

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 20th January 2020 at 7.30 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

5902 A resident explained that he was about to submit a planning application and asked what the process was. It was explained that a planning meeting would be held to discuss the application (once it was live on the WBC planning website) and that the resident would be welcome to attend. The clerk to advise the resident when his application is due to be discussed. **(01/20). Minute to be removed next month.**

5903 A resident raised the issue of parking on the verges in Springfield. This issue had been previously raised by a few residents and The Clerk had reported this to Cllr Else. A letter has subsequently been sent out from WBC asking residents not to park on verges which has then resulted in a number of residents complaining that they cannot park on the verges. The issue of parking in Springfield to be added to the February agenda. **(01/20) Minute to be removed as will covered as an item on the February agenda.**

1.0 APOLOGIES FOR ABSENCE

5904 Apologies were received from Cllr P. Murphy who was not able to attend for business reasons. His apologies were accepted by the Council. **(01/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5905 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. **(01/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 9th DECEMBER 2020

5906 The minutes of the Parish Council meeting held on 9th December 2019 were agreed and signed by the Chairman. **(01/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 9th DECEMBER 2020

5907 The minutes of the Planning meeting held on 9th December 2019 were agreed and signed by the Chairman. **(01/20). Minute to be removed next month.**

5.0 MATTERS ARISING

- 5908 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 has contacted SCC on a monthly basis to follow up on what the next stages are now that the consultation is complete. The Officer has confirmed that SCC has agreed a course of action and will write to the landowner accordingly. Once the letter has been sent SCC will advise the PC of the next steps. The Clerk to update the Ramblers. **(01/20)**
- 5909 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 the application has been approved by the relevant portfolio holders. **(01/20). Minute to be removed next month.**
- 5910 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 do not believe there are any categories under which we can apply for funding. **(01/20) Minute to be removed next month.**
- 5911 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed. **(01/20).**
- 5912 Damaged railing opposite Fulbrook Lane. Having followed this matter up on numerous occasions for the past year the clerk can confirm that the railing has been replaced on 23rd December. The Clerk has written to thank SCC who were pleased to receive the letter. **(01/20). Minute to be removed next month.**
- 5913 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. It was agreed this should be added to the February agenda so that an agreement can be reached before the start of the cricket season. **(01/20)**
- 5914 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 was installed on 23rd December 2019. **(01/20). Minute to be removed next month.**

- 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 and has written directly to SCC Highways. **(01/20)**.
- 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)**.
- 5915 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. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**
- 5916 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. There was no further update on this at the January meeting. **(01/20)**.
- 5917 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. There was no further update on this at the January meeting. **(01/20)**.
- 5918 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. **(01/20)**. **Minute to be removed as covered under agenda item 7.**
- 5919 Broadband: a resident has highlighted problems with their broadband. There is no action that the PC can take on this matter. **(01/20)**. **Minute to be removed next month.**
- 5920 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. **(01/20). Minute to be removed as covered under agenda item 8.**

5921 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 it was agreed that The Clerk would attend the first session and the Cllrs Snape and Mathisen would attend the second session. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**

5922 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC and to obtain the cost of the insurance and the replacement battery. **(01/20).**

5923 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter. **(01/20).**

5924 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 and has now received some supporting information from the school and is waiting on details from Andrew Smith (WBC) to include in the letter. The clerk to follow up. **(01/20).**

- 5925 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. Cllr J. Else has subsequently spoken to Inspector Smith and he accepts that there should have been a response on that evening. With regards to Cllr Else's formal letter of complaint concerning the fallen tree outside Weyfield in Autumn no disciplinary action was felt to be necessary although a call for attendance should have been made. **(01/20). Minute to be removed next month.**
- 5926 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. There is nothing further to report and the clerk will follow this up. **(01/20).**
- 5927 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 asking to meet to discuss the position of the proposed directional sign in relation to the EVTC sign. The EVTC have responded 'unenthusiastically' to the siting of a sign. The clerk to discuss further with EVTC. **(01/20).**
- 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. **(01/20). Minute to be removed next month as covered by agenda item 14.**
- 5928 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. The clerk to contact BT and arrange for the free paint to be delivered. **(01/20).**
- 5929 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 discussed this matter with the chair of governors and it was agreed that this would be arranged following the school's stakeholder event. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5930 At the meeting MoD have agreed to repair the potholes on the road leading to the DZ and the work is still outstanding. 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. **(01/20).**
- 5931 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. Trial to be undertaken once RK is available. **(01/20).**

- 5932 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 once he is available. **(01/20).**
- 5933 The Clerk circulated the EER rota for 20/21 to councillors. Cllr Rees to provide details on what councillors will need to do. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5934 Councillor Rees to liaise with the village hall with regards EER. This item has been deferred until further review of the EER plan has been conducted. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5935 EER to be included in the January meeting at which point the EER plan will be checked and if necessary, revised. This item has been deferred to the February meeting. It was agreed that the full plan would be circulated to councillors beforehand. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5936 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 Road (BVR) phonebox decommissioned and The Clerk advised WBC accordingly. A revised list has been issued and both phoneboxes will be kept (someone had noted that the BVR phone box was adjacent to a sports ground so should be retained). **(01/20). Minute to be removed next month.**
- 5937 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. **(01/20). Minute to be removed net month as covered under agenda item 15.**
- 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. Clr Harmer advised that he would be happy to help scan the older articles for which he was thanked. **(12/19).**
- 5938 The clerk advised that the fence at the cemetery needed some reparation which Councillors agreed to. The Clerk has advised RK and the work will be completed once he is available. **(01/20). Minute to be removed next month.**
- 5939 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. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be

preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. **(01/20).**

5940 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and is waiting for a response. **(01/20).**

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).**

6.0 REPORT FOLLOWING THE MEETING WITH WBC HELD 16TH DECEMBER 2019

5941 Member of the NHP steering group met with Matthew Ellis (WBC) to review the redrafted NHP. The redraft NHP copy had been circulated to Mr Ellis prior to the meeting. On the whole Mr Ellis was very supportive of the redrafted plan and provide some useful feedback that the NHP SG have taken into consideration. **(01/20). Minute to be removed next month.**

7.0 REPORT FOLLOWING THE MEETING WITH SCC HIGHWAYS HELD 14TH JANUARY 2020

5942 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr Cooper SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and SCC said that they would support this option on the condition that WBC enforcement provided written support. If written support was granted Mr Cooper would defer the works until a formal decision was made. **(01/20).**

8.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING ENFORCEMENT HELD 16TH JANUARY 2020

5943 LAP at Water Meadow Place: The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. **(01/20)**

9.0 WBC UPDATE

5944 There was no update as both councillors were unable to attend the meeting for business reasons. **(01/20). Minute to be removed next month.**

10.0 SCC UPDATE

5945 Cllr Harmer reported that the draft budget is now available to view on the SCC website and that it is the first expansionist budget for ten years. There is a general principle that some services have not changed for a long time and the proposition is that SCC modify their services and provide better services at lower costs. All aspects of council are being looked at a) highways - the objective should be to fix roads rather than fill in potholes and to do this quickly whilst interest rates are still low and whilst SCC can borrow money b) SEND – one of SCC's largest expenses – SEND support is scattered around the county and SCC spends up to £50m transporting children with SEND requirements around the county. The proposal would be to build 2-3 specialist facilities in mainstream schools to reduce the transportation costs and c) adult social care – the government has suggested that SCC should apply a 2% increase in council tax on top of what SCC were going to apply and ring fence monies to create a protected living environment. **(01/20). Minute to be removed next month.**

11.0 NEIGHBOURHOOD PLAN UPDATE

5946 NHP Redraft: The redrafted NHP has been received and checked. The Clerk forwarded the amended draft to all councillors for their comments and all comments were sent to Nexus. The redrafted version complete with graphics is due in February 2020. There has been a slight delay due to the questions coming out of the SEA. **(01/20).**

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)**

5947 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has instructed Aecom who have just forwarded their HRA report. The SG will review the draft and take guidance from Nexus if there are any details that need questioning. HRA is part of a free technical support package that the PC has secured. **(01/20)**

5948 NHP SG Meeting: it was agreed that an NHP SG meeting should be arranged once the final draft was available. **(01/20)**

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).**

5949 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 they along with Cllr Reynolds will visit Shere Forge. **(01/20).**

5950 Spring bulbs: spring bulb have been planted and the pc offered its thanks to Cllr Snape, Cllr Webster and Mr Webster for undertaking this. **(01/20). Minute to be removed next month.**

13.0 EER

- 5951 It was agreed that the EER report as well as actions that councillors might need to do whilst on the EER rota would be discussed at the February meeting in more detail. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**

14.0 TREES

- 5952 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required. Recommended work is grouped in priorities with priority 1 (p1) works needing to be carried out within 2 months, Priority 2 (p2) works to be carried out in 6 months and priority 3 (p3) works to be carried out in 6-12 months. Of the Parish trees assessed 1 x tree = p1, 9 x trees = p2 and 19 x trees = p3 and 79 trees require no further action. The clerk to obtain a quote from the tree surgeons and councillors agreed that all remedial work should be carried out immediately even if p3. **(01/20)**

15.0 PLAYGROUNDS

- 5953 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk liaised with the playground report author who was unable to provide contact details for the 'hirst' slide manufacturer and there are no details for the company online. Cllrs agreed that if the slide is buckled and cannot be repaired it should be removed until the PC can organise a replacement. The clerk to contact other playground manufacturers to see if they can repair the slide. **(01/20).**

16.0 INSURANCE PREMIUM

- 5954 The proposal for the PC's insurance premium has been received and it is £100 higher than last year. The clerk contacted Zurich prior to the January PC meeting but no response had been received prior to the meeting. The clerk also advised councillors that an alternative broker had contacted the clerk and councillors agreed that the clerk should seek a comparative quote. **(01/20).**

17.0 DEFIBRILLATORS

- 5955 There was a lengthy discussion regarding the three defibrillators in the village with specific reference to the defibrillator at The Thursley Road Rec. Residents explained that the defibrillator was difficult to access due to its location and difficult to see to open in the dark. Residents also said that it would be helpful to have the address on signage next to the defibrillator so that the location could be easily communicated to SECAmb. The PC explained that it took advice from professional bodies as to the management and location of its defibrillators. The PC explained that the defibrillators are kept in locked cabinets as locally there have been reports of defibrillators being stolen and also by calling SECAmb to gain the access code it enables paramedics to be deployed. Councillors explained that they would take advice on the defibrillators via professional bodies and agreed in principle (and subject to the feedback it receives) that the PC would install signage next to the three defibrillators explaining what to do plus include the location address and postcode as well

as install PIR lighting above the defibrillators at Burford Lodge Rec and Thursley Road Pavilion. The clerk had obtained the cost of PIR lighting at £120 plus vat per location which the PC approved in accordance with the 'Availability of Debrillators Bill' (2019). **(01/20)**

5956 Following a suggestion by residents, The PC has agreed to place more advertising around the village and in the EVN/ village facebook / village website with regards location of defibrillators. The clerk to action. **(01/20). Minute to be removed next month.**

5957 The Clerk advised councillors that the locking motor needs to be replaced on the defibrillator cabinet at Burford Lodge Rec. The clerk had received a quote of £90 plus the cost of returning the cabinet with an estimated repair time of two weeks. The clerk had asked how long the replacement motor would last but the manufacturer would not confirm. It was agreed that the cabinet should be replaced and the clerk showed councillors different models that are now available. Councillors suggested that the clerk seek professional advice and present councillors with samples and associated pricing at the February meeting for approval. **(01/20).**

18.0 FINANCE UPDATE

5958 The Clerk had shared the updated financial situation with councillors before the meeting. Overall the accounts are reasonable positive with currently £68k in both accounts combined. The clerk estimated that there would be likely £18k of expenditure (including a new defibrillator cabinet and £9.5k of income due in the fourth quarter. This would mean that the PC would still finish the year in a healthy situation and just under the recommended years worth of reserves. **(01/20). Minute to be removed next month.**

5959 The clerk has confirmed that the proposed precept for Elstead Parish Council for 20/21 has been submitted. **(01/20). Minute to be removed next month.**

5960 End of grant funding of £600 (25% of the total grant allocated) from the Tesco Bags for Help grant has been received. **(01/20). Minute to be removed next month.**

5961 The Clerk to ask WBC if there is any PIC funding available. **(01/20)**

19.0 REPORTS AND CORRESPONDENCE

5962 The following concerns were raised by residents which the clerk has reported: damaged kerb, damaged fence at Bonfire Hill, query regarding the closure of the angling site adjacent to Somerset Bridge and a blocked drain at Springfield. **(01/20). Minute to be removed next month.**

5963 The following emails have been received: request regarding the ownership of Peat Common, request for contact details for a resident who had recently received a Ney Years Honour, a copy of an email regarding the delayed no 46 bus and a copy of a letter to WBC regarding the closed cemetery on the Thursley road. **(01/20). Minute to be removed next month.**

5964 Information was received regarding a SSALC survey – the clerk and clr Jacobs to complete before 28th February. **(01/20). Minute to be removed next month.**

- 5965 Two conferences have been advertised: Action SW Surrey Conference on housing 31.3.20. and Surrey Community Housing Conference 6.2.20. Clrs are unavailable to attend. **(01/20). Minute to be removed next month.**
- 5966 The clerk followed up the remedial repairs to BW69 that had been agreed by SCC Countryside. The clerk was advised that it was still due to be completed before the end of March 2020 and that SCC Countryside were waiting on SSI consent. **(01/20).**
- 5967 A thank you letter was received from CAW following the recent donation that Elstead PC gave to them. **(01/20). Minute to be removed next month.**
- 5968 The clerk received a response from WBS waste who confirmed that they are not able to now provide schedules for street cleaning. **(01/20). Minute to be removed next month.**

20.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - JANUARY 2020

Payee	Cheque no	Purpose	Amount
Juliet Williams	4033	Salary	£499.00
Juliet Williams	4034	Salary	£445.23
Juliet Williams	4035	Expenses and working from home	£22.40
Surrey County Council	4036	VAS training	£108.33
Maxwell and Co Ltd	4037	salary preparation	£72.00
			£1,146.96

22.0 MATTERS RAISED BY MEMBERS

- 5970 There were no matters raised by councillors. **(01/20). Minute to be removed next month.**

Meeting closed at 10.10 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th February 2020 at 7.30pm
The Youth Centre, Thursley Road, Elstead

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

PUBLIC QUESTION TIME

5971 A resident raised the issue of severe flooding in Springfield and prior to the meeting had sent the clerk some photographs which the clerk had circulated. The resident explained that it was in part due to a blocked drainage chamber in the middle of his drive. SCC do not have a record of the drain and the resident felt that the only way to resolve this issue would be to use money from a housing development or via s106 monies. The PC then discussed the other flooding issues in the village with a focus on Water Meadow Close. Cllr Murphy reminded councillors that the PC had advised WBC and the developers at the planning stage with regards to the water levels which peaked in this area in 2014. The PC felt it had a duty of care to uphold and wanted prospective purchasers to be aware of the flood risks before they bought one of the dwellings sited within the flood zone. The PC to discuss this with Clarion. **(02/20)**

1.0 APOLOGIES FOR ABSENCE

5972 Apologies were received from Cllr S. Reynolds who was not able to attend for business reasons. His apologies were accepted by the Council. **(02/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5973 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. **(02/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st JANUARY 2020

5974 The minutes of the Parish Council meeting held on 21st January 2020 were agreed and signed by the Chairman. **(02/20). Minute to be removed next month.**

4.0 MATTERS ARISING

5975 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 in Autumn 2019. The Clerk has contacted SCC on a monthly basis to follow up on what the next stages are now that the consultation is complete. The Officer has confirmed that SCC has asked for the proposals to be discussed at a Waverley Local Committee meeting to be held on 13th March 2020 in order for the Local Committee to make a decision whether or not the FP 64 and FP65 can be diverted. The Clerk has forwarded a letter outlining the PC's objections and Cllr P Murphy will speak at the meeting. The Clerk to update the Ramblers. **(02/20)**

- 5976 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed – the ground is still too waterlogged at the moment. **(02/20)**.
- 5913 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 play park will need some remedial work but this will be actioned once the need for safety fencing has been determined. It was agreed this should be added to the February agenda so that an agreement can be reached before the start of the cricket season. **(01/20)**
- 5977 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 has received the following response from SCC Highways saying that the chevron will be reinstated once once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. **(02/20)**.
- 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)**.
- 5915 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. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**
- 5978 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 despite 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. The retail space is now selling plastic windows. **(02/20). Minute to be removed next month.**

- 5917 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. There was no further update on this at the January meeting. **(01/20).**
- 5979 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk to follow the rota of the VAS **(02/20).**
- 5980 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy to draft the letter and copy Cllr Harmer. **(02/20).**
- 5981 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 submitted the application and a response is due within 6 weeks. **(02/20).**
- 5982 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. There is nothing further to report and the clerk has followed this up on several occasions. WBC have confirmed that they will ensure that it is progressed but are unable to give a definite timescale at the moment. **(02/20).**
- 5983 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 asking to meet to discuss the position of the proposed directional sign in relation to the EVTC sign. The EVTC have responded 'unenthusiastically' to the siting of a sign. The clerk to discuss further with EVTC when the storage container is delivered for the floodlights. **(02/20)**.

