

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 21st January 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr J. Holroyd	Cllr J. Mathisen
	Cllr R. Rees	Cllr K. Brooke	Cllr J. Jacobs
	Cllr R. Holroyd	Cllr R. Gardner	
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5155 A resident asked whether a raised hump could be installed as a crossing point near to The Spar. Councillors did not think this was possible but would ask Cllr Harmer. **(01/19)**.

1.0 APOLOGIES FOR ABSENCE

5156 Apologies have been received from: Cllr L. Davidsen who was not able to attend for business reasons. His apologies were accepted by the Council. **(01/19)**.

2.0 DECLARATIONS OF INTEREST

5157 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. **(01/19)**.

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 10th DECEMBER 2018

5158 The minutes of the Parish Council meeting held on 10th December 2018 were agreed and signed by the Chairman. **(01/19)**.

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 10th DECEMBER 2018

5159 The minutes of the planning meeting held on 10th December 2018 were agreed and signed by the Chairman. **(01/19)**.

5.0 APPROVAL OF ANNUAL SMITHS CHARITY MEETING MINUTES HELD 28th NOVEMBER 2018

5160 The minutes of the Annual Smiths Charity Meeting held on 28th November were agreed and signed by the Chairman. **(01/19)**.

6.0 MATTERS ARISING

5161 Jubilee Rec Train: The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and The Clerk has asked for it to be removed with immediate effect following safety concerns. Fundraising options are being investigated and it has been added to the 19/20 budget. There are currently

two options of trains: Kompan version which will cost £14.5k + vat versus a wooden like-for-like at £4.5k + vat. The wooden like-for-like version has a guarantee of 10 years. Councillors approved the wooden like-for-like option. The Clerk to confirm costings, safety surface options and leadtimes with the suppliers. **(01/19)**

- 5162 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64 and will need to go out on site again to double check a few things. The plan can then be sent to the landowner. Once SCC get agreement from the landowner SCC can send the PC a copy of the plan and start a new consultation. **(01/19)**
- 5163 Cemetery Space Assessment: Cllr Davidsen, Richard Knight and The Clerk met to discuss this. Cllr Davidsen to report back on this at the February meeting. **(01/19)**
- 5164 Traffic/speed/parking around the school: The PC would like more notices placed near the pavilion to warn drivers of the school. There is an unused school sign in Thursley. The Clerk to ask Adrian Selby if Elstead may have it and site it near to the Pavilion. The Clerk has spoken to the school who are happy to run a speedwatch campaign in Spring 2019. The Clerk and Cllr Murphy to meet with the school in January 2019. **(01/19) Minute to be removed as covered under agenda item 12.**
- 5165 There is agreement in principle for a mobile VAS to be shared between the Western Villages. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and RK has agreed to be trained. Cllr Harmer explained that the VAS would hopefully be bought and installed before 31.03.19. **(01/19).**
- 5166 PIC Monies available. The Clerk has discussed which applications are appropriate with WBC. Cllrs agreed that the Clerk should resubmit an application for the organic waste material collector at the cemetery and for a replacement bench around the oak tree on the Village Green. Cllr J. Else has proposed to assist with the application process and to ascertain if there is a TPO on the oak tree. The Clerk to forward the application to Cllr J. Else and WBC. **(01/19).**
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5167 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk has emailed Stuart Copping on a number of occasions to investigate but there has been no response. The Clerk has followed up. **(01/19).**
- 5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**
- 5168 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. Planners have advised that the container if sited parallel with Ham Lane must be sited further forward which would interfere with the pitch. Cllrs agreed that the

best location for the container would be in the original spot (in front of the table tennis and courts 1-3. As landowners the PC can insist on this. The Clerk to follow up. **(01/19)**

5169 The Clerk reported seeing horses on Burford Lodge Rec. One had escaped and was careering out of control around the rec frightening younger children. The horses were later observed giving rides. The Clerk has contacted the PC's lawyers who have said that horses may be impounded and have finally submitted the correct wording to cover this. Cllrs have agreed to The Clerk making signage for The Croft and Burford Lodge to this effect. **(01/19).**

5170 BT phonebox by the zebra crossing: This has now been repaired. **(01/19). Minute to be removed next month. (01/19)**

5171 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. The Clerk has chased WBC but has not had a response. Cllr J. Else has also chased on the PC's behalf and the person responsible will contact The Clerk by 25th January. **(01/19)**

5172 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. Cllrs agreed that one last reminder should be sent and then the council would arrange for it to be uplifted. **(01/19)**

5173 Draft policies on data storage: Cllr Rees circulated information before the January meeting. Policies on use of IT and social media are not included. The policy to be added to the February agenda so that it can be formally adopted. **(01/19). Minute to be removed next month.**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(01/19)**
Minute to be removed as website now a separate agenda item.

The Clerk will keep paper copied of the various NHP surveys. **(01/19) Minute to be removed next month.**

The Clerk to ask the Clerks for Farnham TC and Witley PC regarding their GDPR policies. **(05/18)**

Cllr R Rees to be listed as DPO. The Clerk to add this to the roles and responsibilities sheet. **(01/19) Minute to be removed next month.**

5174 A resident wrote complaining about parking outside the school. The Clerk took advice from the school who, due to aggressive behaviour from the resident, suggested there should be no further communication on the matter. **(01/19) Minute to be removed next month.**

- 5175 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. Pathways are mown once a month and the rest of the area is mown once a year in September and the grass is collected. Inside the gates is a sign which details how the cemetery is being managed and why it is being managed in this way. **(01/19). Minute to be removed next month.**
- 5176 A resident has asked if it is possible to have access to the rear of their property from Burford Lodge approach road for occasional garden deliveries. The PC has discussed this and agreed that occasional access could be granted on a case-by-case basis. The Clerk advised the resident who is deciding how they would like to proceed. If the residents decide that case-by-case access is sufficient The Clerk to send a formal letter. If the resident decides to ask for permanent access a financial consideration would be required. The Clerk to contact David Rumsey in the meantime to ask if he can advise the PC in this matter. There has been no further contact from the resident. **(01/19). Minute to be removed next month.**
- 5177 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The Clerk has sourced another electrician and he is assessing the site on Friday 25th January. **(01/19).**
- 5178 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(01/19)**
- 5179 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. **(01/19).**
- 5180 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News once the proposed precept has been agreed by WBC. **(01/19).**
- 5128 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. There has been no further update on this. **(12/18).**
- 5089 Ramp at Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail.

The PC has agreed to support this cost. RK waiting for weather to improve so that he can do the work. **(01/19).**

5092 Village Green Bench: Councillors are in agreement that the concrete base of the existing seat must be removed and a replacement seat installed. Richard Knight has made a similar rustic-style seat at Thursley Recreational ground of which The Clerk showed councillors a photo. The Clerk to ask Richard for a quote and to get 2 cross quotes. The existing seat to stay in place until a replacement is found. **(01/19). Minute to be removed as covered in agenda item 14.**

5093 Elstead PC website needs updating. A sub-committee has been set up with The Clerk, Cllr Jacobs and Dawn Davidsen and it will investigate options. The sub committee will meet in January 2019. **(11/18). Minute to be removed next month as covered under agenda item 13.**

5181 Carehome & Weyburn Site: Cllr J Else to follow up what the planning condition for the carehome is and whether Thakeham are building to the agreed planning conditions i.e the land looks as if it has been raised. Cllr J Else has been liaising with the enforcement team at WBC. The developer, Thakeham, has contacted Cllr J Else asking her to meet with them. Cllr J Else to coordinate a meeting and would like to involve Cllrs Murphy and Jacobs and Dawn Davidsen. **(01/19).**

5135 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format to be reviewed again in six months time. **(12/18).**

5182 Cllr J Jacobs explained that it would be beneficial to undertake an updated Housing Needs Survey (HNS). The last such survey was conducted in 2012. It would be helpful to understand how many affordable homes are actually needed. It is also needed as part of the evidence base for our NHP. A meeting has been arranged for 24th January at 12.30 with the HNS enabler. **(01/19)**

5151 Cllr J. Holroyd advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd to liaise over dates – there is no date as of yet. **(12/18).**

5183 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk contacted SCC Highways and they will assess it. **(01/19).**

7.0 WBC UPDATE

5184 WBC are putting grass cutting out to tender. PC's have the option of taking back control and could manage this themselves. PC's would receive some monies towards this however the tender will run for three years and monies will be given on a three year sliding scale. At the end of the three year cycle PC's could return grass cutting to WBC. Cllrs agreed that they do not want to do this because it would mean the PC taking on yet another function from WBC without adequate financial compensation. **(01/19). Minute to be moved next month.**

8.0 SCC UPDATE

- 4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**
- 5185 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. It is not possible for this to be relocated to the Milford Road / Hookley Lane bus stop as it forms part of a s106 agreement which is specific to a particular project. **(01/19). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 5186 There is no further action to report on the NHP this month as EPC and the NHP SG are waiting to attend a meeting with The Leader of WBC in the new year, the outcome of which, will determine the direction for the NHP. Cllr J. Else has arranged a meeting for Cllr Murphy and The Clerk to attend on 22nd January where it is hoped that this issue can be resolved so that the SG can move forward with the NHP. **(01/19)**
- 5187 Cllr J. Jacobs and Dawn Davidsen met with consultants who are advising Witley and Chiddingfold PC's. Their recommendation is that we use these consultants (Nexus) who are extremely knowledgeable with the WBC/Green Belt/Site Allocation situation. The NHP SG appreciate the work that the current consultant (Imagine Places) has done but feels that a fresh pair of eyes will enable us to complete the plan. The outstanding works are estimated at £13k for which we hope to get at least £2k in funding but there are other funding options we might be able to tap into with the help of the proposed new consultants. Cllrs agreed to employing Nexus. The Clerk to write to Imagine Places and Nexus. The Clerk to contact Nexus post meeting to see if they can attend the meeting with Cllr J Potts. **(01/19). Minute to be removed next month.**
- 5188 Members of the Steering Group met with WBC planners. The objective of the meeting was to go through WBC's response to our Article 14 as well as understand conflicting information in a recent letter sent by Mrs Sims which implied that E&W SG could take back the task of site allocations. During the meeting it was evident that there is still division between what E&W SG and WBC wish to do regarding the Settlement Boundary. It is unclear if E&W SG would be legally allowed to take back site allocations. WBC suggested that E&W NHP take legal advice on this matter which E&W SG does not think is affordable (given our small precept) or appropriate (WBC is our advisory body and should provide this information). The SG has emailed Cllr D Else and he is following up this matter with WBC. Also in the meeting WBC explained that LPP2 has been deferred to summer 2019 and a series of workshops with different parishes has been proposed. **(11/18). Minute to be removed next month as superseded by minute 5186**

10.0 OUR ELSTEAD

- 5189 Elstead Society: The Christmas tree project was well received and to date 130 people have joined the Our Elstead facebook group. A drop in session has been arranged for 9th February 12-3pm at the Youth Centre to try and enlist more support. The object is to divide Elstead up into three areas which will each be managed by a specific team of volunteers. Projects being investigated include: village sign, on-line sports event calendar

(NB this will feed into website project) and flower planters by the village entrances. **(01/19)**

11.0 HUG UPDATE

- 5190 The track opposite Prides Farm that has been subject to a degree of contention has now been made into a permissive bridleway. Filming will start on Hankley Common in April which means that the DZ car park will be closed during this period. All other car parks will remain open. **(01/19) Minute to be removed next month.**

12.0 SPEEDWATCH

- 5191 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The school would like to be involved and have suggested that after May half term would be the ideal time for them. It is hoped that this will form the basis of a larger educative piece around car parking and traffic management around the school with the school using different ways of addressing these issues with parents. The Clerk to contact Surrey Police to arrange this. **(01/19)**

13.0 WEBSITE

- 5192 New PC Website: Prior to the January meeting The Clerk had asked councillors to look at different parish websites. The website that all councillors preferred was the Titchmarsh village website. The new website would feature villages news, organisations and events as well as a separate page for PC news. There would also be a history / archive page. It was agreed that individual businesses would not be listed. The sub committee to ask if anyone in the village would be interested in designing the website and to compare this with what E-Mango can provide as design is included in their fees. **(01/19)**
- 5193 The Clerk discussed the annual service charge with E-Mango as the fee is comparatively high. E-Mango have agreed to halve their fee and councillors have approved the new fee of £240 plus vat. **(01/19) Minute to be removed next month.**

14.0 VILLAGE GREEN BENCH ESTIMATE APPROVAL

- 5194 Richard Knight has forwarded an estimate for a rustic style bench in a wood material to replace the current bench which surrounds the oak tree on the village green. The cost is £1,600 to include installation and removal of old bench. The Clerk has looked at similar options and for smaller benches in a recycled material the starting price is £999 excluding installation and removal. Councillors approved this estimate from Richard Knight. The Clerk to apply for PIC funding for this alongside the green waste collection bin for Woolfords Lane cemetery. **(01/19)**

15.0 DOGS ON THE REC

- 5195 Increasing numbers of dogs have been spotted on the recs. The Clerk to write to all clubs and users reminding them that dogs are not allowed on the recs. Users to be asked to ensure that visitors/users from outside the village are informed of this policy. The Clerk to add an information box to the next village news. **(01/19)**

16.0 INSURANCE – ANNUAL REVIEW AND APPROVAL

5196 The Clerk reported that the annual insurance is £2,665.65. This represents a 5% increase. The Clerk to ask Zurich if they can reduce their figure as nothing new has been added to the policy. Councillors approved the charge of £2,665.65 in the meantime. **(01/19)**

17.0 CLERKS SALARY – ANNAUL REVIEW

5197 The proposed annual increase was presented. The Clerks hourly rate will increase from £11.61 to £11.91 effective April 2019. Councillors approved this increase. The Clerk to inform Maxwells who manage the PC's payroll. **(01/19). Minute to be removed next month.**

18.0 GOVERNANCE POLICY UPDATE

5198 The NALC update proposed that trees should be formally surveyed once every two years. The Clerk to ensure that this happens. **(01/19). Minute to be removed next month.**

19.0 BUDGET REVIEW

5199 The year to date figures were shared with councillors prior to the meeting. The accounts are positive and currently show a projected year end of £60k surplus which is inline with keeping a years worth of spend in reserve. **(01/19). Minute to be removed next month.**

5200 Prior to the meeting Cllr Jacobs had checked all bank statements. All cheques, payments and receipts are in line with what The Clerk has reported. Cllr Jacobs also checked the bank reconciliations and these are all approved with all figures reconciling accurately. Cllr Jacobs signed all filed paperwork for the internal accountants. **(01/19). Minute to be removed next month.**

20.0 REPORTS AND CORRESPONDENCE

5201 A wooden bench at the junction of SBW and HL has had the back kicked in. The Clerk to ask RK if he can repair it and if not then for him to remove it. **(01/19). Minute to be removed next month.**

5202 Dawn Davidsen has shown the Clerk some trees that form part of PC land which have not been surveyed. Councillors agreed that RK should initially check the trees and for The Clerk to get the cost of a formal survey. Trees line the Milford Road so must be checked. **(01/19).**

5203 A resident has highlighted the poor bus route 46 service. **(01/19). Minute to be removed next month.**

5204 The Clerk has reported the additional white lines that have been painted on the Thursley Road and around the Green however the lines are in accordance with Highways ruling. **(01/19). Minute to be removed next month.**

5205 The Clerk has liaised directly with SCC over the poor visibility at Truxford Corner. The Clerk explained that this has been raised several times. SCC to write directly to the two properties concerned requesting it is cut back. **(01/19). Minute to be removed next month.**

- 5206 There have been two cemetery enquiries. **(01/19). Minute to be removed next month.**
- 5207 EER rota for 2019 has been sent to all councillors. **(01/19). Minute to be removed next month.**
- 5208 A resident has raised concern over excess leaves in the roadways. The PC has notified WBC. **(01/19). Minute to be removed next month.**
- 5209 A resident has reported two surveyors outside St James Church surveying the road as it is due to be resurfaced. The Clerk to advise Jack Roberts so that the 'h' bars aren't painted before this work is undertaken. **(01/19).**
- 5210 There will be a PC election in May. Councillors should inform the Clerk if they intend to stand for office. **(01/19).**

21.0 ACCOUNTS FOR PAYMENT JANUARY 2019

- 5211 The following accounts for January were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - January 2019

Payee	Cheque no	Purpose	Amount
Adrian Porter	3874	Smiths Charity	£100.00
Juliet Williams	3875	Salary and working from home	£765.20
Maxwell and Co Ltd	3876	Preparation of salaries to 31.12.18	£72.00
Richard Knight	3877	rec work and our ealstead work	£136.50
JohnMathisen	3878	lights for christmas tree as agreed in dec meeting	£132.66
E Mango	3879	annual service agreement	£288.00
Zurich Municipal	3880	annual PC insurance and play inspection	£2,591.42
			£4,085.78

22.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS

23.0 MATTERS RAISED BY MEMBERS

- 5213 No Members raised any points. **(01/19). Minute to be removed next month.**

Meeting closed at 9.55 pm

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

PUBLIC QUESTION TIME

5214 The wayfinders at Hope Street and Staceys Farm Road have fallen down. The Clerk to report to SCC as detailed in agenda item 16. **(02/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5215 Apologies have been received from: Cllr R. Gardner and Cllr R. Rees who were not able to attend for business reasons. Their apologies were accepted by the Council. **(02/19).**

2.0 DECLARATIONS OF INTEREST

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3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st JANUARY 2019

5217 The minutes of the Parish Council meeting held on 21st January 2019 were agreed and signed by the Chairman. **(02/19).**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st JANUARY 2019

5218 The minutes of the planning meeting held on 21st January 2019 were agreed and signed by the Chairman. **(02/19).**

5.0 REPORT FOLLOWING A MEETING WITH JULIA POTTS HELD 22nd JANUARY 2019

5219 The meeting was attended by Cllr P. Murphy, Cllrs J and D Else, A. Buckle (Nexus), Cllr J Potts (Leader of Waverley Borough Council) and The Clerk. The meeting was very useful and allowed the PC to summarise the current situation to Cllr Potts with regards Green Belt / Settlement Boundaries and Site Allocations in E&W NHP. Following the meeting (and at Nexus' suggestion) a detailed summary of the arguments was sent to Cllr Potts for discussion with the WBC Planning Policy Team. A positive response to the PC's letter has just been received which means that the NHP SG may again consider site allocations (as long as they are consistent with LLP1) and accommodate minor changes to settlement/GB boundaries. E&W NHP must retain (and not reduce) the number of houses it has been allocated. WBC understands that the NHP SG prefers Sunray Farm for the majority of new

development. The PC is very grateful to Cllrs J. and D. Else for facilitating the meeting. **(02/19). Minute to be removed next month.**

6.0 REPORT FOLLOWING A MEETING WITH THAKEHAM HELD 8th FEBRUARY 2019

5220 Cllr P. Murphy, Cllrs J. and D. Else, Mrs Davidsen and The Clerk met with senior representatives from Thakeham. A number of issues were discussed satisfactorily including:

- Site levels: Thakeham explained that the level of the new houses is consistent with planning consent and the ground level has not been raised.
- Waste material dumped at The Triangle: material has “been dumped” by Triconnex and not Thakeham. Thakeham to ask Triconnex if they may level the land at the triangle when they have finished the works outside Laybrook Cottage (due w/c 25th February).
- Re-routing of the proposed footpath from Weyburn to Elstead centre: Thakeham happy to discuss alternate route once the land ownership issue has been resolved.
- Shackleford Road: Thakeham were asked to be more vigilant and proactive about clearing waste and debris from the Shackleford Road and verges.

A full copy of the meeting minutes to be circulated to all PC members by The Clerk. The PC is very grateful to Cllrs J. and D. Else for facilitating the meeting. **(02/19). Minute to be removed next month.**

7.0 REPORT FOLLOWING ELECTION TRAINING HELD 14th FEBRUARY 2019

5221 The Clerk attended an election training session which was run by SSALC. All Parish Councillors / members of the public wishing to stand for election should ensure they have sent their nominations to Waverley Borough Council by 30th March. Nominees may spend a maximum of £740 plus 6p per voter. Copies of their expenses (even if zero money has been spent) must be submitted to the Returning Officer within the given deadline. The monies may not be claimed for reimbursement. *Purdah* runs from 25th March until 2nd May. During this times cllrs may not attribute written article to themselves and articles in the EVN will be from Elstead PC and of a generic nature. Nominations must be delivered to WBC by the nominee and not via The Clerk. **(02/19). Minute to be removed next month.**

8.0 MATTERS ARISING

5222 Jubilee Rec Train: The Clerk confirmed that the like-for-like replacement is £3,895 plus VAT. The price includes delivery and installation. Grass matting is a suitable safety surface and will cost an additional £625 plus VAT. The train lead-time is 4-5 weeks. Cllrs were shown a picture image of the proposed train. Cllrs agreed that they are happy to proceed with this option and The Clerk to place an order. The Clerk to involve St James School with choosing a name for the train. **(02/19)**

5223 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. The revised plan has now been sent to the landowner. **(02/19)**

5224 Cemetery Space Assessment: Cllr Davidsen, Richard Knight and The Clerk met to discuss this. Cllr Davidsen to report back on this at the February meeting. **(02/19). Minute to be removed as covered under agenda item 13.**

- 5225 There is agreement in principle for a mobile VAS for the Western Village. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and RK has agreed to be trained. The cost of training is £240 plus vat per delegate. Cllr Harmer explained that the VAS would hopefully be bought and installed before 31.03.19. **(02/19).**
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- 5227 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. Cllr P. Murphy and The Clerk met with Steve Lindsey-Clark and Stuart Copping to discuss this. The third gulley up (from Farnham Road) will be hand dug w/c 18th February and then it will be jetted w/c 25th February. **(02/19). Minute to be removed next month.**
- 5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**
- 5228 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. Planners have advised that the container if sited parallel with Ham Lane must be sited further forward which would interfere with the pitch. Cllrs agreed that the best location for the container would be in the original spot (in front of the table tennis and courts 1-3. As landowners the PC can insist on this. Planning has been resubmitted. **(02/19)**
- 5229 The Clerk reported seeing horses on Burford Lodge Rec. One had escaped and was careering out of control around the rec frightening younger children. The horses were later observed giving rides. The Clerk has contacted the PC's lawyers who have said that horses may be impounded and have finally submitted the correct wording to cover this. Cllrs have agreed to The Clerk making signage for The Croft and Burford Lodge to this effect. **(02/19). Minute to be removed as was discussed alongside "dogs on the rec" under agenda item 16.**
- 5230 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. The Clerk has chased WBC but

has not had a response. Cllr J. Else has also chased on the PC's behalf and the person responsible will contact The Clerk by 25th January. Cllr J. Else and The Clerk to chase WBC as no response has been received since the January meeting. **(02/19)**

- 5231 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. The Clerk to ask RK to remove the wooden post and to relocate the finger post arrow to the cycling post. **(02/19). Minute to be removed next month.**
- 5232 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The electrician has provided a quote but has also explained that due to updated wiring regulations a surge control should be fitted to the circuit board. This will cost £850 plus vat. Alternative quotes to be sourced and the Clerk to ask if the cabinet can be relocated even if the surge control is not fitted. **(02/19).**
- 5178 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(01/19)**
- 5233 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**
- 5180 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News but in the light of hte forthcoming election and the advice from the Clerk in minute 5221 above it was agreed that this should be delayed until after 2 May. **(01/19).**
- 5234 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. The application has been resubmitted as it was not sufficiently advertised before. The PC do not have to resubmit their objection as objections are carried over however the PC will resubmit it for good order. **(02/19).**
- 5089 Ramp at Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail.

The PC has agreed to support this cost. RK waiting for weather to improve so that he can do the work. **(01/19).**

- 5235 Carehome & Weyburn Site: The PC met with Thakeham as reported under agenda item 6. Thakeham confirmed that the care home site has been signed over to Oakland who are care home providers. It is likely that Oakland will reconfigure the internal layout but there will be no change to the overall size of the building. **(02/19). Minute to be removed next month.**
- 5135 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format to be reviewed again in six months time. **(12/18).**
- 5236 Cllr J. Holroyd advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd are liaising over dates – likely 11th May. **(02/19).**
- 5237 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk and Cllr P. Murphy discussed this with SCC Highways who have agreed to assess it. **(02/19).**
- 5155 A resident asked whether a raised hump could be installed as a crossing point near to The Spar. Councillors did not think this was possible but would ask Cllr Harmer. **(01/19).**
- 5238 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The school would like to be involved and have suggested that after May half term would be the ideal time for them. It is hoped that this will form the basis of a larger educative piece around car parking and traffic management around the school with the school using different ways of addressing these issues with parents. The Clerk has contacted Surrey Police but the Police have responded and it appears they have misunderstood the brief. The Clerk to contact Surrey Police. **(02/19)**
- 5192 New PC Website: Prior to the January meeting The Clerk had asked councillors to look at different parish websites. The website that all councillors preferred was the Titchmarsh village website. The new website would feature villages news, organisations and events as well as a separate page for PC news. There would also be a history / archive page. It was agreed that individual businesses would not be listed. The sub committee to ask if anyone in the village would be interested in designing the website and to compare this with what E-Mango can provide as design is included in their fees. **(01/19)**
- 5239 Richard Knight has forwarded an estimate for a rustic style bench in a wood material to replace the current bench which surrounds the oak tree on the village green. The cost is £1,600 to include installation and removal of old bench. The Clerk has looked at similar options and for smaller benches in a recycled material the starting price is £999 excluding installation and removal. Councillors approved this estimate from Richard Knight. The Clerk to apply for PIC funding for this alongside the green waste collection bin for Woolfords Lane cemetery. **(02/19) Minute to be removed next month.**
- 5240 The Clerk reported that the annual insurance is £2,665.65. This represents a 5% increase. The Clerk to ask Zurich if they can reduce their figure as nothing new has been added to the policy. Councillors approved the charge of £2,665.65 in the meantime. The Clerk has

subsequently secured a small discount and the revised figure is £2,591.42. **(02/19) Minute to be removed next month.**

5241 Dawn Davidsen has shown the Clerk some trees that form part of PC land which have not been surveyed. Councillors agreed that RK should initially check the trees and for The Clerk to get the cost of a formal survey. Trees line the Milford Road so must be checked. RK discovered that a tree was leaning on power lines over the road. The Clerk has contacted SSE who immediately made the tree safe. RK has cleared up the logs that were left by SSE. The Clerk has contacted Chalice Consultancy to do a formal inspection. **(02/19).**

5242 A resident has reported two surveyors outside St James Church surveying the road as it is due to be resurfaced. The Clerk advised Jack Roberts so that the 'h' bars aren't painted before this work is undertaken. SCC are not able to confirm when the work will happen. **(02/19).**

5210 There will be a PC election in May. Councillors should inform the Clerk if they intend to stand for office. **(01/19).**

9.0 WBC UPDATE

5243 The 2019/20 budget was approved at full council. WBC have raised council tax by 2.9% WBC only keep 10% of the monies that they collect. There are no proposed service cuts or redundancies. **(02/19). Minute to be removed next month.**

10.0 SCC UPDATE

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**

5244 Cllr D. Harmer will hold a meeting of the western villages on 26th February which Cllr P. Murphy will attend. The meeting will discuss the lengthsman scheme and other small pockets of funding that might be available. **(02/19) Minute to be removed next month as it will be reported under an agenda item.**

5245 Road resurfacing: No further news on the proposed date for the Thursley Road resurfacing but Cllr Harmer said that the work is included in the 2018/9 highways budget. The B3001 resurfacing (The Mill to the edge of Farnham) is due within 6 weeks. **(02/19).**

5246 BW113: Repairs to the stretch from The Hookley Lane end are scheduled to happen before the end of March 2019. Cllr J. Mathisen reported that Landmarc had cleared vegetation along a section of BW113 in Peper Harow along the line of the previously overgrown definitive route towards Milford. **(02/19)**

11.0 NEIGHBOURHOOD PLAN UPDATE

5247 A meeting with Julia Potts (Leader of WBC) was attended by Cllr P. Murphy, Cllrs J. and D. Else, Nexus Consulting and The Clerk on 22nd January. **(02/19) Minute to be removed as meeting has been reported in agenda item 5.**

