



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Meeting

Monday 16th February 2026 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr J. Jacobs (Chair) Cllr L. Davidsen Cllr A. Hampshire
Cllr M. Lass Cllr R. Muir Cllr P. Murphy

Mrs J. Williams (Clerk)
Cllr Long (WBC), 7 x MOP

QUESTIONS FROM MEMBERS OF THE PUBLIC

9392 A member of the public raised concern about the ponies in the field opposite The Mill and said that an option for an alternative winter field for grazing had come to nothing. Cllr Murphy explained that the enforcing authority is Waverley BC and it is their duty is to check whether animals are being properly managed. One resident advised that the police have started an investigation and a second resident had heard that the ponies were to be removed but as of this evening they were still in the field. The clerk advised that EPC does not have any legal powers over this matter but had done all it could do by contacting the RSPCA several times and by writing to the land owner and JH (MP). It was noted that if the field is liable to flood in the winter and can therefore only be grazed in summer there may a course of legal action on this point. Cllr Long to raise this point with Waverley BC. **(02/26).**

1.0 APOLOGIES FOR ABSENCE

9393 Apologies for absence were received from Cllr Collis, Goundry and Cllr Holroyd which councillors accepted. **(02/26).**

2.0 DECLARATION OF INTERESTS

9394 No councillors declared a (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 (LGA Model Code of Conduct) Order 2020. **(02/26).**

3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 19th JANUARY 2026

9395 The minutes of the monthly Parish Council meeting held on 19th January 2026 were approved with minor amends. The Chair to sign a fresh copy of the minutes. **(02/26).**

4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 19th JANUARY 2026

9396 The minutes of the Planning Committee meeting held on 19th January 2026 were approved. The Chair signed the minutes. **(02/26).**

5.0 REPORT FOLLOWING MEETING WITH SPRINGFIELD SURGERY HELD 20TH JANUARY 2026

9397 Cllr Jacobs, the clerk and a stakeholder met with the surgery to understand the size of the requirements for a potential new medical facility. The surgery to speak with the ICB to see if further financing was available to make updates to existing draft plans. The surgery to speak with a neighbouring surgery to understand leases and running costs to help inform the financial implication for the project. Cllr Jacobs further added that she had spoken with Thursley PC Chair and attended the Tilford PC meeting to provide a background to the project. **(02/26)**

6.0 REPORT FOLLOWING MEETING WITH SURREY CC HIGHWAYS PORTFOLIO HOLDER HELD 13TH FEBRUARY 2026

9398 Cllrs Jacobs, Goundry, Hampshire, Long met with MF Portfolio Holder SCC regarding various matters. MF stated that as the lay-by is washed over in highways land, SCC have the right to install infrastructure on the land and explained that there had been no formal objections to the EV consultation. (The clerk met with the village halls committee afterwards who confirmed that they had written an objection). The clerk advised that the poster highlighting the consultation had been hidden from clear view however there was no apology from SCC for this. The clerk asked whether SCC were legally required then to undertake tree works on Staceys Farm Rd and MF advised that they would be. The clerk to get confirmation of this in writing. There was a lengthy discussion on road surfaces and MF noted that there were 3,000 miles of road surface in Surrey and that the team were filling in 1600 potholes per week. A pothole has a 2 year warranty although some are temporary fixes and these are marked on the road. The clerk shared email responses from SCC Highways officers and SGN regarding the misinformation around the Elstead Bridge closure and both accepted blame for the lack of communication and the inappropriate diversion route. It is hoped that lessons have been learned. **(02/26)**.

7.0 CLERKS UPDATE

9399 The previously circulated clerk's update was noted. See appendix 1. **(02/26)**.

8.0 WBC UPDATE

9400 Cllr Long advised that WBC Executive would be meeting on 10th March 2026 to ratify the proposals from CIL officers following the last round of CIL bids. **(02/26)**.

9401 CAT (Community Asset Transfer). Cllr Long agreed to find out whether there were any WBC assets in Elstead could be a possible option for transfer to the PC. Cllr Jacobs referenced the picnic area and asked whether works should be done on this land as would this make the PC liable. Cllr Murphy advised that the land is SCC's responsibility and that a former chairman had agreed to undertake general tidying works on it c 25 years ago. It was noted that RK (PC Contractor) and OE have done some work on this area. It was agreed that the clerk should contact Cllr Harmer regarding ownership and liability. **(02/26)**.

9402 Cllr Davidsen asked who would be the legal owner of Springfield after LGR and Cllr Long advised that it would be SW Surrey. **(02/26)**.