5984 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. The clerk to contact BT and arrange for the free paint to be delivered. The Clerk advised councillors that due to the weather the phone box would not be painted until Spring at the earliest. **(02/20)**.

5985 At the meeting MoD have agreed to repair the potholes on the road leading to the DZ and the work has been completed. 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. Cllr Murphy has drafted a letter which he circulated to Cllr Mathisen and the clerk. **(02/20)**.

5986 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. Trial to be undertaken once RK is available. Councillors highlighted that it must be mounted in a safe and secure place. **(02/20)**.

5987 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 once he is available. The Clerk to write to SCC Highways to ensure that RK will be able to do vegetation clearance once he has attended the course. **(02/20)**.

5988 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. Cllr Harmer has started to scan the books. **(02/02)**.

5989 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. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. **(01/20)**.

5990 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and is waiting for a response. The PC's legal advisers have asked for the Clerk to forward title deeds etc which the clerk does not have. Councillors advised that we can say claim to this land as the PC has been responsible

for its upkeep for a number of years. The clerk to discuss with the PC's legal representatives. **(02/20).**

5991 A resident asked if there was progress on the surface improvement to Back Lane. The Clerk to liaise with Cllr J. Else. This was discussed in the meeting. It was then clarified that the resident was requesting the removal of the metal barriers. Cllr J Else advised that this would not be something that WBC would allow. **(02/20). Minute to be removed next month.**

5941 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr Cooper SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and SCC said that they would support this option on the condition that WBC enforcement provided written support. If written support was granted Mr Cooper would defer the works until a formal decision was made. **(01/20).**

5992 LAP at Water Meadow Place: The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. **(01/20)**

5993 The clerk followed up the remedial repairs to BW69 that had been agreed by SCC Countryside. The clerk was advised that it was still due to be completed before the end of March 2020 and that SCC Countryside were waiting on SSI consent. There has been no further progress but the clerk has followed this up. **(02/20).**

5.0 REPORT FOLLOWING ST JAMES PRIMARY SCHOOL STAKEHOLDER MEETING HELD 21ST JANUARY 2020

5994 The Clerk and Cllr Snape attended the stakeholder meetings. The school wanted attendees to feed back to them on their objectives. The Head and Deputy Head are keen to work with the PC but it is unclear how this can be achieved. The school has three objectives: (a) financial and environmental sustainability (car parking, car share schemes, 'lollipop lady'), (b) integration with the community and (c) wellness. It was thought that Our Elstead could connect with the school under objective (b) by encouraging school involvement with its seasonal sweeps and planter projects. EGC could interface with the school under objective (c) by helping with the school's wildlife hub and providing gardening expertise for the schools' poly tunnels. The school emphasised that it has no plans to open a pre school. The PC to develop a strategy to engage with the school. Cllrs Snape and Rees to be the PC interface for the school. The clerk to advise the school. **(02/20). Minute to be removed next month.**

6.0 REPORT FOLLOWING THE MEETING WITH WBC HELD 12TH FEBRUARY 2020

- 5995 Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. **(02/20)**

7.0 WBC UPDATE

- 5996 There was much facebook coverage on the horse in the field opposite the Mill. The horses were moved for a couple of nights but have been returned to the field. **(02/20). Minute to be removed next month.**
- 5997 The recent spate of fly-tipping at Marcus's Triangle will be removed by WBC. **(02/20). Minute to be removed next month.**
- 5998 WBC's full council will meet tomorrow to approve the 20/21 budget. **(02/20). Minute to be removed next month.**
- 5999 Tree fell on a house in Blinscombe - WBC is providing support to the owners. **(02/20). Minute to be removed next month.**
- 6000 Milford by-election was won by an Independent, Maxine Gale. **(02/20). Minute to be removed next month.**

8.0 SCC UPDATE

- 6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**
- 6002 Stuart Copping has been looking at flooding issues in Elstead. Oxenford Farm has also been assessed (water runs off the field opposite). Cllr Harmer to discuss with Witley PC as it falls within their parish. **(02/10).**
- 6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**
- 6004 Cllr Mathisen raised the issue of Fubrook Lane – the side of the road near to Thundry Farm
- 6005 The C thanked SCC for repairing he pothole on Thursley Road which seemed to have happened overnight. **(02/20). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 6006 NHP Redraft: the final draft is expected and a meeting to be arranged to agree next steps and a target date for consultation. **(02/20).**

6007 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. JLW and DV (Nexus) to complete this. Once complete it will form an appendix to the draft NHP. **(02/20)**

6008 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has instructed Aecom who have just forwarded their HRA report. Nexus Consulting are liaising with Aecom and the HRA will be ready for inclusion as a supporting document for the NHP regulation 14. **(02/20)**

6009 Local Green Space Assessment Paper: JW and JJ to complete with Nexus. **(02/20).**

6010 NHP SG Meeting: it was agreed that an NHP SG meeting should be arranged for w/c 24th February once the final draft was available. **(02/20)**

6011 The Clerk to draw up a leaflet advertising the NHP Regulation 14. Cllr Jacobs asked if all councillors could be available to help with the leaflet drop. **(02/20)**

10.0 OUR ELSTEAD UPDATE (OE)

6012 Village Wide Fete: Discussion have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**

5947 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 they along with Cllr Reynolds will visit Shere Forge. **(01/20).**

6013 Litter pick: Date 4.4.20. OE to ask youth groups to take on an area at a time that suits them. **(02/20).**

6014 Planters: three planters in the same location as last year but with more adventurous planting. **(02/20). Minute to be removed next month.**

6015 Pancake Race: OE have been asked to provide marshalls for this event on 29.02.2020. **(02/20). Minute to be removed next month.**

11.0 EER

6016 It was agreed that a sub committee be formed to discuss this offline and present feedback to the PC. Cllr Rees to chair the sub committee. Cllr Snape has agreed to join the committee and Cllr Rees to ask if Mrs Holroyd would also help as she was instrumental in creating the first version. Cllr J Else has also offered to help. **(02/20)**

12.0 TREES

6017 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required. Recommended work is grouped in priorities with priority 1 (p1) works needing to be carried out within 2 months, Priority 2 (p2) works to be carried out in 6 months and priority 3 (p3) works to be carried out in 6-12 months. Of the Parish trees assessed 1 x tree = p1, 9 x trees = p2 and 19 x trees = p3 and 79 trees require no further action. Councillors agreed that all remedial work should be carried out immediately even if p3. The clerk contacted 1st Call to arrange a quotation for the works however 1st Call noticed discrepancies in the survey at Woolfords Lane Cemetery. The Clerk contacted the surveyor who has sent through the correct report for the cemetery but there were still questions over the rest of the survey. The clerk to arrange a meeting with the surveyor and tree surgeon to ensure that the survey is accurate. A quotation for the works will be presented in the March meeting. The invoice for the company who conducted the survey to be held until the PC is confident that the survey has been conducted thoroughly. **(02/20)**

13.0 PLAYGROUNDS

6018 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk liaised with the playground report author who was unable to provide contact details for the 'hirst' slide manufacturer and there are no details for the company online. The clerk advised that the cost of a replacement slide is £12k. Cllrs agreed that if the slide is buckled and cannot be repaired it should be removed until the PC can organise a replacement. The clerk to contact other playground manufacturers to see if they can repair the slide and if this is not possible the clerk to ask RK if he can remove the slide. Cllrs approved for 4 x flat swings to be replaced at £256.93. NB installation charge will increase as this is based on the seats being replaced at the same time as the slide. **(02/20).**

6019 The clerk to forward a template visit report to cllrs. Cllrs with rec responsibility were reminded that the playgrounds must be checked monthly ideally just before the PC meeting. **(02/20). Minute to be removed next month.**

14.0 INSURANCE PREMIUM

6020 The proposal from Zurich for the PC's insurance premium is £100 higher versus last year. The clerk contacted Came & Co for a comparative quote and their quote is c£500 cheaper however a separate play inspection contract will need to be obtained. The PC has confirmed it is happy to go with Came & Co as they have the lower quote subject to the policy being like for like. **(02/20).**

15.0 DEFIBRILLATORS

6021 Defibrillators: following the lengthy discussion at the last PC meeting it was agreed that the clerk would take advice on the defibrillators via professional bodies. Four people from different medical groups were asked and all agreed that there is no legal height restriction for an AED, the height is dependent on a number of factors and accessibility. The cabinet that professionals recommend is the Defib Safe 2 by Wel Medical. The PC had agreed in the January meeting that it would install signage next to the three defibrillators explaining what to do plus include the location address and postcode. The PC had also agreed to install PIR lighting above the defibrillators at Burford Lodge Rec and Thursley Road Pavilion. The

clerk had obtained the the following costs: PIR lighting at £120 plus vat per location, signage at c£50 per sign and a replacement cabinet Defib Safe 2 from Wel medical at £500 plus VAT per cabinet which the PC approved in accordance with the 'Availability of Debrillators Bill' (2019). It was agreed that the clerk should order a new cabinet for Thursley Road Rec. The Clerk and Mrs Holroyd to draft some wording for the signs. The clerk advised councillors that the cabinets are lit so it may not be necessary now to install PIR lighting. **(02/20)**

- 6022 The Clerk advised councillors that the locking motor needs to be replaced on the defibrillator cabinet at Burford Lodge Rec. The clerk had received a quote of £90 plus the cost of returning the cabinet with an estimated repair time of two weeks. The clerk had asked how long the replacement motor would last but the manufacturer would not confirm. It was agreed that the cabinet should be replaced with the new model agreed in minute 6021. The clerk to order and arrange for installation. A resident has offered to fund this cabinet and the PC thanked the resident for their generosity. **(02/20).**

16.0 BONFIRE HILL

- 6023 Leaflets have been circulated to all villagers regarding proposals for the development of Bonfire Hill. The proposal is for 30 x 2/3 bedroomed affordable homes to be built on the lower slopes. The leaflet invited feedback and comments. Councillors agreed that it would not be appropriate to respond at this time and instead The PC will give it due consideration at the planning meeting when the application is formally presented for discussion. **(02/20)**
Minute to be removed next month.

17.0 PARKING IN SPRINGFIELD

- 6024 The Clerk explained that she had received correspondence from residents in Springfield complaining of issues with people parking on verges. The Clerk had shared this with Cllrs Elses who in turn took it up with WBC. A letter was sent to residents asking them not to park on verges. The Clerk has been contacted by residents who are unhappy at being told not to park on the verges. Councillors agreed that nothing more can be done in this instance. **(02/20) Minute to be removed next month.**

18.0 FLOODING, DRAINAGE AND DITCHES

- 6025 The issues in Elstead associated with flooding, fluvial, pluvial and groundwater are well documented. Many ditches need attention but there is a lack of finance to undertake such work and a lot of drainage is either inadequate or broken. It was clarified that the responsible bodies are: The Environmental Agency (responsible for Sandford Brook), WBC (land drainage), SCC (local lead for flood authority). It was agreed that this topic would be discussed further at the March meeting. **(02/20)**

19.0 DIRECTIONAL SIGN ON THE VILLAGE GREEN

- 6026 The directional sign on the village green is damaged and beyond repair. The Clerk advised councillors that it is the responsibility of the Parish Council to replace it. The Clerk showed examples of signs to councillors. One was a more basic 'bus stop' style which would cost £621. The alternative was a sturdier metal design at a cost of £1,600. The Clerk advised that the metal one would be more durable and smarter especially as OE would like to make more of a feature of The Green with a village sign and flower tubs. Councillors agreed a

budget of £1,600 maximum and asked the clerk to course some more samples to approve at the March meeting. **(02/20)**

20.0 PARISH ASSEMBLY

6027 Councillors discussed the Parish Assembly which is scheduled to take place on 29th April. It was agreed that the following groups would be invited to give an informal presentation: Help in Elstead, St James Primary School, EVAA and The Sharks. The clerk to confirm what type of refreshments may be served in the URC hall. **(02/20)**

21.0 REPORTS AND CORRESPONDENCE

6028 Standards Committee – councilors agreed that they would give both their votes to support Cllr Reynolds to be elected onto the stands panel. The clerk to advise WBC. **(02/20).**
Minute to be removed next month.

6029 The St James PTA will not allow the pancake race to use their insurance. The clerk has checked the c insurance which would cover the event at no extra charge as long as the PC is one of the organisers. Councillors agreed to this. The poster artwork to be amended to reflect this. **(02/20).** **Minute to be removed next month.**

6030 There have been a number of cemetery enquiries which have taken a lot of the clerk's time to deal with. **(02/20)** **Minute to be removed next month.**

6031 A resident has raised the issue of the height of some properties at Water Meadow Place which Cllr Else is looking in to. **(02/20)**

22.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - FEBRUARY 2020

Payee	Cheque no	Purpose	Amount
HMRC	4038	PAYE	£388.24
Juliet Williams	4039	Salary	£499.00
Juliet Williams	4040	Salary	£445.23
Juliet Williams	4041	Expenses and working from home	£19.50
HMRC	4042	PAYE	£102.00
SSE	4043	Burford Lodge Rec	£70.15
Patrick Murphy	4044	Chairman's Allowance	£225.00
Leif Davidsen	4045	Councillors Allowance	£30.00
Jane Jacobs	4046	Councillors Allowance	£30.00
Roger Gardner	4047	Councillors Allowance	£30.00
John Mathisen	4048	Councillors Allowance	£30.00
Richard Rees	4049	Councillors Allowance	£30.00
Diane Snape	4050	Councillors Allowance	£30.00
Jessica Webster	4051	Councillors Allowance	£30.00
Stefan Reynolds	4052	Councillors Allowance	£30.00

			£1,600.88
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22.0 MATTERS RAISED BY MEMBERS

6035 There were no matters raised by councillors. **(02/20). Minute to be removed next month.**

Meeting closed at 10.15 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 16th March 2020 at 7.30pm
The URC, Milford Road, Elstead

Attendees: **Cllr P. Murphy (Chair)** **Cllr J. Jacobs** **Cllr R. Rees**
 Mr R. Gardner
 Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

6036 There were no questions from members of the public. **(03/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6037 Apologies were received from Cllr S. Reynolds, Cllr J. Mathisen, Cllr D. Snape, Cllr L. Davidsen and Cllr J. Webster who were not able to attend due to self isolating as a result of the coronavirus. Their apologies were accepted by the Council. **(03/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6038 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. **(03/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th FEBRUARY 2020

6039 The minutes of the Parish Council meeting held on 17th February 2020 were agreed and signed by the Chairman. **(03/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 9th MARCH 2020

6040 The minutes of the planning meeting held on 9TH March 2020 were agreed and signed by the Chairman. **(03/20). Minute to be removed next month.**

5.0 MATTERS ARISING

6041 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 in Autumn 2019. The Clerk has contacted SCC on a monthly basis to follow up on what the next stages are now that the consultation is complete. Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020 where the SCC proposals were discussed.

The local committee unanimously found in favour of the two diversions **(03/20)**

- 5976 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed – the ground is still too waterlogged at the moment. **(02/20)**.
- 6042 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray cricket balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. Cllr P Murphy and The Clerk have looked at different options and proposed that fencing similar to the chainlink fencing at the tennis club would be the most suitable option. Councillors agreed in principle to this and the clerk to obtain pricing. Cllr P Murphy advised that it would be highly probable that planning permission will be required.
- 6043 Councillors were aware that sections of the picket fencing around the Jubilee Playpark needed repairing. The clerk showed samples of picket fencing made from recyclable material. The clerk to obtain quotes for the multi coloured version and a plain brown option. Whilst this is more expensive than just repairing the sections that are damaged, replacing the fence with a recyclable material will ensure its lasts for longer. **(03/20) NB this was formerly combined with minute 6042 but has been separated out as there are two actions.**
- 5977 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 has received the following response from SCC Highways saying that the chevron will be reinstated once once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. **(02/20)**.
- 6044 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. The clerk to contact SCC. **(03/20)**.
- 5915 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. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**
- 6045 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. There was no further update on this at the March meeting. **(03/20)**.
- 6046 VAS: 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 has received

an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk to follow the rota of the VAS and to contact Peter Harris SCC in charge of the project. **(03/20).**

- 6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk to confirm it has been sent. **(03/20).**
- 6048 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 submitted the application and is pleased to report that the Smith's Charity have awarded Elstead a further £2,000 for this year and the following two years. The monies for this year will be transferred from the Smiths Charity immediately. **(03/20). Minute to be removed next month.**
- 6049 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. There is nothing further to report and the clerk has followed this up on several occasions including just before the March meeting. WBC have confirmed that they will ensure that it is progressed but are unable to give a definite timescale at the moment. **(03/20).**
- 5983 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 asking to meet to discuss the position of the proposed directional sign in relation to the EVTC sign. The EVTC have responded 'unenthusiastically' to the siting of a sign. The clerk to discuss further with EVTC when the storage container is delivered for the floodlights. **(02/20).**
- 5984 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. The clerk to contact BT and arrange for the free paint to be delivered. The Clerk advised councillors that due to the weather the phone box would not be painted until Spring at the earliest. **(02/20).**

5985 At the meeting MoD have agreed to repair the potholes on the road leading to the DZ and the work has been completed. 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. Cllr Murphy has drafted advice for film companies on traffic movements through the village which he circulated to Cllr Mathisen and the clerk. **(02/20).**

6050 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. Cllr P Murphy and The Clerk met with RK and agreed a location and the wildlife camera has been installed. **(03/20).**

6051 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk to book a place for RK on the course although it is likely that the course will run until after COVID-19. **(03/20).**

5988 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. Cllr Harmer has started to scan the books. **(02/02).**
Minute to be removed next month.

