the land. They have assessed the space and there is sufficient room for a sewerage tanker to turn. Housing complies to the minimum FFL so they do not foresee an issue with flooding. The plan will stay as it is so car parking will not be re configured. The ditch at the entrance of the site will be cleared. Clarion have invited Elstead & Weyburn to put forward names for the roads on the development. Dawn Davidsen will co-ordinate and The Clerk to forward the chosen names to Clarion by 24.4.18. **(04/18).**

4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18).**

4691 Green Oaks Closure Consultation: The Clerk forwarded comments regarding this and WBC have objected to its closure. **(04/18) Minute to be removed next month.**

4692 A consultation notice was received concerning WBC's statement of licensing policy. The consultation will run until 1<sup>st</sup> June 2018. The Clerk and Chairman to read through the details. **(04/18).**

## **6.0 WBC UPDATE**

4693 WBC has been served with 3 x's JR's which it intends to robustly defend and has set aside £200k for this. The JR' will not affect the progress of the Local Plan and to date WBC has been found to act correctly. **(04/18). Minute to be removed next month.**

4694 LLP2 will launch on 25<sup>th</sup> May 2018. . **(04/18). Minute to be removed next month.**

## **7.0 SCC UPDATE**

4695 SCC has a new Chef Executive. She was originally based in Essex where she faced similar financial constraints and acted robustly to deal with the situation. **(04/18). Minute to be removed next month.**

4696 Weyburn pedestrian Route: The BC has endorsed the use of common land and it cannot be amended as the developer has asked for this. 2 metres is available to Highways to improved road safety. **(04/18). Minute to be removed next month.**

4697 Road Repairs: £5million to be used for capital works to correct damage caused by this winter's weather. 2 sections of A287, 4 sections of B3001 Crooksbury Road to Seale Road, Moat Pond to Woodstock House Thursley Road, Duke of Cambridge to the tennis courts. Tilford Bridge is also due to be repaired and will remain closed for c 6 months whilst the repairs happen.

4698 Cllr Harmer / Western Villages meeting arranged for 3<sup>rd</sup> May. There is a small pot of money available for very small jobs where the PC would use its own contractor. One representative per pc invited. Currently doesn't include ROW but PC's may include ROW's as the rule might change. **(04/18).**

## 8.0 REPORT FOLLOWING THE CLOCKHOUSE AGM

4699 This was attended by Cllr J Holroyd on behalf of Elstead PC. The Clockhouse thanked Elstead PC for its generous donation. The current manager is leaving but will be replaced by a previous manager. A new Activities Co-ordinator has implemented some new classes for clients. The Clockhouse wishes to expand its membership and has attended local fetes and fairs to support this objective. The Clockhouse is looking for a new Trustee as well as more volunteers. The Clockhouse can host student placements for University of Surrey, Guildford and Godalming Colleges. **(04/18). Minute to be removed next month.**

## 9.0 NEIGHBOURHOOD PLAN UPDATE

4700 The NHP is all but written with just a couple of sections being worked on. Objective to launch the 8 week consultation stage on 6<sup>th</sup> July. Cllr Brooke has offered to proof read the final draft plan. **(04/18).**

4701 Leaflet: a leaflet to be sent to all residents going through the NHP process and encouraging people to participate in the consultation and referendum stages. **(04/18).**

4702 GSD: WBC will not include Bonfire Hill as a GSD. E&W will include it within the NHP. **(04/18).**

4703 Green Belt Review Group: Drawing up detailed evidence to support the NHP choice of sites. The group are producing a leaflet which the PC will help fund. **(04/18).**

4704 Settlement Boundary: WBC have proposed minor amendments to the settlement boundary. One property has been suggested but others that are in a similar situation excluded therefore leaving them subject to the full rigours of planning. The Clerk is trying to obtain a copy of the map from WBC. Cllr Else has offered to help chase this up. **(04/18).**

4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **Minute to be deleted next month. (04/18)**

4474 Dunsfold: the planning application has been called in and has been approved by the Secretary of State. **Minute to be removed next month. (04/18).**

4590 SEA application: The Clerk and Cllr Jacobs completed the initial application to see if SEA is required and submitted it to WBC. It is expected that as the NHP will no longer promote site allocations the NHP SG will not have to undertake a SEA. **(02/18).**