9403 Cllr Murphy asked whether WBC might be able to take on the surgery project as they had inferred that last year. Cllr Long advised that WBC had said that they cannot take this project on themselves however strategic CIL might be feasible despite the initial views of the CIL team thinking that the project might not meet the growth criterion. **(02/26)**.

9404 Cllr Long advised that her formal complaint to Surrey CC regarding the lack of communication surrounding the Elstead Bridge closure had been upheld. **(02/26)**.

9405 Cllr Long has investigated a report from a resident stating that they had seen a person shooting deer. Cllr Long advised that the person was confirmed to be a defence deer manager. **(02/26)**.

9.0 SCC UPDATE

9406 There was no update from Surrey CC. **(02/26)**.

10.0 BURFORD LODGE WORKING PARTY UPDATE

9407 Following the latest working party meeting the revised plans were circulated to the PC ahead of the meeting. Cllr Lass advised that the building was single storey but with roof space that could be converted. The fence will be moved to wrap around the building thus keeping it entirely separate from the tennis club and a footpath will lead from the car park to the new building. Storage areas currently seem small but it was highlighted that this was a draft. Approximate costs from a local contact seem high but cllrs appreciated having rough costs as a starting point. Cllrs reviewed the plans and as a result of the discussion it was agreed that the building should be single storey. Cllrs did not feel it was appropriate to bear the costs of upgrading facilities of EVTC (which is a private club) only for general upgrades for the community. Cllr Jacobs advised that CIL can only be spent on new and not remedial works. It was highlighted that in the January meeting cllrs had not supported the padel court and had agreed that EVTC could not extend its demise. On the revised plans the new pickleball was outside of the current demise in an area that had been earmarked for a parking extension. Cllrs agreed that they did not want to give up more parish land for EVTC which is a closed asset. Cllr Murphy noted that EVTC would be losing some space to accommodate the new pavilion and the clerk advised that this would be reflected in the new lease. It was agreed that a CIL bid would be made for the new footpath, fence, pavilion and pitch works. A pickleball would have to be a separate application and would have to be considered next year during the lease negotiations. **(02/26)**.

11.0 OUR ELSTEAD UPDATE

9408 Following a meeting of the OE committee it was agreed that the tree lighting event would revert to the village green with the village hall as back up. It would be a reduced occasion i.e no stage and would be an Elstead village only event therefore no brass band. Carols would be led by choirs rather than choirs performing. There would still be some fund raising activities with mulled wine and mince pies. Road closure in front of the Spar (except for buses) to be activated as in previous years. **(02/26)**.

9409 Daffodil event. It was agreed that a small event to celebrate the flowering of the daffodils on Church Green could go ahead on 13.03.26. **(02/26)**.

9410 Insurance and audit requirements relating to working groups to be covered in the March meeting. **(02/26)**.

12.0 PRESERVE OUR RESERVE (POR)

9411 A proposal from JG (NE) to use a large proportion of the remaining POR funds for boardwalk renovation work from Pine Island to Shrike Hill was proposed. Representatives from both Thursley and Elstead PC's reviewed the proposal and agreed in principle before sharing it with their respective parish councils as per the committee ToRs. Thursley PC voted their agreement to the proposal at the beginning of February 2026. Elstead voted its agreement to use £22k for boardwalk and c £5k for new signage leaving £5k in the bank. The clerk to check with Maxwell over the accounting practice for this. (6/6 councillors). **(02/26)**.

13.0 THAMES WATER WORK ON ELSTEAD PC LAND

9412 The clerk advised that the PC has been contacted by Thames Water (who need to do some sewer replacement work from Frensham to Elstead) to have access to some areas of PC land to conduct a survey before works commence. The clerk advised that there was a large number of daffodils on Church Green (one of the survey areas) so all care must be taken to which Thames Water agreed. The original survey date has been pushed back from February to March 2026. **(02/26)**.

14.0 DRAINAGE ISSUES ON THURSLEY ROAD REC

9413 The clerk observed that large channels have been dug on PC land at Thursley Road Rec without permission. Councillors do not think that this is resulting in the heavy pooling of water by the cricket nets. Councillors to raise with residents at the road surface meeting – NB advise from SALC is required before the meeting can be arranged. Cllr Murphy noted that care would need to be taken if the cricket net construction lorries access the area via the rec. The clerk to investigate the cost to hire porta paths. **(02/26)**.

15.0 PLAYGROUND IMPROVEMENTS

9414 The cost of £600 to replace a memorial bench on Thursley Road Rec which has significantly deteriorated was approved (6/6 councillors). **(02/26)**.