6052 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. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. The Clerk has asked WBC if there are any PIC funds which could be used for this purpose but there has been no response. **(03/20).**

6053 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. Councillors advised that we can lay claim to this land as the PC has been responsible for its upkeep for a number of years. The clerk to forward a copy of the Rec Trust's deeds to the PC's legal representatives. **(03/20).**

6054 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due

to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20).**

6055 LAP at Water Meadow Place: The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC. **(03/20) (former minute 5992 and 5995 have been combined as they cover the same point.**

5993 The clerk followed up the remedial repairs to BW69 that had been agreed by SCC Countryside. The clerk was advised that it was still due to be completed before the end of March 2020 and that SCC Countryside were waiting on SSI consent. There has been no further progress but the clerk has followed this up. **(02/20).**

6056 A resident raised the issue of severe flooding in Springfield and prior to the meeting had sent the clerk some photographs which the clerk had circulated. The resident explained that it was in part due to a blocked drainage chamber in the middle of his drive. SCC do not have a record of the drain and the resident felt that the only way to resolve this issue would be to use money from a housing development or via s106 monies. The PC then discussed the other flooding issues in the village with a focus on Water Meadow Close. Cllr Murphy reminded councillors that the PC had advised WBC and the developers at the planning stage with regards to the water levels which peaked in this area in 2014. The PC felt it had a duty of care to uphold and wanted prospective purchasers to be aware of the flood risks before they bought one of the dwellings sited within the flood zone. The PC contacted Clarion asking if they will make the flooding issues known to potential purchasers. The PC received a non-committal reply from Clarion and there is not much further that the PC can do. **(03/20) Minute to be removed next month.**

6057 The directional sign on the village green is damaged and beyond repair. The Clerk advised councillors that it is the responsibility of the Parish Council to replace it. The Clerk showed examples of signs to councillors. One was a more basic 'bus stop' style which would cost

£622. The alternative was a sturdier metal design at a cost of £1,600. The Clerk advised that the metal one would be more durable and smarter especially as OE would like to make more of a feature of The Green with a village sign and flower tubs. Councillors agreed a budget of £1,600 maximum. The clerk presented designs from an alternative company which are a contemporary style of a more traditional metal sign post. The cost is £1,223 ex vat. Councillors approved the cost under its powers to provide traffic signs and other notices and the clerk to look at different colour options. **(03/20)**

6058 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk liaised with the playground report author who was unable to provide contact details for the 'hirst' slide manufacturer and there are no details for the company online. The clerk advised that the cost of a replacement slide is £12k. Cllrs agreed that if the slide is buckled and cannot be repaired it should be removed until the PC can fund a replacement. The clerk to ask the new playground inspectors whether the slide can be repaired and if this is not possible the clerk to ask RK if he can remove the slide. Cllrs approved for 4 x flat swings to be replaced at £256.93. NB installation charge will increase as this is based on the seats being replaced at the same time as the slide. **(03/20).**

6059 The proposal from Zurich for the PC's insurance premium is £100 higher versus last year. The clerk contacted Came & Co for a comparative quote and their quote is c£500 cheaper however a separate play inspection contract will need to be obtained. The PC has confirmed it is happy to go with Came & Co as they have the lower quote subject to the policy being like for like. **(02/20). Minute to be removed next month as this is covered in agenda item 16.**

6060 Defibrillators: 1 cabinet from Wel Medical have been ordered for Thursley Road Rec but was damaged in transit. A replacement defibrillator has been ordered and is due anytime. DJK are ready to install it before the end of March. The Clerk and Mrs Holroyd to draft some wording for the signs. The clerk advised councillors that the cabinets are lit so it may not be necessary now to install PIR lighting but the clerk will confirm as soon as the cabinets are in situ. It was agreed that the old cabinet would be retained in case there was a problem with one of the existing cabinets – the clerk to arrange storage. **(03/20)**

6061 Defibrillators: The replacement cabinet for Burford Lodge Rec was also damaged in transit and a replacement has been arranged. DJK will install the cabinet as soon as it arrives. The new cabinets come with a ten year warranty. **(03/20).**

6.0 REPORT FOLLOWIN THE MEETING OF THE WESTERN VILLAGES HELD 25TH FEBRUARY 2020

6062 Cllr Harmer advised that the lengthsman scheme will continue. Cllr Murphy had advised of the issues from Elstead PC's perspective i.e. that there was no timetable of works therefore it was unclear when jobs were scheduled or completed and it didn't appear to be monitored properly. SCC Highways confirmed that if RK were to attend the accreditation course he would be able to undertake vergeside work. **(03/20). Minute to be removed next month.**

6063 SCC confirmed that the pavement outside the Spar was scheduled to be resurfaced but as of yet there was no date as to when the works would be undertaken. **(03/10). Minute to be removed next month.**

6064 There was a short discussion regarding the VAS project. PCs are advised to contact Peter Harris of SCC directly with regards the scheduling. **(03/20). Minute to be removed next month as VAS is covered under 6046.**

7.0 REPORT FOLLOWING THE MEETING WITH REPRESENTATIVES OF THE OWNERS OF CROFT 2 HELD 26TH FEBRUARY 2020

6065 Cllr P Murphy, Mrs J Jacobs and The Clerk met with representatives of the owners of the land referred to as Croft 2. Proposed plans for the site were shared with the PC. These show a scheme for 35 dwellings compared with the 10 dwellings allocated in the draft neighbourhood plan. The PC explained that the difficult access to the site plus the desire to preserve the existing tree canopy and vegetation were some of the reasons why the PC felt that 10 houses was the maximum number that the site could sustain. During the meeting both parties conducted a site visit to look at these issues and the Croft representatives tried to explain ways to mitigate these issues. The PC explained that the NHP would be going out to public consultation imminently and that they would have an opportunity to respond via this medium. **(03/20). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING HELD 2ND MARCH 2020

6066 Cllr P Murphy and The Clerk, along with other western villages, attended a meeting with Zak Elland (Head of Planning WBC) and Beth Howland-Smith (Head of Enforcement). Mr Elland was very open to listen to and discuss planning issues and took away a lot of feedback with him. **(03/20) Minute to be removed next month.**

9.0 REPORT FOLLOWING THE DISCUSSIONS WITH WBC AND SCC WITH REGARDS FLOODING

6067 The flooding at Burford Lodge and Hazlewood has finally been resolved however the PC found this a highly frustrating situation as neither SCC or WBC were accepting responsibility and this situation had carried on for two months. The gully has now been jetted. The main cause of the problem was a grill that had been removed and not replaced which meant that debris built up causing the blockage and resulting flood. Cllr Murphy advised that there is a buried manhole cover on PC land which we have asked RK to find. The PC has asked WBC to clear out the ditch and replace the grill. Cllr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. **(03/20).**

10.0 WBC UPDATE

6068 There was no update this month. **(03/20). Minute to be removed next month.**

11.0 SCC UPDATE

6069 A meeting is scheduled for 17th March at SCC to discuss how meetings can carry on during a period of social distancing. It is expected that committees will be allowed to use video conferencing apps. **(03/20). Minute to be removed next month.**

6070 Cllr Harmer reported that there were four times as many pothole reports and additional resources have been hired to fix them. There is a concern as to how well these will be fixed and PCs were advised to report any work that they felt was unsatisfactory. **(03/20). Minute to be removed next month.**

- 6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**
- 6002 Stuart Copping has been looking at flooding issues in Elstead. Oxenford Farm has also been assessed (water runs off the field opposite). Cllr Harmer to discuss with Witley PC as it falls within their parish. **(02/10)**.
- 6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**
- 6004 Cllr Mathisen raised the issue of Fubrook Lane – the side of the road near to Thundry Farm

12.0 NEIGHBOURHOOD PLAN UPDATE

- 6071 NHP Redraft: the final draft is complete and the public consultation started on 13th March and will run for the statutory 6 weeks concluding on Wednesday 22nd April. The PC recorded a vote of thanks to all who had contributed to the draft and in particular to Cllr J Jacobs, Mrs Davidsen and The Clerk for pushing it to consultation stage. Initial feedback has been very positive. The clerk to email all councillors to remind them to provide feedback on the plan via the online survey. **(03/20)**.
- 6072 The Reg 14 consultation has been promoted via a leaflet drop to all residents, posters around the village, article in several issues of the village news, posts on the village facebook site, emails sent direct to all key village groups asking to be shared with their members, an advert at Elstead cinema, hard copies sited in key locations around the village and dedicated pages on the village website. Public drop in sessions have been planned for an afternoon and evening at the Youth Centre in March and a lunch time in April at Tanshire Café but due to the COVID-19 outbreak the PC has decided to cancel these sessions. The clerk to advise of the cancellation via facebook. The clerk has been given a list of statutory consultees from Nexus the planning consultants and these have been emailed with the details of the consultation. **(03/20). Minute to be removed next month.**
- 6073 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 have agreed a coherent plan for minor amendments to the Settlement Boundary. This forms an appendix to the NHP. **(03/20) Minute to be removed next month.**
- 6074 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has instructed Aecom who have just forwarded their HRA report. Nexus Consulting are liaising with Aecom and the HRA has been included as a supporting document in the NHP. **(03/20) Minute to be removed next month.**
- 6075 Local Green Space Assessment Paper: JW and JJ have completed with Nexus. This forms a supporting document to the NHP. **(03/20). Minute to be removed next month.**
- 6076 NHP SG Meeting: The NHP SG met once the final draft was complete and agreed a meeting schedule for reviewing comments post consultation. The next meeting is scheduled for May 6th 2020. **(03/20)**

6077 The Clerk drafted a leaflet advertising the NHP Regulation 14 and all councillors and members of the SG helped with distributing it for which Cllr J Jacobs thanked everyone. **(03/20) Minute to be removed next month.**

13.0 OUR ELSTEAD UPDATE (OE)

6078 The PC proposed a vote of thanks to OE for the spring planting which looked very pretty around the village. **(03/20). Minute to be removed next month.**

6079 A summary of proposed activities for 2020 had been circulated before the March meeting however it was agreed that no further action could be planned for the foreseeable future due to COVID-19. **(03/20). Minute to be removed next month.**

6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**

6080 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 who are kindly donating £5,000 to this project. Cllr Mathisen has met with Mr Williams to discuss the design and they along with Cllr Reynolds will visit Shere Forge. The visit to the Shere forge has been deferred until after COVID-19. **(03/20).**

6081 Litter pick: Date 4.4.20. OE to ask youth groups to take on an area at a time that suits them. The litter pick has been postponed due to COVID -19. **(03/20). Minute to be removed next month.**

14.0 EER

6082 It was agreed that a sub committee be formed to discuss this offline and present feedback to the PC. Cllr Rees to chair the sub committee. Cllr Snape has agreed to join the committee and Cllr Rees to ask if Mrs Holroyd would also help as she was instrumental in creating the first version of the EER plan. Cllr J Else has also offered to help. Some initial work has been done but it is clear that there are 2 separate projects a) refreshing the EER plan and b) responding to the COVID-19 situation. **(03/20) Minute to be removed next month.**

6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20).**

6084 COVID-19 response: the role of the EER group needs to be clarified. It could be to facilitate communication, to engage volunteers and offer guidance. A meeting has been scheduled which will include Cllr Rees (chair), Cllr Snape, The Clerk, and other residents/representatives of the community. **(03/20).**

6085 Cllr R Rees to write to Cllrs D & J Else to advise that he is the emergency lead from the PC. **(03/20) Minute to be removed next month.**

15.0 TREES

6086 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required.

Recommended work is grouped in priorities with priority 1 (p1) works needing to be carried out within 2 months, Priority 2 (p2) works to be carried out in 6 months and priority 3 (p3) works to be carried out in 6-12 months. Of the Parish trees assessed 1 x tree = p1, 9 x trees = p2 and 19 x trees = p3 and 79 trees require no further action. Councillors agreed that all remedial work should be carried out immediately even if p3. 1st Call (tree surgeons) noticed discrepancies in the survey report at Woolfords Lane Cemetery. The Clerk met with the surveyor and 1st Call on site on 2nd March and the survey has been rechecked. It was only the cemetery that had a discrepancy which has been resolved. The clerk to arrange for payment of the survey. The quotation for the tree surgery now seems to be for less trees than first thought. This could be as a result of the discrepancy in the cemetery survey. The clerk to revisit the survey versus the tree works quote. **(03/20)**

16.0 INSURANCE PREMIUM

6087 Insurance premium: The clerk compared different premiums and Came & Co offered the cheapest premium. The insurance will also cover EER volunteers (currently this is a separate insurance premium). The only difference with the insurance is that the playground inspection will need to be organised separately via The Playground Inspection Company (the PC used this company after the new equipment was installed at Burford Lodge Rec and were happy with their performance). The clerk to organise the playground inspection schedule. The Clerk advised that it will be invoiced after each inspection rather than annually as with the previous company, Zurich. The difference in quotations is as follows: Came & Co with The Playground Inspection Company £1,989.50 v Zurich £2,652. **(03/20). Minute to be removed next month.**

17.0 GRASS CUTTING CONTRACT

6088 The clerk has obtained a comparative quote for its grass cutting work. The new quote is slightly higher (£339 v £321.10) than the current contractor, Grasstex, and therefore it was agreed that the PC should remain with Grasstex. The PC is happy with their work. **(03/20). Minute to be removed next month.**

18.0 HENRY SMITH CHARITY

6089 Henry Smith Charity: there was a detailed discussion about how the extra £2k funding should be utilised. It was agreed that the clerk should ask HiE if they require extra funding to help support their increased workload during COVID-19. If they do require extra money the clerk to contact via email all Smith's Charity Trustees and seek their written agreement. **(03/20).**

19.0 FLOOD MITIGATION

6090 Prior to the meeting Cllr Mathisen had circulated an excellent report on flood mitigation. It was agreed that the PC would rather discuss this when Cllr Mathisen was present therefore this is deferred until Cllr Mathisen can attend. **(03/20).**

6025 The issues in Elstead associated with flooding, fluvial, pluvial and groundwater are well documented. Many ditches need attention but there is a lack of finance to undertake such work and a lot of drainage is either inadequate or broken. It was clarified that the responsible bodies are: The Environmental Agency (responsible for Sandford Brook), WBC (land drainage), SCC (local lead for flood authority). It was agreed that this topic would be

discussed further at the March meeting. **(02/20) Minute to be deleted next month as covered under minute 6025.**

20.0 RISK ASSESSMENT

- 6091 The Clerk had circulated the annual risk assessment in advance of the meeting. Councillors approved the risk assessment and it was duly signed by The Chairman. **(03/20). Minute to be removed next month.**

21.0 PARISH ASSEMBLY

- 6092 The Annual Parish Assembly is scheduled to take place on 29th April however in view of the current COVID-19 situation it is unlikely that this will be able to take place. The legal requirement is for the meeting to take place between April and 3rd June. The Clerk to monitor advice from SSALC as to whether it will be possible to defer it to later in the year. **(03/20)**

22.0 REPORTS AND CORRESPONDENCE

- 6031 A resident has raised the issue of the height of some properties at Water Meadow Place which Cllr Else is looking in to. **(02/20)**
- 6093 Pitch treatment: Elstead Sharks commissioned a survey which proposed a lot of work at both recs at a very high cost. It is felt that not all the work is necessary however one of the items referred to the highly acidic content of the ground. It would be advisable to remediate this. The clerk to ask Grastex to apply a high alkaline fertilizer to both recs. The sharks advised that they will contribute some money towards the works and the PC agreed in principle to fund the difference. The clerk to obtain a quote for the April meeting. **(03/20).**
- 6094 There has been much discussion between the PC and the EVAA to try to resolve the water bills. The issue is that the bills are sporadic and do not coincide with meter readings. Some bills are over estimated by the supplier and then following bills have adjustment applied. It was agreed that an easier way would be to agree what the estimated annual usage is and base it on the applicable water rate. The clerk to liaise with EVAA committee. **(03/20).**
- 6095 The clerk has followed up on a number of road issues including the removal of a dead deer, a damaged kerb in Hookley lane, various potholes. **(03/20). Minute to be removed next month.**
- 6096 The PC has been advised that the marathon has been postponed this year and therefore the village green will not be required by the scouts. **(03/20). Minute to be removed next month.**
- 6097 A letter has been received by Dalcour Maclaren asking permission for access to the PC woodland in order to conduct a badger survey prior to the commencement of the replacement of the existing water main along Milford and Shackleford Road. The PC has approved this and the clerk to advise Dalcour Maclaren. **(03/20). Minute to be removed next month.**

6098 There has been much communication from government bodies regarding COVID-19 that the clerk has been sharing. **(03/20). Minute to be removed next month.**