5248 NHP SG meeting: The Clerk to convene a meeting of the SG as soon as possible. **(02/19).**

5249 Cllr J Jacobs explained that it would be beneficial to undertake an updated Housing Needs Survey (HNS). Cllrs P. Murphy and J. Jacobs and The Clerk met with the HNS enabler. The HNS has gone live and to date there have been 200 responses. The survey is live until 28th February. The Clerk to do a final push to maximise the number of responses. **(02/19)**

5250 Purdah: The Clerk to liaise with Robin Taylor if there are queries regarding 'purdah' and how it might affect NHP progress and communication with the wider community. **(02/19).**

12.0 OUR ELSTEAD

5251 Elstead Society: The Christmas tree project was well received and to date 130 people have joined the Our Elstead facebook group. A number of people turned up to the drop in session on 9th February at the Youth with 28 families/groups signing up to the project. The first project will be to tidy up the neglected area by the River adjacent to Bridge House. Other projects include the planting of summer flowers around the village. WBC have been helpful in promising free compost and bulbs. Lastly the team are investigating joining the Great British Spring Clean. Cllr J. Mathisen to meet with Mrs Elliott to see if the school would be interested in participating in the project. **(02/19)**

13.0 CEMETERY UPDATE

5252 Cllr L. Davidsen presented a plan for the cemetery which indicated that there was plenty of space for a few decades to come. Plans include to straighten out paths, fill in gaps in existing rows. Once the current side for earthen graves is full, plots for earthen graves will start at the bottom of the current ashes area and work up towards the ashes zone until they meet. RK has made markers for reserved plots and 2 rows will be marked out so that plots are created in a more uniform fashion. Cllrs accepted this plan. **(02/19). Minute to be removed next month.**

14.0 GDPR POLICY ADOPTION

5253 The GDPR policy that was presented by Cllr R. Rees was formally adopted at the meeting. The Clerk to add this policy to the PC website. Cllr R. Rees was thanked for his help with this matter. **(02/19). Minute to be removed next month.**

15.0 AGREEMENT FOR SLOT SEEDING AT THURSLEY ROAD

5254 Slot Seeding at the Thursley Road Recreation Ground: Cllr P. Murphy met with Elstead Cricket Club (ECC) and Elstead Football Club (EFC) / Sharks as they have raised concerns about the condition of the football pitches. The PC has obtained costs for this work from the PC's approved contractor of £1,300. Cllrs agreed that this work should be done and approved the cost. EFC, ECC and the Sharks will make a donation towards this work. **(02/19).**

16.0 DOGS ON THE REC

5255 Increasing numbers of dogs have been spotted on the recs. The Clerk has written to all clubs and users reminding them that dogs are not allowed on the recs and asking that they share this with members and external visitors. The Clerk placed an information box to the March village news and has designed some posters to go up in the village. The Clerk also

showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. Cllr J. Else to forward a copy of the PSPO order. Cllr J. Else also stated that if required an enforcement team could visit the recs one Saturday. **(02/19)**

17.0 FOOTPATH SIGN STACEYS FARM ROAD – BONFIRE HILL

5256 The signs at Staceys farm Road and also Hope street have both fallen down and need renewing. The Clerk to contact SCC. **(02/19).**

18.0 PC COMMUNICATION POST PC MEETINGS

5257 The Clerk advised cllrs that a new facebook identity has been created called 'Elstead PC Clerk'. This will allow information from the PC to be posted on the Elstead Village Facebook page. The Clerk suggested that the PC needed to raise its profile more within the community. The Clerk to post a brief summary following each PC meeting detailing key issues / decisions. Cllrs to decide which items should be posted at the end of each meeting. This month the Clerk will post about: Housing Needs Survey, Julia Potts Letter, Defibrillator, B3001 / Thursley Road resurfacing and cemetery plans. **(02/19). Minute to be removed next month.**

19.0 KOMPAN REAPPROVAL

5258 Further repairs at Burford Lodge Rec were picked up during a formal playground inspection. The Clerk has asked Kompan to include these with the other works that had been scheduled and an invoice for the new works was presented to cllrs for approval. Cllrs approved the total works (the total includes pre approved works and new seats) £4,600.17. The Clerk to place the order. The previous cheque has been cancelled. **(02/19). Minute to be removed next month.**

20.0 REPORTS AND CORRESPONDENCE

5259 The Clerk followed up the damaged railing opposite Fulbrook Lane with SCC. SCC said that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. **(02/19).**

5260 A resident reported seeing horse droppings on the pavement opposite the Spar. **(02/19). Minute to be removed next month.**

5261 The Clerk reported surface deterioration on the Shackelford Road to Clarion. Clarion have responded saying that the side of the road in question is SCC Highways responsibility. **(02/19).**

5262 A resident asked if the PC will support the continuation of the Bus Route 46 as there will be a direct Farnham – Guildford train link starting in May which may affect its' future viability. **(02/19).**

5263 Press releases: Planning Inspector approves Common Land de-registration of Wey Hill Fairground Car Park, Council voices concern over bank closures, Give your views on the Farnham Neighbourhood Plan review from 7 February, Waverley budget proposals recommended for approval by Full Council, Waverley 2019/ 20 budget approved, Free

family fun as Waverley Xplorer returns, Waverley Residents - Last chance to vote In the 'People's Choice' Awards. **(02/19). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT FEBRUARY 2019

5264 The following accounts for February were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - FEBRUARY 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3881	Salary and working from home	£765.20
Juliet Williams	3882	Expenses	£24.00
Pat Murphy	3883	Chairmans allowance	£225.00
Jane Jacobs	3884	Members allocation	£30.00
Joan Holroyd	3885	Members allocation	£30.00
Roger Holroyd	3886	Members allocation	£30.00
Leif Davidsen	3887	Members allocation	£30.00
Kathryn Brooke	3888	Members allocation	£30.00
Roger Gardner	3889	Members allocation	£30.00
John Mathisen	3890	Members allocation	£30.00
Richard Rees	3891	Members allocation	£30.00
SSALC	3892	Election briefing	£48.00
SSE	3893	Burford Lodge Electricity	£67.52
Richard Knight	3894	Maintenance	£347.50
Richard Knight	3895	Cemetery maintenance	£21.00
Nexus Planning	3896	NHP Work phase 1	£2,100.00
Veolia	3897	Bin emptying	£215.28
Castle water Ltd	3898	Woolfords Lane	£103.05
Kompan Ltd	3899	Playground repairs	£4,600.17
			£8,756.72

23.0 MATTERS RAISED BY MEMBERS

5267 The Moat carpark: Cllr J. Mathisen suggested that a suitable solution to the current surface issue would be to dig trenches similar to those along BW68. It was agreed that Cllr J Mathisen would write to James Giles with his proposal. **(02/19).**

5268 Garages along Back Lane: There are 2 garages one of which is very derelict and has a potential asbestos issue. The adjoining neighbours would like this issue resolved. The PC explained that this is a private matter between two neighbours so the PC cannot get involved however the owner could speak to Waverley Borough Council for advice and WBC might be able to deal with it if it is thought to be a potential hazard. **(02/19).**

Meeting closed at 9.50 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th March 2019 at 7.30 pm
The URC, Milford Road, Elstead

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

PUBLIC QUESTION TIME

5269 A resident advised the PC that the street nameplate for Broomfield had rotted and fallen over. The Clerk to report to WBC. **(03/19)**

5270 A resident asked the PC if there was any update to the path improvement by Back Lane. The Clerk to follow up with Cllr J Else who has been liaising with WBC on this matter. **(03/19)**

5271 A resident raised concern over the continuation of the no 46 bus with the creation of a new fast link rail service connecting Guildford and Farnham. The PC commented that the no 46 bus was the only bus link for a community of 3,000 and in the event of a consultation on this the PC would respond robustly to defend it's continuation. **(03/19)**
Minute to be removed next month.

1.0 APOLOGIES FOR ABSENCE

5272 There were no apologies. **(03/19).**

2.0 DECLARATIONS OF INTEREST

5273 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. **(03/19).**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th FEBRUARY 2019

5274 The minutes of the Parish Council meeting held on 18th February 2019 were agreed and signed by the Chairman. **(03/19).**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th FEBRUARY 2019

5275 The minutes of the planning meeting held on 18th February 2019 were agreed and signed by the Chairman. **(03/19).**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 4th MARCH 2019

5276 The minutes of the planning meeting held on 4th March 2019 were agreed and signed by the Chairman. **(03/19).**

6.0 REPORT FOLLOWING MEETING OF THE WESTERN VILLAGES HELD 26th FEBRUARY 2019

5277 The meeting recommended that there was modest funding available to continue the Lengthsmen scheme. Western Village PC's to advise The Tilford Clerk of any changes or amendments to the scheme. Elstead PC is happy with the areas that are covered by this scheme. **(03/19). Minute to be removed next month.**

7.0 MATTERS ARISING

5278 Jubilee Rec Train: The Clerk confirmed that the like-for-like replacement is £3,895 plus VAT. The price includes delivery and installation. Grass matting is a suitable safety surface and will cost an additional £625 plus VAT. The train lead-time is 4-5 weeks. The Clerk emailed the order but there has been no response from the supplier – The Clerk to chase. The Clerk to involve St James School with choosing a name for the train. **(03/19)**

5279 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. SCC are meeting the landowner by the end of March. The PC have once again offered to attend. **(03/19)**

5280 There is agreement in principle for a mobile VAS for the Western Village. The Clerk has sent VAS locations to the Western Parish Clerk collating the information (by the Pavilion Thursley Road and on the 30mph part entering the village from Thursley direction). RK has agreed to be trained. The cost of training is £240 plus vat per delegate. All Western villages to supply locations and training nominees by 31.3.19. Training to take place on 20.05.19. The Clerk to follow up if additional insurance is required. **(03/19).**

5281 PIC Monies available. The Clerk has discussed which applications are appropriate with WBC. Cllrs agreed that the Clerk should resubmit an application for the organic waste material collector at the cemetery and for a replacement bench around the oak tree on the Village Green. Cllr J. Else has proposed to assist with the application process and has found out that there is no TPO on the oak tree in question although the village green is washed over as a conservation area. The Clerk has forwarded the application to Cllr J. Else. There is some confusion as Cllr Else suggested applying for CIL for this. The Clerk to resubmit the PIC. **(03/19).**

4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**

5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**

5282 Sharks floodlights and semi permanent storage: The Sharks have received funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks which is just awaiting one signature before payment is made. The Sharks submitted planning permission to WBC at the beginning of November. Planners have advised that the container if sited parallel with Ham Lane must be sited further

forward which would interfere with the pitch. Cllrs agreed that the best location for the container would be in the original spot (in front of the table tennis and courts 1-3. As landowners the PC can insist on this. Planning has been resubmitted. **(03/19)**

- 5283 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. Cllr J. Else and The Clerk have chased WBC as no response has been received since the January meeting. Papers are apparently being drawn up and will be forwarded soon. **(03/19)**
- 5284 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The electrician has provided a quote but has also explained that due to updated wiring regulations a surge control should be fitted to the circuit board. This will cost £850 plus vat. Cllr J. Holroyd is going to meet with an alternative electrician 21.03.19. **(03/19).**
- 5178 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(01/19)**
- 5233 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**
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- 5234 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. The application has been resubmitted as it was not sufficiently advertised before. The PC do not have to resubmit their objection as objections are carried over however the PC resubmitted it's response within the deadline given for good order. **(03/19).**

- 5285 Ramp at Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. RK waiting for weather to improve so that he can do the work. **(03/19).**
- 5286 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**
- 5287 Cllr J. Holroyd advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd have agreed Saturday 11th May in the youth centre over lunchtime / early afternoon. The Clerk to publicise. **(03/19). Minute to be removed next month.**
- 5237 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk and Cllr P. Murphy discussed this with SCC Highways who have agreed to assess it. **(02/19).**
- 5288 A resident asked whether a raised hump could be installed as a crossing point near to The Spar. Councillors did not think this was possible but would ask Cllr Harmer. Cllr Harmer suggested contacting A Selby at SCC Highways and arranging a meeting to assess what can be done. **(03/19).**
- 5289 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The school would like to be involved and have suggested that after May half term would be the ideal time for them. It is hoped that this will form the basis of a larger educative piece around car parking and traffic management around the school with the school using different ways of addressing these issues with parents. The Clerk has contacted Surrey Police but the Police have responded and it appears they have misunderstood the brief. The Clerk has contacted SCC safer schools and is waiting for the team to send out a proposed timeframe and brief which the Clerk and Cllr Murphy will share with the school. **(03/19)**
- 5290 New PC Website: Prior to the January meeting The Clerk had asked councillors to look at different parish websites. The website that all councillors preferred was the Titchmarsh village website. The new website would feature villages news, organisations and events as well as a separate page for PC news. There would also be a history / archive page. It was agreed that individual businesses would not be listed. The sub committee to ask if anyone in the village would be interested in designing the website and to compare this with what E-Mango can provide as design is included in their fees. **(03/19) Minute to be deleted as covered under agenda item 13.**
- 5291 Dawn Davidsen has shown the Clerk some trees that form part of PC land which have not been surveyed. Councillors agreed that RK should initially check the trees and for The Clerk to get the cost of a formal survey. Trees line the Milford Road so must be checked. RK discovered that a tree was leaning on power lines over the road. The Clerk contacted SSE who immediately made the tree safe. RK has cleared up the logs that were left by SSE.

The Clerk has contacted Chalice Consultancy to do a formal inspection. **(03/19). Minute to be deleted as covered in agenda item 15.**

- 5292 A resident has reported two surveyors outside St James Church surveying the road as it is due to be resurfaced. The Clerk advised Jack Roberts so that the 'h' bars aren't painted before this work is undertaken however unfortunately the painting work was still carried out. SCC are still not able to confirm when the work will happen however it will not be completed at the same time as either the Tilford Bridge works or the Farnham Road works. **(03/19).**
- 5293 There will be a PC election in May. Councillors should inform the Clerk if they intend to stand for office. Three councillors have decided not to stand again and the PC thanked them for their hard work and commitment. **(03/19). Minute to be removed next month.**
- 5294 The Clerk followed up the damaged railing opposite Fulbrook Lane with SCC. SCC said that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. The PC notes that this section of railing still remains unrepaired. **(03/19).**
- 5295 The Clerk reported surface deterioration on the Shackelford Road to Clarion. Clarion has responded saying that the side of the road in question is SCC Highways responsibility. The Clerk to report to SCC as it needs a temporary repair plus there is a very big pothole. The Clerk was also asked to report the verge by the Farnham Road junction. **(03/19).**
- 5262 A resident asked if the PC will support the continuation of the Bus Route 46 as there will be a direct Farnham – Guildford train link starting in May which may affect its' future viability. **(02/19). Minute to be removed as covered in the public meeting section see minute 5271**
- 5296 The Moat carpark: Cllr J. Mathisen suggested that a suitable solution to the current surface issue would be to dig trenches similar to those along BW68. It was agreed that Cllr J Mathisen wrote to James Giles with his proposal. The car park has subsequently been reopened. **(03/19). Minute to be removed next month.**
- 5268 Garages along Back Lane: There are 2 garages one of which is very derelict and has a potential asbestos issue. The adjoining neighbours would like this issue resolved. The PC explained that this is a private matter between two neighbours so the PC cannot get involved however the owner could speak to Waverley Borough Council for advice and WBC might be able to deal with it if it is thought to be a potential hazard. **(02/19). Minute to be removed next month.**
- 5254 Slot Seeding at the Thursley Road Recreation Ground: Cllr P. Murphy met with Elstead Cricket Club (ECC) and Elstead Football Club (EFC) / Sharks as they have raised concerns about the condition of the football pitches. The PC has obtained costs for this work from the PC's approved contractor of £1,300. Cllrs agreed that this work should be done and approved the cost. EFC, ECC and the Sharks will make a donation towards this work. **(02/19).**
- 5297 Increasing numbers of dogs have been spotted on the recs. The Clerk has written to all clubs and users reminding them that dogs are not allowed on the recs and asking that they share this with members and external visitors. The Clerk placed an information box to the March village news and has designed some posters which have gone up in the village. The

Clerk also showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. Cllr J. Else to forward a copy of the PSPO order. Cllr J. Else also stated that if required an enforcement team could visit the recs one Saturday. All groups that have been contacted by the Clerk have acknowledged the message regarding dogs not being allowed on the rec and have messaged their members and visitors. The Clerk is yet to receive an acknowledgement from the Girls Sharks team. **(03/19)**

5298 The signs at Staceys farm Road and also Hope street have both fallen down and need renewing. The Clerk contact SCC and the BW discs and signs have been repaired. **(03/19). Minute to be removed next month.**

5299 Further repairs at Burford Lodge Rec were picked up during a formal playground inspection. The Clerk has asked Kompan to include these with the other works that had been scheduled and an invoice for the new works was presented to cllrs for approval. Cllrs approved the total works (the total includes pre approved works and new seats) £4,600.17. The Clerk placed the order and showed councillors photos of some of the works that have been completed e.g. cargo ladder/bridge/climbing rope replaced on the climbing frame at the Jubilee Rec. Kompan has subsequently provided a further small discount which will be credited back via BACS. **(03/19). Minute to be removed next month.**

8.0 WBC UPDATE

5300 Cllr J. and D. Else were unable to attend and there was no WBC updated. **(03/19). Minute to be removed next month.**

9.0 SCC UPDATE

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**

5301 Road resurfacing: SCC are still unable to confirm a date for the Thursley Road resurfacing but Cllr Harmer said that the work is included in the 2018/9 highways budget. The B3001 resurfacing (The Mill to the edge of Farnham) is due within 6 weeks. **(03/19).**

5302 BW113: Repairs to the stretch from The Hookley Lane end are scheduled to happen before the end of March 2019. SCC will order Fittleworth stone before month end and then complete the work from just beyond the PC repairs to the top of the track before it turns left. Cllr J. Mathisen reported that Landmarc had cleared vegetation along a section of BW113 in Peper Harow along the line of the previously overgrown definitive route towards Milford. **(03/19)**

5303 There was a discussion regarding the ownership of the land outside Lex Farm. Cllr D. Harmer to investigate further. **(03/19).**

5304 Cllr Harmer advised that applications for member's Allocation may now be submitted. **(03/19). Minute to be removed next month.**

- 5305 Councillors discussed the current state of the triangle by The Shackleford/Milford Road. Cllr D. Harmer advised that the PC should discuss this matter with planning enforcement. **(03/19).**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 5306 NHP SG meeting: members of the steering group met on 04.03.19. It was a very positive meeting. Steering group members have agreed to take back site allocations. As a result the Clerk has written to landowners asking them to confirm if their sites are still available and to understand their size and boundaries. To date two of the three landowners have written back confirming that their land is still available. It was agreed that CIL-funded projects will now be listed as an appendix to the NHP and given the title Infrastructure Delivery Plan which will enable projects to be updated more easily. The Village Design Statement will also be treated in this way. The Steering group additionally agreed that it would be advisable to conduct a traffic survey. Following Nexus' advice, The Steering Group has applied to Locality for free technical support on a number of items. An expression of Wish has been submitted to Locality and the team are waiting to see if they will be considered. A first redraft of the nhp is expected back from Nexus by 19.03.19 and the next SG meeting is 25.03.19. It is hoped that the steering group's work will be complete by Autumn 2019 and that from Autumn 2019 until mid summer 2020 the plan will be at the various inspection stages. **(03/19).**
- 5307 Housing Needs Survey: the survey is complete and there have been over 300 responses. Members of the steering groups are meeting with the HNS Enabler on 21.03.19 to discuss the initial feedback. **(03/19)**
- 5250 Purdah: The Clerk to liaise with Robin Taylor if there are queries regarding 'purdah' and how it might affect NHP progress and communication with the wider community. **(02/19).**

11.0 OUR ELSTEAD

- 5308 Elstead Society: On February 23rd Our Elstead Group cleared the picnic area by Bridge House. Bridge House arranged for some of the trees to be cut back for which The Clerk sent a letter to Bridge House thanking them for doing this. On March 30th there will be a litter pick as part of the Great British Spring Clean and volunteers will convene at two different times during the day to collect rubbish and litter. A sponsor has come forward to provide flowers and three planters to be placed on the village green. The logo on the planters must not be very big and positioning of the planters needs to be thought through so it will not impede the marathon registration on the green. Cllr Mathisen suggested it would be helpful to have a secretary and will put a request on facebook. The Clerk to send a funding application to the Bilmeir Trust. **(03/19)**

12.0 REREATION GROUNDS MAINTENANCE

- 5309 The Sharks have approached Cllr Murphy regarding Burford Lodge pitches which need remedial works. Cllr Murphy has suggested that the Sharks FC and Elstead FC (seniors) should create a combined body which would then decide on priorities for football related projects at both recreation grounds. Councillors agreed that this would be the best approach. Sharks would like to nominate the following works: some loam, reseeding and verti-draining which will cost c £3k. Councillors agreed that they would consider part funding this. **(03/19)**

13.0 WEBITE – DOMAIN NAME APPROVAL

- 5310 New names for the proposed Elstead Village website were discussed with the preferred name being elsteadvillage.co.uk. The approximate cost is £15/month for hosting and back up. The cost will increase in the second year but is still significantly less than what the Parish Council was originally paying with the current hosting company. The Clerk to register the website name on godaddy. **(03/19). Minute to be removed next month.**

14.0 THE CLOCKHOUSE – DONATION REQUEST

- 5311 Cllrs Davidsen and Murphy declared an interest in this agenda item as they have family members who are trustees of The Clockhouse. The Clockhouse has requested funding of £785 to cover dementia and fire marshall training. Currently over 50 residents are regular attendees at The Clockhouse. Councillors agreed to the donation. **(03/19). Minute to be removed next month.**

15.0 CHALICE MINI TREE SURVEY (MILFORD ROAD) COST APPROVAL

- 5312 Chalice quoted £480 plus VAT for the mini survey on the PC land near Weyfield which seems in line with the previous survey that they undertook for the PC. Councillors approved this amount and The Clerk to arrange the survey.
- 5313 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further. **(03/19).**

16.0 REC SIGNAGE COST APPROVAL

- 5314 Rec Signs: Previously signs costs £60 each. However given the number of signs required The Clerk was asked to investigate alternative suppliers and to compare the price. **(03/19).**

17.0 EER INSURANCE COST APPROVAL

- 5315 EER insurance for May 2019 – April 2020 has been quoted at £111 which is the same as last years price. Councillors accepted this quotation. **(03/19). Minute to be removed next month.**

18.0 UPDATE ON FINANCIAL STATUS FOR FY 18/19

- 5316 The Clerk had circulated the monthly review figures detailing income and expenditure prior to the meeting. The Clerk explained that the current estimated balance at year end was £53,591. However £3,000 was still due back from the Smiths Charity. **(03/19) Minute to be removed next month.**
- 5317 The Clerk explained that all account payments had been checked by Cllr Jacobs and signed off as being accurate. The Clerk explained that all accounts reconciled correctly except for one cheque where Cllr J Mathisen had insufficiently claimed for VAT and therefore the accounts are £3 out. This will be rectified this month as a cheque has been raised for £3 to correctly reimburse Cllr Mathisen. **(03/19) Minute to be removed next month.**

- 5318 A resident asked why the precept had been increased by almost 50%. Cllr Murphy explained that the precept had been increased by £20k (50%) for the following reasons:
- 1) Contributions from WBC in the form of compensatory grant and local support grant have decreased over the years and will be phased out in due course. This money is supposed to cover maintenance costs for recreational facilities however the decreasing amount of money does not cover this. For example this fiscal year the PC has spent £8,500 on the maintenance of current playground equipment and next year the PC will replace the wooden train at a cost of £4,500. Compensatory grant is less than £3,000 this year so there is a big gap.
 - 2) Another big item of expenditure is the trees on PC land. The PC has a legal obligation to survey and carry out remedial repairs to its' trees every two years and this is a substantial percentage of the PC's annual precept.
 - 3) NHP – the PC is committed to completing the NHP and it hopes that it will be complete by the end of FY 2019/2020 from an expenditure perspective. Once the NHP is adopted the PC will be able to obtain CIL monies which is can use to fund projects for the parish.
 - 4) Overall the PC felt that the village would prefer the PC to preserve and enhance its facilities even if this did mean a precept increase. The PC also made the point that as The PC adds to village facilities, so the cost to maintain them will invariably increase.
- (03/19) Minute to be removed next month.**

19.0 ANNUAL REPORT

- 5319 Annual Report: Cllr P Murphy to start to draft the report. The Clerk will supply the financial figures and any projects specific information. Cllr J Mathisen to provide one paragraph on 'Our Elstead'. **(03/19) Minute to be removed next month.**
- 5320 The Annual Parish Meeting is confirmed as **June 12th 2019** and it was agreed that there would be no guest speakers and just an NHP update presentation. The Clerk to update the meeting list and advise the URC. **(03/19) Minute to be removed next month.**

20.0 RISK ASSESSMENT APPROVAL

- 5321 The Clerk presented the annual risk assessment which was approved by cllrs and signed by The Chairman. **(03/19). Minute to be removed next month.**

21.0 REPORTS AND CORRESPONDENCE

- 5322 At the end of February it came to the Council's attention that St James CofE School Elstead was planning to open a pre school in September 2019. If this were to happen both Rainbows and Peter Pan pre schools would be under threat and very likely close. Cllr Murphy met with the Co Chair of governors and expressed his concerns not just at the potential closure of the existing pre schools but at the impact the loss of revenue would have on the village hall (it would likely be unsustainable without the nursery) plus the huge impact on parking which is already difficult around the school at both Thursley Road and West Hill entrances. Following a lot of discussion and correspondence, a letter has been received from the Co Chair of governors and head teacher today regarding the provision of pre school education at St James School. The school confirms it will not be setting up a pre school in September 2019 however the school will continue to explore

alternative uses for the Children's Centre, monitor the sustainability of local early years childcare provision, and gather data through their Strategic Plan consultation in the Summer Term, so as to inform any future decisions on nursery provision. The PC to respond to the letter. **(03/19).**

- 5323 Cllr Murphy reported a horsebox that had been abandoned by Church Green. **(03/19). Minute to be removed next month.**
- 5324 Grastex have advised that they have not started the grass cutting service yet due to the weather. **(03/19). Minute to be removed next month.**
- 5325 The URC placed signs advertising a Book sale on the Village Green without consulting the PC. The Clerk asked for the signs to be removed. **(03/19). Minute to be removed next month.**
- 5326 Tilford Clerk asked for recommendations for companies to do remedial paint and anti-corrosive treatments to goal posts. The Clerk forwarded detail of Paintics. **(03/19). Minute to be removed next month.**
- 5327 A resident advised The Clerk that the new tree and its protective cage that were planted at The Croft have been uprooted. The Clerk has asked Richard Knight to replant it. **(03/19). Minute to be removed next month.**
- 5328 The Clerk received information on The Clockhouse AGM which is being held on 22.03.19 at 6.30pm. Cllr J Holroyd will attend on behalf of Elstead PC. **(03/19). Minute to be removed next month.**
- 5329 An email was received from CAW explaining its new structure. The Domestic Abuse Service will transfer to CAW from 1st April 2019. However the CEO of CAW has made it clear that any donation sent to CAW will go specifically to CAW and not to the Domestic Abuse Service. **(03/19). Minute to be removed next month.**
- 5330 An email was received from SCC detailing remedial work to BW 113, replacing way markers and providing additional BW discs. **(03/19). Minute to be removed next month.**
- 5331 An email was received from the agent for the Backland Tenant advising how dangerous the road entry/exit is to the Backland Field from the Milford Road. The PC is aware of this but there is nothing that can be done. **(03/19). Minute to be removed next month.**
- 5332 An email was received from WBC advising that Biffa have been awarded the refuse collection contract and that WBC may be able to add the emptying of dog waste bins to this contract. The Clerk forwarded details of the bins that are PC owned however these are dual dog/waste bins. **(03/19). Minute to be removed next month.**
- 5333 Information was received concerning a campaign to develop a rural strategy. The Clerk to sign up to the campaign. **(03/19). Minute to be removed next month.**
- 5334 An advertisement highlighting monies towards 21 community projects was received. It is being sponsored by Calor Gas. The Clerk to apply for funding towards the wooden train replacement. **(03/19). Minute to be removed next month.**

- 5335 A request for PC's to propose land for skateboard workshops for school holidays was received. The PC has no land available that it can offer. **(03/19). Minute to be removed next month.**
- 5336 Cllr Murphy received an email advising that a van had knocked down a post – Richard Knight has replaced the post. **(03/19). Minute to be removed next month.**
- 5337 The Clerk was advised about ivy on the Forge Wall. This is difficult to deal with as it is a listed wall. The Clerk to contact the owners. **(03/19). Minute to be removed next month.**
- 5338 Cllr Murphy received a letter from Cllr Wyatt regarding IDP. Cllr Murphy responded but there has been no subsequent response from Cllr Wyatt. **(03/19). Minute to be removed next month.**
- 5339 A copy of notice issued by Surrey CC was received which highlighted that the roadway/path by Badgers on the Green is not a public right of way. **(03/19). Minute to be removed next month.**
- 5340 The PC has been copied into correspondence regarding the Honeypot Antiques development. Elsmore have registered their business in the retail unit which is contrary to the planning consent given to the development. Cllr D. Else has forwarded this to the WBC planning enforcement team who will look into this issue. (03/19).
- 5341 Press releases: Register to vote campaign, Pitch Perfect, Waverley applies CIL, Council statement: local plan appeals, WBC design awards, Blazing a trail through national apprenticeship week, Youth hub to open in Haslemere, Don't throw your vote away, New place shaping approach and fund recommendation to executive, New vehicle charging point to arrive in Waverley, Deputy Lieutenant of Surrey officially re-opens Memorial Hall Farnham, Artists needed to support Brightwells development. (03/19). Minute to be removed next month.