9415 The cost of £700 for the annual purchase of bark for both recs was approved (6/6 councillors). **(02/26)**.

9416 The clerk advised that a resident had raised the question of installing some gym/exercise equipment on one of the recs. It was agreed that the clerk should meet with the resident and come back with a proposal (type of equipment and preferred rec). It was also agreed that the money would be spent on this rather than the fencing project at Thursley Road Rec and that neighbourhood CIL would be used. (6/6 councillors). Cllr Murphy suggested that the clerk investigate if there is any more SCC funding available for this project. **(02/26)**.

16.0 LIASING WITH NEIGHBOURING PARISHES (NAC)

9417 The clerk asked all councillors to review the previously circulated you tube video on NAC's. The clerk noted that there had been 4 trial NACs set up in Surrey – Churt PC had asked to join the Farnham NAC as an observer but this had not been allowed. In tandem with learning about NACs, Cllr Jacobs suggested that there should be more active dialogue with the Western Common parishes and suggested that this is kept in mind for when LGR goes through to ensure that the rural villages still have a strong voice. **(02/26)**.

17.0 APPROVE INSURANCE PREMIUM 26/27

9418 The recommendation to approve the renewal of the parish council's insurance with Zurich for a three year deal was approved at £1,486.22 for the first year. (6/6 councillors). **(02/26)**.

18.0 ANNUAL REPORT 25/26

9419 The annual report to be drafted in April '26. Councillors with a responsibility for a particular area should send a summary paragraph to the clerk by 12th April 2026. **(02/26)**.

19.0 ANNUAL ASSEMBLY 18th MAY 2026

9420 It was agreed that the following talks would be arranged by the clerk for the annual assembly; Water Rangers, St James Children's Café, Green Hub and Huckleberries. **(02/26)**.

20.0 ASSET REGSITER 2026-2027

9421 The previously circulated asset register 2026-2027 was approved. (6/6 councillors) **(02/26)**.

21.0 RISK ASSESSMENT 2026-2207

9422 The previously circulated risk assessment 2026-2027 was approved. (6/6 councillors). **(02/26)**.

22.0 REPORTS & CORRESPONDENCE

- 9423 Guildford BC shared indicative costs for the parish elections next year. Costs are higher than usual as the parish election will be standalone. Usually costs are reduced due to amortising the costs across the borough and parish elections. Costs are estimated at £12/electorate which would cost Elstead £24,000. The clerk has written to Surrey ALC on this matter. **(02/26)**.
- 9424 Various emails received from residents regarding the field opposite The Mill. The clerk has responded. **(02/26)**.
- 9425 An email sent to JH (MP) updating on various parish matters. **(02/26)**.
- 9426 An email was received advising the retirement of the MoD contact. There is an interim contact for the clerk to contact until a replacement has been appointed. **(02/26)**.
- 9427 An email of introduction was received from the new Care Manager at Wey Meadows Care Home. The clerk along with Cllrs Hampshire and Davidsen to meet with him. **(02/26)**.
- 9428 SSEN are holding stakeholder workshops to shape their new ED3 business plan on 23rd March (reading) 26th March (webinar). Councillors to advise the clerk if they would like to attend. **(02/26)**.
- 9429 Biodiversity and planning conference 17th March at WWF Living Planet Centre. Councillors to advise the clerk if they would like to attend. **(02/26)**.

23.0 FINANCE

- 9430 Bank balances to end of January 2026 Current Account £9,135.12, Deposit Account £75,612.92, POR 32 Day Notice Account £31,232.50, Bonfire Hill £13,936.05, Fete / Our Elstead £2,741.31. **(02/26)**.
- 9431 Accounts for payment for February 2026 to date were circulated in advance of the meeting. 8 payments raised for online payment totalling £3,846.53 of which 13 x's £100+ including the clerk salary and pension and 2 for RK (£617.47 and £429.88) both relating to Christmas tree. **(02/26)**.
- 9432 A detailed summary report of expenditure per cost centre was circulated prior to the meeting. There were no questions on this. **(02/26)**.
- 9433 The January reconciliations were circulated to councillors prior to the meeting and all accounts reconcile precisely. The chair signed the reconciliation. **(02/26)**.
- 9434 To note expenditure made outside of meetings but in accordance with the standing orders – there was nothing to note. **(02/26)**.

24.0 MATTERS RAISED BY MEMBERS

- 9435 Cllr Lass advised that no cones had been placed either side of Peat Common junction to prevent parking and as result it was really hard to get out of the road. The clerk to liaise with Elstead FC **(02/26)**.
- 9436 Cllr Long noted that holly was overgrowing obscuring the exit from The Street. The clerk to report. **(02/26)**.