23.0 ACCOUNTS FOR PAYMENT

6099 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
Castle Water	4055	Woolfords Lane	£112.55
Came & Co Ltd	4056	PC annaul insurance	£1,061.57
Juliet Williams	4057	Salary	£499.00
Juliet Williams	4058	Salary	£445.63
Juliet Williams	4059	Travel expenses and working from home	£24.00
Juliet Williams	4059	stationery expenses for new financial year	£25.40
HMRC	4060	PAYE	£478.04
Richard Knight	4061	Work at Woolfords Lane Cemetery RK0325	£794.82
Richard Knight	4062	Work on Village Green RK0324	£159.50
Wel Medical	4063	2 x defib cabinets	£1,199.94
Playground Inspection Company	4064	annual contract—invoice after each inspection	£1,107.00
Juliet Williams	4065	Go Daddy contract renewal	£258.91
Craddocks Printing Works Ltd	4066	NHP leaflet and posters	£866.00
Chalice Consultancy	4067	Tree Survey	£2,970.00
Help in Elstead	4068	Smiths Charity funds	£500.00
Fitzpatrick Woolmer	4069	Village Green directional sign	£1,528.80
Post office counters for WBC	4070	Waverley elections—previous chq returned	£377.05
			£12,408.21

25.0 MATTERS RAISED BY MEMBERS

6103 There were no matters raised by councillors. **(03/20). Minute to be removed next month.**

Meeting closed at 10.15 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 20th April 2020 at 7.30pm
Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6104 Victoria Asset Management had asked to present proposals for a new development of 52 dwellings in fields adjacent to Water Meadow Place. The minutes from this part of the meeting are viewed in appendix 1. **(04/20). Minute to be removed next month.**

1.0 DRAFT PROTOCOL TO HOLD VIRTUAL MEETINGS

6105 A draft protocol to allow the holding of monthly Parish Council meetings via video conferencing was circulated prior the meeting. Councillors accepted this protocol which stays in effect until social distancing measures have been stopped. The protocol was duly adopted. **(04/20). Minute to be removed next month.**

2.0 APOLOGIES FOR ABSENCE

6106 There were no apologies for absence. **(03/20). Minute to be removed next month.**

3.0 DECLARATIONS OF INTEREST

6107 No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007. **(04/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th MARCH 2020

6108 The minutes of the Parish Council meeting held on 16th March 2020 were agreed and signed by the Chairman. **(04/20). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 23rd MARCH 2020

6109 The minutes of the planning meeting held on 23rd March 2020 were agreed and signed by the Chairman. **(04/20). Minute to be removed next month.**

6.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 13th APRIL 2020

- 6110 The minutes of the planning meeting held on 13th April 2020 were agreed and signed by the Chairman. **(04/20). Minute to be removed next month.**

7.0 MATTERS ARISING

- 6111 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 in Autumn 2019. The Clerk has contacted SCC on a monthly basis to follow up on what the next stages are now that the consultation is complete. Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020 where the SCC proposals were discussed. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved then SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, then SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). If the matter does get referred to the Secretary of State then it could be several months before the matter is dealt with and SCC advised that there will probably be a backlog following the coronavirus lockdown. **(04/20)**
- 5976 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed – the ground is still too waterlogged at the moment. **(02/20).**
- 6112 Chain link fencing Jubilee Playpark: Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray cricket balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. Cllr P Murphy and The Clerk have looked at different options and proposed that fencing similar to the chain link fencing at the tennis club would be the most suitable option. Councillors agreed in principle to this and the clerk to obtain pricing. Cllr P Murphy advised that it would be highly probable that planning permission will be required. The clerk had contacted 2 companies but had received no response. **(04/20)**
- 6113 Councillors were aware that sections of the picket fencing around the Jubilee Play park needed repairing. The clerk showed samples of picket fencing made from recyclable material. A quote for the multi coloured version and a plain brown option are available. Councillors voted in favour of the multi coloured version and the clerk will obtain quotes. Whilst this likely to be more expensive than just repairing the sections that are damaged, replacing the fence with a recyclable material will ensure it lasts for longer. The clerk has contacted a company and is awaiting a quote. **(04/20)**
- 6114 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 has received the following response from

SCC Highways saying that the chevron will be reinstated once once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk to follow up with Adrian Selby. **(04/20).**

6115 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. The clerk has contacted SCC regarding this. Cllr Rees advised that he believed that a section of pipe was broken. The clerk to forward photos of this to SCC Highways. **(04/20).**

5915 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. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**

6045 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. There was no further update on this at the March meeting. **(03/20).**

6116 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk has contacted Peter Harris (SCC) who is in charge of the project but has not had a response. **(04/20).**

6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter

from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20).**

- 6049 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. There is nothing further to report and the clerk has followed this up on several occasions including just before the March meeting. WBC have confirmed that they will ensure that it is progressed but are unable to give a definite timescale at the moment. **(03/20).**
- 5983 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 asking to meet to discuss the position of the proposed directional sign in relation to the EVTC sign. The EVTC have responded 'unenthusiastically' to the siting of a sign. The clerk to discuss further with EVTC when the storage container is delivered for the floodlights. **(02/20).**
- 6117 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. The clerk to contact BT and arrange for the free paint to be delivered. The Clerk advised councillors that due to the weather the phone box would not be painted until Spring at the earliest. The Clerk has contacted BT to arrange for the paint to be delivered. **(04/20).**
- 6118 The potholes on the road leading to Hankley Common have been repaired. MoD have also agreed to notify the PC earlier regarding planning permission for filming. The PC has drafted advice for film companies on traffic movements through the village which has been sent to the MoD. **(04/20). Minute to be removed next month.**
- 6050 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. Cllr P Murphy and The Clerk met with RK and agreed a location and the wildlife camera has been installed. **(04/20). Minute to be removed next month as covered under agenda item 16**
- 6119 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk has reserved a place in principle however there will be no courses until after social distancing measures for training have been relaxed. **(04/20).**
- 6052 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. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. The

Clerk has asked WBC if there are any PIC funds which could be used for this purpose but there has been no response. **(03/20)**.

- 6120 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. **(04/20)**.
- 6054 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20)**.
- 6121 LAP at Water Meadow Place (WMP): The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. **(04/20)**
- 6122 The clerk followed up the remedial repairs to BW69 that had been agreed by SCC Countryside. The clerk was advised that it was still due to be completed before the end of March 2020 and that SCC Countryside were waiting on SSI consent. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. **(04/20)**.
- 6031 A resident has raised the issue of the height of some properties at Water Meadow Place which Cllr Else is looking in to. **(02/20)**

- 6123 Pitch treatment: Elstead Sharks commissioned a survey which proposed a lot of work at both recs at a very high cost. It is felt that not all the work is necessary however one of the items referred to the highly acidic content of the ground. It would be advisable to remediate this. The clerk to ask Grasstex to apply a high alkaline fertilizer to both recs. The sharks advised that they will contribute some money towards the works and the PC agreed in principle to fund the difference. A small quantity of granular limestone has been applied to some of the poorer sections of grass as a test to see if the grass improves. If it does further limestone will be purchased. **(04/20).**
- 6124 There has been much discussion between the PC and the EVAA to try to resolve the water bills. The issue is that the bills are sporadic and do not coincide with meter readings. Some bills are over estimated by the supplier and then following bills have an adjustment applied. The PC has agreed to the EVAA's Committee suggestion that moving forward the water bill would be based on an estimate of annual useage with the annual water rate applied. **(04/20).**
- 6125 The directional sign on the village green is damaged and beyond repair. The Clerk advised councillors that it is the responsibility of the Parish Council to replace it. The Clerk showed examples of signs to councillors. One was a more basic 'bus stop' style which would cost £622. The alternative was a sturdier metal design at a cost of £1,600. The Clerk advised that the metal one would be more durable and smarter especially as OE would like to make more of a feature of The Green with a village sign and flower tubs. Councillors agreed a budget of £1,600 maximum. The clerk presented designs from an alternative company which are a contemporary style of a more traditional metal sign post. The cost is £1,223 ex vat. Councillors approved the cost under its powers to provide traffic signs and other notices. The clerk shared the different colourway design options – black background with white writing and white background with black writing before the meeting. Councillors to forward their preferred route after their meeting. **(04/20)**
- 6058 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk liaised with the playground report author who was unable to provide contact details for the 'hirst' slide manufacturer and there are no details for the company online. The clerk advised that the cost of a replacement slide is £12k. Cllrs agreed that if the slide is buckled and cannot be repaired it should be removed until the PC can fund a replacement. The clerk to ask the new playground inspectors whether the slide can be repaired and if this is not possible the clerk to ask RK if he can remove the slide. Cllrs approved for 4 x flat swings to be replaced at £256.93. NB installation charge will increase as this is based on the seats being replaced at the same time as the slide. **(04/20). Minute to be removed next month as covered under agenda item 15**
- 6126 Defibrillators: 1 cabinet from Wel Medical have been ordered for Thursley Road Rec but was damaged in transit. A replacement defibrillator has been delivered and has now been installed successfully. The old cabinet has been retained and has been stored safely at Woolfords Lane. The Clerk and Mrs Holroyd to draft some wording for the signs. The clerk advised councillors that the cabinets are lit so it may not be necessary now to install PIR lighting - the clerk to confirm. **(04/20)**
- 6127 Defibrillators: The replacement cabinet for Burford Lodge Rec was also damaged in transit and a replacement has been arranged. The new cabinets come with a ten year warranty

The replacement cabinet has arrived and has been successfully installed. **(04/20). Minute to be removed next month.**

6128 The flooding at Burford Lodge and Hazlewood has finally been resolved however the PC found this a highly frustrating situation as neither SCC or WBC were accepting responsibility and this situation had carried on for two months. The gully has now been jetted. The main cause of the problem was a grill that had been removed and not replaced which meant that debris had built up within the culvert causing the blockage and resulting flood. Cllr Murphy advised that there is a buried manhole cover on PC land which we have asked RK to find. The PC has asked WBC to clear out the ditch and replace the grill. The clerk to check to see if the grill has been replaced. Cllr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. **(04/20).**

6129 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required. Recommended work is grouped in priorities with priority 1 (p1) works needing to be carried out within 2 months, Priority 2 (p2) works to be carried out in 6 months and priority 3 (p3) works to be carried out in 6-12 months. Of the Parish trees assessed 1 x tree = p1, 9 x trees = p2 and 19 x trees = p3 and 79 trees require no further action. Councillors agreed that all remedial work should be carried out immediately even if p3. 1st Call (tree surgeons) noticed discrepancies in the survey report at Woolfords Lane Cemetery. The Clerk met with the surveyor and 1st Call on site on 2nd March and the survey has been rechecked. It was only the cemetery that had a discrepancy which has been resolved. The clerk to arrange for payment of the survey. The quotation for the tree surgery now seems to be for less trees than first thought. This could be as a result of the discrepancy in the cemetery survey. The clerk has checked the quote with the tree surgeon and the error has been rectified. It does not change the overall quote and councillors have agreed that the works can now proceed. **(04/20)**

6130 Henry Smith Charity: there was a detailed discussion about how the extra £2k funding should be utilised. It was agreed that the clerk should ask HiE if they require extra funding to help support their increased workload during COVID-19. If they do require extra money the clerk to contact via email all Smith's Charity Trustees and seek their written agreement. Help in Elstead advised that they did need £500 to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. A cheque has been raised and issued to help in Elstead. HiE advised that post covid-19 they are looking to upgrade their telephone system and it was agreed that some of the remaining funds could be used for this purpose subject to Trustees agreement. **(04/20).**

6090 Prior to the March meeting Cllr Mathisen had circulated an excellent report on flood mitigation. It was agreed that the PC would rather discuss this when Cllr Mathisen was present therefore this is deferred until Cllr Mathisen can attend. **(03/20).**

6131 The Annual Parish Assembly is scheduled to take place on 29th April however in view of the current COVID-19 situation it is unlikely that this will be able to take place. The legal requirement is for the meeting to take place between April and 3rd June. There has been no directive that this should be held later in the year. **(04/20)**

8.0 WBC UPDATE

- 6132 The Business Grants have almost all been paid by Waverley with 700 going out over the weekend of 11/12 April and 450 more being processed this week for BACS transfer. It has taken a lot of effort to get this done as every application has had to be checked for accuracy and to guard against fraud. This has meant the transfer of £10m. **(04/20). Minute to be removed next month.**
- 6133 Planning processes continue and Cllrs J and D Else are actively engaged with monitoring both Red House Lane and Bonfire Hill applications. **(04/20). Minute to be removed next month.**
- 6134 Nearly 1000 Community Meals were provided w/v 13th April across the Borough and Waverley are helping to enable this with staff taking an active part with the deliveries. **(04/20). Minute to be removed next month.**
- 6135 1200 residents who are on the NHS medically vulnerable list have been called to check that they are not in need - where this is found to be the case they are referred to the VASWS. VASWS are fully aware of the EER team and will refer these individuals on to us if necessary. **(04/20). Minute to be removed next month.**
- 6136 Refuse continues to be collected as is usual - the garden waste has not yet been stopped although that might be necessary depending on staffing levels at Biffa. **(04/20). Minute to be removed next month.**

9.0 SCC UPDATE

- 6137 SCC continue to operate but are not holding full council meetings. **(04/20). Minute to be removed next month.**
- 6138 Cllr Harmer advised that Peter Harris has been recalled to help with the police so therefore this might explain the lull in activity around the VAS. **(04/20). Minute to be removed next month.**
- 6139 Cllr Harmer advised that SCC parking policy is not as strict as WBC's parking policy as it relates more to urban areas where there is less dependence on cars. **(04/20). Minute to be removed next month.**
- 6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**
- 6002 Stuart Copping has been looking at flooding issues in Elstead. Oxenford Farm has also been assessed (water runs off the field opposite). Cllr Harmer to discuss with Witley PC as it falls within their parish. **(02/10).**
- 6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**
- 6004 Cllr Mathisen raised the issue of Fubrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 6140 NHP Redraft: the final draft is complete and the public consultation started on 13th March and will run for the statutory 6 weeks concluding on Wednesday 22nd April. The PC recorded a vote of thanks to all who had contributed to the draft and in particular to Cllr J Jacobs, Mrs Davidsen and The Clerk for pushing it to consultation stage. Initial feedback has been very positive and at the time of the April meeting there had been 52 responses. The clerk is posting regular reminds on facebook and the deadline has been extended to Friday May 8th. The clerk has forwarded the survey link to all councillors. **(04/20).**
- 6141 NHP SG Meeting: The NHP SG met once the final draft was complete and agreed a meeting schedule for reviewing comments post consultation. The next meeting is scheduled for May 6th 2020 but this will need to be deferred following the deadline extensions to the NHP survey. **(04/20)**
- 6142 Following the presentation by VAM their site will have to be assessed by Aecom. **(04/20).**

11.0 OUR ELSTEAD UPDATE (OE)

- 6143 Planters for the village green are in the process of being organised. OE are using plugs not plants so they will be a little later coming through. Cllr Murphy advised that he could supply Cllr Mathisen with compost. **(04/20). Minute to be removed next month.**
- 6144 Cllr Snape has planted bulbs in pots and these will be ready for planting in Autumn ready to flower Spring 2021. **(04/20). Minute to be removed next month.**
- 6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**
- 6080 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 who are kindly donating £5,000 to this project. Cllr Mathisen has met with Mr Williams to discuss the design and they along with Cllr Reynolds will visit Shere Forge. The visit to the Shere forge has been deferred until after COVID-19. **(03/20).**

12.0 EER

- 6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20).**
- 6145 COVID-19 response: the role of the EER group needs to be clarified. Cllr Rees advised that a special team of 9 people acting under the PC had been set up in mid March and the team have met twice weekly since. To begin with a website was created through which clients and volunteer could register. A dedicated email address and phone line were also set up – the phone line which diverts to members of the committee's telephones had been agreed to be funded initially for a period of 3 months by councillors via email and this decision is minuted here. Continuation of the phone line will be reviewed after three months. Every household in the village received a leaflet advertising the service and the leaflet was also featured in the April Village News and on posters throughout the village. The phone line is in operation 6 days a week from 10am to 4pm. To date there are 164 volunteers and 26 clients registered for the EER service. The role of the service is to help with shopping,

running errands and collecting prescriptions. Additionally the service can provide wellbeing support and signpost individuals to professional help. A 'Help is at Hand' poster has been designed and is displayed around the village and this lists a number of local and national support groups. By operating through the PC it is possible to ensure that the group remains GDPR compliant. Volunteers have received regularly updates from the EER team and a guide on operating protocols including ensuring that confidentiality is preserved. The clerk has liaised with the PC's insurers who have confirmed that the PC's insurance covers the EER team and its volunteers and clients. The previous insurance company have advised that the policy has been automatically extended by three months and so in effect the EER is covered two-fold until the end of July 2020. A risk assessment has also been undertaken. Cllrs had been asked before the meeting if the PC would fund a dedicated EER telephone line £55 / month, to cover the cost difference of the EVN £516/month to allow all residents to receive it and pay for a poster to advertise the EER Covid response £138. All cllrs had agreed and these minutes record this decision. EVN and telephone expenditure to be reviewed at the June meeting. Cllr Murphy proposed a vote of grateful thanks to Cllr Rees for the hard effort that had been put in to setting up the service. **(04/20). Minute to be removed next month.**

13.0 REVIEW OF RENTS FY20/21

6146 Review of rents 2020/21: the review of rents had been approved following the Finance sub committee meeting in November 2020 and are listed in appendix 2. **(04/20). Minute to be removed next month.**

6147 It was agreed that the clerk should contact David Rumsey, the land agent for the Backland field, to discuss the appropriate rental sum for the grazing land field – this is renewed each summer. **(04/20).**

14.0 REVIEW OF CEMTERY CHARGES FY20/21

6148 Review of cemetery charges 2020/21: the review of rents had been approved following the Finance sub committee meeting in November 2020 and are listed in appendix 3. **(04/20). Minute to be removed next month.**

15.0 ANNUAL PLAYGROUND INSPECTION REPORT INCLUDING QUOTE FOR WORKS

6149 The report for Annual Playground Inspection had been circulated prior to the April meeting. The clerk advised that this has been conducted by the new playground inspection company and was far more thorough than the previous reports. The clerk had identified what needed to be repaired and had contacted Kompan who had not finished pulling the quotation together. The clerk noted that not all equipment was Kompan's but that it would be cheaper to ask one company to do the works as otherwise the PC would be likely charged for two call out fees. Some of the remedial work listed can be undertaken by RK and the clerk to liaise with RK. The report suggested that the Burford Lodge Rec slide do not have to be uplifted therefore councillors agreed it should stay in situ, subject to further monitoring. Councillors agreed that the clerk should ask Painttics to undertake the painting and erosion treatment work. **(04/20).**

16.0 DISCUSSION REGARDING CCTV

- 6150 Councillors were updated on the recent break in. Both EVAA and EVTC had reported the instances to the police and had crime numbers. Councillors discussed installing CCTV. The clerk had spoken to the insurers who had said that having CTV would not generate a reduction in the insurance premium. The clerk had also taken advice from other Western village clerks know of whom currently have CCTV. Councillors agreed that due to personal data etc it was a complicated process and that further advice would be needed. Cllr Reynolds suggested that the clerk should liaise with Godalming Town Council who had fairly recently installed CCTV following damage to the Wilfred Noyes centre. (04/20).