4641 WBC Meeting was attended by Cllr Murphy, Cllr Jacobs, Mrs Davidsen, The Clerk, Mrs Gerhold, Cllrs D and J Else. Detailed minutes were circulated to cllrs following the meeting. The main points are:

The new draft NPPF policy is being consulted on and likely to be adopted in summer 2018 however WBC have said that they are basing their LLP2 on the old NPPF. The new NPPF specifies that 1) previously developed land should be prioritised for development, 2) the local authority must engage with local communities in its site selection, 3) in the

determination of boundaries regard for the NHP and local emerging policies must be taken into consideration.

GSD: The NHP SG asked WBC to reconsider identifying Bonfire Hill as a GSD. It highlighted that GSD status would afford Bonfire Hill greater protection from development.

Settlement Boundary: WBC are proposing minor revisions to the settlement boundary. Cllr Murphy declared an interest in this point. The PC agreed that there are some houses which should be included. These are houses that aren't currently in the settlement area but whose houses abut the boundary. The Clerk to add a notice in the EVN asking that if people believe their properties should be included in the settlement area to contact the Clerk. **(03/18). Minute to be removed next month.**

## **10.0 GDPR**

4584 The training session on 6<sup>th</sup> February 2018 was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

In order to move towards compliancy it was agreed that all councillors would have PC specific work email addresses that would be separate from personal email addresses. Cllr Rees has created new email addresses for all cllrs. **(04/18). Minute to be removed next month.**

The Clerk also to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk to put forward costs. **(04/18).**

WBC is going to employ a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. The Clerk followed this up with Graeme Clark but there has been no response. Cllr J Else has offered to help follow this up. **(04/18).**

As part of GDPR, PC's will have to determine policies for storage / deletion of documents. The Cllr Rees to draw up some draft policies. **(02/18)**

## **11.0 APPROVAL TO BUY PC SEPARATE LAPTOP**

4705 As part of GDPR The Clerk to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk to put forward costs. **(04/18).**

## **12.0 APPROVAL OF UP TO DATE ENGAGEMENT LETTER FROM MAXWELL & CO**

4706 As Elstead PC has a new external auditor and following the issue of a revised 'Governance and Accountability for Local Councils – a Practitioners Guide', Maxwells have sent through a new letter of engagement which sets out the basis of the professional relationship between Maxwells and Elstead Parish Council. Cllrs read and agreed with the details of the letter and the letter was signed by Cllr Murphy. **(04/18). Minute to be removed.**

## **13.0 EER UPDATES AND INSURANCE APPROVAL**

4707 Cllr Mathisen provided some suggestions for amends to the EER document **(04/18)**  
**Minute to be removed.**

4708 The EER volunteers insurance is due for renewal. The new policy is £111.72 which is just +£2 versus LY which cllrs approved. **(04/18) Minute to be removed.**

#### **14.0 UPDATE ON FIANCIAL STATUS FOR FY17/18**

4709 The Clerk is completing the year end accounts. There is £47,000 left in the bank. The PC has received its precept as well as its compensatory and local tax grants. **(04/18). Minute to be removed next month.**

#### **15.0 REVIEW OF RENTS FY 18/19**

4710 The Clerk presented the rents as agreed in the annual finance meeting held in November 2017. Councillors agreed with the rent schedule. The Backland Rent to be discussed in the June meeting. **(04/18). Minute to be removed next month.**

#### **16.0 ANNUAL REPORT**

4711 The Clerk has input the financial data. Councillors suggested that item 3 be reworded but apart from this all were happy with the annual report. The amend to be made and then the annual report to be printed off for the annual parish assembly which is being held on 2<sup>nd</sup> May and posted on the PC website. **(04/18) Minute to be removed next month.**

#### **17.0 ANNUAL ASSEMBLY**

4712 The Clerk confirmed that there will be three guest speakers, Staff Sergeant Blain talking about the proposed Hankley clean up, The Clockhouse and Citizens Advice Waverley. The Manager at the Clockhouse has changed. The Clerk to confirm if the Clockhouse can still attend. **(04/18). Minute to be removed next month.**