22.0 ACCOUNTS FOR PAYMENT MARCH 2019

- 5342 The following accounts for March were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - MARCH 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3900	Salary and working from home	£765.20
Juliet Williams	3901	Expenses	£23.72
Elstead United Reformed Church	3902	Hall Hire Jan, Feb, March 2019	£54.00
Richard Knight	3903	Clearing work and seat maintenance	£1,802.50
Surrey ALC Limited	3904	Surrey and NALC subscription	£773.25
Zurich Insurance	3905	EER Insurance cover	£111.72
HMRC	3906	PAYE	£42.57
John Mathisen	3097	Amount owing against Jan expense claim	£3.00
St James Primary School	3098	Copying nomination forms	£7.50

The Clockhouse	3909	Donation for training	£785.00
Castle Water	3910	Water Burford Lodge	£558.48
			£4,926.94

24.0 MATTERS RAISED BY MEMBERS

- 5344 Cllr J. Jacobs raised the issue of excessive parking around the school specifically on 12th March where the parking was worse than ever and where it resulted in an impasse with cars having to reverse a long way back down Thursley Road. **(03/19). Minute to be removed next month.**
- 5345 Cllr L. Davidsen highlighted that there appear to be a number of scrapes at Hankley Common – the scrapes are large, about the size of a football pitch. Cllr J. Mathisen to raise at the HUG meeting on 20.03.19. **(03/19).**
- 5346 Cllr J. Mathisen to question at the HUG Meeting why there has been such extensive work undertaken just off the military road. **(03/19).**

Meeting closed at 9.50 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 15th April 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr J. Holroyd	Cllr J. Mathisen
	Cllr L. Davidsen	Cllr J. Jacobs	Cllr R. Holroyd
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

There were no public questions.

1.0 APOLOGIES FOR ABSENCE

5347 Apologies have been received from: Cllr R. Rees, Cllr R. Gardner and Cllr K. Brooke who were not able to attend for business reasons. Their apologies were accepted by the Council. **(04/19)**.

2.0 DECLARATIONS OF INTEREST

5348 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. **(03/19)**.

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th MARCH 2019

5349 The minutes of the Parish Council meeting held on 18th March 2019 were agreed and signed by the Chairman. **(04/19)**.

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th MARCH 2019

5350 The minutes of the planning meeting held on 18th March 2019 were agreed and signed by the Chairman. **(04/19)**.

5.0 REPORT FOLLOWING MEETING WITH MATTHEW ELLIS HELD 4th APRIL 2019

5351 Cllr P. Murphy and The Clerk met with Matthew Ellis (ME) and summarised the NHP progress. ME was happy with the progress. Cllr Murphy explained that the SG was in the process of organising a SEA plus Design Code support package through Aecom. ME explained that WBC had commissioned a landscape assessment of the three proposed sites in Elstead and asked whether the SG would be happy for it to be published which the PC/SG agreed. ME advised that WBC are happy to provide support to the NHP team but following some significant staff changeovers the planning department is short staffed at the moment. ME has asked his legal department whether The NHP team will need to conduct an HRA. ME requested that the Parish Council send a formal letter explaining that E&W NHP will manage the Settlement changes. It was agreed that The SG and ME will

arrange another meeting before Regulation 14 is submitted. Cllr Else reminded the PC to inform her when we are meeting with WBC. **(04/19). Minute to be removed next month.**

6.0 REPORT FOLLOWING HUG MEETING HELD 20th MARCH 2019

5352 Cllr J. Mathisen attended the meeting. It was reported that filming will finish by 20th April. One main issue is the road to the DZ is a tarmacked BW and it needs repairing. However MoD do not own it and SCC will not pay for tarmac repairs on BW's. Cllr Mathisen is following this matter up. At the meeting it was reported that a person had suffered a heart attack whilst on Hankley Common and that it was difficult for emergency vehicles to access the common as some of the gates were locked. It was questioned whether there could be a key code for some of the gates. Landmarc wardens will be patrolling the common. There is a new permissive BW opposite Woolfords Lane. Part of the Elstead-Rodborough cycle route has been strimmed but the surface still remains quite bumpy. **(04/19). Minute to be removed next month.**

7.0 MATTERS ARISING

5353 Jubilee Rec Train: The Clerk confirmed that the train has been ordered and it is expected to be installed for summer half term. **(04/19)**

5354 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. SCC met with the landowner who was not happy with the proposals. SCC asking the land owner if the PC can meet with them to discuss the matter. **(04/19)**

5355 There is agreement in principle for a mobile VAS for the Western Village. The Clerk has sent VAS locations to the Western Parish Clerk collating the information (by the Pavilion Thursley Road and on the 30mph part entering the village from Thursley direction). RK has agreed to be trained and training will take place at Frensham on 20.05.19. The Clerk to follow up if additional insurance is required. **(04/19).**

5281 Environmental PIC Monies available. The Clerk has discussed which applications are appropriate with WBC. Cllrs agreed that the Clerk should resubmit an application for the organic waste material collector at the cemetery and for a replacement bench around the oak tree on the Village Green. Cllr J. Else has proposed to assist with the application process and has found out that there is no TPO on the oak tree in question although the village green is washed over as a conservation area. The Clerk has forwarded the application to Cllr J. Else. There is some confusion as Cllr Else suggested applying for CIL for this. The Clerk to resubmit the PIC – WBC has forward a newly designed form. **(04/19).**

4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**

5356 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. The Clerk to chase the status on whether the floodlights have been purchased. **(04/19).**

- 5357 Sharks floodlights and semi permanent storage: The Sharks have received funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks which is just awaiting one signature before payment is made. Planning has been resubmitted and has subsequently been approved. **(04/19)**
- 5358 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. Cllr J. Else and The Clerk have chased WBC as no response has been received since the January meeting. Papers are apparently being drawn up and will be forwarded soon. **(04/19)**
- 5359 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd has met with a second electrician to obtain a comparative quote. A third electrician has declined to quote. **(04/19).**
- 5178 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(01/19)**
- 5233 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**
- 5180 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News but in the light of the forthcoming election and the advice from the Clerk in minute 5221 above it was agreed that this should be delayed until after 2 May. **(01/19).**
- 5360 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. The Clerk has sent a third objection letter on behalf of EPC within the time constraints. **(04/19).**
- 5285 Ramp at Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. RK waiting for weather to improve so that he can do the work. **(03/19).**

- 5286 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**
- 5361 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk and Cllr P. Murphy met with SCC Highways who suggested that it might be able to be rsurfaced using slurry seal. The Clerk to ask Steve Lindsey-Clerk. **(04/19).**
- 5362 A resident raised the issue of a pedestrian crossing outside the Spar shop. The Clerk and Cllr P. Murphy met with SCC Highways. There are not many options: a crossing cannot be installed without removing a lot of parking and as we are a rurual community the parking restrictions cannot be enforced. **(04/19). Minute to be removed next month.**
- 5363 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The Clerk has contacted SCC Safer Schools and is waiting for the team to send out a proposed timeframe and brief which the Clerk and Cllr Murphy will share with the school. The Clerk has chased Surrey Safer Schools who are waiting to do a safety site assessment before they can approve the campaign. **(04/19)**
- 5292 A resident has reported two surveyors outside St James Church surveying the road as it is due to be resurfaced. The Clerk advised Jack Roberts so that the 'h' bars aren't painted before this work is undertaken however unfortunately the painting work was still carried out. SCC are still not able to confirm when the work will happen however it will not be completed at the same time as either the Tilford Bridge works or the Farnham Road works. **(03/19). Minute to be removed next month.**
- 5364 The Clerk followed up the damaged railing opposite Fulbrook Lane with SCC. SCC said that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. The PC notes that this section of railing still remains unrepaired despite the PC reporting the railing again. **(04/19).**
- 5295 The Clerk reported surface deterioration on the Shackleford Road to Clarion. Clarion has responded saying that the side of the road in question is SCC Highways responsibility. The Clerk report this to SCC as well as the verge by the Farnham Road junction. SCC will contact the developers to help fund the repairs on the Shackleford Road however there is no point in making any repairs until the heavy traffic has subsided and this will be post completion of the development. **(04/19). Minute to be removed next month.**
- 5254 Slot Seeding at the Thursley Road Recreation Ground: Cllr P. Murphy met with Elstead Cricket Club (ECC) and Elstead Football Club (EFC) / Sharks as they have raised concerns about the condition of the football pitches. The PC has obtained costs for this work from the PC's approved contractor of £1,300. The seeding work is complete and EFC, ECC and the Sharks are going to make a donation towards this work. **(04/19). Minute to be removed next month.**
- 5365 Rec Signage - Increasing numbers of dogs (and horses) have been spotted on the recs. The Clerk also showed cllrs some revised signage which cllrs approved for Thursley Road,

Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. All groups that have been contacted by the Clerk have acknowledged the message regarding dogs not being allowed on the rec and have messaged their members and visitors. The Clerk is yet to receive an acknowledgement from the Girls Sharks team. The Clerk has received a reduced quote from Farnham Signs and will secure a comparative quote from Magic Signs. **(04/19)**

5366 Chalice quoted £480 plus VAT for the mini survey on the PC land near Weyfield which seems in line with the previous survey that they undertook for the PC. Councillors approved this amount and The Clerk has arranged the survey which will take place on 26.4.19 at 10.30am. **(04/19)**

5313 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further. **(03/19).**

5367 The Sharks have approached Cllr Murphy regarding Burford Lodge pitches which need remedial works. Cllr Murphy has suggested that the Sharks FC and Elstead FC (seniors) should create a combined body which would then decide on priorities for football related projects at both recreation grounds. Councillors agreed that this would be the best approach. Sharks would like to nominate the following works: some loam, reseeding and verti-draining which will cost c £3k. Councillors agreed that they would consider part funding this. Tanshire Park have agreed to fund £1,500 for the remedial works. Work has been initiated and hoping now for rain! **(04/19). Minute to be removed next month.**

5368 Cllr L. Davidsen highlighted that there appears to be a number of scrapes at Hankley Common – the scrapes are large, about the size of a football pitch. Cllr J. Mathisen raised this matter at the HUG meeting on 20.03.19 and was informed that this is part of the conservation program of the common. **(04/19). Minute to be removed next month.**

5369 Cllr J. Mathisen to question at the HUG Meeting why there has been such extensive work undertaken just off the military road. The newly widened and improved route is a fire access. There was a recent fire on Elstead Common and it was difficult to get emergency vehicles to the location. **(04/19). Minute to be removed next month.**

5370 Honeypot Antiques: The PC has been copied into correspondence regarding the Honeypot Antiques development. Elsemore have registered their business in the retail unit which is contrary to the planning consent given to the development. Cllr D. Else has forwarded this to the WBC planning enforcement team who will look into this issue. It has been assumed that this office is a temporary measure until all the units have been sold. **(04/19). Minute to be removed next month.**

5371 At the end of February it came to the Council's attention that St James CofE School Elstead was planning to open a pre school in September 2019. Following a lot of discussion and correspondence, a letter has been received from the Co Chair of governors and head teacher on 15.4.19 regarding the provision of pre school education at St James School. The school confirms it will not be setting up a pre school in September 2019 however the school will continue to explore alternative uses for the Children's Centre, monitor the sustainability of local early years childcare provision, and gather data through their Strategic Plan consultation in the Summer Term, so as to inform any future decisions on nursery provision. The PC responded to the letter explaining that it was pleased with the

School's decision not to open a pre-school provision which could well have prejudiced the viability of the two existing pre-schools and also of the village hall, as well as causing significant additional traffic congestion outside St James School. The PC also requested that the school consult with the PC and nurseries first if it decides to revisit this matter. **(04/19). Minute to be removed next month.**

5372 Rec Signs: Previously signs costs £60 each however Farnham Signs have confirmed they will only charge £380. The Clerk to obtain another quote. **(04/19).**

5270 A resident asked the PC if there was any update to the path improvement by Back Lane. The Clerk to follow up with Cllr J Else who has been liaising with WBC on this matter. **(03/19)**

5373 A resident advised the PC that the street nameplate for Broomfield had rotted and fallen over. The Clerk reported to WBC who have confirmed they will replace it. **(04/19). Minute to be removed next month.**

8.0 WBC UPDATE

5374 Honeypot House development: Cllr D. Else has checked and the house is not being built in accordance with the agreed planning consent in that the layout and roofline have been altered without permission. Cllr D. Else has alerted enforcement. **(04/19).**

5375 Pangs Lodge: Cllr J. Else reported that it is still laid out as a restaurant on the ground floor and is getting ready to open as a coffee shop. **(04/19).**

5376 Fence by field by Triangle: Cllr J. Else reported that enforcement are investigating whether the fence is fronting a highway. It might take longer to look into as staffing levels are low at WBC. **(04/19).**

5377 Easter refuse collections: Cllr J. Else reported that refuse collections would continue over Easter. There have been some delays recently due to issues with the lorries - Veolia's contract is coming to an end and they are not investing in their lorries. **(04/19). Minute to be removed next month.**

5378 Grass Contract: Glendale have been re-awarded the grass cutting contract. **(04/19). Minute to be removed next month.**

5379 Travellers have been reported at Guildford Park and Ride. **(04/19). Minute to be removed next month.**

9.0 SCC UPDATE

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**

5380 Road resurfacing: SCC are still unable to confirm a date for the Thursley Road resurfacing but Cllr Harmer said that the work is included in the 2018/9 highways budget. The B3001 resurfacing (The Mill to the edge of Farnham) - some work undertaken and the remainder of work will be completed 23.4.19. **(04/19). Minute to be removed next month.**

- 5381 BW113: Repairs to the stretch from The Hookley Lane end have started and should be completed within a week. **(04/19). Minute to be removed next month.**
- 5382 There was a discussion regarding the ownership of the land outside Lex Farm. Cllr D. Harmer confirmed that the land outside Lex Farm is owned by SCC. If a collection of residents wishes to beautify SCC land they may apply for a license fee (c£79.56) – the usual highway maintenance rules apply. **(04/19). Minute to be removed next month.**
- 5305 Councillors discussed the current state of the triangle by The Shackleford/Milford Road. Cllr D. Harmer advised that the PC should discuss this matter with planning enforcement. **(03/19). Minute to be removed next month.**
- 5383 The mobile VAS has arrived and training will take place on 20.5.19. **(04.19). Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 5306 Site availability: NHP SG meeting: members of the steering group met on 04.03.19. It was a very positive meeting. Steering group members have agreed to take back site allocations. As a result the Clerk has written to landowners asking them to confirm if their sites are still available and to understand their size and boundaries. All three landowners have written back confirming that their land is still available. **(04/19). Minute to be removed next month.**
- 5384 CIL-Funded projects: It was agreed that CIL-funded projects will now be listed as an appendix to the NHP and given the title Infrastructure Delivery Plan which will enable projects to be updated more easily. The Village Design Statement will also be treated in this way. **(04/19). Minute to be removed next month.**
- 5385 Traffic Survey: The Steering group agreed that it would be advisable to conduct a traffic survey. The traffic survey was scheduled for 26.4.19 but The Clerk to ask JES to push it back due to the on-going road works and further road works scheduled for the Milford end of the village. **(04/19)**
- 5386 AECOM Support: Following Nexus' advice, The Steering Group has applied to Locality for free technical support on a number of items. Locality have approved the application for free technical support covering a) SEA and b) Design codes/masterplanning support, the latter will be confirmed at the end of April. Cllr P. Murphy and The Clerk to have an initial telephone call with AECOM. **(04/19)**
- 5387 NHP Redraft: At the meeting held on 25.03 it was agreed that Nexus will re order the NHP. Nexus have also proposed that we should include greens, recs, Lex farm verge and triangle as well as Bonfire Hill under GSD. The next NHP SG meeting will be held on 29.04.19. **(04/19).**
- 5388 Housing Needs Survey: the first draft of the survey has been reviewed and the final report is due by the middle of April. The report highlights the fact that sufficient affordable housing needs are covered by the Weyburn allocation and that the most marked need is for quality properties for people to downsize to. The Clerk to forward a copy of the final report to Cllrs J and D Else. **(04/19)**

- 5389 Purdah: The Clerk to liaise with Robin Taylor if there are queries regarding 'purdah' and how it might affect NHP progress and communication with the wider community. No communication was required during this period. **(04/19). Minute to be removed next month.**

11.0 OUR ELSTEAD

- 5390 Litter Pick: On March 30th a litter pick was arranged as part of the Great British Spring Clean. 14 volunteers attended the morning session and 11 attended the afternoon session. The school participated in its own litter pick on 1st April. Volunteers collected 50 bags of rubbish. A further litter pick will be arranged for 4-6 weeks time.
- 5391 Planters: and litter. Three people have come forward to sponsor the three planters for the village green. The logo on the planters must not be very big and positioning of the planters needs to be thought through so it will not impede the marathon registration on the green – Cllr Mathisen to liaise with Martyn Lass regarding this. The Clerk to ask if the PC insurance covers the planters. **(04/19)**

12.0 REVIEW OF RENTS FY19/20

- 5392 Councillors agreed to the following charges for 2019/2020:
Elstead Village Tennis Courts – annual 3% increase. New rate for June 2019: £1,748.36.
EVAA – remains at £200
Burford Lodge Pavilion – no rent charge but Sharks to pay utility charges.
Village Handyperson hourly rate increase to £22.
(04/19). Minute to be removed next month.
- 5393 Backland Rent: The Clerk to ask Pelhams if the tenant wishes to renew the contract for a further year. The Clerk to ask Pelhams whether the rent should be reviewed. Cllrs are happy with the rent at the rate that it is currently set as it was increased last year. **(04/19)**

13.0 REVIEW OF CEMETERY CHARGES FY19/20

- 5394 Councillors agreed to a 5% increase on cemetery charges. This is the first increase for three years. Woolfords Lane Cemetery is not expensive compared to other similar cemeteries. **(04/19) Minute to be removed next month.**

14.0 HELP IN ELSTEAD – REQUEST FOR SUPPORT

- 5395 HiE have requested support to help with the purchase of a new wheelchair for clients and financial help attending hospital appointments in London. Councillors agreed that HiE offers a valuable service to Elstead Residents and resolved that they should receive £750. **(04/19). Minute to be removed next month.**

15.0 DEFIBRILLATOR INSTALLATION COST APPROVAL

- 5396 A second electrician has quoted to install the defibrillator outside. He has said that there is no need to fit a surge control therefore his quote is £135 + VAT. The electrician has experience of installing defibrillators externally. Councillors approved this quote. A third electrician failed to quote. The Clerk / Cllr J. Holroyd to arrange for the work to proceed. **(04/19).**

16.0 ANNUAL REPORT

- 5397 A draft of the annual report had been circulated in advance of the meeting. Cllrs had read the copy and asked for more detail on the following: precept increase, new play equipment costs and cost of tree surveys / tree works. The Clerk to include financial details and a final draft to be circulated. **(04/19).**

17.0 ANNUAL ASSEMBLY

- 5398 Councillors discussed that they would like to change the format of the Annual Assembly to be more focused on talks given by a variety of village organisations. The Clerk to invite a cross section of groups. Cllrs agreed to holding the Assembly on 12th June. **(04/19).**

18.0 ANNUAL REVIEW AND SIGN FIXED ASSETS REGISTER

- 5399 Councillors confirmed that the Fixed Asset Register was correct and the register was signed by The Chairman. **(04/19) Minute to be removed next month.**

19.0 REPORTS AND CORRESPONDENCE

- 5400 An email was received from a resident concerned about the high levels of speed through the village especially at the Milford Road end of the Elstead. Councillors are very sympathetic to the issue of speeding traffic through the village however unfortunately the question of enforcement does not fall into the PC remit. The Clerk to write to the resident and suggest that they contact the Chief Constable and Police and Crime Commissioner. **(04/19). Minute to be removed next month.**
- 5401 An email was received regarding vehicles being 'stored' on Bonfire Hill. The Clerk to write to the agents. **(04/19).**
- 5402 The Chairman and Clerk observed that a new vehicular gate had been placed at the rear of a garden at Burford Lea opening out onto The Burford Lodge rec access. The Clerk has written to the resident explaining that this is a private road and that the PC has not given permission for vehicular access to the rec approach. **(04/19). Minute to be removed next month.**
- 5403 The Chairman and Clerk visited The Croft and became aware of a lot of environmental waste that had been dumped in Croft 2. Additionally rubbish bins have not been emptied by Veolia. The Clerk contacted the agents for Croft 2 and Veolia. The agents will deal with the waste. Veolia will now empty the village bins on a Monday and Friday which should hopefully alleviate the problem. **(04/19). Minute to be removed next month.**
- 5404 A post on facebook complained that a slippery substance had been sprayed on the slide at Burford Lodge Rec. The Clerk checked the slide and all appeared to be in order. **(04/19). Minute to be removed next month.**
- 5405 The Clerk noticed that some damaged items (e.g. radiator, damaged wall insufficiently fenced off with heras tape etc) were being stored outside the warden's office at Springfield. The Clerk wrote to Cllr J. Else who has reported this to the housing team at WBC. **(04/19). Minute to be removed next month.**

- 5406 The Sharks contacted the PC to ask for permission to treat the mole problem at Burford Lodge Rec. The Clerk explained that a lot of research has already been undertaken and that there is not an effective way to deal with moles. The Sharks to proceed with the Mole treatment at their own expense. **(04/19). Minute to be removed next month.**
- 5407 A letter was received from a resident who would like to be considered as a tenant for the Backland Field should the field become available. The Clerk will liaise with Pelhams as noted in agenda item 12. **(04/19) Minute to be removed next month.**
- 5408 An email request was received from Waverley regarding cashpoints – a number of ATM's have closed and Waverley are keeping a register of where they are. The Clerk responded. **(04/19). Minute to be removed next month.**
- 5409 Two emails were received asking about the cemeteries in Elstead. The Clerk has responded. **(04.19). Minute to be removed next month.**
- 5410 Cllr P. Murphy reported a diseased birch however it was determined that it did not to be felled as it was +4m from the power line. **(04/19). Minute to be removed next month.**
- 5411 Press releases: Foodwaste campaign, candidates announced in local election, don't let your spring clean harm the environment, updated Waverley code of conduct. **(04/19). Minute to be removed next month.**

20.0 ACCOUNTS FOR PAYMENT APRIL 2019

- 5412 The following accounts for April were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - April 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3913	Working from home and travel expenses	£779.35
Richard Knight	3914	Maintenance	£183.45
Nexus Consulting	3915	On-going work on NHP	£3,300.00
Maxwell	3916	Salary Preparation	£72.00
Help in Elstead	3917	Donation	£750.00
			£5,084.80

22.0 MATTERS RAISED BY MEMBERS

- 5414 The Clerk to write Bilmeir asking for Our Elstead projects to be considered for financial support. **(04/19).**

- 5415 A councillor has raised concern over a chevron missing at the triangle. The Clerk to contact SCC. **(04/19).**
- 5416 The PC noted that this is the last PC meeting for three councillors, Cllr R. Holroyd, Cllr J. Holroyd and Cllr K. Brooke. The PC would like to record its thanks to the three councillors for their commitment and would like to specially records its' thanks to Cllr R Holroyd after 55 years continued service on the Parish Council. **(04.19). Minute to be removed next month.**

Meeting closed at 9.50 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 20th May 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr J. Jacobs	Cllr R. Gardner
	Cllr J. Mathisen	Cllr R. Rees	Cllr S. Reynolds
	Cllr J. Webster		
	Mrs J. Williams (Clerk)		

1.0 ELECTION OF CHAIR

5417 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/19). Minute to be removed next month.**

2.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

5418 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/19). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

5419 The Members Interest Forms were completed and passed to The Clerk. **(05/19). Minute to be removed next month.**

4.0 ELECTION OF VICE CHAIR

5420 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/19). Minute to be removed next month.**

5.0 CO-OPTION PROCESS

5421 Following a voting process, Diane Snape was co-opted onto the Parish Council by a unanimous vote. Diane was not present for the meeting but had submitted her resume via email to The Clerk beforehand. Diane will join the next PC meeting to be held on June 17th. **(05/19). Minute to be removed next month.**

6.0 ROLES AND RESPONSIBILITIES

5422 A List of current roles and responsibilities was shared with councilors. Cllr P. Murphy explained the requirement of some of the roles. It was resolved that roles and responsibilities would be discussed at the June meeting when Cllr Snape would be present. However it was agreed that all councilors except the Chairman would be members of the Planning Sub Committee. **(05/19). Minute to be removed next month.**

PUBLIC QUESTION TIME

- 5423 A resident asked the PC if there was any update to the path improvement by Back Lane. The footpath number has been given to Cllr J Else who is following this up. **(05/19). Minute to be removed next month as covered in minute 5441.**

7.0 APOLOGIES FOR ABSENCE

- 5424 Apologies have been received from: Cllr L. Davidsen who was not able to attend for business reasons. His apologies were accepted by the Council. **(05/19). Minute to be removed next month.**

8.0 DECLARATIONS OF INTEREST

- 5425 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. **(05/19). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th APRIL 2019

- 5426 The minutes of the Parish Council meeting held on 15th April 2019 were agreed and signed by the Chairman. **(05/19). Minute to be removed next month.**

10.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th APRIL 2019

- 5427 The minutes of the planning meeting held on 15th April 2019 were agreed and signed by the Chairman. **(05/19). Minute to be removed next month.**

11.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 2nd MAY 2019

- 5428 The minutes of the planning meeting held on 2nd May 2019 were agreed and signed by the Chairman. **(05/19). Minute to be removed next month.**

12.0 MATTERS ARISING

- 5429 Jubilee Rec Train: The Clerk confirmed that the train is ready for installation on or just after half term and will contact the school with regards selecting the name for the train. **(05/19)**
- 5430 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. SCC met with the landowner who was not happy with the proposals. SCC are planning to contact the landowner soon and will ask again if the landowner will meet with the PC. Councillors have asked Cllr Harmer if he can liaise with SCC Countryside on this matter as there has been no progress with this issue for more than 4 years. **(05/19)**
- 5431 Western Villages VAS: The Clerk has sent VAS locations to the Western Parish Clerk collating the information (by the Pavilion Thursley Road and on the 30mph part entering the village from Thursley direction). RK has been trained. The VAS requires 2 people to fit it and it is suggested that RK and the maintenance person at Thursley join together to

locate the VAS. Padlocks are required for the VAS which RK will source. Police to survey proposed VAS locations and once signed off Elstead can join the camera rota. The Clerk to check if theft and damage insurance for 6 weeks / year is required. RK explained that a new VAS cost £3k and wondered whether it was worth EPC buying one and then hiring it out. **(05/19).**