17.0 FINANCE UPDATE

(a) End of Year Accounts – top line figure

- 6151 The end of year figures had been circulated in advance of the meeting. The clerk advised that these were first draft figures as unusually the clerk had not received a final bank statement to cover the full end of year – the last statement stopped on 26th March 2020.

Income: actual £96k v £83 budget

Reason: Grants/donations up including: £600 for Tesco Bags for Help end of project payment (75% paid up front and 25% paid on completion of project), Henry Smith +£2k additional funding secured in February and Billmeir +£5k. Projects have been allocated for the Billmeir funding and this will be invoiced in 2020/21. Income also includes vat rebate from 2019/20. Cemetery receipts are +£1.6k versus budget. There was a budget of £2k for NHP projects but we were unable to apply for this money.

Expenditure: actual £84.7k v £83k

Reason: salary review for the clerk following the audit in 2019/20 and this figure included some back pay, HMRC above versus budget, donations increased 4.3k v 3k budget, defibrillators £2.4k v £500 budget due to the replacement of all three cabinets and one cabinet being relocated. (04/20). **Minute to be removed next month.**

(b) Annual Report

- 6152 Annual report: Cllr Murphy agreed to produce a draft of the annual report. The clerk to provide the financial data and Cllrs Rees and Mathisen to provide information on the EER and OE respectively. (04/20).

(c) Fixed Assets Register

- 6153 The fixed assets register was discussed and the figures allocated to each item will be reviewed post April meeting and presented in May. This is due to the different way in which the new insurance company presents its figures. (04/20).

d) Clerks Remuneration

- 6154 Due to a substantial increase in workload as a result of the Neighbourhood plan and demands arising from the outbreak of COVID-19 (and the resulting social distancing measures) councillors agreed to raise the clerks hours to 25 hours per week. Councillors resolved that this should be effective from 1st March 2020 and would be reviewed in July 2020. (04/20). **Minute to be removed next month.**

18.0 REPORTS AND CORRESPONDENCE

6155 Three residents had reported that a horse was spotted grazing in the Croft playground. The clerk to put up impoundment notices on the playground. **(04/20) Minute to be removed next month.**

6156 Cllr Murphy noted that around 100 residents had responded to the Bonfire Hill housing application. The majority objected to the application and in their responses many residents cited the neighbourhood plan in positive terms which the PC was very encouraged to see. **(04/20) Minute to be removed next month.**

6157 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion. **(04/20)**

19.0 ACCOUNTS FOR PAYMENT

6158 The following cheques were presented for payment:

ACCOUNTS FOR PAYMENT - April 2020

Payee	Cheque no	Purpose	Amount
Juliet Williams	4075	salary	£499.00
Juliet Williams	4076	salary	£499.00
Juliet Williams	4077	salary	£499.00
Juliet Williams	4078	salary, work from home, stamps	£479.39
Richard Knight	4079	RK0335 Burford Lodge	£137.50
Richard Knight	4080	RK0336 Woolfords Lane compost bin	£319.00
Richard Knight	4081	RK0337 Taping up/down playgrounds	£107.50
Peak Playgrounds Ltd	4082	second half of train purchase	£2,712.00
The Play Inspections Company Ltd	4083	Annual playground inspection	£270.00
			£5,522.39

21.0 MATTERS RAISED BY MEMBERS

6160 Cllr Davidsen asked if MoD intended to open up the top car park at Hankley Common. Cllr Mathisen to contact MoD. **(04/20). Minute to be removed next month.**

Meeting closed at 10.15 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th May 2020 at 7.30pm
Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6162 There were no members of the public present. **(05/20). Minute to be removed next month.**

1.0 ELECTION OF CHAIR

6163 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/20). Minute to be removed next month.**

2.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

6164 The Declaration and Acceptance of office forms was signed and and will be passed to The Clerk. **(05/20). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

6165 The Members Interest Forms were completed and emailed to The Clerk. **(05/20). Minute to be removed next month.**

4.0 ELECTION OF VICE CHAIR

6166 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/20). Minute to be removed next month.**

5.0 ROLES AND RESPONSIBILITIES

6167 A List of current roles and responsibilities had been circulated prior to the meeting. Cllr Snape has replaced Cllr Gardner on the EER committee - she has already been volunteering on the EER committee, Cllr Reynolds has been added to the website group and Rev Hannah More replaces Rev John Page on the Smiths Charity Sub Committee. **(05/20). Minute to be removed next month.**

6.0 APOLOGIES FOR ABSENCE

6168 There were no apologies. **(05/20). Minute to be removed next month.**

7.0 DECLARATIONS OF INTEREST

- 6169 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. **(05/20). Minute to be removed next month.**

8.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th APRIL 2020

- 6170 The minutes of the Parish Council meeting held on 20th April 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(05/20). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 14th MAY 2020

- 6171 The minutes of the planning meeting held on 14th May 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(05/20). Minute to be removed next month.**

10.0 APPROVAL OF MINUTES OF VAM MEETING HELD 20th APRIL 2020

- 6172 The minutes of the planning meeting held on 20th April 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(05/20). Minute to be removed next month.**

11.0 MATTERS ARISING

- 6173 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020 where the SCC diversion proposals were discussed. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). If the matter does get referred to the Secretary of State it could be several months before the matter is dealt with and SCC advised that there will probably be a backlog following the coronavirus lockdown. The clerk advised that the PC had received the notice that the continuation of the order had been issued. Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. The clerk to contact the Environment Agency. **(05/20)**
- 5976 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed – the ground is still too waterlogged at the moment. **(02/20).**

- 6112 Chain link fencing Jubilee Playpark: Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray cricket balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. Cllr P Murphy and The Clerk have looked at different options and proposed that fencing similar to the chain link fencing at the tennis club would be the most suitable option. Councillors agreed in principle to this and the clerk to obtain pricing. Cllr P Murphy advised that it would be highly probable that planning permission will be required. The clerk had contacted 2 companies but had received no response. **(04/20)**
- 6174 Councillors were aware that sections of the picket fencing around the Jubilee Play park needed repairing. The clerk showed samples of picket fencing made from recyclable material. A quote for the multi coloured version and a plain brown option are available. Councillors voted in favour of the multi coloured version and the clerk will obtain quotes. Whilst this likely to be more expensive than just repairing the sections that are damaged, replacing the fence with a recyclable material will ensure its lasts for longer. The clerk received a quote which was almost £20k. The clerk to continue to investigate alternative options. **(05/20)**
- 6175 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 has received the following response from SCC Highways saying that the chevron will be reinstated once once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk has contacted Adrain Selby to ask for an update. The clerk has also reported the damaged chevron on the bend by Withybridge House. There has been no response from SCC regarding when the chevrons will be replaced. The clerk to follow up again. **(05/20).**
- 6176 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. The clerk has contacted SCC regarding this and has sent photographs of the section of pipe. It was due to be looked at at the end of March but there has been no response from SCC. **(05/20).**
- 5915 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. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**
- 6045 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. There was no further update on this at the March meeting. **(03/20).**
- 6177 VAS: 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 has received

an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk has contacted Peter Harris (SCC) who is in charge of the project but has not had a response and will contact him again. **(05/20).**

- 6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20).**
- 6178 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. There is nothing further to report and the clerk has followed this up on several. WBC have now contacted the PC and asked for a copy of the Heads of term and map so that they can be sure they have the correct version. The clerk has forwarded the documentation. **(05/20).**
- 5983 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 asking to meet to discuss the position of the proposed directional sign in relation to the EVTC sign. The EVTC have responded 'unenthusiastically' to the siting of a sign. The clerk to discuss further with EVTC when the storage container is delivered for the floodlights. **(02/20).**
- 6117 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. The Clerk has contacted BT to arrange for the paint to be delivered but has been told that BT are about to consult on their phone boxes again and as such cannot send out paint. The clerk has contacted WBC to see if they can help in this matter. **(05/20).**

- 6119 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk has reserved a place in principle however there will be no courses until after social distancing measures for training have been relaxed. **(04/20).**
- 6052 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. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. The Clerk has asked WBC if there are any PIC funds which could be used for this purpose but there has been no response. **(03/20).**
- 6179 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land and we are waiting a response from the lawyers. **(05/20).**
- 6054 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20).**
- 6121 LAP at Water Meadow Place (WMP): The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating

to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. **(04/20)**

6122 The clerk followed up the remedial repairs to BW69 that had been agreed by SCC Countryside. The clerk was advised that it was still due to be completed before the end of March 2020 and that SCC Countryside were waiting on SSI consent. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. **(04/20).**

6180 A resident has raised the issue of the height of some properties at Water Meadow Place. The issue was raised with planning enforcement who advised that the dwellings has been constructed in accordance with the level plan that the developer had submitted and that WBC had signed off. **(05/20) Minute to be deleted next month.**

6123 Pitch treatment: Elstead Sharks commissioned a survey which proposed a lot of work at both recs at a very high cost. It is felt that not all the work is necessary however one of the items referred to the highly acidic content of the ground. It would be advisable to remediate this. The clerk to ask Grasstex to apply a high alkaline fertilizer to both recs. The sharks advised that they will contribute some money towards the works and the PC agreed in principle to fund the difference. A small quantity of granular limestone has been applied to some of the poorer sections of grass as a test to see if the grass improves. If it does further limestone will be purchased. **(04/20).**

6181 There has been much discussion between the PC and the EVAA to try to resolve the water bills. The issue is that the bills are sporadic and do not coincide with meter readings. Some bills are over estimated by the supplier and then following bills have an adjustment applied. The PC has agreed to the EVAA's Committee suggestion that moving forward the water bill would be based on an estimate of annual usage with the annual water rate applied. Councillors accepted this proposal. The Clerk to liaise with the EVAA to determine the average usage amount. **(05/20).**

6182 The directional sign on the village green is damaged and beyond repair. The Clerk advised councillors that it is the responsibility of the Parish Council to replace it. The Clerk showed examples of signs to councillors. One was a more basic 'bus stop' style which would cost £622. The alternative was a sturdier metal design at a cost of £1,600. The Clerk advised that the metal one would be more durable and smarter especially as OE would like to make more of a feature of The Green with a village sign and flower tubs. Councillors agreed a budget of £1,600 maximum. The clerk presented designs from an alternative company which are a contemporary style of a more traditional metal sign post. The cost is £1,223 ex vat. Councillors approved the cost under its powers to provide traffic signs and other notices. The clerk shared the different colourway design options – black background with white writing and white background with black writing before the meeting. Councillors to forward their preferred route after their meeting. **(05/20) Minute to be removed next month as covered under agenda item 21.**

6183 Defibrillators: 1 cabinet from Wel Medical have been ordered for Thursley Road Rec but was damaged in transit. A replacement defibrillator has been delivered and has now been installed successfully. The old cabinet has been retained and has been stored safely at

Woolfords Lane. The Clerk and Mrs Holroyd have drafted wording for the signage that will go next to the defibrillators. The clerk advised councillors that although the cabinets are lit the keycode buttons are not lit so it will be necessary now to install PIR lighting - the clerk to discuss this with DJK. **(05/20)**

6184 The flooding at Burford Lodge and Hazlewood has finally been resolved however the PC found this a highly frustrating situation as neither SCC or WBC were accepting responsibility and this situation had carried on for two months. The gully has now been jetted. The main cause of the problem was a grill that had been removed and not replaced which meant that debris had built up within the culvert causing the blockage and resulting flood. Cllr Murphy advised that there is a buried manhole cover on PC land which we have asked RK to find. The PC has asked WBC to clear out the ditch and replace the grill. Cllr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. The ditch has been cleared but WBC will not replace the grill until the buried manhole cover is found. The clerk to ask RK to look for the grill again. **(05/20)**.

6185 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required. Recommended work is grouped in priorities with priority 1 (p1) works needing to be carried out within 2 months, Priority 2 (p2) works to be carried out in 6 months and priority 3 (p3) works to be carried out in 6-12 months. Of the Parish trees assessed 1 x tree = p1, 9 x trees = p2 and 19 x trees = p3 and 79 trees require no further action. Councillors agreed that all remedial work should be carried out immediately even if p3. 1st Call (tree surgeons) noticed discrepancies in the survey report at Woolfords Lane Cemetery. The Clerk met with the surveyor and 1st Call on site on 2nd March and the survey has been rechecked. The tree surgery has been arranged for the first week in June 2020. **(05/20)**

6130 Henry Smith Charity: there was a detailed discussion about how the extra £2k funding should be utilised. It was agreed that the clerk should ask HiE if they require extra funding to help support their increased workload during COVID-19. If they do require extra money the clerk to contact via email all Smith's Charity Trustees and seek their written agreement. Help in Elstead advised that they did need £500 to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. A cheque has been raised and issued to help in Elstead. HiE advised that post covid-19 they are looking to upgrade their telephone system and it was agreed that some of the remaining funds could be used for this purpose subject to Trustees agreement. **(04/20)**.

6090 Prior to the March meeting Cllr Mathisen had circulated an excellent report on flood mitigation. It was agreed that the PC would rather discuss this when Cllr Mathisen was present therefore this is deferred until Cllr Mathisen can attend. **(03/20)**.

6186 The Annual Parish Assembly is scheduled to take place on 29th April however in view of the current COVID-19 situation it is unlikely that this will be able to take place. The legal requirement is for the meeting to take place between 1st April and 3rd June. There has been no directive that this should be held later in the year. **(04/20) Minute to be removed next month.**

6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20)**.