25.0 EXEMPT BUSINESS

- 9437 Cllr Jacobs advised that Shanly were holding a public meeting on 23rd February 2026 at which site designs would be shown. The design shows 40 houses across the whole site including the non-residential space and no provision for a medical facility. Councillors agreed that if Shanly would not

propose a medical centre on the site the PC could not support the easement, BNG, Open Space requests. The clerk to write to RD (Shanly) advising him of these facts. The clerk to post on facebook about the exhibition asking residents to come along and show their support for a medical centre if minded. (02/26).

26.0 DATE OF NEXT MEETING

9438 Monday 16th March 2026. 7.30pm.

Meeting closed at 10.15pm

BONFIRE HILL CHARITABLE TRUST

006BH The Bonfire Hill Committee had tried to meet but despite sharing several dates it was not possible to find a quorum. The next meeting will now be held on 18th February 2026.

007BH Cllr Goundry had circulated two draft emails in response to Shanly’s easement, green space and BNG requests prior to the PC meeting. Cllrs reviewed both drafts however it was agreed that until a meeting had been held with Shanly and Elstead PC, responses could not be sent. (6/6 councillors). (02/26).

Meeting closed at 10.25pm
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ELSTEAD PARISH COUNCIL
Project/Objective Status – updated February 2026

Minute / Mtg	Project	Current Status	Target Date	Next Steps and by whom
8571	FP64	PM spoke at the Waverley Local Committee meeting held 13.06.20 which found in favour of the two proposed FP diversions. The order has been made however the landowner has objected to it and unless the objection is withdrawn the order has to be sent to the Secretary of State for confirmation. SCC and landowner are still trying to resolve objections.	2025	Update from 27.11.24. Officer to prepare a case to submit to the secretary of state. Met with SCC 16.10.25. New proposal shared at Oct mtg which EPC supports. Clerk confirmed to SCC. SCC have acknowledged EPC feedback (Dec 25). FP64 vegetation has been cut back. Clerk emailed 19.1.26 and 16.02.26
8321	Staceys Farm Road	Lawyers submitted papers to the land registry October 2023	2025	f/up with Wellers Hedley several times – WH confirmed that the land registration is still pending Jan '25. F/up 16.02.26

8527	Elstead to Milford Cycle Route	Blackberry Way – name for route approved by Witley and Elstead PC's. Signage to be added	September 2024	SCC said on 16.10.25 to ask Cllr Hamer for money for SCC RoW to make small wayfinder discs. Clerk and Cllr Lass to check surface after heavy rainfall. JB ROW on leave until 19.2.26
9134	Village fete	Date confirmed for 4 th July at Thursley Road Rec.	04.07 2026	Planning underway
9135	Cemetery fence and other improvements	Finish off driveway	2025	Contractor briefed October '25 and plans to complete it Mar 2026 owing to current work constraints.
9180 (sept '25)		Install Sets		
8431	Speed Signs	There are no repeat 30mph signs along Thursley Road.	2025	Cllr Muir to contact AS (SCC) c/o
8770 (Oct 24)	CIL Highways Road Safety Bid	Incorporates former minutes 8495 – traffic calming 8580 - zebra crossing 8583 – yellow lines	2025	CIL bid submitted by Surrey CC 25.10.2024 Bid has been successful. 2 nd CIL submitted Dec 25 as scheme bigger and more expensive. Waiting on CIL determination. Minute 9323 (Dec 25) - feedback following Dec EPC mtg shared with SCC. Complete
8767 and 8855	Medical Centre	Plans to be drawn up and investment to be sourced		Revised plans have been drawn up with revised costing. Mtg with stakeholders, WBC and ICB 16.1.26.at which EPC said that it wanted to pursue project. Costings and schematics drawn up. Waiting on meeting with developer.
8917 (Feb 2025)		Burford Lodge Pavilion Working Group – draw up ToR and agree membership		Kick off meeting held in September 25. Meetings held since to establish users needs and requirements. Agenda item Feb '26 to review final plans and draft projects costings.