- 5432 Environmental PIC Monies: The Clerk has resubmitted the PIC application. **(05/19).**
- 4961 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5433 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(05/19).**
- 5434 Sharks floodlights and semi permanent storage: The Sharks have received funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. Planning has been resubmitted and has subsequently been approved. PIC Monies have been paid into EPC's bank account and the Clerk has raised a cheque for the Sharks. The Sharks have had to resubmit the football foundation funding now that planning has been approved. No purchase can be made before the funding is approved as it accounts for 50%. **(05/19)**
- 5358 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. Cllr J. Else and The Clerk have chased WBC as no response has been received since the January meeting. Papers are apparently being drawn up and will be forwarded soon. **(04/19)**
- 5359 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd has met with a second electrician to obtain a comparative quote. A third electrician has declined to quote. **(04/19). Minute to be removed as item covered in agenda 18.**
- 5178 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(01/19)**
- 5435 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**

- 5180 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News but in the light of the forthcoming election and the advice from the Clerk in minute 5221 above it was agreed that this should be delayed until after 2 May. **(01/19). Minute to be removed next month.**
- 5360 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. The Clerk has sent a third objection letter on behalf of EPC within the time constraints. **(04/19).**
- 5436 Ramp at Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. RK will complete this after his operation. **(05/19).**
- 5286 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**
- 5437 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk and Cllr P. Murphy met with SCC Highways who suggested that it might be able to be resurfaced using slurry seal. This has been passed on to Highways. **(05/19). Minute to be removed.**
- 5438 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The Clerk has contacted SCC Safer Schools and the safety site assessment is now complete so the speed watch program can proceed. The Clerk has advised the school who need to liaise directly with the Safer Schools Team. **(05/19)**
- 5364 The Clerk followed up the damaged railing opposite Fulbrook Lane with SCC. SCC said that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. The PC notes that this section of railing still remains unrepaired despite the PC reporting the railing again. **(04/19).**
- 5439 Rec Signage - Increasing numbers of dogs (and horses) have been spotted on the recs. The Clerk also showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. The Clerk has received a reduced quote from Farnham Signs £380 and will secure a comparative quote from Magic Signs. **(05/19)**
- 5440 Mini Tree Survey: Chalice have completed the survey and The Clerk is awaiting the report findings. **(05/19)**
- 5313 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further. **(03/19).**

5372 Rec Signs: Previously signs costs £60 each however Farnham Signs have confirmed they will only charge £380. The Clerk to obtain another quote. **(04/19). Minute to be removed next month as covered in minute xxxx**

5441 A resident asked the PC if there was any update to the path improvement by Back Lane. The Clerk to follow up with Cllr J Else who has been liaising with WBC on this matter. Cllr J. Else asked for the footpath number - Cllrs advised Cllr J Else in the meeting that it is FP62. **(05/19)**

5442 Members Allocations: Jubilee Park Train - SCC cannot provide a small amount of funding towards this as the order has already been placed. Cllrs asked if replacing the fence at Peter Pan would be eligible for funding. Cllr Harmer advised that requests need to be submitted as soon as possible however the issue of monies owed from the S106 agreement would need to be resolved first and suggested that the PC formally write to SCC to understand what they plan to do with the s106 monies. **(05/18).**

13.0 WBC UPDATE

5374 Honeypot House development: Cllr D. Else has checked and the house is not being built in accordance with the agreed planning consent in that the layout and roofline have been altered without permission. Cllr D. Else has alerted enforcement. **(04/19).**

5375 Pangs Lodge: Cllr J. Else reported that it is still laid out as a restaurant on the ground floor and is getting ready to open as a coffee shop. **(04/19).**

5376 Fence by field by Triangle: Cllr J. Else reported that enforcement are investigating whether the fence is fronting a highway. It might take longer to look into as staffing levels are low at WBC. **(04/19).**

5443 Cllrs J and D Else advised that following the local election the Conservatives are the largest party but do not have enough cllrs to make a majority. 15 x Farnham Residents have been elected and there is concern that WBC will become towncentric. The new mayor will be announced on 21st May 2019 and the first Full Council meeting will also be on 21st May 2019. **(05/19). Minute to be removed next month.**

5444 Cllr P. Murphy again raised the issue of the reduction of compensatory grant and the fact that Elstead residents are in effect paying twice for recreational facilities. Cllr J. Else advised that the PC should write to the new council highlighting these concerns. Cllr P. Murphy to draft a letter. **(05/19).**

5445 Cllr J. Else advised that she had received complaints regarding the closed Thursley Road Cemetery as the gate had been sticking and complaints about the new seat around the oak tree being too rough. The Clerk to ask RK to sand back the seat. **(05/19).**

14.0 SCC UPDATE

5446 SCC are undergoing a transformation process and a new Children's Service Director has been brought in. SCC spends a lot of money on SEN as pupils have to attend schools outside of the county. SCC looking to support more SEN pupils in mainstream schools in Surrey which will reduce expenditure on travel. The Joint Committee of SCC and WBC

comprises half Conservatives and half other parties. Farnham has driven highway measures as they generate the most revenue via parking money. However this approach has been softened and it is anticipated that more of this money will come back to the Western Villages. The SCC Annual meeting will be held on 21st May. **(05/18). Minute to be removed next month.**

15.0 NEIGHBOURHOOD PLAN UPDATE

5447 Traffic Survey: The Steering group agreed that it would be advisable to conduct a traffic survey. The traffic survey was scheduled for 26.4.19 but The Clerk to ask JES to push it back due to the on-going road works and is schedule for 3.6.19. **(05/19)**

5448 AECOM Support:
SEA – Cllr P. Murphy and The Clekr have had a conference call with Aecom and Aecom are drafting a report which should be ready within three months.

Design codes/Masterplanning support – Cllr P Murphy, Cllr J Jacobs, Mrs D Davidsen and The Clerk met two consultants from AECOM. Aecom spent four hours visiting the three named sites in Elstead and listened to background information that the team supplied. Aecom to research this further and produce a report within c. three months. Aecom expressed some concern about the current access to the Croft 2 site. **(05/19)**

5449 NHP Redraft: The NHP SG met on 29.04.19. Some work had been completed on the draft however the SG clarified that they would be happy with a more thorough rewrite which Nexus will do. The redraft should be complete by the first week in June and the next SG meeting is on 10th June. **(05/19).**

5450 Housing Needs Survey: the final report of the survey has been received and the SG need to approve it so it can be published. The report highlights the fact that sufficient affordable housing needs are covered by the Weyburn allocation and that the most marked need is for quality properties for people to downsize to. It is also interesting to note that a number of self build sites were requested. **(05/19)**

16.0 OUR ELSTEAD

5451 Litter Pick: A second litter pick has been planned for 22nd June a week before the Elstead Marathon. **(05/19).**

5452 Planters: and litter. Three planters are In situ and the Our Elstead would like to thank DSN Landscapes, Mr and Mrs Holroyd and Vantage Publishing for their support in sponsoring the planters. Planters will be looked after on a rota basis. There is a very small gap between expenditure and donations for the planters and the PC has agreed to spend £42.03 on the difference. The Clerk to ask if the PC insurance covers the planters. **(05/19)**

5453 St James Summer Fair: Our Elstead to have a stall at the summer fair as an awareness exercise. The stall will run a competition – guess the number of beans in a jar and they might also run a competition to design a village emblem. **(05/19).**

5454 GDPR: Cllr Rees and Cllr Mathisen to check offline that the Sub Committee is GDPR compliant. **(05/19).**

- 5455 The PC expressed its' sincere thanks to Cllr Mathisen for the success of the project. There has been a lot of very positive feedback . **(05/19). Minute to be removed next month.**

17.0 FENCING AT THE JUBILEE PLAY AREA

- 5456 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk and Cllr P. Murphy to look at alternative, safer fencing options and all councillors were invited to look at other grounds where similar problems arise eg Rowledge and Chiddingfold. **(05/19)**

18.0 DEFIBRILLATOR INSTALLATION COST APPROVAL

- 5457 The external AED cabinet at the Spar was damaged and the cost to replace it is £567.60. The cabinet has been replaced (using the external cabinet bought for the Pavilion) and a new cabinet will be ordered for the Pavilion. Councillors agreed to this expenditure and the subsequent cost of additional installation. The Clerk to see if any costs can be reclaimed via the PC insurance. **(05/19).**

- 5458 24 residents attended the free AED training run by Joan Holroyd on 11th May. The Clerk has received a number of emails saying how good the training session was. The PC would like to offer its sincere thanks to Joan Holroyd for her on-going support and management of the defibrillators. **(05/19). Minute to be removed next month.**

19.0 AGREEMENT REGARDING BACKLAND TENANCY

- 5459 Cllrs have agreed that the current tenant should remain and that the rent will not be increased for this year. **(05/19). Minute to be removed next month.**

20.0 CONSULTATION ON SCC REVISED STATEMENT OF COMMUNITY INVOLVEMENT

- 5460 Cllrs confirmed that they were happy for Cllr J Jacobs, Cllr R Rees and The Clerk to read through the consultation on their behalf. **(05/19).**

21.0 ANNUAL REPORT

- 5461 A draft of the revised annual report had been circulated in advance of the meeting. The Clerk to check one of the figures supplied. The annual report for 2018/19 is approved by the PC. The Clerk to publish it. **(05/19). Minute to be removed next month.**

22.0 ANNUAL ASSEMBLY

- 5462 Annual Assembly: the date of the meeting has been changed to 22nd May as the Assembly must take place within certain dates. The new format for the meeting will be adopted for 2020. **(05/19).**

23.0 ANNUAL REVIEW OF STANDING ORDERS

- 5463 Cllrs approved the annual standing orders. **(05/19). Minute to be removed next month.**

24.0 ANNUAL REVIEW OF FINANCIAL REGULATIONS

5464 Cllrs approved the review of financial regulations **(05/19)**. **Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

5465 An email was received regarding vehicles being 'stored' on Bonfire Hill. The Clerk wrote to the agents who were going to look into the issue. The Clerk visited Bonfire Hill before the May PC meeting and saw that the number of vehicles was reduced. **(05/19)**. **Minute to be removed next month.**

5466 An email has been received regarding a cycling race that is happening on 23.06.19. The YC is being used as a registration point and the organisers have been advised to ensure that competitors do not park on Church Green or obstruct access to the Church. **(05/19)**. **Minute to be removed next month.**

5467 A resident asked if the bench that had been damaged and subsequently uplifted at Silver Birches Way was to be replaced. Cllrs said that they would be happy for a bench to be sited there however it does not appear to have been a PC bench originally. A second resident has asked if he may erect a bench in memory of a relative and councillors suggested The Clerk propose the spot at Silver Birches Way. Cllrs also asked if the bench could be made of recyclable materials. **(05/19)**.

5468 There have been further complaints regarding Veolia not uplifting rubbish as per the PC's contract with them. The Clerk has contacted them and is trying to arrange a meeting with the manager(s) on site. **(05/19)**.

5469 The Clerk received two complaints regarding the Jubilee playpark and asked RK to make safe both the areas. **(05/19)**. **Minute to be removed next month.**

5470 The Clerk has received further correspondence with a resident with regards speeding in the village. The Clerk and Cllr P Murphy to discuss in more detail. The village facebook site highlighted a car that frequently overtakes others on the Milford Road. **(05/19)**.

5471 The Clerk received three enquiries regarding the Cemetery. **(05/19)**. **Minute to be removed next month.**

5472 Press releases: fly tipping campaign. **(05/19)**. **Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT MAY 2019

5473 The following accounts for May were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - May 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3918	Working from home and travel expenses	£26.25

Juliet Williams	3918	salary	£764.15
Juliet Williams	3919	Admininstration expenses	£121.75
Richard Knight	3920	Cemetery grave marking and moving	£170.00
Richard Knight	3922	Mowing Milford Road	£72.00
Plantscape Ltd	3921	Planters for Village Green	£406.80
John Mathisen	3922	Squires and Hazel bank for planters	£109.99
Stefan Reynolds	3923	sponsors plaques for planters	£54.00
Surrey Community Action	3924	Housing Needs Survey	£1,352.96
Active Grounds Maintenance	3925	Verti draining and over seeding	£4,350.00
Maxwell and Co	3926	Final year end payroll submission	£90.00
Elstead Sharks	3927	PIC Monies for floodlights	£788.00
Elstead Village Halls	3928	Youth centre for Aecom Meeting 20.5.19	£14.00
Imagine Places	3929	Review and amendment of reg 14 drafts	£2,424.00
Veolia - PAYMENT HELD	HELD	Bin empties 18.05 - 09.08.19	£224.64
Imperative Training Ltd	3930	AED External cabinet	£567.60
			£11,536.14

28.0 MATTERS RAISED BY MEMBERS

- 5414 The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. **(04/19).**
- 5475 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. The Clerk contacted SCC. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. **(05/19).**
- 5476 Cllr Gardner expressed his thanks for the recent works undertaken at the end of Hookley Lane improving the accessibility to the common. It is noted that the culvert under Guinea Common is blocked. MoD have been contacted to clear this and if this is not done quickly The Clerk to ask RK. **(05/19).**
- 5477 Cllr Gardner asked about the telephone box at Beacon View Road and whether anything could be done. The Clerk reminded cllrs what had been learnt about telephone boxes being turned into libraries. The Clerk highlighted a good example of a telephone box in Compton which is decorated to reflect different events during the year. Cllr P Murphy suggested that this be investigated via Our Elstead Committee. **(05/19). Minute to be removed next month.**
- 5478 Cllr J. Jacobs announced that work on the website has started. **(05/19). Minute to be removed next month.**

Meeting closed at 9.50 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th June 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr L. Davidesen	Cllr J. Mathisen
	Cllr R. Rees	Cllr D. Snape	Cllr J. Webster
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5479 There were no public questions this month. **(06/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5480 Apologies have been received from: Cllr J. Jacobs, Cllr R. Gardner and Cllr S. Reynolds who were not able to attend for business reasons. Their apologies were accepted by the Council. **(06/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5481 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. **(06/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th MAY 2019

5482 The minutes of the Parish Council meeting held on 20th May 2019 were agreed and signed by the Chairman. **(06/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th MAY 2019

5483 The minutes of the planning meeting held on 20th May 2019 were agreed and signed by the Chairman. **(06/19). Minute to be removed next month.**

5.0 COUNCILLOR ROLES AND RESPONSIBILITIES

5484 The Clerk had circulated a form detailing councillors' roles and responsibilities prior to the meeting. The appointment of members to committees and areas of responsibilities were discussed and amended as agreed. **(06/19). Minute to be removed next month.**

6.0 MATTERS ARISING

5485 Jubilee Rec Train: The Clerk has confirmed that the train has been installed and this has generated a lot of excitement from residents. Year 2 pupils from St James School have

proposed a selection of names and a shortlist was sent to the Clerk. Councillors selected 'The Elstead Express' as the winning name. **(06/19) Minute to be removed next month.**

- 5486 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. SCC met with the landowner who was not happy with the proposals. SCC are planning to contact the landowner soon and will ask again if the landowner will meet with the PC. The PC has sent a further email to SCC Countryside but there has been no response. Cllrs agreed that Cllr P Murphy should contact the landowner and propose to meet with them. **(06/19)**
- 5487 Western Villages VAS: The VAS requires 2 people to fit it and it is suggested that RK and the maintenance person at Thursley join together to locate the VAS. Padlocks are required for the VAS which RK will source. Police to survey proposed VAS locations and once signed off Elstead can join the VAS rota. The Clerk has added the VAS to the insurance policy and there is no additional charge for this year. **(06/19).**
- 5432 Environmental PIC Monies: The Clerk has resubmitted the PIC application. **(05/19).**
- 4961 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5433 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(05/19).**
- 5434 Sharks floodlights and semi permanent storage: The Sharks have received funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. Planning has been resubmitted and has subsequently been approved. PIC Monies have been paid into EPC's bank account and the Clerk has raised a cheque for the Sharks. The Sharks have had to resubmit the football foundation funding now that planning has been approved. No purchase can be made before the funding is approved as it accounts for 50%. **(05/19)**
- 5488 Village Green Registration: The PC has discovered that some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. WBC have forwarded a proposed Heads of Terms Agreement which WBC states is non-negotiable. Councillors have studied the Heads of Terms and have concluded that the proposal is inappropriate for the land concerned. The Clerk to draft a letter of response to WBC. **(06/19)**
- 5489 Damaged bench in front of the cricket pavilion needs to be replaced The Clerk to investigate if the PC can use PIC monies. The Clerk showed an option that a resident has proposed for a memorial bench which councillors were happy with. The Clerk to obtain comparable quotes. **(06/19)**
- 5435 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further

information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**

5490 Deregsitration of Commonland at Weyburn Site: The Clerk has sent three letters to the Inspector opposing Clarions' Housing application for the deregistration of common land. The Inspector will visit the site on 2nd July at 2pm. The Clerk and Mrs Davidsen will attend. **(06/19).**

5491 Ramp at Hope Street / The Fleece: Richard Knight has installed the ramp and will complete the hand rail when he is mobile. There is a safety notice on the ramp. **(06/19).**

5286 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**

5492 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The Clerk has contacted SCC Safer Schools and the safety site assessment is now complete so the speed watch program can proceed. The Clerk has advised the school who need to liaise directly with the Safer Schools Team. The Clerk has followed up but there is no progress to report **(06/19)**

5493 Damaged railing opposite Fulbrook Lane. SCC advised that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. The PC notes that this section of railing still remains unrepaired despite The Clerk reporting the railing yet again. **(06/19).**

5494 Rec Signage: - Increasing numbers of dogs (and horses) have been spotted on the recs. The Clerk also showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. The Clerk has received a reduced quote from Farnham Signs £380 and a comparative quote from Magic Signs at more than £576. The PC has agreed to select Farnham Signs to make the signs. Expenditure is made under the PC's powers to issue notices under dog control orders, The Clean Neighbourhoods and Environment Act 2005 s.19, s.30, Part 6. **(06/19)**

5440 Mini Tree Survey: Chalice have completed the survey and The Clerk is awaiting the report findings. **(05/19) Minute to be removed next month as covered under agenda item 18.**

5313 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further. **(03/19).**

5441 A resident asked the PC if there was any update to the path improvement by Back Lane. The Clerk to follow up with Cllr J Else who has been liaising with WBC on this matter. Cllr J. Else asked for the footpath number - Cllrs advised Cllr J Else in the meeting that it is FP62. **(05/19)**

- 5495 Members Allocations: Neither the Jubilee Train nor the Peter Pan fence are eligible for this funding as the train has already been purchased and there are still PIC monies outstanding from the Weyburn agreement for Peter Pan improvements. The PC to formally write to SCC to understand what they plan to do with the PIC monies. **(05/18). Minute to be removed as covered in agenda item 12.**
- 5496 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. **(05/19)**
- 5497 The external AED cabinet at the Spar was damaged and the cost to replace it is £567.60. The cabinet has been replaced (using the external cabinet bought for the Pavilion) and a new cabinet has arrived for installation at the Pavilion. The Clerk has been given a code and will try and reclaim some of the amount via the PC insurance. Mrs Holroyd to chase DJK Electric regarding the installation. **(06/19).**
- 5498 Cllrs confirmed that they were happy for Cllr J Jacobs, Cllr R Rees and The Clerk to read through the consultation on their behalf. Action complete and feedback sent. **(06/19). Minute to be removed next month.**
- 5499 The annual report for 2018/19 has been published on the PC website. **(06/19). Minute to be removed next month.**
- 5500 Annual Assembly: The Annual Assembly took place on 22nd May. It is hoped that the new format of the meeting that will be adopted in 2020 will encourage more residents to attend. **(06/19). Minute to be removed next month.**
- 5501 Memorial Bench: The resident is happy to erect the bench at the junction of Silver Birches Way/Hookley Lane. Councillors approved the picture of the bench which is made of recyclable materials. The bench to be dark brown in colour and The Clerk to advise that the bench will need to be 2000mm in length and fixed to the ground. **(06/19).**
- 5414 The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. **(04/19).**
- 5502 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. The Clerk contacted SCC. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. Cllr Davidsen has forward an image of the bend with the chevrons intact which the Clerk will forward to SCC **(06/19).**
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Cllr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19).**
- 5504 There have been further complaints regarding Veolia not uplifting rubbish as per the PC's contract with them. The Clerk has contacted them and is still trying to arrange a meeting with the manager(s) on site. Cllrs agreed that payment should still be withheld until the problems are fixed. **(06/19).**

- 5470 The Clerk has received further correspondence with a resident with regards speeding in the village. The Clerk and Cllr P Murphy to discuss in more detail. The village facebook site highlighted a car that frequently overtakes others on the Milford Road. **(05/19).**

7.0 WBC UPDATE

- 5374 Honeypot House development: Cllr D. Else has checked and the house is not being built in accordance with the agreed planning consent in that the layout and roofline have been altered without permission. Cllr D. Else has alerted enforcement. **(04/19).**
- 5375 Pangs Lodge: Cllr J. Else reported that it is has been laid out as a restaurant on the ground floor and a coffee shop has now opened. **(06/19). Minute to be removed next month.**
- 5376 Fence by field by Triangle: Cllr J. Else reported that enforcement are investigating whether the fence is fronting a highway. It might take longer to look into as staffing levels are low at WBC. **(04/19).**
- 5444 Cllr P. Murphy again raised the issue of the reduction of compensatory grant and the fact that Elstead residents are in effect paying twice for recreational facilities. Cllr J. Else advised that the PC should write to the new council highlighting these concerns. Cllr P. Murphy to draft a letter. **(06/19). Minute to be removed next month as covered under agenda item 12.**
- 5445 Cllr J. Else advised that she had received complaints regarding the closed Thursley Road Cemetery as the gate had been sticking and complaints about the new seat around the oak tree being too rough. The Clerk has asked RK to sand back the seat. **(06/19). Minute to be removed next month.**

8.0 SCC UPDATE

- 5505 Works are starting at Tilford East Bridge. A footbridge is being constructed prior to the bridge improvement work starts and it is anticipated that the vehicular bridge will close in c. 3 weeks time. Works are expected to take 6-12 months. Councillors raised concern at the increase in traffic that would be coming through the village especially in the area around the school. The Clerk to write to the school and post a facebook message and EVN article regarding this. In addition to the bridge closing, Sheephatch Lane will also close as it cannot accommodate all vehicle sizes. The works proposed for Thursley Road will now not happen until after the bridge has been repaired. **(06/19).**
- 5506 Members Allocation: a second round of applications for Members Allocation has opened and Cllr Harmer would welcome any proposals for projects that could benefit from some funding. **(06/19)**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 5507 Traffic Survey: The Steering group agreed that it would be advisable to conduct a traffic survey. The traffic survey was scheduled for 26.4.19 and subsequently 3.6.19 but The Clerk asked JES to push it back due to the on-going road works and is now rescheduled for 1.7.19. **(06/19)**
- 5508 AECOM Support:

(i) SEA – the first draft of the scoping report has just been sent through for review by the NHP SG. **(06/19)**

(ii) Design codes/Masterplanning support – Cllr P Murphy, Cllr J Jacobs, Mrs D Davidsen and The Clerk met two consultants from AECOM. Aecom spent four hours visiting the three named sites in Elstead and listened to background information that the team supplied. Aecom to research this further and produce a report within c. three months. Aecom expressed some concern about the current access to the Croft 2 site. **(05/19)**

5509 NHP Redraft: The NHP SG met on 10.06 and reviewed the first draft of the restructured plan. Overall the NHP SG felt that the document was better structured and clearer to follow. The Clerk to forward the draft to all councillors and anyone may make suggestions direct to Dominick Vessey. **(06/19)**.

5510 Housing Needs Survey: the final report of the survey has been received and was circulated to councillors in advance of the meeting. Councillors are happy with the report and have formally adopted it. The Clerk to upload to the PC's website. **(06/19) Minute to be removed next month.**

5511 Settlement Boundary: Cllrs Jacobs and Mathisen have agreed to conduct a proper analysis of the Settlement Boundary which will be documented for discussion. **(06/19)**

5512 Kingsmead: The PC has received an application for Kingsmead to be removed from the Settlement Boundary along with two plots of surrounding land. The owners of the surrounding land have not been informed of this proposal. If successful the owner of Kingsmead would like to further extend the Kingsmead housing park. The Clerk has written to the agents of Kingsmead advising that the PC cannot consider removing land from the Settlement Boundary without the knowledge of the other landowners. **(06/19). Minute to be removed next month.**

10.0 OUR ELSTEAD

5513 Litter Pick: A second litter pick has been planned for 22nd June at 10.30am. The focus will be to clear drains and gullies and tidy the picnic area by the river. **(06/19). Minute to be removed next month.**

5514 Planters: The Clerk asked if the PC required insurance to cover the planters and the insurance company said that this was not required as the PC's public liability covered this. **(06/19)**

5515 St James Summer Fair: Our Elstead attended the school fair. The winner of the 'Guess the Jellybean' donated their winnings back to the Our Elstead Society. Three new members joined the group at the fair. **(06/19). Minute to be removed next month.**

5516 GDPR: Cllr Rees and Cllr Mathisen have confirmed that the Sub Committee is GDPR compliant. **(05/19). Minute to be removed next month.**

- 5517 Spring bulbs: Cllr Mathisen has written to WBC asking that if there are any spare bulbs Elstead may have some. These will be planted around the entrances to the village. **(06/19). Minute to be removed next month.**
- 5518 Phone Box: Avril Gardner will look into different options for the Beacon View Phonebox. The Clerk has offered to share the knowledge that was gained the last time this was investigated. **(06/19). Minute to be removed next month.**
- 5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**
- 5520 Christmas 2019: Work has already started in turning the “switching on of the Christmas tree lights” into more of an event. Cllr J. Else is organising carol singers and mulled wine. Cllr Webster will perform along with other musicians. **(06/19).**
- 5521 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be the same as the new PC logo that is being created for the new village website. **(06/19).**

11.0 WEBSITE

- 5522 Councillors were sent a link to the website prior to the meeting. There was a lengthy discussion around whether businesses should be advertised and the use of some community sounding words. The Clerk advised that the priority was to get the PC page up and running asap as the domain hosting service expires in August 2019. Councillors were asked to forward suggestions directly to the website designer. Cllr Davidsen asked how much of the documentation on the current website would be needed for the new website and Cllr Murphy requested that all documents were copied over. **(06/19).**

12.0 APPROVAL OF CORRESPONDENCE: PIC FUNDING & COMPENSATORY GRANT

- 5523 Copies of the proposed letters were sent to councillors in advance of the meeting. Councillors accepted the letters and Cllr Murphy was thanked for writing them. The Clerk to forward the letters to the addressees. The Clerk to forward the compensatory Grant letter to Chairs of Western Villages. **(06/19). Minute to be removed next month.**

13.0 PETER PAN REQUEST FOR FINANCIAL SUPPORT TOWARDS REPAIRS TO THE SURROUNDING FENCE

- 5524 Peter Pan have requested a small financial contribution to help towards the cost of repairing the fence surrounding the outside play area damage in part caused by recreational ground use. The total cost of the repairs is £400 and Councillors have agreed to fund £200 of the total cost under its powers of maintaining land for public recreation, Public Health Act 1875.