Cllr Gardner joined the meeting

6147 It was agreed that the clerk should contact David Rumsey, the land agent for the Backland field, to discuss the appropriate rental sum for the grazing land field – this is renewed each summer. **(05/20).**

6187 Councillors were updated on the recent break in. Both EVAA and EVTC had reported the instances to the police and had crime numbers. Councillors discussed installing CCTV. The clerk had spoken to the insurers who had said that having CTV would not generate a reduction in the insurance premium. The clerk had also taken advice from other Western village clerks none of whom currently have CCTV. Councillors agreed that due to personal data etc it was a complicated process and that further advice would be needed. The clerk contacted Godalming Town Council who had fairly recently installed CCTV (following damage to the Wilfred Noyes centre). Godalming TC replied to say that they had used Absolute Security. The clerk to contact Absolute Security and arrange a meeting on site. **(05/20).**

12.0 WBC UPDATE

6188 Planning is moving forward and has been restructured into 2 committees. Cllr D Else advised that there had been some resistance to requests from councillors to take decisions to committee but reassured Elstead councillors that he and Cllr J Else were keeping a very close eye on planning. Cllr Reynolds said he was concerned at having just two planning committees in WBC as the committee members may not be familiar with local issues. Cllr J Else stated that there was a reasonable representation from across the borough. Cllr D Else is VC of the Eastern Planning Committee and has been involved with selecting who sits on the committee. Membership of the committee is well represented by the villages and not too weighted towards town cllrs. Cllr J Jacobs asked what if any weight was being given to emerging NHP's. Cllr D Else advised that more weight would be given to the plan as it went further through the process. **(05/20) Minute to be removed next month.**

6189 Waste collections: Biffa has been operating well with 15% staff unable to work. There have been no complaints about the service. **(05/20) Minute to be removed next month.**

6190 Meals on wheels: working hard to support the community. **(05/20) Minute to be removed next month.**

6191 Small business grants: £17m allocated across Waverley. **(05/20) Minute to be removed next month.**

6192 Letter to cllr Follows: Cllr Murphy reminded cllrs that he had sent Cllr Follows a letter in December but has as yet to receive a reply. Cllr D Else agreed to follow this up. **(05/20) Minute to be removed next month.**

13.0 SCC UPDATE

6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**

- 6193 Stuart Copping has been looking at flooding issues in Elstead. Oxenford Farm has also been assessed (water runs off the field opposite). The clerk was advised by SCC that this has been resolved. **(05/10). Minute to be removed next month.**
- 6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 6194 CRC's: Witley CRC has reopened and the social distancing arrangements have worked really well. It is hoped that it will be able to increase the number of materials that can be accepted. The shop cannot be reopened yet. **(05/20) Minute to be removed next month.**
- 6195 Librarys: SCC hope that public libraries can be reopened soon. **(05/20) Minute to be removed next month.**

14.0 NEIGHBOURHOOD PLAN UPDATE

- 6196 NHP Redraft: the final draft is complete and the public consultation started on 13th March and will run for the statutory 6 weeks concluding on Wednesday 22nd April. The NHP Reg 14 consultation closed on Friday May 8th. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. Nexus Consulting have started to evaluate the raw data. The SG asked for top line data on The Croft policy. 78% of respondees were in favour, 14% against and 14 people "didn't know". Clive Smith, Surrey Hills AONB Planning Adviser has been very supportive of the plan and also been supportive of the comments that we have submitted against recent planning applications. Cllr Murphy stated that the NHP responses were very much in support of the plan and thanked residents for taking the time to respond to which Cllr Jacobs agreed. Cllr Mathisen asked if all the suggestions and comments that residents had made via the zoom public sessions and via the survey were being considered. Cllr Jacobs responded that every suggestion would be considered. **(05/20).**
- 6197 NHP SG Meeting: A SG meeting to be arranged to discuss the responses once Nexus have completed the initial evaluation . **(05/20)**
- 6142 Following the presentation by VAM their site will have to be assessed by Aecom. **(04/20).**

15.0 OUR ELSTEAD UPDATE (OE)

- 6198 Planters: The village green planters are being prepared and will be set up on the green within the next few weeks. **(05/20)**
- 6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**
- 6080 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 Billmeir Trust who are kindly donating £5,000 to this project. Cllr Mathisen has met with Mr Williams to

discuss the design and they along with Cllr Reynolds will visit Shere Forge. The visit to the Shere forge has been deferred until after COVID-19. **(03/20).**

16.0 PLAYGROUND REPAIRS

6149 Following the Annual Playground Inspection report (April 2020) the clerk had identified what needed to be repaired and had contacted Kompan. A quote from Kompan had been circulated prior to the meeting. Councillors felt that the quote was expensive and asked the clerk to seek a reduction however it was also noted that much of the play equipment is over 10 years old and is heavily used. Cllr Rees asked the clerk to find out for how long the repairs are guaranteed. Cllr Mathisen urged caution over the on-going increase in expenditure. When asked, The Playground Inspection Company had stated that if the report categorised anything as 'low risk' it was not necessary to repair it immediately. It was agreed therefore that if the proposed work at the Croft was deemed low risk repairs would not be undertaken given that the area is subject to a planning application. The clerk noted that some of the remedial work listed can be undertaken by RK and the clerk to liaise with RK. The report suggested that the Burford Lodge Rec slide did not have to be uplifted therefore councillors agreed it should stay in situ, subject to further monitoring. Councillors agreed that the clerk should ask Painttits to undertake the painting and erosion treatment work - the clerk to obtain a quote. **(05/20).**

6199 The Croft bin: It was highlighted that one of the bins should be replaced as it was showing signs of corrosion. Councillors agreed that there was only the need for one bin in that playarea and the clerk to ask RK to remove the damaged bin. **(05/20).**

17.0 PICKET FENCING / WIRE FENCING

6200 There was nothing further to update at the meeting. The clerk to look at this for the next meeting. **(05/20)**

18.0 REVIEW OF THE DEFINITIVE MAP MODIFICATION BW 99 & BW 101

6201 Correspondence had been circulated to councillors prior to the meeting inviting the council to submit a representation and to attend the local committee hearing on 19/20 June. The clerk also shared correspondence from a resident regarding this. Originally when this review had been raised the PC had been concerned that this would mean that Truxford Corner to the Lions Mouth would be opened up to wheeled vehicles but this does not appear to have been the case. The PC resolved that it was not in objection to this proposal and did not need to attend the Local Committee. **(05/20). Minute to be removed**

19.0 APPROVAL OF NEW SHED AT EVTC

6202 EVTC proposed new shed: images of the shed had been circulated prior to the meeting. Councillors approved the shed by a majority vote. The clerk to advise EVTC and to remind the committee that prior permission must be sought before undertaking any work.**(05/20)**
Minute to be removed next month.

20.0 APPROVAL OF PRESS RELEASE REGARDING WATER MEADOW PLACE

6203 Watermeadow press release: Cllr Murphy reminded councillors of the history of the play area. The Inspector had specified in her report that there should be an equipped play area

however no such proposal was submitted to WBC. WBC have since discharged the conditions of the development plan. The plan includes an unequipped play area, 60m square situated on a slope with a deep culvert at the bottom, a sewerage pumping station adjacent and a hawthorn bush planned for the centre. Elstead PC has asked WBC why this has been discharged and the PC is awaiting the results of a site visit being undertaken by enforcement w/c 18th May. Cllr Jacobs stated that she was appalled that a social housing provider and registered charity would not provide a play area. Cllr Davidsen expressed disbelief that all the dangers parents try to keep the children away from were sited alongside a proposed play area. Cllr Rees agreed with the draft and asked whether it should be shared with WBC before sending to the press. It was agreed that the draft would be sent to Clarion and WBC which would give them an opportunity to agree. **(05/20)**

21.0 RESULT OF VILLAGE SIGN POLL

6204 Village sign poll: The clerk reported that the poll had been very well received with many residents thanking the PC for canvassing their opinion. 265 people were in favour of the white background with black writing and 103 in favour of the black background with white writing therefore it was agreed to go with the majority vote. The clerk to advise the sign writers within the previously agreed budget of £1,600. The clerk to also post the results on facebook. **(05/20)**

22.0 ANNUAL REPORT

6205 Annual report: The final draft of the annual report had been circulated prior to the meeting and councillors approved it. The clerk to post on the parish website. **(05/20). Minute to be removed next month.**

23.0 AUDIT UPDATE

6206 Fixed assets register: The fixed assets register was discussed and the figures allocated to each item will be reviewed post April meeting and presented in May. This is due to the different way in which the new insurance company presents its figures. The clerk to refer to the internal auditor. **(05/20).**

6207 Annual return: The clerk to meet outside with Cllr Jacobs when social distancing rules are not as stringent in order for the finances to be signed off. **(05/20).**

24.0 ANNUAL REVIEW OF PC DOCUMENTATION

All documentation had been circulated to councillors in advance of the meeting.

6208 Standing Orders: an updated standing order exemplar was available and the clerk had adapted this document for Elstead Parish Council. Councillors resolved to adopt the new standing order document and this was ratified. The clerk to update the website. **(05/20)**
Minute to be removed next month.

6209 Financial Regulations: there were a few minor changes. Councillors resolved to adopt the amendments and the financial regulations document and this was ratified. The clerk to update the website. **(05/20) Minute to be removed next month.**

- 6210 TOR's: a minor amend was proposed for the Our Elstead TOR. There was no change to all other TOR's. Councillors resolved to accept the minor change to the Our Elstead TOR and this was ratified. The clerk to upload all TOR's the website. **(05/20) Minute to be removed next month.**
- 6211 Code of Conduct for virtual meetings: the virtual meeting participation protocol had been amended to include this in light of a webinar that the clerk had attended. Councillors proposed two minor amends. Councillors resolved to adopt the protocol and this was ratified. The clerk to upload to the website. **(05/20) Minute to be removed next month.**
- 6212 Website Policy: no changes were proposed. The clerk to upload to the website. **(05/20) Minute to be removed next month.**
- 6213 EER Policy: the review date for the document has passed and councillors recognise that the policy needs some changes. A statement to be added to the cover of the policy advising that it is under review. The clerk to upload to the website. **(05/20) Minute to be removed next month.**
- 6214 GDPR Policy: there were no amends to this policy. The clerk to upload to the website. **(05/20) Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

- 6157 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion. (04/20)
- 6215 The clerk asked councillors about the on-going funding the EVN. The clerk reminded councillors is was costing £516 per month. Councillors agreed that it was important for residents to be kept fully informed of village developments at this difficult time and agreed to fund the June and to review this expenditure again at the June meeting. **(05/20). Minute to be removed next month.**
- 6216 A resident asked what the rules were regarding the grazing of horses on public land. A reference as made to the horses that are being grazed outside Westbrook. The clerk to ask Cllr J Else if WBC own the land and whether they agree to fly grazing. **(05/20).**
- 6217 A resident raised concern at the ongoing parking on the verges in Springfield. Unfortunately the resident has not provided an address so the clerk is unable to respond back directly. **(05/20). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT

- 6218 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
Imprint Colour	4085	Elstead Village News	£516.00
Juliet Williams	4086	salary	£499.00
Juliet Williams	4087	salary	£499.00
Juliet Williams	4088	salary	£483.23
Juliet Williams	4089	mileage, work from home,	£17.70

Maxwell & Co Ltd	4090	Final payroll submission and p60	£90.00
Maxwell & Co Ltd	4091	Preparation of salaries to 31.3.2020	£72.00
			£1,660.93

28.0 MATTERS RAISED BY MEMBERS

- 6221 Cllr Mathisen reminded the PC of his report on flooding that he had written for the March meeting. Cllr Murphy advised that the only course of action that the PC can take is to notify the agencies responsible of any flooding issues. The PC had tried to identify the flood risk areas in the village but it was still unclear as to the division of work between WBC and SCC. Cllr Murphy advised that we can ask RK to help solve minor problems such as clearing culverts etc but major flood is beyond the means of the PC. **(05/20) Minute to be removed next month.**
- 6222 Cllr Rees updated the PC on the ERR Covid-19 response. It has been quiet with no new volunteers/clients registering. The EER have 26 clients who are all being contacted and helped regularly. The team is still meeting on a Wednesday evening. The response matches the trend in other rural areas where there are generally a large number of people willing to help and only a few actually requiring help due to existing community support. The on-going use of the EER phone line to be revised in the June meeting. **(05/20)**
- 6223 It was reported that there had been a lot of police presence following reports of carts being driven across Hankley golf course. In another incident a group of people were seen racing up and down Ham Lane. On the whole crime is down during lockdown however not necessarily in rural areas. **(05/20) Minute to be removed next month.**
- 6224 Cllr Gardner asked who should be contacted in relation to untaxed vehicles. Cllr Murphy explained that WBC are not an enforcement agency for untaxed vehicles and that any vehicles that are thought to be untaxed should be reported to the DVLA. **(05/20) Minute to be removed next month.**
- 6225 Cllr Gardner advised that there are a number of cars parking at the end of Hookley Lane. Cllr Mathisen to advise the HUG committee to see if appropriate signage can be installed. **(05/20)**

Meeting closed at 9.45 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 15th June 2020 at 7.30pm
Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6226 2 residents asked whether the PC would support the bi-annual meeting of an informal Burford Lodge User Group. It was thought that this would aid communication between the various users. Meetings would be informal and could include updates on parking, access, security issues, concerns, wants, needs. Cllrs Rees and Snape volunteered to attend from the PC. The clerk to write to all users inviting them to participate. **(06/20).**

1.0 APOLOGIES FOR ABSENCE

6227 Apologies were received from Cllr L. Davidsen and Cllr R. Gardner who were unable to attend for business reasons. The Council accepted their apologies. **(06/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6228 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 2018. **(06/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th MAY 2020

6229 The minutes of the Parish Council meeting held on 18th May 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(06/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 26th MAY 2020

6230 The minutes of the planning meeting held on 26th May 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(06/20). Minute to be removed next month.**

5.0 MATTERS ARISING

6231 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020 where the SCC diversion proposals were discussed. The local committee

unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). If the matter does get referred to the Secretary of State it could be several months before the matter is dealt with and SCC advised that there will probably be a backlog following the coronavirus lockdown. The clerk advised that the PC had received the notice that the continuation of the order had been issued. Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. The clerk to contact the Environment Agency. Cllr Mathisen to provide a contact. **(06/20)**

6232 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed – the ground is still too waterlogged at the moment. **(06/20). Minute to be removed as covered under agenda item 14.**

6233 Chain link fencing Jubilee Playpark: Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray cricket balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. Cllr P Murphy and The Clerk have looked at different options and proposed that fencing similar to the chain link fencing at the tennis club would be the most suitable option. Councillors agreed in principle to this and the clerk to obtain pricing. Cllr P Murphy advised that it would be highly probable that planning permission will be required. The clerk had contacted 2 companies – both companies had been able to quote. **(06/20). Minute to be removed as covered under agenda item 15.**

6234 Councillors were aware that sections of the picket fencing around the Jubilee Play park needed repairing. The clerk showed samples of picket fencing made from recyclable material. A quote for the multi coloured version and a plain brown option are available. Councillors voted in favour of the multi coloured version and the clerk will obtain quotes. Whilst this likely to be more expensive than just repairing the sections that are damaged, replacing the fence with a recyclable material will ensure it lasts for longer. The clerk received a quote which was almost £20k. The clerk to continue to investigate alternative options. **(06/20). Minute to be removed as covered under agenda item 15.**

6175 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 has received the following response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk has contacted Adrain Selby to ask for an update. The clerk has also reported the damaged chevron on the bend by Withybridge House. There has been no response from SCC regarding when the

chevrons will be replaced. The clerk has followed this up on numerous occasions. The clerk to send a list of all outstanding highways work to Cllr Harmer. **(06/20)**.

6235 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. The clerk has contacted SCC regarding this and has sent photographs of the section of pipe. It was due to be looked at at the end of March but there has been no response from SCC despite the clerk chasing this up on many occasions. The clerk to send a list of all outstanding highways work to Cllr Harmer. **(06/20)**.

5915 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. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**

6045 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. There was no further update on this at the March meeting. **(03/20)**.

6236 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk has contacted Peter Harris (SCC) who is in charge of the project but has not had a response and will contact him again. **(06/20)**.

6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter

from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20)**.

- 6237 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. There is nothing further to report and the clerk has followed this up on several. WBC have now contacted the PC and asked for a copy of the Heads of term and map so that they can be sure they have the correct version. The clerk has forwarded the documentation and has followed this up. The PC are waiting for this to be approved by the Executive. **(06/20)**.
- 6238 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 discussed the sign further with the sharks and EVTC whilst both were onsite for the container delivery. EVTC have offered to amend their existing artwork and the clerk is waiting for them to forward a design. **(06/20)**. **Minute to be removed next month**
- 6239 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. The Clerk has contacted BT to arrange for the paint to be delivered but has been told that BT are about to consult on their phone boxes again and as such cannot send out paint. The clerk has contacted WBC to see if they can help in this matter. WBC have written to BT on the PC's behalf but BT have reiterated that they will not provide paint whilst the telephone boxes are under consultation. **(06/20)**. **Minute to be removed next month**
- 6119 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk has reserved a place in principle however there will be no courses until after social distancing measures for training have been relaxed. **(04/20)**.
- 6240 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. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. The Clerk has asked WBC if there are any PIC funds which could be used for this purpose but there has been no response. Another family have approached the PC offering to give the PC a bench for the cemetery. The family are moving and the bench is in excellent condition but will not fit in the new property. The PC have agreed that this would be suitable. The clerk to thank the family. The family to deliver the bench to the cemetery and RK will set it in concrete. **(06/20)**.
- 6179 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be

acceptable as proof of the PC owning the land. Hedleys (lawyers for the PC) have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk to send details of the waylease agreement to Hedleys as well as contact SCC to see whether the PC's ownership is recorded on the SCC commonland register. **(06/20)**.

6054 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20)**.

6241 LAP at Water Meadow Place (WMP): The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. The enforcement report has finally been issued but the report is most unsatisfactory. Cllr Jacobs stated that she was shocked that a leading developer of social housing should build 69 dwellings with no play area and Cllr D Else agreed with this point. Cllr Rees asked which authority held the local authority to account. The clerk reminded them that individuals may take up concerns with the local ombudsman. Cllr Reynolds suggested that the PC should write to Jeremy Hunt (JH) about this failure. It was agreed that PM should write a letter to WBC and JH. **(06/20)**

6242 BW69 remedial repairs: The clerk followed this up again on 9/6/2020 but there has been no response and SCC's target completion date of March 2020 has now slipped. SCC Countryside were waiting on SSI consent. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. **(04/20)**.