Actions from Minutes

Minute Number	Action	Status
8574 (April 2024)	Rogue post on Milford Rd before bus shelter	Clerk has reported to SCC
8634 (June 2024)	EER Plan to be drafted. Working party confirmed.	Plan drafted and presented May '25 waiting on final page from WBC complete action closed
8677 (July 2024) 8931 (Feb 2025)	EPC move to .gov.uk	Approved – AH to instruct company copying clerk. Proposals reviewed and one contractor to be proposed Dec mtg. Clerk found further contractor to quote (Feb) quote with AH
8728 (Sept 2024) 9179 (Sept 2025)	Clerk to instruct Chalice re tree survey	Survey started early December 2024. Tree quotes approved in Sept meeting and contractor instructed. Works planned for 2026 owing to contractor availability.
8821 (Nov 2024)	Spire Net Remedial Work Costings	Clerk has contacted contractor. Clerk has f/up re cost of middle section repairs Clerk sought quote from alternative supplier October but quote 4 times the price
8845 (Nov 2024)	Cllr Jacobs advised of an increase in litter and careless parking at The Moat.	Cllr Jacobs to take photos and record incidents – matter on-going. Complete close item
8975 (March 2025)	Clerk advised that war memorial needs a clean	Quote approved clerk has instructed war memorial cleaning company Quote was approved and company instructed but no action. Clerk f/up with company. Clerk met with RK who will now clean war memorial.
8976 (March 2025)	Vegetation in The Croft to be cut back	Contractor has been booked to do the work in April. Deferred to new year at request of contractor Complete close item
8991 (March 2025)	Issues of Thursley Road breaking up by the Swiss Cottage	Clerk to report on fix my street. Clerk has f/up with RM to check if she has photographed the correct road defects. Clerk has reported
8993 (March 2025)	Cllr Hampshire asked if the PC could obtain NE's 10 yr land management plan	Cllr Murphy to share NE contact details with Cllr Hampshire. Cllr Hampshire to write.
9137 (July 2025)	Remove posts from green area by chandlers	Clerk asked contractor to remove loose posts. Issue with parking in front of dentist. Clerk suggested posts should stay either side of access road to Back Lane and by Springfield Farm. Posts have been removed but issue of verge degrading with cars parking on it. Clerk told RK not to remove any more. Complete close item
9138 (July 2025)	Picnic area needs tidying	Clerk raised at October western Village meeting and to report online.

9182 (sept 2025)	Accessibility of pavement by Orchard Close	Cllr Goundry has contacted SCC Highways. Trying to understand who owns this area. SCC say that the lay-by is the pavement and the default pavement is owned by the owners of the buildings. EPC have f/up with the owner.
9184 (sept 2025)	Cllrs agreed that a LAP rather than a LEAP would be better for Sunray.	Clerk informed Sunray developers. Developers have had pre app and WBC state that there should be a LEAP. EPC f/up with Shanly who say that WBC may be more amenable to the idea.
9185 (Sept 2025)	EV charging follow up to various correspondence	Feb agenda item. Complete close item
9249 (Oct 2025)	FOI	Clerk to respond – clerk was waiting on information from SALC. No response received from SaLC clerk has written. Complete close item
9264 (Oct 2025)	Funds for NE	Feb agenda item. Complete close item
9286 (Nov 2025)	ERT rent	Clerk and Chair met with ERT (9.2.26) ERT referring to Trust.
9290 (Nov 2025)	Fete working party to be established along with a ToR	A cllr representative to come forward for the working group
9304 (Nov 2025)	Posts at church green need straightening	Clerk met with RK and instructed on works.
9316 Dec 2025)	Assets	All to advise if there is land or assets that the PC would like to consider before LGR completes.
9330 (Dec 2025)	EPC to discuss planters on the VG at Jan meeting	Deferred to Feb meeting under OE agenda item
9351 (Jan 2026)	Clerk write to SCC ROW re BW obstruction towards Hankley Common	JB ROW on leave until 19.2.26
9351 (Jan 2026)	Clerk to write to DH SCC re issue of Seale Rd	Clerk has written and reported to MF SCC on 13.2.26.
9367 (Jan 2026)	Medical centre scheme – share with other local PC's	JJ attended Feb Tilford meeting and had written an article for their newsletter. Verbally shared also with Thursley PC.
9369 (Jan 2026)	Seek cross quotes for insurance	Agenda item Feb
9370 (Jan 2026)	Pancake event permission to use land	Clerk responded requesting RA and Insurance. Pancake event not on PC land. Complete close item
9371 (Jan 2026)	Provisional cost of /27 elections	Clerk has written to Surrey ALC who referred her to GTC correspondence on this point.
9382 (Jan 2026)	Backland/former VAM land boundary fence	Costs approved in Jan meeting. Clerk advised contractor. Fencing planned for late March '26.
9383 (Jan 2026)	Hey! Boradband might be able to provide marketing support	Clerk shared details with fete organiser. Complete close item
9386 (Jan 2026)	Horse numbers increasing on former VAM	LD to report to owners
9388 (Jan 2026)	JJ and clerk to meet with Thursley PC re PoR monies	Meeting took place. Complete close item Feb agenda item