14. ANNUAL REVIEW OF FINANCIAL REGULATIONS (re sign)

- 5525 Councillors reviewed and adopted the amended Financial Regulations which had been circulated before the meeting. The Clerk to upload the Financial Regulations onto the PC website. **(06/19). Minute to be removed next month.**

15. ELSTEAD PC CODE OF CONDUCT (review and sign)

5526 Councillors reviewed and adopted the amended Code of Conduct which had been circulated before the meeting. The Clerk advised that it is inline with the WBC Code of Conduct. Present members signed the Code of Conduct and non present members to sign the document before the next meeting. The Clerk to upload the Code of Conduct onto the PC website. **(06/19). Minute to be removed next month.**

16. ELSTEAD GDPR POLICY (review and sign)

5527 Councillors reviewed and adopted the GDPR policy which had been circulated before the meeting. The Clerk to upload the GDPR Policy onto the PC website. **(06/19). Minute to be removed next month.**

17. FINANCE (all paperwork was circulated to councillors prior to the meeting).

5528 Revised asset register to be signed: Cllrs agreed and signed the revised asset register.

5529 Internal Audit Report 2018-19: The following actions were agreed:

- Clerk to manage unpresented cheques within six months from cheque's issue – *Clerk will undertake this*
- ensure bank statements are signed at the same time as the reconciliations are checked: *Cllr Jacobs to sign these when invoices and reconciliations are reviewed*
- financial regulations document to be updated with square brackets removed – *completed this month*
- record in the minutes the precise power under which expenditure has been approved – *Clerk will undertake this*
- ensure AGAR signed in correct order – *Clerk will undertake this*
- document action plan following internal audit report – *completed for 18/19*
- PC to review internal controls of the council for effectiveness and AIAR – *PC has undertaken this*
- monthly review spreadsheet to have quarterly sub totals – *Clerk will undertake this*
- ensure that the figure for compensatory grant is split out from precept figure in internal spreadsheets – *Clerk will undertake this*
- adopt equal opportunities policy – *PC felt this was covered in its' Code of Conduct*

5530 Statement of Internal Control: this was approved and adopted by councillors.

5531 Review of Effectiveness of Internal Audit document: this was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk and Chairman.

5532 Agree re-appointment of internal auditors for 2019-20: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2019-2020 reporting period.

5533 Annual Governance Statement 2018-2019: this was considered by Members and it was resolved that the Annual Governance Statement 2018-2019 be approved.

5534 Accounting Statement 2018-2019: this was considered by Members and it was resolved that the Accounting Statement 2018-2019 be approved.

18.0 APPROVAL OF TREE WORKS TO: PC LAND ADJACENT TO WEYFIELD AND TREES BY THURSLEY ROAD REC

- 5535 Tree Works: the cost for the tree works at Weyfield as determined by the formal Tree Survey are £1,980 excluding VAT. Works to two trees overhanging the carriageway on land adjacent to the Thursley Road Rec will cost £380 excluding VAT. Councillors agreed to this expenditure under its powers of planting trees/shrubs and maintaining roadside verges : Highways Act 1980 s.96.

19.0 REPORTS AND CORRESPONDENCE

- 5536 A resident reported damage to wire fencing caused by the grass cutting contractor. The Clerk to forward to Grasstex **(06/19). Minute to be removed next month.**
- 5537 A resident reported a temporarily blocked Highway outside Elm Cottage. The blockage was caused by a van parking opposite a skip and has subsequently moved. **(06/19). Minute to be removed next month.**
- 5538 The Clerk has received an online planning survery. Councillors have asked Cllr Jacobs and The Clerk to complete on their behalf. **(06/19). Minute to be removed next month.**
- 5539 The Clerk reported that items had been stolen from vehicle parked on the Clerks driveway. The police have taken a statement as this has happened to over 90 people in Milford, Witley and Elstead. The police are aware of who is committing these crimes and expect to apprehend them. **(06/19). Minute to be removed next month.**
- 5540 The Clerk has received an invitation for all councillors to attend the Mubarak Mosque opening at the Ahmadhiyya Community in Tilford on Saturday 29th June 5:15-8:15pm. The Clerk to forward to councillors. **(06/19). Minute to be removed next month.**
- 5541 The Clerk has responded to three cemetery enquiries. **(06/19). Minute to be removed next month.**
- 5542 The Clerk has responded to a query from another Clerk regarding online banking. **(06/19). Minute to be removed next month.**
- 5543 The Clerk has received information regarding a group of travellers at Frimley Park Hospital. **(06/19). Minute to be removed next month.**
- 5544 Press releases / information: Waverley Borough Council appoints new Mayor, Leader and Executive, 'Fair Play' to Team Waverley!, Live streaming of High Court Appeal of WBC's Local Plan. **(06/19). Minute to be removed next month.**

20.0 ACCOUNTS FOR PAYMENT JUNE 2019

- 5545 The following accounts for June were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - June 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3931	Working from home and travel expenses	£28.50
Juliet Williams	3931	salary	£764.15
Juliet Williams	3932	Administration expenses	£13.65
Richard Knight	3933	Jubilee maintenance and ramp	£441.10
HMRC	3934	PAYE	£52.57
Chalice Consulting Ltd	3935	Survey of Woodland adjacent to Weyfield	£576.00
DJK Electrical Contractors Ltd	3936	Installation of damaged AED cabinet	£135.00
Maxwell & Co Ltd	3937	Internal Audit	£600.00
Post Office Ltd	3938	SSE Burford Lodge Pavilion	£29.18
Grasstex	3939	Mowing services	£4,301.16
Peter Pan Pre School	3940	Fence repairs - matched funding	£200.00
			£7,141.31
Veolia	TO HOLD	Bin empties 18.05 - 09.08.19	£224.64
			£7,365.95

22.0 MATTERS RAISED BY MEMBERS

- 5547 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. This is a WBC managed bin. The Clerk to contact WBC to ask for it to be reinstated. **(06/19) Minute to be removed next month.**
- 5548 Overgrown vegetation was reported outside No 2 The Firs: The Clerk to write to the resident. **(06/19). Minute to be removed next month.**
- 5549 A raised manhole cover was reported on the pavement outside Hollies. The Clerk to report to SCC. **(06/19) Minute to be removed next month.**
- 5550 A councillor reported considerable army activity on Sunday 16th at Hankley Common but there had been no prior notification from the MoD. Cllr Mathisen will write to the MoD. **(06/19). Minute to be removed next month.**
- 5551 A councillor raised concern over the impact of the potential increase in traffic following the closure of Tilford Bridge East. The Clerk will notify residents via the EVN, facebook and liaise with the school. **(06/19). Minute to be removed next month.**

Meeting closed at 10.10 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 22nd July 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr L. Davidesen	Cllr J. Mathisen
	Cllr R. Rees	Cllr D. Snape	Cllr J. Webster
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5552 A member of the public raised the issue of horses crossing the road from Broomfield to West Hill. Cllr Harmer advised that it was not clear what could be put in place but that he would be happy to receive proposals and investigate these to see what was possible. **(07/19).**

5553 A resident asked if there was a mismatch between the Housing Needs Survey and the number of affordable homes that are planned. The NHP SG advised the resident that affordable housing would ideally be placed on all new sites and that priority should be given to Elstead and weyburn residents. **(07/19). Minute to be removed next month.**

5554 Members of the public raised concern over the treatment of the horses in the field opposite the Mill. The Clerk to write to the owner of the field. **(07/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5555 There were no apologies. **(07/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5556 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. **(07/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th JUNE 2019

5557 The minutes of the Parish Council meeting held on 17th June 2019 were agreed and signed by the Chairman. **(07/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 17th JUNE 2019

5558 The minutes of the planning meeting held on 217th June 2019 were agreed and signed by the Chairman. **(07/19). Minute to be removed next month.**

5.0 MATTERS ARISING

- 5559 Jubilee Rec Train: The Clerk has contacted the supplier to ascertain when the name will be attached to the train and the remedial works completed. The supplier has advised that it should be within 2 weeks. **(07/19) Minute to be removed next month.**
- 5560 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it doglegs back to join FP65. Councillors were shown the proposals in the meeting and all agreed that this would be a reasonable all-weather route. The Clerk to confirm this in writing to SCC and to ask for the vegetation on the footpath to be cut back. **(07/19)**
- 5561 Western Villages VAS: The VAS requires 2 people to fit it and it is suggested that RK and the maintenance person at Thursley join together to locate the VAS. Padlocks are required for the VAS which RK will source. Police to survey proposed VAS locations and once signed off Elstead can join the VAS rota. The Clerk has added the VAS to the insurance policy and there is no additional charge for this year. The VAS project has been passed from the police to SCC Highways – SCC have checked and agreed that our proposed locations are acceptable. A rota to be drawn up by the Frensham Clerk. **(07/19).**
- 5432 Environmental PIC Monies: The Clerk has resubmitted the PIC application. **(05/19).**
- 4961 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5562 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. Sharks are applying for additional funding from the Football Association to help purchase the floodlights. **(07/19).**
- 5563 Sharks semi permanent storage: Planning has been resubmitted and has subsequently been approved. No further action will be taken until additional funding for the floodlights has been approved by the Football Association. **(07/19)**
- 5564 Village Green Registration: The PC has discovered that some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. WBC have forwarded a proposed Heads of Terms Agreement which WBC states is non-negotiable. Councillors have studied the Heads of Terms and have concluded that the proposal is inappropriate for the land concerned. The Clerk to draft a letter of response to WBC. **(07/19) Minute to be removed next month as covered in agenda item 19.**
- 5565 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk showed an option that a resident has proposed for a memorial bench which councillors were happy with. The Clerk to obtain comparable quotes. **(07/19) Minute to be removed next month as covered in agenda item 16.**
- 5435 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but

she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(07/19). Minute to be removed next month.**

5567 Deregsitration of Commonland at Weyburn Site: The Clerk has sent three letters to the Inspector opposing Clarions' Housing application for the deregistration of common land. The Inspector will visit the site on 2nd July at 2pm. The Clerk and Mrs Davidsen will attend. **(07/19). Minute to be removed next month as covered in agenda item 9.**

5568 Ramp at Hope Street / The Fleece: Richard Knight has installed the ramp and the handrail is complete. **(07/19). Minute to be removed next month.**

5286 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**

5569 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The speedwatch team arrived unannounced at St James Primary School on 22nd July and proceeded to conduct the speedwatch with year 6 pupils. The original objective was to run this as an educative piece regarding speed, car parking and walking to school. Additionally it was disappointing that the speedwatch team choose to visit on penultimate day of term was selected as traffic was a lot lighter. The Clerk to write to the Safer Schools team. **(07/19)**

5570 Damaged railing opposite Fulbrook Lane. SCC advised that they are pursuing a claim for the damage and repairs are being programmed by the Follow Up Team. The Clerk has reported this gap several times. SCC have installed some yellow safety fences but there is no clarification as to when the railings will be repaired. The Clerk notes that there was recently a fatal accident in the area. The lack of railings was not to blame however it serves as reminder that this is a dangerous stretch of road. **(07/19).**

5571 Rec Signage: - Increasing numbers of dogs (and horses) have been spotted on the recs. The Clerk also showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage is ready and Richard Knight has installed it. **(07/19). Minute to be removed next month.**

5313 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further. **(03/19).**

5441 A resident asked the PC if there was any update to the path improvement by Back Lane. The Clerk to follow up with Cllr J Else who has been liaising with WBC on this matter. Cllr J. Else asked for the footpath number - Cllrs advised Cllr J Else in the meeting that it is FP62. **(07/19) Minute to be removed next month.**

- 5572 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. No progress reported and councillors to look at this over the summer. **(07/19)**
- 5573 The external AED cabinet at the Spar was damaged and the cost to replace it is £567.60. The cabinet has been replaced (using the external cabinet bought for the Pavilion) and a new cabinet has been installed at the Pavilion. The isolator needs to be relocated as children were switching it off. DJK are moving it at no extra charge for which the PC thanks them. The Clerk has been given a code and will try and reclaim some of the amount via the PC insurance. **(07/19).**
- 5574 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. There has been no response from the resident. **(07/19).**
- 5575 The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. The Clerk advised that a specific project would be required in order to be able to write a letter. **(07/19).**
- 5576 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. The Clerk contacted SCC. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. Cllr Davidsen has forward an image of the bend with the chevrons intact which the Clerk forwarded to SCC. The Clerk has followed this up again but there appears to be no progress from SCC. **(07/19).**
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Cllr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19).**
- 5577 There have been further complaints regarding Veolia not uplifting rubbish as per the PC's contract with them. The Chairman and The Clerk met with managers on site to discuss the on-going issues with litter collection. Veolia have agreed to take more responsibility. Bins will be emptied every Monday and Friday. Biffa will take over the running of the contract from October but the contacts will remain the same. The May invoice (that councillors have held) has been cancelled by way of an apology by the Veolia Manager. Veolia also said that additional one off collections (following mid week events) could be arranged with notice. The Clerk to draw up a contract and to forward to Veolia. **(07/19).**
- 5578 The Clerk has received further correspondence with a resident with regards speeding in the village. Following the resident's complaint SCC Highways have undertaken an SDR at Burford Lea/Milford Road junction. The first page of results were sent to the Clerk. It indicates speeds were +10% over 30mph speed limit. When questioned SCC were not clear what could be done about this as it was another department's responsibility. **(07/19).**
- 5579 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. This is a WBC managed bin. The Clerk has contacted WBC to ask for it to be

reinstated. It is more than 10 days since the email and The Clerk will write again copying The Head of Environmental Services. **(07/19)**

- 5580 Tree Works: the cost for the tree works at Weyfield as determined by the formal Tree Survey are £1,980 excluding VAT. Works to two trees overhanging the carriageway on land adjacent to the Thursley Road Rec will cost £380 excluding VAT. Councillors agreed to this expenditure under its powers of planting trees/shrubs and maintaining roadside verges : Highways Act 1980 s.96. Tree works to be undertaken on 27th and 29th August. **(07/19).**

6.0 WBC UPDATE

- 5581 Honeypot House development: Cllr D. Else has checked and the house is not being built in accordance with the agreed planning consent in that the layout and roofline have been altered without permission. Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. **(07/19).**
- 5582 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. **(07/19).**
- 5583 Green Flag: WBC is delighted that all of its' parks have ben awarded Green Flag status. **(07/19). Minute to be removed next month**
- 5584 Biffa/Veolia: Biffa takes over the Veolia rubbish collection contract from October 2019. It is a better contract than the previous contract with Veolia as money is held back by way of a bonus if minimal collections are missed. **(07/19). Minute to be removed next month**
- 5585 Overflowing Bins Spar: Following complaint that the bins were over flowing outside the Spar, Cllr J Else contacted the Head of Environmental Services and the WBC bin was emptied immediately. The second bin is Spar's responsibility. **(07/19). Minute to be removed next month**
- 5586 Boundary Commission: The Boundary Commission are analysing WBC Ward Boundaries. **(07/19).**

7.0 SCC UPDATE

- 5587 Works are starting at Tilford East Bridge. The construction of the footbridge has taken longer and the road bridge remains open at the moment. Once the footbridge is in place the road bridge will close for repairs which will take 6-12 months. Elstead will be one of the diversion routes – the Clerk has placed notices in the EVN and on the website advising of a potential increase in traffic during this period. **(07/19).**
- 5588 Members Allocation: a second round of applications for Members Allocation has opened and Clr Harmer would welcome any proposals for projects that could benefit from some funding before September. **(07/19)**

8.0 REPORT FOLLOWING WESTERN VILLAGES MEETING HELD 2ND JULY 2019

- 5589 VAS: The police are unable to be involved in the VAS project as their focus is on enforcement not prevention. SCC Highways have taken over the project and will reassess

the proposed sites as well as draw up a policy to cover the VAS Project. Western Villages were disappointed at the slow progress given that training had happened three months prior. **(07/19). Minute to be removed next month.**

- 5590 Lengthsmen Scheme: Clerks highlighted that projects were put forward for inclusion on the list but SCC did not confirm if all projects would be undertaken and when. Clerks were concerned that SCC would be paying for works not undertaken. It was recommended that Steve Lindsey-Clerk attend the next meeting so that a proper process could be agreed. **(07/19). Minute to be removed next month.**

9.0 REPORT FOLLOWING DEREGISTRATION OF COMMONLAND MEETING HELD 3RD JULY 2019

- 5591 The Planning Inspectorate visited the area of commonland that Clarion would like deregistered. The Clerk, Mrs Davidsen and representatives of Clarion were in attendance. There was minimal discussion with the Planning Inspectorate as per the rules. The Planning Inspectorate asked for a map of the development site to be sent post meeting. **(07/19).**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 5592 Traffic Survey: JES have advised that an alternative traffic survey would provide more accurate data as the data is to be used for looking at traffic update based on the three potential development sites. JES need to charge for setting up the original survey but have waived 35% of the fee. The revised survey will cost £2,100 plus £325 for the original survey. Councillors approved this expenditure. **(07/19)**

- 5593 AECOM Support:

(i) SEA – the first draft of the scoping report has just been sent through for review by the NHP SG. The NHP SG to meet and discuss this before the end of July. The Clerk to arrange a meeting. **(07/19)**

(ii) Design codes/Masterplanning support – Aecom have sent through the first draft of the Design Code work. The NHP SG to meet and discuss this before the end of July. The Clerk to arrange a meeting. **(07/19)**

- 5594 NHP Redraft: The NHP SG met on 10.06 and reviewed the first draft of the restructured plan. Overall the NHP SG felt that the document was better structured and clearer to follow. More information to be added once the SEA and Design Code drafts are approved. The Clerk to forward comments on both to Nexus. **(07/19).**

- 5595 Settlement Boundary: Cllrs Jacobs and Mathisen to conduct a proper analysis of the Settlement Boundary for discussion at the NHP SG meeting to be held at the end of July. **(07/19)**

- 5596 HRA: The Clerk contacted WBC who advised that their recent consultation concluded that it was *highly probable* that the NHP team will need to commission an HRA. The Clerk was advised not to proceed until WBC had received this formally in writing. **(07/19)**

11.0 OUR ELSTEAD (OE)

- 5514 Planters: The Clerk asked if the PC required insurance to cover the planters and the insurance company said that this was not required as the PC's public liability covered this. The PC thanked OE for their hard work as the results are very colourful. **(07/19). Minute to be removed next month.**
- 5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**
- 5597 Christmas 2019: Work has already started in turning the "switching on of the Christmas tree lights" into more of an event. Cllr J. Else is organising carol singers and mulled wine. Cllr Webster will perform along with other musicians. Councillors approved £70 for OE to purchase more Christmas Tree lights. **(07/19).**
- 5521 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be the same as the new PC logo that is being created for the new village website. **(06/19).**
- 5598 Press release: Councillors agreed that OE should submit a press release to the Herald highlighting their recent endeavours. Cllr Mathisen to send the key details to The Clerk. **(07/19).**
- 5599 Silver Birches: OE has been offered some free saplings. Councillors discussed where they could be planted but councillors agreed there were no suitable sites at the moment. Cllr Mathisen to thank WBC for their kind offer. **(07/19).**
- 5600 Planting by Gateways: SCC have highlighted that any verge work requires a permit which is obtained via an application process. SCC have indicated that the planting of flowers in front of gateways would not be permitted **(07/19). Minute to be removed next month.**

12.0 SUB COMMITTEE TERMS OF REFERENCE

- 5601 The Clerk advised councillors that the sub committees do not appear to have Terms of References (TOR's) but that they should for good practice. Councillors agreed that The Clerk should draft TOR's for discussion at the September meeting. TOR's are required for the following sub committees: Planning, OE, Smiths, Finance and Play Areas. **(07/19).**

13.0 WEBSITE UPDATE

- 5602 Councillors were shown the new village website in detail in the meeting and were very pleased with it. Mrs Davidsen was thanked for her hard work which she has provided voluntarily. **(07/19). Minute to be removed next month.**
- 5603 Councillors agreed that the website should have a better calendar plug in and approved £100 to purchase this. **(07/19).**
- 5604 Website policy: Councillors agreed that a clear policy was required on the inclusion of businesses on the website. The Clerk to draft a policy for discussion at the September meeting. **(07/19)**

5605 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. **(07/19)**

14.0 PETER PAN REQUEST FOR FINANCIAL SUPPORT TOWARDS REPAIRS TO THE SURROUNDING FENCE

5606 At the June meeting cllrs agreed to support Peter Pan with a donation of £200 for fence repairs. The bill was slightly cheaper and Peter pan have written to the PC to advise them of this. Councillors have agreed that Peter Pan should keep the spare £30 to put towards painting the fence. **(07/19). Minute to be removed next month.**

15.0 DEFIBRILLATOR

5607 Annual Service: The cost for the annual service is £397.20 plus VAT. The cost is cheaper because Mrs Holroyd moves the defibrillators to one location which saves £165 plus VAT. Councillors approved this expenditure and The Clerk to arrange a service for as soon as possible. **(07/19). Minute to be removed next month.**

16.0 RECREATIONAL REMEDIAL WORKS

5608 Bark: Bark is required as the play areas need topping up for safety reasons. The cost of the bark is £277.20 for 55 bags. The Clerk has obtained an alternative quote from Wicksteed - £160 plus vat for 15 bags and councillors approved the cheaper price as this is coming direct from the supplier. The Clerk to order. **(07/19).**

5609 Bench: The cost to replace the damaged bench at The Pavilion is £564 including VAT and delivery. Councillors approved this expenditure. The Clerk to order. **(07/19).**

5610 Roundabout seat: The seat has been damaged. The cost to replace the damaged seat including fittings is £271.16 including VAT and delivery. Councillors approved this expenditure. The Clerk to order. **(07/19).**

17.0 VILLAGE HALLS FUNDING REQUEST

5611 VH Donation: The Clerk read out a letter from the village Halls Committee requesting a donation to help towards an electronic entry system. The Village halls are undertaking a huge amount of work which they have funded themselves including new windows and a new boiler. Councillors agreed to support this project with £1,200. **(07/19). Minute to be removed next month.**

18.0 SCC DRAFT RESPONSE APPROVAL

5612 SCC response: The Clerk circulated a letter that had been received from Mrs Iles in reponse to the PC's letter dated 26th June. The letter contained a number of inaccurate statements. Cllr Murphy to draft a response highlighting these errors. The letter to be checked by Rainbows and Peter Pan before being sent. Cllr J. Else declared an interest as she has recently been appointed as a governor at St James School. Cllr J Else to ask WBC if the monies are still available and to ask for a copy of the agreement. **(07/19).**

19.0 REVISED HEADS OF TERMS FOR THE RENEWAL OF THE LEASE FOR CHURCH GREEN

- 5613 Heads of Terms for New Lease: Following the council's written response to the Heads of Terms WBC have responded with the correct terms. The terms were circulated before the meeting and Councillors were happy to accept them. The Clerk to write to confirm the PC's acceptance and to ask for an up to date map of both greens as well as to check that this agreement will apply to the Main Village Green as well. **(07/19).**

20.0 REVISED EER ROTA

- 5614 EER Rota: Following the election and co-option of three new councillors the Clerk has updated the EER rota which will be emailed out to councillors post the July Meeting. **(07/19). Minute to be removed next month.**

21.0 FINANCE UPDATE

- 5615 Finance Update: Prior to the meeting The Clerk emailed councillors with an up to date quarterly report. All the income, expenditure and bank statements have been checked and verified by Cllr Jacobs who is the appointed internal scrutineer. Expenditure is slightly higher (31% of budget spent versus 25% time passed) however rent monies and the VAT rebate is still to be collected which will bring expenditure back in-line. **(07/19). Minute to be removed next month.**
- 5616 FY 2018/19 External Audit: The Clerk confirmed that the AGAR relating to the FY2018/19 External audit was sent to PFK Littlejohn the approved external auditor within the given timescales. **(07/19) Minute to be removed next month.**
- 5617 FY 2018/19 Public Rights: The Clerk confirmed that the public rights of notice and accompanying AGAR was publicised on the website and PC noticeboard as per the legal requirement. **(07/19) Minute to be removed next month.**

22.0 REPORTS AND CORRESPONDENCE

- 5618 An email was received from the agent for Croft 2 asking for an update. The clerk responded. **(07/19). Minute to be removed next month.**
- 5619 An email was received regarding the possibility of siting a clothing bank in Elstead. Cllrs decided that there was no suitable site. The PTA of St James Primary School organises three clothing collections which are open to all residents and it was felt that this might detract from their fund raising. **(07/19). Minute to be removed next month.**
- 5620 An email was received from a resident asking about fishing permissions on Hanley Common. The Clerk to forward MoD details to that individual. **(07/19). Minute to be removed next month.**
- 5621 An email was received from SCC advising that they have ordered wooden posts to be erected on the triangle to prevent people using it as a short cut. SCC have also planted some grass seed along the track. **(07/19). Minute to be removed next month.**
- 5622 A resident emailed The Clerk asking about the need for an SEA following the LPP2 sustainability assessment. The Clerk to respond. **(07/19). Minute to be removed next month.**

- 5623 A resident emailed advising that a speed survey was due to be conducted near Burford Lea. **(07/19). Minute to be removed next month.**
- 5624 The Clerk responded to two cemetery requests. **(07/19). Minute to be removed next month.**
- 5625 The Clerk responded to two requests for advise from other clerks on banking and risk assessments. **(07/19). Minute to be removed next month.**
- 5626 A tree came down blocking the B3001 on land in between the PC copse and Weyfield. The Clerk to advise the agents for the owners. Clr Davidsen, Mrs Davidsen and Clrs J and D Else attended and helped to direct traffic. The police refused to attend stating that it was a highways issue. Clr J. Else has written to The police regarding this as it was unacceptable for members of the public to be placed in such a dangerous situation. **(07/19).**
- 5627 A resident has written raising the issue of parked lorries on the verges at Springfield. The Clerk to forward the concerns to WBC. **(07/19). Minute to be removed next month.**
- 5628 Press releases / information: Local Plan, Court of Appeal hearing, Waverley Flags up Armed Forces Day, Council Statement local plan hearing, Dunsfold Park gets Garden Village status, ASB/SOC week, Waverley supports the arts 'whatever the weather'. **(07/19). Minute to be removed next month.**

23.0 ACCOUNTS FOR PAYMENT JULY 2019

- 5629 The following accounts for July were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - July 2019

Payee	Cheque no	Purpose	Amount
Farnham Signs	3940	signs for the recs	£380.00
Juliet Williams *	3941	Working from home and travel expenses	£22.43
Juliet Williams	3942	salary, travel	£789.25
Richard Knight	3943	RK0285 strimming, handrail, ramp	£782.26
Richard Knight	3944	RK0286 work at Woolfords cemtery	£189.50
Nexus Consultancy	3945	Redrafting NHP and attending 2 meetings	£4,080.00
URC	3946	hall hire april, may, june	£54.00
Richard Knight	3947	RK0270. approved May but not included in chq run	£72.00
Maxwell and co ltd	3948	14197 - 3 salaries preparation to June 2019	£72.00
Maxwell and co ltd **	3949	13976 - 3 salaries preparation to March 2019	£72.00
Peter Pan Preschool	3950	Donation	£200.00
Elstead Village Halls	3951	Donation	£1,200.00
Juliet Williams	3952	Bark for play areas	£277.00
No Butts Bin Co Ltd	3953	Recycled Bench for Thursley Road Rec	£564.00
Wicksteed Leisure	3954	Roundabout seats and fittings	£271.16
Juliet Williams	3955	Go Daddy Ultimate Host upgrade	£60.68

Elstead Village Halls	3956	NHP Meeting 31.7.19	£17.00
Imperative training	3957	AED service	£397.20
Veolia	CANCELLED	Bin empties 18.05 - 09.08.19	£224.64
			£9,500.48

25.0 MATTERS RAISED BY MEMBERS

- 5632 Cllr Davidsen advised that a wooden fence and four cameras have been installed on the field to the rear of the Weyburn development. **(07/19) Minute to be removed next month.**
- 5633 Cllr Mathisen advised that there is still an issue with the verges on the Fulbrook Road. The Clerk to advise SCC. **(07/19) Minute to be removed next month.**

Meeting closed at 10.10 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 16th September 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr L. Davidesen	Cllr J. Mathisen
	Cllr R. Rees	Cllr D. Snape	Cllr J. Webster
	Cllr S. Reynolds	Mrs J. Williams (Clerk)	

PUBLIC QUESTION TIME

5634 The Chair of the village hall thanked the PC for their financial support which has resulted in a new electronic door system. **(09/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5635 Apologies were received from Cllr J. Jacobs and Cllr R. Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(09/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5636 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. **(09/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 22nd JULY 2019