- 6243 Pitch treatment: Elstead Sharks commissioned a survey which proposed a lot of work at both recs at a very high cost. It is felt that not all the work is necessary however one of the items referred to the highly acidic content of the ground. It would be advisable to remediate this. The clerk to ask Grasstex to apply a high alkaline fertilizer to both recs. The sharks advised that they will contribute some money towards the works and the PC agreed in principle to fund the difference. A small quantity of granular limestone has been applied to some of the poorer sections of grass as a test to see if the grass improves. If it does further limestone will be purchased. There is nothing further to report at the moment and due to the dry conditions the limestone had had little effect. **(06/20).**
- 6244 There has been much discussion between the PC and the EVAA to try to resolve the water bills. The issue is that the bills are sporadic and do not coincide with meter readings. Some bills are over estimated by the supplier and then following bills have an adjustment applied. The PC has agreed to the EVAA's Committee suggestion that moving forward the water bill would be based on an estimate of annual usage with the annual water rate applied. Councillors accepted this proposal. EVAA have proposed an annual bill of £178.15 which will be invoiced at the same time as their rent. Cllrs agreed to his proposal. The clerk to raise the invoice. Invoices will be amended to reflect changes in the annual rate charges. **(06/20). Minute to be removed next month.**
- 6245 Defibrillators: 1 cabinet from Wel Medical have been ordered for Thursley Road Rec but was damaged in transit. A replacement defibrillator has been delivered and has now been installed successfully. The old cabinet has been retained and has been stored safely at Woolfords Lane. The Clerk and Mrs Holroyd have drafted wording for the signage that will go next to the defibrillators. The clerk advised councillors that although the cabinets are lit the keycode buttons are not lit so it will be necessary now to install PIR lighting - the clerk to discuss this with DJK. **(06/20) Minute to be removed as covered under agenda item 16.**
- 6246 The flooding at Burford Lodge and Hazlewood has finally been resolved however the PC found this a highly frustrating situation as neither SCC or WBC were accepting responsibility and this situation had carried on for two months. The gully has now been jetted. The main cause of the problem was a grill that had been removed and not replaced which meant that debris had built up within the culvert causing the blockage and resulting flood. Cllr Murphy advised that there is a buried manhole cover on PC land which we have asked RK to find. The PC has asked WBC to clear out the ditch and replace the grill. Cllr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. The ditch has been cleared but WBC will not replace the grill until the buried manhole cover is found. RK has looked for the grill again but cannot find anything. PM has arranged a site meeting with WBC on 25th June that the clerk will also attend. **(06/20).**
- 6247 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required. Virtually all the tree works are complete with just one oak tree remaining to be cut towards the end of July. **(06/20)**
- 6130 Henry Smith Charity: there was a detailed discussion about how the extra £2k funding should be utilised. It was agreed that the clerk should ask HiE if they require extra funding to help support their increased workload during COVID-19. If they do require extra money the clerk to contact via email all Smith's Charity Trustees and seek their written agreement.

Help in Elstead advised that they did need £500 to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. A cheque has been raised and issued to help in Elstead. HiE advised that post covid-19 they are looking to upgrade their telephone system and it was agreed that some of the remaining funds could be used for this purpose subject to Trustees agreement. **(04/20).**

- 6248 Prior to the March meeting Cllr Mathisen had circulated an excellent report on flood mitigation. It was agreed that the PC would rather discuss this when Cllr Mathisen was present therefore this is deferred until Cllr Mathisen can attend. **(06/20). Minute to be removed as covered under minute 6255**
- 6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20).**
- 6249 Backland Field: The clerk has contacted the agent to discuss whether the agent advises a rent increase – the rent is renewed each summer. **(06/20).**
- 6250 Councillors were updated on the recent break in. Both EVAA and EVTC had reported the instances to the police and had crime numbers. Councillors discussed installing CCTV. The clerk had spoken to the insurers who had said that having CTV would not generate a reduction in the insurance premium. The clerk had also taken advice from other Western village clerks none of whom currently have CCTV. Councillors agreed that due to personal data etc it was a complicated process and that further advice would be needed. The clerk contacted Godalming Town Council who had fairly recently installed CCTV (following damage to the Wilfred Noyes centre). Godalming TC replied to say that they had used Absolute Security. The clerk to contact Absolute Security and arrange a meeting on site. **(06/20). Minute to be removed as covered under agenda item 13.**
- 6157 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion. **(04/20)**
- 6216 A resident asked what the rules were regarding the grazing of horses on public land. A reference as made to the horses that are being grazed outside Westbrook. Cllr J Else advised that WBC had served notice that the horse should be removed within a given number of days. **(05/20).**
- 6251 Following the Annual Playground Inspection report (April 2020) the clerk had identified what needed to be repaired and had contacted Kompan. A quote from Kompan had been circulated prior to the meeting. Councillors felt that the quote was expensive and asked the clerk to seek a reduction however it was also noted that much of the play equipment is over 10 years old and is heavily used. Cllr Rees asked the clerk to find out for how long the repairs are guaranteed. Cllr Mathisen urged caution over the on-going increase in expenditure. When asked, The Playground Inspection Company had stated that if the report categorised anything as 'low risk' it was not necessary to repair it immediately. It was agreed therefore that if the proposed work at the Croft was deemed low risk repairs would not be undertaken given that the area is subject to a planning application. The clerk noted that some of the remedial work listed can be undertaken by RK and the clerk to liaise with RK. The report suggested that the Burford Lodge Rec slide did not have to be uplifted therefore councillors agreed it should stay in situ, subject to further monitoring. Councillors agreed that the clerk should ask Painttics to undertake the painting and erosion treatment work - the clerk to

obtain a quote. The cradle seat has been replaced with one that we had spare and the roundabout seat has also been replaced. **(06/20).**

- 6199 The Croft bin: It was highlighted that one of the bins should be replaced as it was showing signs of corrosion. Councillors agreed that there was only the need for one bin in that play area and the clerk to ask RK to remove the damaged bin. **(05/20).**
- 6252 Watermeadow press release: Cllr Murphy reminded councillors of the history of the play area. The Inspector had specified in her report that there should be an equipped play area however no such proposal was submitted to WBC. WBC have since discharged the conditions of the development plan. The plan includes an unequipped play area, 60m square situated on a slope with a deep culvert at the bottom, a sewerage pumping station adjacent and a hawthorn bush planned for the centre. Elstead PC has asked WBC why this has been discharged and the PC is awaiting the results of a site visit being undertaken by enforcement w/c 18th May. Cllr Jacobs stated that she was appalled that a social housing provider and registered charity would not provide a play area. Cllr Davidsen expressed disbelief that all the dangers parents try to keep the children away from were sited alongside a proposed play area. Cllr Rees agreed with the draft and asked whether it should be shared with WBC before sending to the press. It was agreed that the draft would be sent to Clarion and WBC which would give them an opportunity to agree. The clerk to forward to Daniel Gee @ The Farnham Herald. **(06/20)**
- 6253 Village sign poll: The clerk reported that the poll had been very well received with many residents thanking the PC for canvassing their opinion. 265 people were in favour of the white background with black writing and 103 in favour of the black background with white writing therefore it was agreed to go with the majority vote. The clerk to advise the sign writers within the previously agreed budget of £1,600. The signpost has been ordered. **(06/20)**
- 6206 Fixed assets register: The fixed assets register was discussed and the figures allocated to each item will be reviewed post April meeting and presented in May. This is due to the different way in which the new insurance company presents its figures. The clerk to refer to the internal auditor. **(05/20).**
- 6254 Annual return: The clerk and Cllr Jacobs have met at distance and all the finance paperwork has been counter signed. The clerk has submitted all paperwork to Maxwells so they can conduct the internal audit. **(06/20). Minute to be removed next month as covered in minute 6287**
- 6255 Cllr Mathisen reminded the PC of his report on flooding that he had written for the March meeting. Cllr Murphy advised that the only course of action that the PC can take is to notify the agencies responsible of any flooding issues. The PC had tried to identify the flood risk areas in the village but it was still unclear as to the division of work between WBC and SCC. Cllr Murphy advised that we can ask RK to help solve minor problems such as clearing culverts etc but major flood is beyond the means of the PC. Cllr Murphy has contacted Ian Fowler (SCC) and a meeting has been arranged for 17/19th June. **(06/20)**
- 6256 Cllr Rees updated the PC on the ERR Covid-19 response. It has been quiet with no new volunteers/clients registering. The EER have 26 clients who are all being contacted and helped regularly. The team is still meeting on a Wednesday evening. The response matches the trend in other rural areas where there are generally a large number of people willing to

help and only a few actually requiring help due to existing community support. The on-going use of the EER phone line to be revised in the June meeting. **(06/20) Minute to be removed as covered under agenda item 9.**

- 6257 Cllr Gardner advised that there are a number of cars parking at the end of Hookley Lane. Cllr Mathisen has contacted the HUG committee to see if appropriate signage can be installed. **(06/20)**

6.0 WBC UPDATE

- 6258 Cllr J Else that the first official council meeting was held and this included the induction of the new mayor. **(06/20). Minute to be removed next month.**

- 6259 WBC has announced that car parking charges will be reinstated from the end of June 2020. **(06/20). Minute to be removed next month.**

- 6260 Cllr D Else advised that planning meetings would be resumed from 1.7.2020. None of the recent controversial applications that the PC has considered are due for review yet. **(06/20). Minute to be removed next month.**

- 6261 Cllr Murphy advised Cllrs J and D Else that there has still be no response to his letter of December 2019. Cllrs J and D Else to follow this up. **(06/20). Minute to be removed next month.**

- 6262 Cllr J Else advised that she had reported the bus shelter to WBC Waste as it is very untidy with much green waste collecting. **(06/20). Minute to be removed next month.**

7.0 SCC UPDATE

- 6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**

- 6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

8.0 NEIGHBOURHOOD PLAN UPDATE

- 6196 NHP Redraft: The Reg 14 consultation started on 13th March. Originally it was due to run for the statutory 6 weeks but this was extended to an 8.5 week consultation to take into consideration 'lockdown' and the consultation closed on Friday May 8th. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. Nexus Consulting have evaluated the raw data. The SG asked for top line data on The Croft policy. 78% of respondees were in favour, 14% against and 14 people "didn't know". Clive Smith, Surrey Hills AONB Planning Adviser has been very supportive of the plan and also been supportive of the comments that we have submitted against recent planning applications. Cllr Murphy stated that the NHP responses were very much in support of the plan and thanked residents for taking the time to respond to which Cllr Jacobs agreed. Cllr

Mathisen asked if all the suggestions and comments that residents had made via the zoom public sessions and via the survey were being considered. Cllr Jacobs responded that every suggestion would be considered. The SG are waiting for the amended plan which will include feedback from the consultation. **(06/20).**

6197 NHP SG Meeting: A SG meeting to be arranged to review the redrafted NHP. **(06/20)**

6263 Following the presentation by VAM their site will have to be assessed by Aecom. A second site that has been put forward at Kingsmead and this will also need to be assessed. **(06/20).**

6264 Cllr Murphy advised that Thames Water had responded to the consultation stating that no surface water should be directed into the main sewer. Cllr Murphy commented that in individual planning applications Thames Water routinely respond saying that water can be directed into the sewer. Cllr Murphy to write to Thames Water seeking clarification. **(06/20)**

9.0 ELSTEAD EMERGENCY RESPONSE (EER)

6265 EER Update: The EER committee continue to meet weekly to understand the needs of the client and volunteer community. The EER continues to support c. 10 clients per week with shopping needs and trips to the pharmacy. There is no planned change to the response plan at this moment and the objective is to keep everything live in anticipation of a second virus spike mid Autumn. Councillors thanked Cllr Rees for the work in establishing this. **(06/20)**

6266 EER telephone line: It was agreed that the EER telephone line (£55/month) would be funded until the end of September as a minimum. On-going use of the phone to be reviewed in the September PC meeting. **(06/20). Minute to be removed next month.**

6267 EVN: The clerk advised that there has been a lot of positive comments concerning the availability of the EVN to the whole community. It was agreed that the PC would continue to fund the village news up to and including the August issue. The clerk thanked the PC for its support. **(06/20). Minute to be removed next month.**

10.0 PRESERVE OUR RESERVE (POR)

6268 Cllr Jacobs thanked the EER team for all their work over the weekend of the fire. Cllr Jacobs advised that as an evacuee the only update she had received were via the PC's updates and official facebook posts. Cllr Jacobs also thanked Cllrs J and D Else for all of their support and input too. **(06/20). Minute to be removed next month.**

6269 Elstead PC and Thursley PC have agreed to establish a support fund to fund the restoration and enhancement of the common. The PC supports and approves the decision to transfer the PC's funds in the its' savings account (c£18,600) to its Treasurers Account (current account) in order that the monies being raised can be kept separate from the PC's current account. A Go Fund Me (GFM) fundraising page has been set up and this has raised a significant amount of money already. Funds from the GFM account will be drawn down onto the PC's savings account. Donations have also been paid directly into the savings bank account and the clerk has also received a number of cheques directly from individuals which will also be paid into the savings account. **(06/20). Minute to be removed next month.**

6270 ToR for POR committee: A draft of the ToR for the committee was circulated before the meeting. The committee is a joint initiative between both Thursley and Elstead Pc's. It was

agreed that James Mendlessohn and Pat Murphy would be joint chairman alternating the chairs' role at each meeting. Elaine Felton (Thursley PC Clerk) will be the secretary and Juliet Williams (Elsted PC Clerk) will manage the accounts. Councillors agreed and adopted the ToR. **(06/20). Minute to be removed next month.**

6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**

6272 Update: Two informal meetings have been held to date and the first formal meeting will be held on 2nd July once Thursley PC have ratified the ToR. The committee will comprise of 2 x members of each PC (in addition to the clerks), Cllr Jenny Else, Des Sussex (NE), James Giles (NE). Jeremy Hunt has offered to be patron to which councillors agreed. Cllr Jacobs has offered to be the second PC committee member which councillors agreed. A volunteer group has also been set up although group work will need to be deferred until the Autumn due to covid restrictions however volunteers may be able to work as unofficial wardens. **(06/20). Minute to be removed next month.**

6273 Cllr Murphy advised that he had met with the chief executive of NE along with other NE Area/Regional managers and that it was a positive meeting. NE accept that POR funds will not be used for routine maintenance operations and instead will be used to carry out works that would not be possible under usual NE Management. Cllr Mathisen agreed that it was important that the money should be used carefully and for work that NE cannot do. Cllr Mathisen cited the example of the Hammer Dam which has cost £1m just in pumps running. **(06/20). Minute to be removed next month.**

6274 Cllr Mathisen raised the point that the EER policy does not list the local farmers who helped at the fire. Cllr Rees advised that the EER policy is due to be reviewed in Autumn however there is a gdpr issue about listing people publically. **(06/20). Minute to be removed next month.**

11.0 OUR ELSTEAD UPDATE (OE)

6275 Planters: The village green planters are in situ. A watering rota has been set up for June and July but help is needed for August. **(06/20)**

6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**

6276 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 Billmeir Trust who are kindly donating £5,000 to this project. Mr Williams and Cllr Reynolds have now been able to visit Shere Forge as lockdown restrictions have been slightly relaxed. The design is progressing and a dummy of the sign has been made to determine where it will go. Once agreed planning and Highways will need to be informed. It is hoped that the sign will be in situ for Christmas 2020. **(06/20).**

12.0 EVAA AGM

6277 Cllr Snape attended the EVAA AGM. The water bill was discussed and the EVAA agreed to the proposal of an annual charge based on average consumption with rates changing in line

with the water company's charges. CCTV was raised and although the EVAA do not want to be involved at the moment they will still wanted to be kept informed. The EVAA are helping some allotment holders who are shielding. Discussion also centred around access, parking and vandalism. **(06/20). Minute to be removed next month.**

13.0 CCTV PROPOSAL

6278 CCTV: Following the spate of break-ins around the Buford Lodge rec area the PC along with representatives from the EVAA, The Sharks and The EVTC met with Absolute Security to discuss CCTV camera options. Absolute Security have provided a proposal which the clerk forwarded to councillors prior to the meeting. Since meeting with Buford Lodge users groups the EVAA have decide not to be included in the project as the committee does not want to be responsible for electricity however the clerk will ensure that EVAA are aware of continuing discussions. Councillors discussed the project and the majority agreed that the PC would consider funding the three cameras on the carpark and The Sharks and EVTC would pay for their own cameras. The clerk to get a broken down cost and to meet with the sharks and EVTC to discuss this further. Cllr Webster asked whether the PC could explore funding options which the clerk will follow up. **(06/20).**

14.0 APPROVAL OF FLOODLIGHT AGREEMENT

6279 The draft floodlight proposal between the PC and The Sharks was circulated to councillors prior to the meeting. Councillors approve the proposal which the chair will sign after the meeting. The clerk advised that the new container has been installed and the Sharks will be getting a power supply to the container (via EVTC) in order to install a security alarm on it. **(06/20). Minute to be removed next month.**

15.0 JUBILEE REC FENCING AND CRICKET FENCING

6280 There was nothing further to update at the meeting. The clerk to look at this for the next meeting. **(06/20)**

16.0 REFUSE COLLECTIONS

6281 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions. **(06/20).**

17.0 DEFIBRILLATOR PIR

6282 PIR Defibrillators: The clerk has consulted with DJK who have provide revised pricing for the PIRS. The PIR will cost £103 each less than the original estimate. The PC approved this using its powers following the Defibrillator Availability Bill **.(06/20).**

18.0 BURFORD LODGE

6283 Changing EVTC road sign: The clerk explained that the nane 'Burford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. Scott Tunbridge will forward a design and the PC has agreed to pay for the signage. **(06/20).**

6284 The road leading to Burford Lodge Recreational Ground: following the planning permission that has been granted for No 1 Burford Lea which will involve access onto this road, the new owners have asked if the road can be named. Councillors were in agreement with Cllr Webster suggestion Burford Lane as its name. The clerk to forward the name to WBC. **(06/20).**

6285 A resident has asked to replace a gate that borders onto Burford Lodge Rec. The clerk and Cllr Jacobs have looked at the site but the clerk has since discovered it is a different gate. The clerk to assess the site and will report back to the council. The PC is clear that only pedestrian access can be granted. **(06/20).**

19.0 FINANCE

6286 Internal audit: the clerk advised that all associated papers have been sent to Maxwells to complete the 2019-20 audit. The paperwork will be reviewed and returned ready for signing off at the July 2020 meeting. **(06/20). Minute to be removed next month.**

6287 Fixed Assets Register: the clerk advised that this will be discussed with the accountant as the way the insured value is presented is different to how the previous insurance company showed the information. **(06/20). Minute to be removed next month.**