#### **18.0 REPORTS AND CORRESPONDENCE**

4713 Cllr Murphy to respond to a list received from WBC of capital items that they are expecting to fund using CIL monies. The list relates only to the main towns and there are no projects listed for any of the villages etc. **(04/18).**

4714 Email regarding the URC which is holding a Flower Festival on 8<sup>th</sup> and 9<sup>th</sup> September. The theme is Women's suffrage to celebrate women of faith and courage. All hall users are invited to contribute an arrangement. PC has agreed it will participate. Cllr Mathisen knows of someone who might be able to make the PC's flower arrangement. **(04/18).**

4715 Follow up information to 5<sup>th</sup> February meeting was received from WBC on s106 agreement for Dunsfold Aerodrome and infrastructure delivery plan. **(04/18) Minute to be removed.**

4716 Information received on sustainable NHP planning Support for NHP groups planning climate change mitigation policies and target carbon emission reductions. **(04/18) Minute to be removed.**

- 4717 Lengthsmen scheme submitted – the same as previous years but highlighted the area near the Burford Lodge Rec access road which needs cutting back. **(04/18) Minute to be removed.**
- 4718 A request for a meeting from Yvette Ortel who supports the Waverley Local Committee. **(04/18) Minute to be removed.**
- 4719 New NHP support programme with increased funding to £17,000. The Clerk to ascertain if we are eligible to obtain a further £2,000. **(04/18)**
- 4720 News on various training courses offered by Voluntary Action SW Surrey. **(04/18) Minute to be removed.**
- 4721 A request from a resident was received to remove some blind daffodil bulbs then plant some new daffodil bulbs in Autumn. Request was granted. **(04/18) Minute to be removed.**
- 4722 An email received from Veolia asking for details for the PC bins which they empty. The Clerk has responded. **(04/18) Minute to be removed.**
- 4723 An email received from the Tree and woodland Mgr at WBC regarding some of the trees flanking Hazelwood. The clerk to respond. **(04/18)**
- 4724 Various correspondence on the green belt review between residents, WBC and Elstead PC/NHP SG. **(04/18) Minute to be removed.**
- 4725 SSALC chief executive bulletin received. **(04/18) Minute to be removed.**
- 4726 Documentation received from Littlejohn PKP who are the new external auditors. **(04/18) Minute to be removed.**
- 4727 Email regarding SSALC launching a new website **(04/18) Minute to be removed.**
- 4728 Press Releases received on the following: Cranleigh Common, Have your say about future business, unwanted development in Farnham, Secretary of States back WBC adopted Plan, Consultation approved for LPP2, Free Adventure for all the family this Easter, Local Plan Judicial Review Challenges, Spring Clean your Wardrobe – recycle textiles. **(04/18) Minute to be removed.**

#### **19.0 ACCOUNTS FOR PAYMENT APRIL 2018**

- 4729 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>
Juliet Williams	3769	Working from home and travel expenses	£36.06
Juliet Williams	3770	Salary	£737.29
Surrey ALC Ltd	3771	2017-2018 Subscription	£767.58
Zurich Insurance	3772	EER volunteers cover	£111.72
Veolia	3773	Bin emptying 10.03-01.06 78 nim empties	£215.28



Sandra Cheeseman	3774	Money for RBL and HiE royal wedding party	£50.00
Maxwells	3775	Completion of final payroll submission & p60	£90.00
			<b>£2,007.93</b>

## **20.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS**

4730 Purchase of Weyburn land: Pelhams have contacted MMC but MMC have gone into Administration. Administrators have been appointed and are aware of the PC interest in the land. They will discuss this with us when they are able but it is likely that they will put the land out for sale by tender. There has been no further news on this and the Clerk has chased since March meeting. **(04/18).**

## **21.0 MATTERS RAISED BY MEMBERS**

4731 Cllr J. Jacobs raised concern about overgrown bushes by the 's' bend causing a serious highway hazard. **The Clerk to report. (04/18) Minute to be removed.**

4732 Cllr L. Davidsen raised concern about trucks being driven on Bonfire Hill. **(04/18). Minute to be removed next month.**

**Meeting closed at 10.05 pm**