5637 The minutes of the Parish Council meeting held on 22nd July 2019 were agreed and signed by the Chairman. **(09/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 22nd JULY 2019

5638 The minutes of the planning meeting held on 22nd July 2019 were agreed and signed by the Chairman. **(09/19). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 27th AUGUST 2019

5639 The minutes of the planning meeting held on 27th August 2019 were agreed and signed by the Chairman. **(09/19). Minute to be removed next month.**

6.0 MATTERS ARISING

5640 Jubilee Rec Train: The Clerk has contacted the supplier to chase the name plate and remedial works. The Clerk to follow up again. The remaining 50% of the cost is due on completion of the project. **(09/19) Minute to be removed next month.**

- 5641 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it doglegs back to join FP65. Councillors were shown the proposals in the July meeting and all agreed that this would be a reasonable all-weather route. The Clerk confirmed this in writing to SCC and asked for the vegetation on the footpath to be cut back. The Clerk has subsequently contacted SCC twice regarding the overgrown vegetation but no action has been taken. It is unclear if the owner has agreed to the diversion and if SCC are in the process of consulting on this route. The Clerk to follow up. **(09/19)**
- 5561 Western Villages VAS: The VAS requires 2 people to fit it and it is suggested that RK and the maintenance person at Thursley join together to locate the VAS. Padlocks are required for the VAS which RK will source. Police to survey proposed VAS locations and once signed off Elstead can join the VAS rota. The Clerk has added the VAS to the insurance policy and there is no additional charge for this year. The VAS project has been passed from the police to SCC Highways – SCC have checked and agreed that our proposed locations are acceptable. A rota to be drawn up by the Frensham Clerk. **(07/19).**
- 5432 Environmental PIC Monies: The Clerk has resubmitted the PIC application. **(05/19).**
- 4961 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5642 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. Sharks are applying for additional funding from the Football Association to help purchase the floodlights – a decision is due in October. **(09/19).**
- 5643 Sharks semi permanent storage: Planning has been resubmitted and has subsequently been approved. No further action will be taken until additional funding for the floodlights has been approved by the Football Association – a decision on the latter is due in October. **(09/19)**
- 5286 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**
- 5644 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The speedwatch team arrived unannounced at St James Primary School on 22nd July and proceeded to conduct the speedwatch with year 6 pupils. The original objective was to run this as an educative piece regarding speed, car parking and walking to school. Additionally it was disappointing that the speedwatch team choose to visit on the penultimate day of term as traffic was a lot lighter. The Clerk to write to the Safer Schools team. The clerk could not write as the school did not have the details of the officers who attended. **(09/19) Minute to be removed next month.**

- 5570 Damaged railing opposite Fulbrook Lane. SCC advised that they are pursuing a claim for the damage and repairs are being programmed by the Follow Up Team. The Clerk has reported this gap several times. SCC have installed some yellow safety fences but there is no clarification as to when the railings will be repaired. The Clerk notes that there was recently a fatal accident in the area. The lack of railings was not to blame however it serves as reminder that this is a dangerous stretch of road. The Clerk has followed this up but there has been no further indication as to when the railings will be repaired. **(09/19).**
- 5645 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further before a new survey of PC trees is commissioned. **(09/19).**
- 5646 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. No progress reported and councillors to look at this over the Autumn. There is little immediate hazard as the cricket season has now closed. Councillors have also noted that the picket fencing surrounding the playpark will need some remedial work but this will be actioned once the need for safety fencing has been determined. **(09/19)**
- 5573 The external AED cabinet at the Spar was damaged and the cost to replace it is £567.60. The cabinet has been replaced (using the external cabinet bought for the Pavilion) and a new cabinet has been installed at the Pavilion. The isolator needs to be relocated as children were switching it off. DJK are moving it at no extra charge for which the PC thanks them. The Clerk has been given a code and will try and reclaim some of the amount via the PC insurance. **(07/19). Item now overtaken by Minute 5603 and to be removed next month.**
- 5574 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. There has been no response from the resident. **(07/19).**
- 5647 The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. Our Elstead have proposed a wooden village post with emblem and the clerk to draft a letter. **(09/19).**
- 5648 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk to follow up again. **(09/19).**
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Cllr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19).**
- 5649 There have been further complaints regarding Veolia not uplifting rubbish as per the PC's contract with them. The Chairman and The Clerk met with managers on site to discuss the on-going issues with litter collection. The Clerk has drawn up a contract which Veolia have accepted. In the instance of a Bank Holiday, Veolia (changing to Biffa) will collect rubbish a day later that week. **(09/19). Minute to be removed next month.**

- 5650 The Clerk has received further correspondence with a resident with regards speeding in the village. Following the resident's complaint SCC Highways have undertaken an SDR at Burford Lea/Milford Road junction. The first page of results were sent to the Clerk. It indicates speeds were +10% over 30mph speed limit. When questioned SCC were not clear what could be done about this as it was another department's responsibility. **(07/19). Minute to be removed next month.**
- 5651 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. This is a WBC managed bin. The Clerk has contacted WBC to ask for it to be reinstated. The Clerk has subsequently written again copying The Head of Environmental Services. There has still not been a response. The clerk to follow up and copy Cllr J Else. **(09/19)**
- 5652 Tree Works close to Weyfield and on Thursley Road: Tree works were completed to estimate on 27th and 29th August. **(09/19). Minute to be removed next month.**
- 5552 A member of the public raised the issue of horses crossing the road from Broomfield to West Hill. Cllr Harmer advised that it was not clear what could be put in place but that he would be happy to receive proposals and investigate these to see what was possible. **(07/19).**
- 5653 The Clerk advised councillors that the sub committees do not appear to have Terms of References (TOR's) but that they should for good practice. Councillors agreed that The Clerk should draft TOR's for discussion at the September meeting. TOR's are required for the following sub committees: Planning, OE, Smiths, Finance and Play Areas. **(09/19). Minute to be removed next month as covered under agenda item 17**
- 5654 Councillors agreed that the website should have a better calendar plug in and approved £100 to purchase this. **(09/19). Minute to be removed as covered under agenda item 19.**
- 5655 Website policy: Councillors agreed that a clear policy was required on the inclusion of businesses on the website. The Clerk to draft a policy for discussion at the September meeting. **(09/19) Minute to be removed as covered under agenda item 19**
- 5656 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. The Clerk has been trained on how to update the website. Cllr Reynolds to be trained within the next month. **(09/19)**
- 5657 Bark: Bark is required as the play areas need topping up for safety reasons. Bark was ordered and all safety surfaces have been replenished. **(09/19). Minute to be removed next month.**
- 5658 Bench: The cost to replace the damaged bench at The Pavilion is £564 including VAT and delivery. Councillors approved this expenditure. The Clerk ordered this item and will confirm if it has been delivered. **(09/19).**
- 5659 Roundabout seat: The seat has been damaged. The cost to replace the damaged seat including fittings is £271.16 including VAT and delivery. Councillors approved this expenditure. The Clerk has ordered this and will confirm that it has been installed. **(09/19).**

5660 SCC response: The Clerk circulated a letter that had been received from Mrs Iles in reponse to the PC's letter dated 26th June. The letter contained a number of inaccurate statements. Cllr Murphy to draft a response highlighting these errors. The letter to be checked by Rainbows and Peter Pan before being sent. Cllr J. Else declared an interest as she has recently been appointed as a governor at St James School. Cllr J Else to ask WBC if the monies are still available and to ask for a copy of the agreement. **(07/19). Minute to be removed next month as covered under agenda item 9.**

5661 Heads of Terms for New Lease: Following the council's written response to the Heads of Terms WBC have responded with the correct terms. The terms were circulated before the meeting and Councillors were happy to accept them. The Clerk to write to confirm the PC's acceptance and to ask for an up to date map of both greens as well as to check that this agreement will apply to the Main Village Green as well. The clerk has received no response and will follow this action up. **(09/19).**

5662 A tree came down blocking the B3001 on land in between the PC copse and Weyfield. The Clerk to advise the agents for the owners. Clr Davidsen, Mrs Davidsen and Clrs J and D Else attended and helped to direct traffic. The police refused to attend stating that it was a highways issue. Clr J. Else has made an official complaint to the police regarding this as it was unacceptable for members of the public to be placed in such a dangerous situation. **(09/19).**

7.0 WBC UPDATE

5663 Honeypot House development: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. Clrs reviewed the planning application last month and The Clerk notes that the application has been withdrawn, Cllr D Else to follow this up. **(09/19).**

5664 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have confirmed that planning application is not required as it falls under permitted development. The parts of the fence that were over 2 metres have been cut to just under 2 metres. Clr D Else and Mrs Davidsen to follow this up with the enforcement department. **(09/19).**

5665 Boundary Commission: The Boundary Commission are analysing WBC Ward Boundaries. **(09/19). Minute to be removed next month.**

5586 Emergency Council Meeting: WBC holding an emergency full council meeting on 17.9.19 to discuss climate emergency and new corporate strategy. Cllr J Else hopes that WBC will be able secure funding from the government for this strategy rather than using funds that are currently supporting vulnerable Waverley residents. Clr P Murphy asked that if the Council proposes to plant more trees that the Ward Councillors remind The Council of the cost of surveying and maintaining them. **(09/19).**

5666 Local Plan Part 2 (LPP2): Clr J Else advised that LPP2 does not feature within the new council's corporate strategy. **(09/19).**

5667 WBC Leader: Clr J Else advised that the current Leader John Ward will only hold that office for a year. **(09/19). Minute to be removed next month.**

- 5668 Haslemere Hospital: Cllr J Else is attending a meeting on 18th September which will discuss the future of Haslemere hospital.

8.0 SCC UPDATE

- 5587 Works are starting at Tilford East Bridge. The construction of the footbridge has taken longer and the road bridge remains open at the moment. Once the footbridge is in place the road bridge will close for repairs which will take 6-12 months. Elstead will be one of the diversion routes – the Clerk has placed notices in the EVN and on the website advising of a potential increase in traffic during this period. **(07/19). Minute to be removed next month.**

- 5669 Members Allocation: a second round of applications for Members Allocation has opened and Cllr Harmer would welcome any proposals for projects that could benefit from some funding by the 18th September. The next Western Villages Meeting will take place on 2nd October. **(09/19)**

- 5670 Outstanding SCC projects: The PC expressed its extreme frustration at the lack of communication it receives from SCC regarding the progress of works. It was agreed that Cllr Murphy and the clerk would draft a list of issues and projects that have been outstanding for this past year which Cllr Harmer would take up with SCC. **(09/19).**

9.0 REPORT FOLLOWING SCC EARLY YEARS EDUCATION MEETING HELD 30TH AUGUST 2019

- 5671 Cllr J Else declared an interest. Cllr Murphy and The Clerk attended the meeting and are waiting for SCC to produce the draft minutes from the meeting. Cllr Murphy asked what is the situation regarding the £46k that had been originally allocated to Peter Pan. The Weyburn developer has paid the monies to WBC and WBC are waiting for SCC to decide how it should be allocated. Monies need to be allocated to increase childcare capacity and SCC explained that the money cannot go to Peter Pan as they are under-subscribed. SCC also advised that the £46k cannot be spent at St James so they were unclear where the monies would go. Cllr Murphy asked where the plans to open a pre school had come from and SCC explained it was only because Peter Pan had been on the verge of closing. SCC explained that their policy was to have a range of different pre school providers in a location: e.g. charitable, private and linked to a state primary school. In the longer term however they felt that pre-school provision would be better placed in facilities linked to infant and primary schools. SCC concluded that due to the size of Elstead they would not advise the school to open a pre-school as the village could not support three pre school providers. **(09/19).**

- 5672 The governors at St James Primary School have opened a survey which features a number of questions asking people's views on opening a pre-school in the school. The Clerk to circulate a copy of the survey to councillors. Councillors to feed their comments back to the clerk by 5th October. **(09/19).**

- 5673 Councilors agreed that the HT of ST James Primary School should be invited to attend a PC meeting once the results of the survey have been calibrated. **(09/19)**

10.0 REPORT FOLLOWING VH MEETING HELD 2ND SEPTEMBER 2019

5674 The Village Hall Committee was thanked for all the work it has done in improving the facilities for both community halls.

5675 The VH were considering placing a defibrillator at the village hall and asked the PC if they could provide details about costs and installations **(09/19). Minute to be removed next month as covered under agenda item 20.**

11.0 REPORT FOLLOWING EVAA MEETING HELD 5TH SEPTEMBER 2019

5676 A number of issues were raised including horses on the rec. The clerk advised that this has since been resolved. EVAA were concerned that produce was being stolen. The PC felt that the only solution would be to install a CCTV camera. EVAA were concerned that some vegetation had been cleared adjacent to the allotments. The PC confirmed that Richard Knight had been asked to clear some of the area at the request of the EVAA in order to reduce vermin infestation. EVAA asked about having access from the Backland field. The PC confirmed that there was access in place (suitable for 4 wheel vehicles and trailers). Access requests are asked via the clerk a week prior and the clerk will contact the tenant. EVAA were questioned whether someone with a lack of mobility would be able to access the allotments. The PC were confident that mobility scooters could easily move over the rec. **(09/19). Minute to be removed next month.**

12.0 PLANNING INSPECTORATE DECISION ON COMMON LAND DEREGISTRATION

5677 The PC is delighted that the Planning Inspectorate has accepted the arguments put forward by Peper Harow Parish and Elstead PC and found in favour of not allowing this area of common land to be deregistered. The PC has issued a press release. **(09/19). Minute to be removed next month.**

13.0 MARCUS'S TRIANGLE

5678 The PC is waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway. The PC has issued a press release which has received some coverage in the local press. SCC have adjusted the response date to 23rd September. It is understood that SCC have asked Natural England if the Magic map can be changed as it is incorrect however Cllr Murphy believes that it may not be possible to change a map if the other party will be disadvantaged. Cllr Harmer to follow this up with Surrey. **(09/19).**

14.0 NEIGHBOURHOOD PLAN UPDATE

5679 Traffic Survey: JES have completed the traffic survey. The Clerk is waiting on the results. **(09/19)**

5593 AECOM Support:

(i) SEA – The NHP SG has commented on various drafts and the final draft has just been received. **(09/19)**

(ii) Design codes/Masterplanning support – Aecom have sent through the first draft of the Design Code work which the NHP SG have commented on. The Clerk to follow up the progress on the redraft. **(09/19)**

- 5594 NHP Redraft: The NHP SG met on 10.06 and reviewed the first draft of the restructured plan. Overall the NHP SG felt that the document was better structured and clearer to follow. More information to be added once the SEA and Design Code drafts are approved. The Clerk to forward comments on both to Nexus. **(07/19).**
- 5680 Settlement Boundary: Cllrs Jacobs and Mathisen have conducted an analysis of the Settlement Boundary. Cllr Mathisen has asked for a more detailed map. The Clerk has asked Graham Parrott for a copy of the map and will follow this up. **(09/19)**
- 5596 HRA: The Clerk contacted WBC who advised that their recent consultation concluded that it was *highly probable* that the NHP team will need to commission an HRA. The Clerk was advised not to proceed until WBC had received this formally in writing. **(07/19)**
- 5681 NHP SG MEETING: The Clerk to arrange a NHP meeting for the middle of October. **(09/19).**

15.0 OUR ELSTEAD (OE)

- 5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**
- 5682 Christmas 2019: Work has already started in turning the “switching on of the Christmas tree lights” into more of an event. A poster has been designed and councillors have confirmed an increase from £70 to £500 for the community wide Christmas event. This is agreed under the PC’s power of entertainment and the Arts, Local Government Act 1972 s.145. **(09/19).**
- 5683 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be the same as the new PC logo that is being created for the new village website. It was agreed that the Clerk should write to the Bilmeir Trust proposing the sign as a project to be funded by the trust. **(09/19).**
- 5684 Litter picks: OE have decided that litter picks should be done just before annual village events. **(09/19). Minute to be removed next month.**
- 5685 Riverside Area: The clearance of this area is mixed from a success perspective. OE have agreed that it will look after the paving slabs and benches but that it is not worth planting flowers. **(09/19). Minute to be removed next month.**
- 5598 Planter press release: A press release was featured in the Farnham Herald in August. **(09/19). Minute to be removed next month.**
- 5686 Silver Birches: OE has been offered some free saplings. Councillors discussed where they could be planted but councillors agreed there were no suitable sites at the moment. Cllr Mathisen to thank WBC for their kind offer. **(09/19). Minute to be removed next month.**

16.0 DISRUPTION AND ROAD DEGRADATION CAUSED BY RECENT FILMING AT HANKLEY COMMON

- 5687 The PC notes that the village welcomes filming but the recent bout of filming has caused a lot of disruption both with the volume of traffic as well as the degradation of the road to the ZD. The PC also notes that the date on which the planning decision to allow filming will be given is due after filming has been complete. Clr J Else to discuss the process with the environment scrutineer. The objective for the future is to ensure that Elstead is to be formally consulted on filming plans and that filming should not go ahead until planning permission has been given. Cllr Mathisen to discuss the issues relating to this film with the MoD. **(09/19).**

17.0 POLICY DOCUMENTS

- 5688 Sub Committee Terms of Reference (ToR's): The Clerk drafted ToR's for the following sub committees; Finance, Smiths Charity, Playareas, Our Elstead and Planning and these were circulated before the meeting. Councillors discussed the terms of reference and amends were made. Revised ToR's to be sent out in advance of the October meeting where ToR's to be formally adopted. **(09/19).**
- 5689 Equality & Diversity Policy: The internal auditor advised that the PC should have an equality and diversity policy. The Clerk drafted the policy which was circulated before the meeting. Clr Rees made some recommendations and he will forward to the clerk so that it can be circulated before the October meeting where it will be formally adopted. **(09/19).**

18.0 FINANCIAL REGULATIONS

- 5690 NALC have put forward an updated set of Financial Regulations. The Clerk compared the revised version with the existing version and highlighted the changes. Cllrs accepted these amends and the clerk to issue the revised version to be formally adopted in the October meeting. **(09/19).**

19.0 WEBSITE UPDATE

- 5691 In the July meeting councilors agreed that a new calendar plug in could be purchased. Just before launching the website it became clear that the website needed a stronger hosting platform and an alternative free calendar was found. Councillors agreed via email for the 'calendar money' to be used to upgrade the hosting platform. The PC agreed this under its power to have it's own website, Local Government Act 1972 s. 142. **(09/19). Minute to be removed next month.**
- 5692 Website policy: The Clerk has drafted a website policy which councillors discussed in the meeting. The Clerk to circulate the draft website policy for further discussion at the October meeting. **(09/19).**

20.0 DEFIBRILLATOR

- 5693 Councillors agreed that the defibrillator should be relocated to the external village hall wall. Councillors accepted the cost of £285. Mrs Holroyd has offered to run training sessions for councilors and the village hall committee. The clerk to forward the proposed training dates to councilors and the village hall and to offer out the training to the wider community. **(09/19).**

21.0 FINANCE UPDATE

5694 The clerk advised that the PC is awaiting final sign off from the external auditors. **(09/19).**

22.0 REPORTS AND CORRESPONDENCE

5695 BT phone box: BT have advised that they will not be able to repaint the Milford phone box for the foreseeable future but are able to provide the paint free of charge. Councillors asked the clerk to obtain a quote from Ian Jefferies. **(09/19).**

5696 Burford Lodge: There have been a number of anti-social instances at Burford lodge over the last two weeks. The Sharks have reported one instance to the police. Additionally a resident lit a bonfire on the rec and another resident has questioned the new signage on the field near the Burford Lodge gate. **(09/19) Minute to be removed next month.**

5697 Parking: The clerk reported that a number of cars have been parked on the Milford Road on the last two Saturday mornings. The cars were parked abutting the entrance to the Burford Lodge rec approach making it extremely dangerous for vehicles exiting the slip road. The Clerk has spoken with the sharks who have already messaged their team coaches and parents. The clerk to write to the EVTC and EVAA. **(09/19). Minute to be removed next month.**

5698 Fence: a resident has complained that his fence has been damaged by the Grasstex. The clerk to contact Grasstex. **(09/19).). Minute to be removed next month.**

5699 Broadband: a resident has highlighted problems with their broadband. **(09/19).**

5700 Dead tree: a resident reported a dead verge side tree to the clerk which the clerk has reported to SCC. **(09/19). Minute to be removed next month.**

5701 Kingsmead: The Clerk has received a letter from the applicant's agent notifying the PC that one of the two properties (that surrounds the applicant's land) has confirmed that it is happy to have its land taken out of the Green Belt and into the settlement Area. The clerk to write to the agent as both residents need to confirm that they are happy for their land not only to be taken out of the Green Belt but also be available for housing development and to form an extension to the Kingsmead site. **(09/19).**

5702 Planning Meeting: A resident has asked to meet with the PC regarding their proposed development plans. The clerk to arrange the meeting on Clr Jacobs return. **(09/19).**

5703 Show home visit: An invitation has been received from Clarion to visit their show home. The clerk to circulate. **(09/19).**

5704 Oak Tree: Mr Murphy reported that the owner of Stable House had asked for permission to remove overhanging branches on three oak trees at Burford Lodge Rec. Mr Murphy informed the resident that they had a legal right to do this and that it would be best to cut the branches back to the trunk of the tree or one of the main branches. **(09/19). Minute to be removed next month.**

25.0 MATTERS RAISED BY MEMBERS

- 5706 Cllr Rees advised that at the recent Pavilion Trust meeting there was a discussion about how to welcome new families settling at the Weyburn development to the village. The Clerk to confirm the cost of 70 copies of the Elstead Village News. Mrs Davidsen is producing a pamphlet detailing helpful information. **(09/19)**.
- 5707 Weyburn Care Home: Thakeham have asked WBC for screening advise as they wish to change the care home to offices. Clarion are not aware of this. **(09/19)**.

Meeting closed at 10.10 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 21st October 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr L. Davidesen	Cllr J. Mathisen
	Cllr R. Rees	Cllr J. Jacobs	Cllr R. Gardner
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5708 Representatives from the EVAA were concerned following the recent break-in at the allotment which had seen the perimeter fence cut in two places and various mechanical items had been stolen from the sheds. Councillors agreed to repair the fence in both places and erect a fence made of metal scaffolding poles across the FP to deter access onto the rec from the Weyburn fields. The EVAA committee were pleased with the swift response and thanked the PC. **(10/19) Minute to be removed next month.**

5709 The EVAA committee raised the question about having regular vehicular access to the EVAA. The PC explained that when the EVAA had been established it had always been clear that there couldn't be regular vehicular access across the rec for safety reasons and that the Milford Road access was too dangerous for the PC to allow this to be used regularly. **(10/19) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5710 Apologies were received from Cllr J. Webster, Cllr D. Snape and Cllr S. Reynolds who were not able to attend for business reasons. Their apologies were accepted by the Council. **(10/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5711 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. **(10/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th SEPTEMBER 2019

5712 The minutes of the Parish Council meeting held on 16th September 2019 were agreed and signed by the Chairman. **(10/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 16th SEPTEMBER 2019

5713 The minutes of the planning meeting held on 16th September 2019 were agreed and signed by the Chairman. **(10/19). Minute to be removed next month.**

5.0 MATTERS ARISING

- 5714 Jubilee Rec Train: The supplier has now fitted the nameplate and capped all the screws that were slightly raised. **(10/19) Minute to be removed next month.**
- 5715 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it doglegs back to join FP65. The proposal has gone out to public consultation. The PC to formally respond to this. SCC advised that they have sent volunteers to clear back the vegetation along the route. The Clerk to confirm that this has been actioned. **(10/19)**
- 5561 Western Villages VAS: The VAS requires 2 people to fit it and it is suggested that RK and the maintenance person at Thursley join together to locate the VAS. Padlocks are required for the VAS which RK will source. The Clerk has added the VAS to the insurance policy and there is no additional charge for this year. The VAS project has been passed from the police to SCC Highways – SCC have checked and agreed that our proposed locations are acceptable. A rota to be drawn up by the Frensham Clerk. **(07/19). Minute to be deleted next month as covered under Agenda item 8.**
- 5716 Environmental PIC Monies: The Clerk has resubmitted the PIC application. The Clerk to chase for progress. **(10/19).**
- 5717 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received from Nexus Planning. For NHP who are allocating affordable housing there is a further £10,000 available. Nexus to advise The Clerk whether E&W NHP would be eligible to apply for this. **(10/19)**
- 5718 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. Sharks are applying for additional funding from the Football Association to help purchase the floodlights – a decision is due in October. The floodlights have therefore not yet arrived. **(10/19).**
- 5719 Sharks semi permanent storage: Planning has been resubmitted and has subsequently been approved. No further action will be taken until additional funding for the floodlights has been approved by the Football Association – a decision on the latter is still outstanding. **(10/19) Minute to be removed next month.**
- 5720 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The Clerk has feedback to the planning department the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(10/19). Minute to be removed next month.**
- 5721 Damaged railing opposite Fulbrook Lane. SCC advised that they are pursuing a claim for the damage and repairs are being programmed by the Follow Up Team. The Clerk has reported this gap several times and finally SCC have installed some yellow safety fences but there is no clarification as to when the railings will be replaced. The Clerk to draft a letter of formal complaint to the Head of Surrey Highways as there has been no further action from Surrey

CC Structures department. **(10/19).**

- 5645 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk has taken advice from SSALC who have stated that trees should be surveyed every two years and that there must be good reasons to justify any longer intervals. **(10/19). Minute to be removed next month.**
- 5646 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. No progress reported and councillors to look at this over the Autumn. There is little immediate hazard as the cricket season has now closed. Councillors have also noted that the picket fencing surrounding the playpark will need some remedial work but this will be actioned once the need for safety fencing has been determined. **(09/19)**
- 5574 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. There has been no response from the resident. **(07/19).**
- 5722 Village Sign: The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. Our Elstead have proposed a wooden village post with emblem and the clerk to draft a letter. **(09/19). Minute to be removed as covered under agenda item 11.**
- 5648 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk to follow up again. **(09/19).**
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Cllr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19).**
- 5723 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. The Clerk is meeting with WBC on 24th October to agree the location for the replacement bin. **(10/19)**
- 5552 A member of the public raised the issue of horses crossing the road from Broomfield to West Hill. Cllr Harmer advised that it was not clear what could be put in place but that he would be happy to receive proposals and investigate these to see what was possible. **(10/19). Minute to be removed next month.**
- 5656 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. The Clerk has been trained on how to update the website. Cllr Reynolds to be trained within the next month. **(09/19)**
- 5724 Bench: The bench to replace the damaged bench at The Pavilion has been delivered and installed. **(10/19). Minute to be removed next month.**

- 5725 Roundabout seat: The damaged seat has been replaced. **(09/19). Minute to be removed next month.**
- 5661 Heads of Terms for New Lease: Following the council's written response to the Heads of Terms WBC have responded with the correct terms. The terms were circulated before the meeting and Councillors were happy to accept them. The Clerk has written to confirm the PC's acceptance and to ask for an up to date map of both greens as well as to check that this agreement will apply to the Main Village Green as well. The clerk has received no response and will follow this action up again. **(10/19).**
- 5662 A tree came down blocking the B3001 on land in between the PC copse and Weyfield. The Clerk to advise the agents for the owners. Cllr Davidsen, Mrs Davidsen and Cllrs J and D Else attended and helped to direct traffic. The police refused to attend stating that it was a highways issue. Cllr J. Else has made an official complaint to the police regarding this as it was unacceptable for members of the public to be placed in such a dangerous situation. **(10/19). Minute to be removed next month.**
- 5726 Honeypot House development: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. Cllrs reviewed the planning application in August and The Clerk noted that the application was subsequently withdrawn. A revised application has been considered and objected to by the planning sub committee at the meeting held in October. **(10/19).**
- 5664 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have confirmed that planning application is not required as it falls under permitted development. The parts of the fence that were over 2 metres have been cut to just under 2 metres. Cllr D Else and Mrs Davidsen to follow this up with the enforcement department. **(09/19).**
- 5586 Emergency Council Meeting: WBC holding an emergency full council meeting on 17.9.19 to discuss climate emergency and new corporate strategy. Cllr J Else hopes that WBC will be able secure funding from the government for this strategy rather than using funds that are currently supporting vulnerable Waverley residents. Cllr P Murphy asked that if the Council proposes to plant more trees that the Ward Councillors remind The Council of the cost of surveying and maintaining them. **(10/19). Minute to be removed next month.**
- 5666 Local Plan Part 2 (LPP2): Cllr J Else advised that LPP2 does not feature within the new council's corporate strategy. **(10/19). Minute to be removed next month.**
- 5668 Haslemere Hospital: Cllr J Else is attending a meeting on 18th September which will discuss the future of Haslemere hospital. **(09/19)**
- 5669 Members Allocation: a second round of applications for Members Allocation has opened and Cllr Harmer would welcome any proposals for projects that could benefit from some funding by the 18th September. The next Western Villages Meeting will take place on 2nd October. **(10/19). Minute to be removed next month.**
- 5727 Outstanding SCC projects: The PC expressed its extreme frustration at the lack of communication it receives from SCC regarding the progress of works. It was agreed that Cllr Murphy and the clerk would draft a list of issues and projects that have been outstanding for this past year which Cllr Harmer would take up with SCC. The Clerk to ensure that Cllr harmer has received a copy. **(10/19). Minute to be removed next month.**

- 5728 Cllr Murphy and The Clerk attended a meeting with SCC Early Years on 30th August to discuss future early years childcare provision in the village and the situation regarding £46k that had originally been allocated to Peter Pan. The Minutes have now been received and The Clerk has sent back the minutes with a number of amendments. There has been no further response from SCC. **(10/19). Minute to be removed next month.**
- 5672 The governors at St James Primary School have opened a survey which features a number of questions asking people's views on opening a pre-school in the school. The Clerk to circulate a copy of the survey to councillors. Councillors to feed their comments back to the clerk by 5th October. **(09/19). Minute to be removed as covered under Agenda item 16.**
- 5673 Councillors agreed that the HT of St James Primary School should be invited to attend a PC meeting once the results of the survey have been collated. **(10/19) Minute to be removed next month as covered under agenda item 16.**
- 5729 The Village Hall Committee was thanked for all the work it has done in improving the facilities for both community halls. **(10/19). Minute to be removed next month.**
- 5730 The PC is waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway by Marcus's triangle. The PC has issued a press release which has received some coverage in the local press. There has been no further progress on this although residents did observe people in hi-viz jackets measuring the width of the road prior to the October PC Meeting. The PC is still waiting for a statement from SCC. **(10/19).**
- 5731 The PC notes that the village welcomes filming on the MoD land at Hankley Common but the recent bout of filming has caused a lot of disruption both with the volume of traffic as well as the degradation of the road to the Dropping Zone. There is due to be a HUG Meeting on 20th November at which the traffic issues and the state of the access road will be discussed. **(10/19).**
- 5732 BT phone box: BT have advised that they will not be able to repaint the Milford phone box for the foreseeable future but are able to provide the paint free of charge. The Clerk has contacted Ian Jeffery and is waiting for a quote. **(10/19).**
- 5702 Planning Meeting: A resident has asked to meet with the PC regarding their proposed development plans. **(10/19). Minute to be removed next month.**
- 5699 Broadband: a resident has highlighted problems with their broadband. **(09/19).**
- 5733 Kingsmead: The Clerk has received a letter from the applicant's agent with an update regarding the availability of land. This will be discussed in the October NHP meeting. **(10/19). Minute to be removed next month.**
- 5734 Show home visit: Cllr Jacobs, Mrs Davidsen and The Clerk visited the show home at Weyburn. Mrs Davidsen questioned where the LAP / LEAP was going to be sited. Clarion advised that they have checked the planning consent and they believe there is no requirement for a LAP / LEAP to be provided. Elstead PC and Peper Harow Parish are concerned as there is already an under provision of play equipment in Elstead and none in Peper Harow. The Clerk and Cllr Jacobs looked at the planning consent online and condition

39 clearly stated that one should be provided. Cllr Murphy to contact WBC to see what plan has been submitted for condition 39. **(10/19).**

5735 Cllr Rees advised that at the recent Pavilion Trust meeting there was a discussion about how to welcome new families settling at the Weyburn development to the village. The Clerk advised councillors of the cost of an issue of the EVN. The Clerk to provide any leftover copies to Weyburn if this is approved by Clarion. **(10/19). Minute to be removed next month.**

5736 Weyburn Care Home: The Care Home has been advertised for £2.5m – the site is less than 1 acre in size. The NHP SG is going to try to ensure there is a policy in the NHP to make it an employment site. **(10/19). Minute to be removed next month.**

5688 Sub Committee Terms of Reference (ToR's): The Clerk drafted ToR's for the following sub committees; Finance, Smiths Charity, Play Areas, Our Elstead and Planning and these were circulated before the meeting. Councillors discussed the terms of reference and amends were made. Revised ToR's to be sent out in advance of the October meeting where ToR's to be formally adopted. **(10/19). Minute to be removed next month as covered under agenda 13.**

5689 Equality & Diversity Policy: The internal auditor advised that the PC should have an equality and diversity policy. The Clerk drafted the policy which was circulated before the meeting. Cllr Rees made some recommendations and he will forward to the clerk so that it can be circulated before the October meeting where it will be formally adopted. **(10/19). Minute to be removed next month as covered under agenda 13.**

5737 Councillors agreed that the defibrillator should be relocated to the external village hall wall. Councillors accepted the cost of £285. Mrs Holroyd has offered to run training sessions for councilors and the village hall committee. The clerk has shared two dates with cllrs and the village hall committee; 23rd and 30th November 2-4pm. Councillors to advise the clerk of their availability. **(10/19).**

5694 The clerk advised that the PC is awaiting final sign off from the external auditors. **(10/19). Minute to be removed next month as covered under agenda item 17.**

5690 NALC have put forward an updated set of Financial Regulations. The Clerk compared the revised version with the existing version and highlighted the changes. Cllrs accepted these amends and the clerk to issue the revised version to be formally adopted in the October meeting. **(09/19). Minute to be removed next month as covered under agenda item 17.**

5692 Website policy: The Clerk has drafted a website policy which councillors discussed in the meeting. The Clerk to circulate the draft website policy for further discussion at the October meeting. **(10/19). Minute to be removed next month as covered under agenda item 14.**

6.0 WBC UPDATE

5738 The Clerk contacted WBC to find out when the next Town and Parish Meeting would be as there has been no meeting for several months. WBC have confirmed the meeting will be on 2nd December 2019 from 7-9pm. Cllrs Murphy, Jacobs and The Clerk will attend. **(10/19). Minute to be removed next month.**

5739 The Clerk advised that there will be a Clerks briefing at WBC with Tom Horwood on 20th November. **(10/19). Minute to be removed next month.**

5740 Councillors were advised that WBC are currently running an online survey for feedback as to how WBC should save 20%. Cllr Rees has forwarded the link and all to complete. **(10/19). Minute to be removed next month.**

7.0 SCC UPDATE

5741 There was no update as the councillor was unable to attend the meeting for business reasons. **(10/19). Minute to be removed next month.**

8.0 REPORT FOLLOWING WESTERN VILLAGES MEETING HELD 2ND OCTOBER 2019

5742 A report had been circulated in advance of the meeting. The Clerk explained that SCC were now going to be in charge of locating the VAS which meant that the training to relocate the VAS training (that RK attended) is not going to be of benefit as the VAS will be installed by SCC engineers. Councillors asked The Clerk to withhold the payment of the training invoice pending further information from SCC. **(10/19).**

5743 The Lengthmen Scheme was discussed. Cllr Murphy raised a concern regarding the reporting process of this. It is not clear if the PC's proposed projects have been accepted and if they have when they will be actioned. Cllrs agreed that it would be better if the PC could arrange for vegetation to be cut back as and when it needed it done rather than waiting for an external agency to do the work. **(10/19). Minute to be removed next month as covered under agenda item 12.**

5744 It was agreed that Cllr Murphy should write to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. **(10/19).**

9.0 REPORT FOLLOWING HANKLEY COMMON CONSERVATION GROUP MEETING HELD 8TH OCTOBER 2019

5745 Cllr Mathisen had suggested that MoD apply for alternative usage so that filming companies do not have to get planning permission for every film as invariably permission is granted at the end of the filming schedule. Cllr Mathisen also reported that a resident was unhappy with an electric fence that had been installed during the summer to contain grazing cattle. It was suggested that the resident liaise directly with James Giles. **(10/19) Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

5746 Traffic Survey: JES have completed the traffic survey. The NHP SG have reviewed the results and it is clear that there are currently 50% less movements at Westhill versus Hookley Lane / Milford Road. **(10/19) Minute to be removed next month.**

5747 AECOM Support:

(i) SEA – The NHP SG has commented on the final draft. Nexus are discussing the final comments with Aecom to ensure that these comments are incorporated and then the SEA will be sent out for consultation. **(10/19) Minute to be removed next month.**

(ii) Design codes/Masterplanning support –The NHP SG has commented on the redraft and Nexus are liaising with Aecom to ensure the SG's final comments are incorporated. **(10/19) Minute to be removed next month.**

5748 NHP Redraft: The NHP SG met on 10.06 and reviewed the first draft of the restructured plan. Overall the NHP SG felt that the document was better structured and clearer to follow. The redrafted NHP is expected to be ready for the beginning of November. **(10/19).**

5749 Settlement Boundary: Cllrs Jacobs and Mathisen have conducted an analysis of the Settlement Boundary. NHP SG to meet on 25.10.19 to review these comments. **(10/19)**

5750 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has contacted Aecom who had already agreed that they would manage this as part of a free technical support package. **(10/19)**

5751 NHP SG MEETING: A meeting was held on 14th October and updates from the meeting have been incorporated into the minutes above. **(10/19). Minute to be removed next month**

11.0 OUR ELSTEAD (OE)

5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**

5752 Christmas Light Switch On 2019: An application has been submitted to Blakemore for a small donation towards the refreshments for the Christmas event. Oxenford Farm have kindly agreed to donate a 12-14ft Christmas tree. Musicians and singing has been arranged. There will be small leaflets and posters distributed around the village. **(10/19).**

5753 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be the same as the new PC logo that is being created for the new village website. It was agreed that the Clerk should write to the Bilmeir Trust proposing the sign as a project to be funded by the trust. The clerk to find cost estimates for a sign c 10foot high in iron. **(10/19).**

5754 Seasonal clean-ups: two are planned for 9th November meeting at 10am and 2pm by Church Green. The aim is to sweep the pavements by the church and in the lay-by opposite the war memorial. Cllr Mathisen has arranged high vis vests for safety. **(10/19). Minute to be removed next month.**

5755 Spring Bulbs: Cllr Mathisen and Cllr Murphy to agree locations for spring bulbs. **(10/19).**

12.0 VEGETATION MAINTENANCE ON HIGHWAYS AND ROW'S

5756 The Parish Council would be able to deal with overgrown vegetation more speedily rather than waiting for SCC to provide the resources to undertake the work. Councillor Murphy has contacted SCC who advise that they spend c £400 per annum on ROW maintenance.

SCC also advised that in order to work on or adjacent to the Highway, the contractor must be highways accredited and would need to attend a course for this purpose. Councillors agreed in principle that they would be happy for RK to take on this responsibility and that the associated costs for this should be included in the upcoming annual finance meeting. Cllr Murphy has spoken with RK and he has confirmed that he would be happy to do the work. **(10/19). Minute to be removed next month.**

13.0 POLICY DOCUMENTS TO RATIFY

5757 Sub Committee Terms of reference (ToR's): Councillors ratified and formally adopted the terms of reference for the following sub committees that had been presented at the September meeting: Finance, Smiths Charity, Play Areas, Our Elstead, Planning. Terms of reference will be formally reviewed annually in May. **(10/19). Minute to be removed next month.**

5758 Equality & diversity Policy: Councillors ratified and formally adopted the Equality & Diversity Policy that had been presented at the September meeting. The Clerk to upload a copy to the PC website. **(10/19). Minute to be removed next month.**

14.0 WEBSITE UPDATE

5759 Website Policy: Councillors ratified and formally adopted the Website Policy that had been presented at the September meeting. **(10/19). Minute to be removed next month.**

15.0 DEFIBRILATOR UPDATE

5760 The defibrillator has been relocated to the front of the village hall. The Clerk will circulate two possible AED training dates and it is hoped that all councillors will attend. **(10/19). Minute to be removed next month.**

16.0 DRAFT LETTER FOLLOWING ST JAMES PRIMARY SCHOOL CONSULTATION

5761 A draft letter, in response to the St James primary School consultation, was circulated prior to the meeting. Councillors approved the letter. The PC would like the school to attend a PC meeting and present their findings once all the feedback has been analysed. **(10/19).**

17.0 FINANCE UPDATE

5762 External Audit: The external auditors PFK Littlejohn have signed off the external audit for Elstead PC for FY 2018/2019. The Agar was returned because of a small typing error for which the clerk apologises. The external auditor found everything else to be correct. The Clerk has posted the external audit report along with AGARS 1,2 3 in line with the financial regulations. **(10/19). Minute to be removed next month.**

5763 2019/2020 Accounts Update: The clerk had circulated up to date financial spreadsheets prior to the meeting. The Clerk confirmed that all bank statements, receipts, invoices and cheque books have been double checked by Cllr Jacobs and that everything is in order. The spreadsheets show that as at half year the PC has spent £51k versus it's total budget of £83k. However a lot of expenditure is front weighted such as grass cutting and NHP work. The Clerk also advised that we are due to receive the VAT rebate from last fiscal which is £5.5k. **(10/19). Minute to be removed next month.**

- 5764 Financial Regulations: Councillors ratified and formally adopted the revised Financial Regulations that had been presented at the September meeting. **(10/19). Minute to be removed next month.**

18.0 TREES

- 5765 Following the advice the clerk received regarding the fact that trees must be surveyed every two years councillors have confirmed that The Clerk can instruct Chalice to resurvey the PC's trees. **(10/19)**
- 5766 A resident asked if they could trim back some of the branches from the oak trees on the Burford Lea side of the rec as they were overhanging in the garden. Councillors agreed that they could be cut back and were happy for the middle tree to be removed as it is being starved of space and not growing as it should. **(10/19). Minute to be removed next month.**

19.0 REPORTS AND CORRESPONDENCE

- 5767 There have been concerns raised regarding overflow parking at Burford Lodge rec. This has resulted in many vehicles parking on the Milford Road which has obstructed traffic leaving the village in the direction of the A3. The Clerk has written to EVTC, EVAA and The Sharks asking them to advise their members where best to park and asking people to not park on the road. **(19/10). Minute to be removed next month.**
- 5768 A resident was concerned about the proposed detour to FP64. Cllr Murphy explained that it was a better option than the original proposal which took a greater detour away from the river. **(19/10). Minute to be removed next month.**
- 5769 Councillors are advised that the annual CAW meeting will take place on 15th November and anyone is welcome to attend. **(19/10). Minute to be removed next month.**
- 5770 The clerk has dealt with various cemetery enquiries this month. **(19/10). Minute to be removed next month.**
- 5771 The Smiths Charity has contacted the PC and suggested that groups may apply for a little more money. Councillors agreed that The Clerk should apply for a further £2,000. **(10/19).**
- 5772 The Clerk has updated councillor details on the WBC website. **(19/10). Minute to be removed next month.**
- 5773 Councillors are invited to attend the Surrey Hills Community Forum on 8th November. **(19/10). Minute to be removed next month.**
- 5774 The Clerk has received information from WBC about how to ensure that public sector websites are easily accessible. The Clerk has shared the information with Mrs Davidsen. **(19/10). Minute to be removed next month.**
- 5775 Information has been received about the opportunity to house a textile recycling bank in Elstead. Councillors agreed that there is no suitable location and were concerned that it would encourage fly tipping or other items to be left abandoned. The Clerk advised

councillors that the school runs a termly textile collection campaign with funds going to the PTA. **(19/10). Minute to be removed next month.**

5776 A resident reported a dead tree on the Milford Road which the Clerk has reported to SCC. **(19/10). Minute to be removed next month.**

5777 A resident reported the on-going issue of speeding at the Milford entrance to the village. Police had run a speedwatch campaign and a number of vehicles were pulled over. **(19/10). Minute to be removed next month.**

5778 A resident advised the clerk that the number 46 bus was late again causing much inconvenience to passengers. **(19/10). Minute to be removed next month.**

5779 Press release: Local Plan Review Statement. **(19/10). Minute to be removed next month.**

20.0 ACCOUNTS FOR PAYMENT

Payee	Cheque no	Purpose	Amount
Richard Knight	3973	RK0299 maintenance	£788.17
Richard Knight	3974	RK0300 work at Woolfords cemetery	£60.50
Juliet Williams	3975	salary and working from home	£1,008.13
Juliet Williams	3976	expenses	£19.15
Nexus Planning Ltd	3977	Neighbourhood Plan Drafting	£1,920.00
DJK Electrical Contractors	3978	Moving defibrillator from spar to village hall	£342.00
Information Commissioner	3979	Annual Fee	£40.00
Elstead URC	3980	PC meeting hall hire	£54.00
Elstead Village Halls	3981	NHP meeting hall hire	£17.50
Richard Knight	3982	Trees and signage at Burford Rec	£158.40
URC	3983	Key deposit	£20.00
PKF Littlejohn LLP	3984	External Audit	£360.00
			£4,787.85

22.0 MATTERS RAISED BY MEMBERS

5783 The FP sign at the corner junction of Beacon View Road and Thursley Road has fallen down needs to be reinstated. **(10/19). Minute to be removed next month.**

Meeting closed at 9.45 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th November 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr J. Jacobs	Cllr J. Mathisen
	Cllr J. Webster	Cllr S. Reynolds	Cllr D. Snape
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5784 There were no public questions. **(11/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5785 Apologies were received from Cllr L. Davidsen, Cllr R Rees and Cllr R Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(11/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5786 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. **(11/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st OCTOBER 2019

5787 The minutes of the Parish Council meeting held on 21st October 2019 were agreed and signed by the Chairman. **(11/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st OCTOBER 2019

5788 The minutes of the planning meeting held on 21st October 2019 were agreed and signed by the Chairman. **(11/19). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF FINANCE MEETING HELD 6th NOVEMBER 2019

5789 The minutes of the finance meeting held on 6th November 2019 were agreed and signed by the Chairman. **(11/19). Minute to be removed next month.**

6.0 MATTERS ARISING

5790 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it doglegs back to join FP65 and it has been sent out to relevant parties for consultation – the

consultation will close on 25th October 2019. SCC advised that they have received some objections to the planned diversion as a result of the consultation. The Clerk advised councillors that the FP64 has been cut back and is now accessible. **(11/19)**

- 5791 Environmental PIC Monies: The Clerk advised that WBC PIC officers are happy to support the application for the recycling waste container at Woolfords Lane Cemetery and are waiting for WBC portfolio holders to sign off the applicaiton. **(11/19)**.
- 5717 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received from Nexus Planning. For NHP who are allocating affordable housing there is a further £10,000 available. Nexus to advise The Clerk whether E&W NHP would be eligible to apply for this. **(10/19)**
- 5792 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. Sharks are applying for additional funding from the Football Association to help purchase the floodlights – a decision is due in December. The floodlights have therefore not yet arrived. **(11/19)**.
- 5793 Damaged railing opposite Fulbrook Lane. SCC advised that they are pursuing a claim for the damage and repairs are being programmed by the Follow Up Team. The Clerk has reported this gap several times and finally SCC have installed some yellow safety fences but there is no clarification as to when the railings will be replaced. The Clerk has written a letter of formal complaint to the Head of Surrey Highways as there has been no further action from Surrey CC Structures department. The barriers have fallen over which is both a safety hazard as well as offering little or no protection. The Clerk to forward a copy of the email to Clr D. Harmer. **(11/19)**.
- 5646 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. No progress reported and councillors to look at this over the Autumn. There is little immediate hazard as the cricket season has now closed. Councillors have also noted that the picket fencing surrounding the playpark will need some remedial work but this will be actioned once the need for safety fencing has been determined. **(09/19)**
- 5794 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. There has been no response from the resident – The Clerk has contacted the resident again. **(11/19)**.
- 5648 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk to follow up again. **(09/19)**.
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Clr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19)**.
- 5795 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. The Clerk met with WBC on 24th October and a location has been agreed for the

replacement bin. The bin to be installed in the New Year. **(11/19) Minute to be removed next month.**

- 5656 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. The Clerk has been trained on how to update the website. Cllr Reynolds to be trained within the next month. **(09/19)**
- 5661 Heads of Terms for New Lease: Following the council's written response to the Heads of Terms WBC have responded with the correct terms. The terms were circulated before the meeting and Councillors were happy to accept them. The Clerk has written to confirm the PC's acceptance and to ask for an up to date map of both greens as well as to check that this agreement will apply to the Main Village Green as well. The clerk has received no response and will follow this action up again. **(11/19). Minute to be removed as covered under Agenda Item 13.**
- 5796 Honeypot House development: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. Cllrs reviewed the planning application in August and The Clerk noted that the application was subsequently withdrawn. A revised application has been considered and objected to by the planning sub committee at the meeting held in October. WBC have passed the retrospective planning application in spite of objections being raised by the Parish Council as well as by some residents. Cllr D. Else is following up the use of the retail space part of the development with WBC Enforcement. **(11/19).**
- 5664 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have confirmed that planning application is not required as it falls under permitted development. The parts of the fence that were over 2 metres have been cut to just under 2 metres. Cllr D Else and Mrs Davidsen to follow this up with the enforcement department. **(09/19).**
- 5668 Haslemere Hospital: Cllr J Else is attending a meeting on 18th September which will discuss the future of Haslemere hospital. **(09/19) Minute to be removed next month.**
- 5797 The PC is waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway by Marcus's triangle. The PC has issued a press release which has received some coverage in the local press. There has been no further progress on this although residents did observe people in hi-viz jackets measuring the width of the road prior to the October PC Meeting. The PC is still waiting for a statement from SCC. The temporary traffic prohibition order has been removed and there has been no further information from SCC. **(11/19).**
- 5798 The PC notes that the village welcomes filming on the MoD land at Hankley Common but the recent bout of filming has caused a lot of disruption both with the volume of traffic as well as the degradation of the road to the Dropping Zone. There is due to be a HUG Meeting on 20th November at which the traffic issues and the state of the access road will be discussed. Cllr Murphy and Cllr Mathisen to attend. **(11/19). Minute to be removed next month.**
- 5732 BT phone box: BT have advised that they will not be able to repaint the Milford phone box for the foreseeable future but are able to provide the paint free of charge. The Clerk has contacted Ian Jeffery and is waiting for a quote. **(11/19). Minute to be removed as covered under Agenda Item 16.**

- 5699 Broadband: a resident has highlighted problems with their broadband. **(09/19).**
- 5799 Show home visit: Cllr Jacobs, Mrs Davidsen and The Clerk visited the show home at Weyburn. Mrs Davidsen questioned where the LAP / LEAP was going to be sited. Clarion advised that they have checked the planning consent and they believe there is no requirement for a LAP / LEAP to be provided. Elstead PC and Peper Harow Parish are concerned as there is already an under provision of play equipment in Elstead and none in Peper Harow. The Clerk and Cllr Jacobs looked at the planning consent online and condition 39 clearly stated that one should be provided. Cllr Murphy has contacted WBC asking to see the plan that was submitted for condition 39. The Clerk and Cllr Murphy visited the site and looked at the proposed play area. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The Clerk to ask Cllr D. Else for support with this matter and to arrange a meeting with WBC planners. **(11/19).**
- 5737 Councillors agreed that the defibrillator should be relocated to the external village hall wall. Councillors have confirmed their availability for AED training on 23rd and 30th November (to be given by Mrs Holroyd). The clerk to forward a schedule. **(11/19).**
- 5800 St James Primary School consultation: a letter was sent to St James Primary School following the last PC meeting but there has been no response or acknowledgment. The Clerk to follow up and to invite the school to attend the December PC meeting to present the findings following the consultation. **(11/19).**
- 5742 A report had been circulated in advance of the meeting. The Clerk explained that SCC were now going to be in charge of locating the VAS which meant that the training to relocate the VAS training (that RK attended) is not going to be of benefit as the VAS will be installed by SCC engineers. Councillors asked The Clerk to withhold the payment of the training invoice pending further information from SCC. The Tilford Clerk advised that Cllr Harmer is aware that parishes are withholding payment until the VAS situation is resolved. SCC have also now confirmed that the written procedures do not need to be rewritten and so the project may be restarted as per the original agreement. The Clerk is waiting on further instruction. **(11/19).**
- 5744 It was agreed that Cllr Murphy should write to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. **(10/19).**
- 5801 Following the advice the clerk received regarding the fact that trees must be surveyed every two years councillors have confirmed that The Clerk can instruct Chalice to resurvey the PC's trees. **(10/19) Minute to be removed next month as covered under agenda item 15.**
- 5802 The Smiths Charity has contacted the PC and suggested that groups may apply for a little more money. Councillors agreed that The Clerk should apply for a further £2,000. The clerk has drafted a letter but is waiting on details from the school to include in the letter. **(11/19).**
- 7.0 REPORT FOLLOWING THE FINANCE SUB COMMITTEE MEETING HELD 6th NOVEMBER 2019**
- 5803 The draft minutes with accompanying paperwork were circulated prior to the PC meeting. Proposed expenditure is shown at the end of these minutes. Members of the Finance Sub Committee met to go through the budget for FY20/21. The notable items of expenditure

are: tree surgery £6k, NHP £8k, special projects £4k (FP64 and the village sign), Our Elstead £1k, pitch treatment* £1k. Councillors are in agreement that it has been frustrating trying to ensure that SCC complete vegetation works and at the October meeting had agreed that the only solution would be take on vegetation clearance and ROW maintenance and this is why there is an allocation of £1k for each of these categories. To achieve this the Finance Sub Committee has proposed a modest increase of precept from £60,000 to £63,000. Councillors accepted the proposals and thanked the Finance Sub Committee for their work in this matter. The Clerk to submit the Precept proposal to WBC by 3rd January 2020. **(11/19). Minute to be removed next month.**

*The Sharks commissioned a survey of Thursley Road and Burford Lodge rec playing pitches. The resulting survey has proposed a raft of recommendations costing well over £10k. The PC believed that some of the works are not deemed necessary or are low priority and the sports clubs will need to match fund any works undertaken.

8.0 REPORT FOLLOWING MEETING WITH THE MILL HELD 8th NOVEMBER 2019

5804 Following the closure of the Mill carpark for Bonfire Night Cllr Murphy, Cllr Else and WBC Licensing Officer met with the manager of the Mill. The Mill had originally stated that the carpark closure was for safety reasons and the effect of the closure on the rest of the village was not their responsibility. At the meeting the manager was fulsome in her apologies and explained that they were already working on improving the planning of this event for 2020. The PC did not ask for a financial contribution towards the repair of the Green which RK has completed. **(11/19). Minute to be removed next month.**

5805 Cllr J Else had asked for police support to control the traffic on Bonfire Night but they had refused to attend saying that it was not their responsibility. Cllr J. Else has sent a formal letter of complaint to the Police and will seek to arrange a meeting with Inspector Graham Smith. **(11/19).**

5806 On the Sunday following Bonfire Night cars were parked on both sides of the road by the Green at the Woolpack exit. Track marks were found for a second time on the green and the green has been repaired again by RK. Councillors discussed whether there should be small fence posts or signs saying that parking was not allowed but all agreed that this was not necessary for the time being. **(11.19). Minute to be removed next month.**

9.0 WBC UPDATE

5807 There was no update as both councillors was unable to attend the meeting for business reasons. **(11/19). Minute to be removed next month.**

10.0 SCC UPDATE

5808 There was no update as the councillor was unable to attend the meeting for business reasons. **(11/19). Minute to be removed next month.**

11.0 NEIGHBOURHOOD PLAN UPDATE

5809 NHP Redraft: The redrafted NHP has been received and checked. Comments will be fed back to Nexus and it is hoped that the plan will be ready for consultation mid December / early January. The Clerk to forward the amended draft to all councillors. The SG to check

to ensure that there is enough weight given to the following categories: protecting the rural feel of the Milford Road, horse policy, protecting major employment sites including the carehome. **(11/19).**

5810 Settlement Boundary: Cllrs Jacobs and Mathisen have conducted an analysis of the Settlement Boundary. Members of the NHP SG met on 25.10.19 and there is now a coherent plan. Minor amendments that are being made to the Settlement Boundary will be listed as an appendix at the end of the NHP. **(11/19)**

5811 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has contacted Aecom who confirmed that this will be part of a free technical support package that the PC has secured. **(11/19)**

12.0 OUR ELSTEAD UPDATE (OE)

5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**

5812 Christmas Light Switch On 2019: Blakemore have kindly agreed to donate £200 towards this event. The Clerk has placed an order of refreshments via the Spar for delivery at the end of November. Oxenford Farm have kindly agreed to donate a 12-14ft Christmas tree. Musicians and singing has been arranged. The EVN will feature the event poster on the front cover of the December issue. Cllr J Else has completed a risk assessment. Councillors to advise Cllr Mathisen if they can volunteer to help at the event. **(11/19).**

5813 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be based on the PC logo that was created for the new village website. The Clerk has drafted a funding application letter to the Bilmeir Trust proposing the sign as a project to be funded by the trust. The clerk and Cllr Mathisen have found a variety of companies who make signs - the approximate cost is £5k. Cllr Mathisen to meet with Mr Williams to discuss the design. **(11/19).**

5814 Spring Bulbs: Cllr Mathisen and Cllr Murphy to agree locations for spring bulbs. Cllr Snape has forwarded a planting plan to Cllr Murphy. **(11/19).**

5815 Seasonal Sweep: At the seasonal sweep on 9th November volunteers collected 22 bags of leaves. EGC cleaned the memorial and tended the garden in front of the village hall. WBC had cut the hedge to the closed cemetery in the week leading up to Remembrance weekend. **(11/19). Minute to be removed next month.**

13.0 VILLAGE AND CHURCH GREEN LEASE

5816 Village Green and Church Green Lease: the Heads of terms as well as the maps of the area were circulated to councillors who agreed that the PC should proceed and renew its lease of these two areas. The Clerk to contact WBC. **(11/19).**

14.0 BURFORD LODGE REC SIGNAGE

5817 Burford Lodge Rec Signage: The Sharks had asked if the PC can improve the directional signage to Burford Lodge Rec. The current sign is sited too high and away from the slip road.

The Clerk to liaise with the tennis club and to arrange to install a sign above the current tennis club sign. **(11/19).**

15.0 TREE SURVEY

5818 Tree survey: the quote for the tree is slightly cheaper versus the survey conducted in 2017 and is £2,475 ex vat (versus £2,730 ex VAT). Councillors approved this expenditure which the PC is allowed under its powers of Highways Act 1980, s.96 and the clerk will arrange with Chalice to undertake the works. **(11/19).**

16.0 TELEPHONE BOX REPAINTING

5819 Milford Road Telephone Box: BT are unable to prioritise painting the phone box but have offered to provide the paint free of charge. Ian Jeffery has quoted £280 to paint the telephone box in Spring 2020. The council approved this expenditure under its powers of Local Government (miscellaneous provision) Act 1953, s.4. **(11/19).**

17.0 PC MEETING CALENDAR FOR 2020

5820 Calendar 2020: The clerk proposed meeting dates for 2020 which councillors accepted. The clerk to notify The URC. **(11/19). Minute to be removed next month.**

18.0 REPORTS AND CORRESPONDENCE

5821 The annual report from CAW was received along with a request for a donation. The clerk to add this to the December meeting agenda. **(11/19). Minute to be removed next month.**

5822 The RBL have asked for the PC's filing cabinet to be relocated. The Clerk and RK to move it before the end of November. **(11/19). Minute to be removed next month.**

5823 The Clerk received a response to the PC's letter regarding the manner in which the horses are being kept on the fields opposite The Mill. The clerk to respond. **(11/19). Minute to be removed next month.**

5824 A notice advertising the closure of the Shackleford Road (on one side of Marcus's Triangle) was received. The Clerk posted this on facebook and the village website. The road will be closed for BT enabling works. **(11/19) Minute to be removed next month.**

5825 The Clerk advised police of an abandoned vehicle located at the entrance of Burford Lodge Rec (Lower Ham Lane). The police were unable to help and the vehicle has since been moved. **(11/19). Minute to be removed next month.**

5826 A resident reported a fallen down tree (belonging to the house alongside the tennis courts) which blocked the footpath. A local tree surgeon immediately responded. The Clerk advised the EVTC and the EVAA. **(11/19). Minute to be removed next month.**

5827 The Clerk forwarded communication from WBC regarding the opportunity of joining the standards committee to councillors. Cllr Reynolds is interested in the opportunity. The clerk has forwarded Cllr Reynolds details to WBC. **(11/19). Minute to be removed next month.**

- 5828 A resident complained of vehicles parking on the green spaces in Springfield. The Clerk forwarded the email to Cllr J. Else. **(11/19). Minute to be removed next month.**
- 5829 Repairs have been made to Burford Lodge Rec car park. **(11/19). Minute to be removed next month.**
- 5830 The new barrier situated close to the EVAA has been damaged. Cllr Murphy and RK fixed the barrier. The Clerk has written to the agents for the Weyburn fields regarding this matter. **(11/19). Minute to be removed next month.**
- 5831 The clerk has reported a dead tree on the Milford Road to SCC who have responded as they are unable to locate the tree. The Clerk to follow up. **(11/19). Minute to be removed next month.**
- 5832 There have been 2 x cemetery enquiries. **(11/19). Minute to be removed next month.**
- 5833 The Clerk has responded to the agents for Kingsmead. **(11/19). Minute to be removed next month.**
- 5834 The clerk advised that the next Town and Parishes Meeting would be held at WBC on 2nd December. (11/19). Minute to be removed next month.
- 5835 Press releases: Waverley residents reminded about bin changes from 4 November, Waverley Borough Council awards new grounds maintenance contract to Continental, Mayor hosts tea party to thank Volunteers, Festive recycling and reduction: campaign briefing November 2019 – January 2020, Court of Appeal victory for Waverley Borough Council's Local Plan, Waverley seeks to protect offices around Godalming Station. **(11/19). Minute to be removed next month.**

19.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - NOVEMBER 2019

Payee	Cheque no	Purpose	Amount
Royal British Legion	3985	Poppy Appeal - wreath	£25.00
Juliet Williams	3986	Salary / working from home	£959.43
Juliet Williams	3987	mileage	£4.50
Richard Knight	3988	RK0307	£497.44
Grasstex	3989	grass cutting	£2,739.84
Nexus Consulting	3990	NHP	£2,400.00
John Mathisen	3991	Expenses for Our Elstead	£387.90
Pat Murphy	3992	Chairmans allowance	£225.00
Juliet Williams	3993	pads for AED	£100.79
			£7,339.90

21.0 MATTERS RAISED BY MEMBERS

- 5839 Councillor Mathisen raised the issue of parked vehicles on Bonfire Hill. The Clerk to inform the agent. **(19/11).**

- 5840 Councillor Snape raised the issue of problematic parking around St James Primary School. The Clerk to invite the school to attend the December PC Meeting. **(19/11).**
- 5841 Councillor Jacobs shared the latest publication of Your Waverley with councillors. Cllr Jacobs raised concern at the employment of an agency to look at the Farnham Vision. Cllr Jacobs also highlighted that the new WBC executive was town heavy: all of the 9 Executive Members are from Farnham and Godalming therefore placing rural areas at a big disadvantage. Cllr Jacobs to raise this matter at the Town and Parish Meeting at WBC on 2nd December. **(19/11). Minute to be removed next month.**

Meeting closed at 9.45 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 11th December 2019 at 7.35 pm
The Youth Centre, Thursley Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr J. Jacobs	Cllr J. Mathisen
	Cllr J. Webster	Cllr S. Reynolds	Cllr D. Snape
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5842 A resident advised that the footpath notice by Burford Rec had fallen down. The Clerk to report this. **(12/19). Minute to be removed next month.**

5843 A resident asked if there was progress on the surface improvement to Back Lane. The Clerk to liaise with Cllr J. Else. **(12/19).**

1.0 APOLOGIES FOR ABSENCE

5844 Apologies were received from Cllr R. Rees who was not able to attend for business reasons. His apologies were accepted by the Council. **(12/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5845 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. **(12/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th NOVEMBER 2019

5846 The minutes of the Parish Council meeting held on 18th November 2019 were agreed and signed by the Chairman. **(12/19). Minute to be removed next month.**

4.0 MATTERS ARISING

5847 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it doglegs back to join FP65. Stakeholders were consulted on this proposal – the consultation closed on 25th October 2019. The Clerk advised councillors that the FP64 has been cut back and is now accessible. SCC advised that they have received some objections to the planned diversion as a result of the consultation. The Clerk contacted SCC again to follow up on what the next stages are now that the consultation is complete. The responsible officer needs to confirm with her line manager on the next steps and The Clerk will follow this up. Cllr P Murphy advised that The Ramblers have just celebrated the 5th anniversary of the footpath's closure and will be writing an article for the Farnham Herald. **(12/19)**

- 5848 Environmental PIC Monies: The Clerk advised that WBC PIC officers are happy to support the application for the recycling waste container at Woolfords Lane Cemetery and are waiting for WBC portfolio holders to sign off the application. **(12/19)**.
- 5717 New NHP support programme with increased funding to £17,000: The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received from Nexus Planning. For NHP who are allocating affordable housing there is a further £10,000 available. Nexus to advise The Clerk whether E&W NHP would be eligible to apply for this. **(10/19)**
- 5792 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. Sharks are applying for additional funding from the Football Association to help purchase the floodlights – a decision is due in December. The floodlights have therefore not yet arrived. **(11/19)**.
- 5849 Damaged railing opposite Fulbrook Lane. SCC advised that they are pursuing a claim for the damage and repairs are being programmed by the Follow Up Team. The Clerk has reported this gap several times and finally SCC have installed some yellow safety fences but there is no clarification as to when the railings will be replaced. The Clerk has written a letter of formal complaint to the Head of Surrey Highways as there has been no further action from Surrey CC Structures department. The barriers have fallen over which is both a safety hazard as well as offering little or no protection. The Clerk to forward a copy of the email to Cllr D. Harmer. The damaged barrier had been replaced with a new barrier and this had subsequently fallen down. The Clerk to take another photograph and report it to SCC. **(12/19)**.
- 5646 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. No progress reported and councillors to look at this over the Autumn. There is little immediate hazard as the cricket season has now closed. Councillors have also noted that the picket fencing surrounding the playpark will need some remedial work but this will be actioned once the need for safety fencing has been determined. **(09/19)**
- 5850 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. The Clerk has spoken to the resident and the bench will be installed before Christmas. **(12/19)**.
- 5648 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk to follow up again. **(09/19)**.
- 5851 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Cllr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. Cllr Murphy has written to MoD asking for the gully to be assessed and cleared out. RK and Cllr Murphy have visited the gully again and there is a clear depression in the road indicating that the gully is either blocked or broken. Cllr Harmer has advised that this section belongs to SCC. **(12/19)**.

- 5656 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. The Clerk has been trained on how to update the website. Cllr Reynolds to be trained within the next month. **(09/19)**
- 5796 Honeypot House development: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. Clrs reviewed the planning application in August and The Clerk noted that the application was subsequently withdrawn. A revised application has been considered and objected to by the planning sub committee at the meeting held in October. WBC have passed the retrospective planning application inspite of objections being raised by the Parish Council as well as by some residents. Cllr D. Else is following up the use of the retail space part of the development with WBC Enforcement. **(11/19).**
- 5664 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have confirmed that planning application is not required as it falls under permitted development. The parts of the fence that were over 2 metres have been cut to just under 2 metres. Cllr D Else and Mrs Davidsen to follow this up with the enforcement department. **(09/19).**
- 5852 The PC is waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway by Marcus's triangle. The PC has issued a press release which has received some coverage in the local press. There has been no further progress on this although residents did observe people in hi-viz jackets measuring the width of the road prior to the October PC Meeting. The PC is still waiting for a statement from SCC. The temporary traffic prohibition order has been removed and there has been no further information from SCC. **(12/19).**
- 5699 Broadband: a resident has highlighted problems with their broadband. **(09/19).**
- 5799 Show home visit: Cllr Jacobs, Mrs Davidsen and The Clerk visited the show home at Weyburn. Mrs Davidsen questioned where the LAP / LEAP was going to be sited. Clarion advised that they have checked the planning consent and they believe there is no requirement for a LAP / LEAP to be provided. Elstead PC and Peper Harow Parish are concerned as there is already an under provision of play equipment in Elstead and none in Peper Harow. The Clerk and Cllr Jacobs looked at the planning consent online and condition 39 clearly stated that one should be provided. Cllr Murphy has contacted WBC asking to see the plan that was submitted for condition 39. The Clerk and Cllr Murphy visited the site and looked at the proposed play area. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The proposed area is considerably smaller than guidelines state. The Clerk to ask Cllr D. Else for support with this matter and Cllr P Murphy has written to planning officers seeking a meeting to resolve this issue. **(12/19).**
- 5853 Councillors agreed that the defibrillator should be relocated to the external village hall wall. Councillors have confirmed their availability for AED training on 23rd and 30th November (to be given by Mrs Holroyd). Councillors and members of the village hall committee attended the two recently held AED training sessions. The PC would like to give a vote of thanks to Mrs Holroyd for her on-going support in this aspect and her excellent training. **(12/19).
Minute to be removed next month.**
- 5854 St James Primary School consultation: a letter was sent to St James Primary School following the last PC meeting but there has been no response or acknowledgment. The Clerk invited the school to attend the December PC meeting to present their findings following the

consultation however the school declined. The school has written a formal response to the PC's letter explaining that they will be holding a stakeholder event on Tuesday 21st January 2020 where the school will invite all their stakeholders to provide their views on how they can work better together to implement their strategic aims, which have been developed directly from the survey responses. The school will hold two sessions from 2.30 to 4pm and 6.30 to 8pm and all councilors will be invited to attend. **(12/19)**.

- 5855 A report had been circulated in advance of the meeting. The Clerk explained that SCC were now going to be in charge of locating the VAS which meant that the training to relocate the VAS training (that RK attended) is not going to be of benefit as the VAS will be installed by SCC engineers. Councillors asked The Clerk to withhold the payment of the training invoice pending further information from SCC. The Tilford Clerk advised that Cllr Harmer is aware that parishes are withholding payment until the VAS situation is resolved. SCC have also now confirmed that the written procedures do not need to be rewritten and so the project may be restarted as per the original agreement. The Clerk is waiting on further instruction. Cllr Harmer advised the Clerk to liaise with Frensham PC. **(12/19)**.
- 5744 It was agreed that Cllr Murphy should write to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. **(10/19)**.
- 5856 The Smiths Charity has contacted the PC and suggested that groups may apply for a little more money. Councillors agreed that The Clerk should apply for a further £2,000. The clerk has drafted a letter but is waiting on details from the school and from Andrew Smith (WBC) to include in the letter. **(12/19)**.
- 5857 Cllr J Else had asked for police support to control the traffic on Bonfire Night but they had refused to attend saying that it was not their responsibility. Cllr J. Else has sent a formal letter of complaint to the Police and will seek to arrange a meeting with Inspector Gary Smith. **(11/19)**.
- 5859 Village Green and Church Green Lease: the Heads of Terms as well as the maps of the area were circulated to councillors who agreed that the PC should proceed and renew its lease of these two areas. The Clerk has contacted WBC and started the process. **(12/19)**.
- 5860 Burford Lodge Rec Signage: The Sharks had asked if the PC can improve the directional signage to Burford Lodge Rec. The current sign is sited too high and away from the slip road. The Clerk to liaise with the tennis club and to arrange to install a sign above the current tennis club sign. The Clerk has written to the chair of EVTC and is awaiting a response. **(12/19)**.
- 5861 Tree survey: the quote for the tree is slightly cheaper versus the survey conducted in 2017 and is £2,475 ex vat (versus £2,730 ex VAT). Councillors approved this expenditure which the PC is allowed under its powers of Highways Act 1980, s.96 and the clerk has instructed Chalice to undertake the works. **(12/19)**.
- 5819 Milford Road Telephone Box: BT are unable to prioritise painting the phone box but have offered to provide the paint free of charge. Ian Jeffery has quoted £280 to paint the telephone box in Spring 2020. The council approved this expenditure under its powers of Local Government (miscellaneous provision) Act 1953, s.4. **(11/19)**.

- 5862 Councillor Mathisen raised the issue of parked vehicles on Bonfire Hill. The Clerk has informed the agent. **(12/19). Minute to be removed next month.**
- 5863 Councillor Snape raised the issue of problematic parking around St James Primary School. The Clerk invited the school to attend the December PC Meeting to discuss this. The school have responded suggesting a meeting with relevant councillors in order to progress speed awareness initiatives. The Clerk will respond. **(12/19).**

5.0 REPORT FOLLOWING THE HUG MEETING HELD 20th NOVEMBER 2019

- 5864 At the meeting MoD have agree to repair the potholes on the road leading to the DZ. MoD have also agreed to notify the PC earlier regarding planning permission for filming. The PC is mainly concerned with the issue of traffic passing through the village and will write to the MoD proposing times of the day for companies to travel through the village. The Clerk and Cllr Murphy to discuss and draft a letter. **(12/19).**

6.0 REPORT FOLLOWING THE CLERKS MEETING AT WBC HELD 20th NOVEMBER 2019

- 5865 Clerks from across Waverley met with Tom Horwood and items on the agenda included: CIL, general election, compensatory grant and climate emergency. WBC produced a guidance document on CIL for Parish Councils. Under AOB The Clerk asked why Parish Council have to undertake tree surveys every two years when SCC only undertake a tree survey every three years on school grounds. Officers suggested it was as a result of insurance requirements. **(12/19). Minute to be removed next month.**

7.0 REPORT FOLLOWING MEETING TOWN & PARISH MEETING AT WBC HELD 2nd DECEMBER 2019

- 5866 Cllr P Murphy, Cllr J Jacobs, Cllr J Mathisen and the clerk attended the meeting. Elstead PC raised the issue of compensatory grant but did not get a positive response from the Leader. However the deputy leader seemed to accept that parishes were in a worse situation than the towns and suggested that their might be an analysis of spending in towns versus parishes. A lot of the meeting was spent discussing the fact that WBC has issued a climate emergency. This impacts the way in which WBC will carry out some of its responsibilities as it seeks to ask its' contractors to work in a more sustainable way. LPP2 will be complete in 2021. This will not affect the E&W NHP timings but there is a chance that our NP may be at conflict with LPP2. The key message that came out of the meeting was that WBC will listen to the towns and parishes and that it is keen to pass over some of its assets. **(12/19). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE ANNUAL SMITHS CHAIRTY HELD 4th DECEMBER 2019

- 5867 Trustees met and agreed the disbursement of £3,000 of funding. The Smiths Charity had asked that there should be a safeguarding statement in place. Trustees have agreed a statement which the PC approved. The statement is now ratified and the clerk will inform The Smith's Charity. **(12/19). Minute to be removed next month.**

9.0 WBC UPDATE

- 5868 There was no update as both councillors were unable to attend the meeting for business reasons. **(12/19). Minute to be removed next month.**

10.0 SCC UPDATE

- 5869 Cllr D Harmer explained that a number of projects were on hold until after the election. Projects that have been deferred because of the election now may happen e.g. a consultation on libraries and on community recycling centres. **(12/19). Minute to be removed next month.**
- 5870 Cllr Harmer reported that he had had a long discussion with Highways and hoped that there might be more monies coming out of central government for bridleways and roads. **(12/19). Minute to be removed next month.**
- 5871 Cllr Harmer advised that there has been a seminar at SCC on children's services which have been under close inspection recently. SCC has a new Head of Children's Services and SCC are anticipating making good progress in this area. **(12/19). Minute to be removed next month.**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 5872 NHP Redraft: The redrafted NHP has been received and checked. The Clerk forwarded the amended draft to all councillors for their comments by 13.12.19. All to check to ensure that there is enough weight given to the following categories: protecting the rural feel of the Milford Road, horse policy, protecting major employment sites including the carehome. It is expected that the draft will be ready for consultation in January 2020. There has been a slight delay due to the questions coming out of the SEA. **(12/19).**
- 5810 Settlement Boundary: Cllrs Jacobs and Mathisen have conducted an analysis of the Settlement Boundary. Members of the NHP SG met on 25.10.19 and there is now a coherent plan. Minor amendments that are being made to the Settlement Boundary will be listed as an appendix at the end of the NHP. **(11/19)**
- 5873 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has contacted Aecom who have started the HRA process. HRA is part of a free technical support package that the PC has secured. **(12/19)**
- 5874 Members of the NHP SG are meeting with ME of WBC to share the draft with him prior to it going to consultation. **(12/19) Minute to be removed next month.**

12.0 OUR ELSTEAD UPDATE (OE)

- 5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**
- 5875 Christmas Light Switch On 2019: The event was a great success and more than 270 people attended. The PC would like to note a vote of thanks to Cllr J Else for her organisation in the event and to Cllr Webster for her excellent management of the musicians and Peggy Tilly for her organising the singers. The PC also wishes to thank Oxenford Farm for the kind donation of the Christmas Tree and the Spar for their donation of £200 towards the refreshments. During the evening residents made donations and it was agreed that half of the donation

would go to the Scouts in recognition of their support for this event. The Clerk to advise the Scouts. **(12/19). Minute to be removed next month.**

5876 Vandalism to Christmas Lights: The lights have been pulled down off the Christmas tree on two occasions and two sets of lights have been damaged. The PC would like to thank DJK for kindly mending the lights. **(12/19). Minute to be removed next month.**

5877 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website. The Clerk drafted a funding application letter to the Bilmeir Trust and has just been advised that the funding application has been successful and that the Bilmeir Trust are kindly donating £5,000 to this project. The Clerk to write to thank the Bilmeir Trust. The clerk and Cllr Mathisen have found a variety of companies who make signs - the approximate cost is £5k. Cllr Mathisen has met with Mr Williams to discuss the design and both will visit Shere Forge in the new year. **(12/19).**

5878 Spring Bulbs: Cllr Snape has purchased some snowdrops to be planted next year and some bulbs to plant now. The agreed budget was spent on bulbs and in spending this money OE qualified for 100 free daffodils. **(11/19). Minute to be removed next month.**

13.0 CAW FUNDING APPLICATION

5879 A request from CAW for funding had been circulated prior to the meeting. Councillors have agreed to donate £750 in recognition to the support it provides to a number of Elstead residents. **(12/19). Minute to be removed next month.**

14.0 CCTV

5880 Councillors discussed whether or not to install CCTV at Burford Rec following the recent spate of anti social behaviour. The Clerk provided details on a number of cameras that The Clerk had sourced. Cllr Davidsen has offered to lend the PC a camera as a trial in order to determine whether this should be progressed. **(12/19).**

15.0 APPROVAL FOR RK TO ATTEND HIGHWAYS ACCREDITATION COURSE

5881 Councillors approved the cost of £180 plus VAT for RK to attend a Highways Accreditation course which will allow him to complete vegetation clearance safely. Vegetation clearance has been included in the 20/21 budget. The clerk to liaise with RK and book the course. **(12/19).**

16.0 EER ROTA FOR 2020

5882 The Clerk will circulate the EER rota for 20/21 to councillors following the meeting. Cllr Rees to provide details on what councillors will need to do. **(12/19).**

5883 Councillor Rees to liaise with the village hall with regards EER. **(12/19).**

5884 EER to be included in the January meeting at which point the EER plan will be checked and if necessary, revised. **(12/19).**

17.0 REPORTS AND CORRESPONDENCE

- 5885 A consultation document from WBC on behalf of BT was received asking if the BT phone boxes in the village should be retained. BT had ear marked both for decommission. The phonebox on the corner of Beacon View Road and Thursley Road had recorded zero calls from it whereas the phonebox on the Milford Road near to Broomfield had recorded 73 calls. Councillors were in agreement that the Milford phone box should be retained and the Beacon View phonebox decommissioned. The Clerk to advise WBC. **(12/19).**
- 5886 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk to seek advice as to whether the slide can be repaired. **(12/19).**
- 5887 The Clerk advised that she had discovered some scrap books with old articles and photographs in them. The Clerk advised that she will discuss with Mrs Davidsen regarding the addition of a history section on the website where such items can be stored. Any councillors seeing articles about Elstead should cut them out and pass them to the Clerk who will scan them. Cllr Harmer advised that he would be happy to help scan the older articles for which he was thanked. **(12/19).**
- 5888 A resident contacted the Clerk about the missing bench at Silver Birches Way. The Clerk advised that a memorial bench was due imminently. **(12/19). Minute to be removed next month.**
- 5889 A request was received from Scope concerning the installation of a textile bank(s) in Elstead. The Clerk responded by advising that there was no available space and that the PTA currently runs a textile collection once termly funds from which go to support the school. **(12/19). Minute to be removed next month.**
- 5890 There were three queries regarding the cemetery. **(12/19). Minute to be removed next month.**
- 5891 The clerk advised that the fence at the cemetery needed some reparation which Councillors agreed to. The Clerk to advise RK. **(12/19).**
- 5892 The clerk advised that due to the additional rows having been added in the cemetery it would be nice to add a further bench. Councilors agreed to this. **(12/19).**
- 5893** The clerk advised that the AED machine was successfully used in Westhill. The Clerk to order replacement pads. **(12/19). Minute to be removed next month.**
- 5894 The clerk received a query from a resident regarding hospital transportation which the clerk referred to Help in Elstead. **(12/19). Minute to be removed next month.**
- 5895 The Clerk had asked for a number of pavements and streets to be cleaned. WBC no longer follow a schedule instead the clerk contacts WBC who send someone out to assess the road and determine how urgently it needs cleaning. WBC shared a 60 page document on the process. **(12/19). Minute to be removed next month**
- 5896 The clerk received information regarding 'wonderful village photo competition. The top prize being £1,000 for the winning communities' village hall. **(12/19). Minute to be removed next month.**

- 5897 The Clerk advised that SCC have decided to remove the recently installed car parking charges at rural locations. Charges will be removed from April 2020. Pay machines will remain in situ in case anyone wishes to make a donation. **(12/19). Minute to be removed next month.**
- 5898 The Thursley Road Rec does not appear to be registered. The Clerk to contact the PC's legal advisers to seek advice on how to register it. **(12/19).**

18.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - DECEMBER 2019

Payee	Cheque no	Purpose	Amount
Smiths Charity	3994-4021	Annual Smiths Charity	£3,000.00
Juliet Williams	4022	Expenses stamps and working from home, mileage	£54.50
Richard Knight	4023	various	£568.43
Elstead Village Hall	4024	PC mtg hire of hall 9.12.29	£17.50
SSE	4025	Burford Lodge	£41.80
David Else	4026	Items for Our Elstead Light Switch on event	£38.43
Di Snape	4027	Drinks for OE light switch on event	£8.00
Richard Knight	4028	Woolfords lane - cemetery attendance	£30.00
Citizens Advice Waverley	4029	Donation	£750.00
John Mathisen	4030	Our Elstead Expenses	£147.93
Di Snape	4031	Our Elstead Expenses	£95.31
Juliet Williams	4032	December salary	£944.43
			£5,696.33

20.0 MATTERS RAISED BY MEMBERS

- 5900 Cllr Mathisen raised the issue of the road surface at Fulbrook Lane near the junction with the Farnham Road. The Clerk to report it. **(12/19). Minute to be removed next month.**
- 5901 Cllr Jacobs raised the issue of FP 104. Councillors believe that Sandford Brook may need clearing. The clerk to follow this up. **(12/19). Minute to be removed next month.**

Meeting closed at 9.45 pm