6288 Expenditure Approval: The following expenditure has been approved via email and is minuted for good order: bark chips £333 (RK has advised he needs double to get the bark to the safety level). PC approved £666 under its powers of recreation, £750 to register Thursley Road Rec under its powers of Parish Property and Records, £158 extra for village sign as the road name plates needed to be deeper under its powers of Highways. **(06/20). Minute to be removed next month.**

6289 Financial Review End of Q1: The clerk had circulated the up to date figures in advance of the meeting. The amount spent is £15,347 which is 18% of the total budget at 25% time gone. NB this figure does not include some of the expenditure agreed in this meeting. The bank reconciliations have been agreed and all receipts, invoices and cheque book stubs have also been verified. This has been undertaken by a councilor who is not a member of the finance sub committee. **(06/20). Minute to be removed next month.**

20.0 REPORTS AND CORRESPONDENCE

6290 There have been a number of cemetery requests that the clerk has answered **(06/20). Minute to be removed next month.**

6291 There have been several complaints concerning horses being grazed on the Croft play area. The clerk has discussed this with the owners and the horses have been removed. The clerk has asked RK to lock the recreational ground (grass area – playground was already locked) until further notice. **(06/20). Minute to be removed next month.**

6292 The clerk advised that one of the defibrillator batteries will need replacing on 01.08.2020 and a service will need to be arranged for all three defibrillators in August. The PC has agreed that the clerk should obtain a quote for this. **(06/20). Minute to be removed next month.**

6293 There have been a number of incidents at Burford Lodge which have been reported to the clerk including horses on the rec and an air rifle being used to shoot out the glass covering the EVTC floodlights two nights running plus other anti social incidents. **(06/20). Minute to be removed next month.**

6294 The clerk raised whether the PC should join the water procurement group that is being considered by WBC. The PC asked the clerk to find out what the potential savings would be. **(06/20).**

6295 The clerk was asked for information on mole catchers from another PC. **(06/20). Minute to be removed next month.**

6296 The clerk has forwarded a breakdown of COVID expenditure to WBC. **(06/20). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT – JUNE 2020

6297 14 cheques were presented for payment totaling £8,089.62. **(06/20) Minute to be removed next month.**

23.0 MATTERS RAISED BY MEMBERS

6301 Cllr Jacobs advised that there was no fence on the VM land adjacent to the PC land and asked whether RK could suggest a simple solution. **(06/20).**

6302 Cllr Snape questioned the clerks hours and to advise the PC if additional hours were being worked over and above what was agreed. **(06/20). Minute to be removed next month.**

6304 Cllr Rees advised that antisocial behaviour should be reported to 101. The clerk to add this statement to the website and include in the EVN. **(06/20). Minute to be removed next month.**

Meeting closed at 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 21st September 2020 at 7.30pm
Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6387 A resident presented the PC with an overview of community led gigabit broadband. The presentation detailed six options that would be available. The resident was thanked for his presentation. The resident to forward the presentation which will be uploaded to the website and form an agenda item in the October meeting and information to be placed in the EVN. **(09/2020) Minute to be removed next month.**

6388 Cllr J. Else drew the PC's attention to the good work that The Elstead Food Bank were achieving and highlighted their Winter Appeal for food and toys. The PC resolved to discuss this under agenda item 22. The clerk was asked to write on the PC's behalf expressing its gratitude for the work being undertaken. **(09/2020) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6389 Apologies were received and accepted from Cllr J Jacobs who was unable to attend for business reasons. **(09/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6390 Cllr P Murphy advised that he was Chairman of the TRRT and Cllr Rees is also a committee member of the TRRT. No other councilors declared 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 2018. **(09/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th JULY 2020

6391 The minutes of the Parish Council meeting held on 20th July 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(09/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 1st SEPTEMBER 2020

6392 The minutes of the planning meeting held on 1st September 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(09/20). Minute to be removed next month.**

5.0 MATTERS ARISING

- 6393 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. Cllr Mathisen suggested that Ian Fowler, SCC, might be able to provide a contact for EA. The Clerk to contact Ian Fowler. There was no further update. **(09/20)**.
- 6394 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 has received a response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk has contacted Adrain Selby to ask for an update. The clerk has also reported the damaged chevron on the bend by Withybridge House. -The clerk sent a list of all outstanding highways work to Cllr Harmer. SCC responded on 2.7.20 to advise that vegetation will be cut back and that the chevrons are on order. The missing chevron at the triangle will be replaced once all the marked trees have been cut. The clerk has chased and there is no further update. **(09/20)**.
- 6314 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' training has been delayed due to lockdown measures. The clerk advised that she had received an online session and suggested this might be an option for Cllr Reynolds. The clerk to ask Mrs Davidsen and arrange if agreed. **(07/20)**
- 6045 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. There was no further update on this at the March meeting. **(03/20)**.
- 6395 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The

cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk has contacted Peter Harris (SCC) who is in charge of the project but has not had a response as he has been seconded to the Police. **(09/20).**

6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority."* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20).**

6396 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. WBC have now contacted the PC and asked for a copy of the Heads of Terms and map so that they can be sure they have the correct version. The clerk has forwarded the documentation. The leases are being prepared and the PC is now waiting for this to be approved by the Executive. The clerk has followed this up again but WBC cannot confirm when this will be approved by their executive. **(09/20).**

6397 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk has reserved a place in principle however there will be no courses until after social distancing measures for training have been relaxed. The clerk to confirm a new training date – action carried over. **(09/20).**

6398 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. A family have approached the PC offering to give the PC a bench for the cemetery. The PC have agreed that this would be very kind and have thanked the family for the donation. The bench has been delivered to the cemetery and RK will set it in concrete. **(09/20). Minute to be removed next month.**

6399 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. Hedleys (lawyers for the PC) have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk has sent details of the SSE waylease agreement to Hedleys and has asked Cllr Harmer for a contact at SCC in order to see whether

the PC's ownership is recorded on the SCC commonland register. Councillors discussed whether the PC should register half the road as well but it was agreed that only the grassed area would be registered. Cllr Mathisen declared an interest in this item. Cllr Mathisen said that more works were required on Beacon View Road and that residents would probably expect the PC to fund the cost in front of the sports field frontage. Other councillors considered that there was not a strong case for this as the main use of the road was by the residents. The matter is still with the legal team. **(09/20).**

6054 Footpath across Marcus's Triangle: The PC been 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. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20).**

6400 LAP at Water Meadow Place (WMP): The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. The enforcement report has finally been issued but the report is most unsatisfactory. Cllr Rees asked which authority held the local authority to account. The clerk reminded them that individuals may take up concerns with the local ombudsman. Cllr Reynolds suggested that the PC should write to Jeremy Hunt (JH) about this failure. As agreed by councillors the draft press release was sent with an accompanying letter of complaint to both Clarion and WBC. Clarion have responded by saying that the letter of complaint has been referred to their complaints division. Cllr J Else sent a copy to Jeremy Hunt and The clerk sent a copy to The Farnham Herald. So far it does not appear to have been featured and the clerk will continue to prompt. A meeting has been scheduled with Zac Ellwood Head of Planning, and Cllr Macleod Portfolio Holder, WBC. Jeremy Hunt has been very supportive. **(09/20)**

- 6401 BW69 remedial repairs: The clerk followed this up again on 9/6/2020 but there has been no response and SCC's target completion date of March 2020 has now slipped. SCC Countryside were waiting on SSI consent. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. The clerk has not had a response from SCC Countryside since 15.04.2020 despite emailing on numerous occasions however it is understood that the surveys for Ne have yet to be completed. The works are still scheduled and SCC has confirmed it has capital funding in place (£1.6m for 2 years). **(09/20).**
- 6402 Henry Smith Charity: Of the £2k additional grant, £500 has been given to HiE to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. The clerk has contacted HiE prior to the September meeting but at this stage HiE had no formal request for any additional money. The clerk to ask Trustees if they will agree to a donation of £1,000 for Elstead Food Bank. **(09/20).**
- 6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20).**
- 6403 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion on several occasions. The boardwalk is now in a very poor state. The boardwalk ends in the middle of nowhere and is not suitable for pedestrians particularly young children. In addition there are no mown paths in the SANG as per the original plan and Cllr Davidsen was concerned about the creaking and cracking sound of the boardwalk. Further around from the SANG there is a semi constructed wooden bridge which has been in this half finished state for several months. Cllr Murphy has contacted The Land's Trust who have advised that Thakeham and Clarion should have completed all outstanding items by w/e 24th July. Further correspondence has been sent to WBC enforcement, The Land Trust over the poor condition of the land. **(09/20)**
- 6216 A resident asked what the rules were regarding the grazing of horses on public land. A reference as made to the horses that are being grazed outside Westbrook. Cllr J Else advised that WBC had served notice that the horse should be removed within a given number of days. **(05/20). Minute to be removed next month.**
- 6404 Following the Annual Playground Inspection report (April 2020) The Playground Inspection Company had stated that any works noted as 'low risk' do not require immediate attention. It was agreed therefore that if the proposed wetpour work at the Croft was deemed low risk repairs would not be undertaken given that the area is subject to a current planning application. The clerk has written to Kompan stating the PC's disappointment at the costs to do the repairs given that this is Kompan equipment. A meeting with the Kompan Account Manager has been arranged. Remedial repairs will be completed w/c 21.09.2020 by Kompan and the clerk is still arranging the paint works with Paintics. **(09/20).**
- 6326 The Croft bin: It was highlighted that one of the bins should be replaced as it was showing signs of corrosion. Councillors agreed that there was only the need for one bin in that play area and RK has removed the damaged bin. **(09/20). Minute to be removed next month.**

- 6405 Village sign poll: The clerk reported that the new sign has been delivered. 1st Call Trees to remove some lower branches in order for the sign to be installed and visible. **(09/20)**
- 6257 Cllr Gardner advised that there are a number of cars parking at the end of Hookley Lane. Cllr Mathisen has contacted the HUG committee to see if appropriate signage can be installed. **(06/20) Minute to be removed next month.**
- 6406 PIR Defibrillators: The clerk has consulted with DJK who have provide revised pricing for the PIRS. The PIR will cost £103 each less than the original estimate. The PC approved this using its powers following the Defibrillator Availability Bill. The PIR have been installed but the positioning of the one at Thursley Rec does not look very robust. Signage delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Rec and it would cost the PC +£25 to do this sign separately. The clerk is still waiting for the postcode to be generated. **(09/20).**
- 6332 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. 2 designs were circulated to councillors. It was agreed that the preferred option was a green border and the name of the rec in black. The clerk to advise EVTC. **(07/20).**
- 6407 Cllr Jacobs advised that there was no fence on the VM land adjacent to the PC land and asked whether RK could suggest a simple solution. RK has erected a 2 strand barbed wire fence and to date there have been no horses reported on either Burford Lodge rec or on the footpath in between the field and the allotments. **(09/20). Minute to be removed next month.**
- 6305 A resident raised the issue of parking around Springfield. A large number of cars are being parked and left on verges. Others agreed and stated that there seemed to be a proliferation of vehicles being parked up in lay-bys and on the village green. Cllr D Else advised that he had written to WBC officers about the matter on 20th July as the vehicles in Springfield are parked on WBC land. Cllr Murphy advised that if vehicles are taxed and parked on highways land there is nothing that can be done. One of the vehicles that is parked on a highway does however hinder drivers' line of sight and the clerk has reported it to 101. **(09/20). Minute to be removed next month.**
- 6408 Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC has written a letter to those residents who are affected explaining that SCC would like to send a camera to explore the pipework with a view to resolving the problem. The Clerk to advise IF once residents have confirmed that SCC can survey the pipe from their land. Cllr Mathisen questioned whether the open ditch into which this pipework feeds was on IF's map. A few outstanding residents have yet to be contacted and once they have been approached the clerk to contact IF. **(09/20).**
- 6409 Cllr Murphy and the Clerk met with Will Bravery and Clive Sturgess (WBC) to look at the culvert at Burford Lodge Rec which caused all serious flooding problems during the winter. It is thought that the blockage occurred on WBC land. RK has made a replacement grill to go over the manhole entrance which was funded by WBC. WB and CS have proposed that a camera should be sent down – the clerk to follow up on this as there has been no feedback. **(09/20)**

- 6410 Cllr Murphy and the clerk showed WB and CS the damaged fence to the rear of Hazelwood. The clerk has subsequently reported this to WBC Housing who have arranged for it to be repaired and the gate to be locked. A completion date has not been provided by WBC. **(09/20).**
- 6339 Cllr Murphy and the Clerk attended a zoom meeting with Tom Horwood (TH) following the issuing of the Parish Council's Official Letter of Complaint to WBC regarding the Water Meadow Place enforcement. Cllr Murphy and The Clerk raised a number of concerns and TH took detailed notes. Since the meeting there has been some very rapid response from WBC! There is no date as to when WBC will respond to the letter of complaint. **(07/20).**
- 6411 Debriefing meeting on response to Thursley NNR fire: Cllrs Murphy, Rees and The Clerk attended along with Cllrs J and D Else and representatives from Thursley PC, SCC, WBC, Police, Surrey F&R. Cllr Rees felt that it was a disappointing meeting as it felt that everything was being pushed back to the PC's whereas from our perspective it should have been better managed and led by SCC and WBC. Cllr Murphy noted the main issue being the breakdown in communication and that the PC could only post facebook updates obtained from the police standing on duty by Woolfords Lane. Cllr D Else noted that the debrief referred to Sunday but did not refer to the start of the incident which was Saturday when a number of Elstead residents were evacuated. Cllr J Else has sent a message in the strongest terms asking for this to be put in front of WBC's Scrutiny and Overview Committee. Cllr Mathisen stated that there will always be fires on the common and that decent fire breaks are required. Cllr Harmer agreed in that to aid the regeneration of the common a fire is 'needed' every 8-10 years. A formal report following this debrief has been circulated. Cllr Rees stated that there has been no engagement or follow up (an action that was agreed), The clerk to chase. Cllr J Else questioned the depth of the role that WBC are expecting Parish Councils to undertake in emergencies and explained that she would push for the debrief to go to the scrutiny committee. **(09/20)**
- 6412 The road leading to Burford Lodge Recreational Ground: Gala Lane received the greatest number of votes from residents and this has been formally submitted to WBC. WBC will need to be consult on the name internally before it can be formally adopted. **(09/20).**
- 6413 CCTV: Following the spate of break-ins around the Burford Lodge rec area the PC along with representatives from the EVAA, The Sharks and The EVTC met with Absolute Security to discuss CCTV camera options. Since meeting with Burford Lodge user groups the EVAA have decide not to be included in the project as the committee does not want to be responsible for an electricity supply however the clerk will ensure that EVAA are aware of continuing discussions. Councillors discussed the project and the majority agreed that the PC would consider funding the three cameras on the carpark and The Sharks and EVTC would pay for their own cameras. The clerk asked Absolute Security for funding options but they did not know of any. Cllr Murphy and the clerk met with EVTC and the Sharks and presented the broken down costs: £4,200 for the three cameras in the car park plus receiver and image recorder (PC to fund), £633.50 from each user for their individual cameras. Both user groups were able to support these proposals. The PC supported the proposal in principle although one councillor was against it due to the cost. The clerk has met with a second supplier and is due to meet with a third supplier w/c 21st September. The quotes to be assessed in the October meeting. **(09/20).**

6414 Pitch treatment: Elstead Sharks on behalf of the PC commissioned a pitch survey which proposed a lot of work at both recs at a cost of £10,000. All the treatment work is complete. The sharks, Football Foundation and Elstead Cricket Club have all donated funds towards the work which the PC has accepted under its powers to accept gifts (Local Government Act 1972 s.139). Further remedial work will be likely in Spring 2021. **(09/20). Minute to be removed next month.**

6358 A cyclist was injured as a result of dangerous parking near the green. Councillors discussed various ideas that had been submitted by residents. Councillors noted that all proposals had serious draw backs. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk to ask SCC Highways. **(07/2020)**

6415 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions with reminder being sent on 14th July and subsequent reminders thereafter. **(09/20).**

6.0 REPORT FOLLOWING MEETING WITH ST JAMES PRIMARY SCHOOL HELD 25th AUGUST 2020

6416 Cllr Murphy and Cllr Snape and the clerk attended a meeting with Mrs Elliott and Mrs Cook (Co Chair of Governors). Cllr Murphy had explained that having advertised the space in the Pavilion, Rainbows Nursery had successfully applied and would be using the former Peter Pan Preschool room from 1st October for their two years old and under. The school had explained that they wished to provide continuity of education for children moving from nursery to primary school, to engage with vulnerable families at an earlier stage and to prevent children from seeking schools outside of the village. The school advised that there would like to open a preschool however they were waiting for SCC Early Years to confirm that the data on pre-school age children supported two preschools in Elstead. The school were drafting a CIL application to seek funding to demolish the existing lodge and rebuild it as a nursery. The estimated cost of the works is £230k. The school had asked if the PC would support their bid. The PC had explained that it would need to be satisfied that there was sufficient demand for two preschools in the village and could not be seen to be supporting one at the expense of the other. Traffic was also discussed and the school has forwarded a Travel plan which has just been received. Mrs Cook explained that the Early Years data was still not available so the school had submitted a CIL application in order to meet 18th September deadline. Mrs Cook also advised that Mrs Elliott and Mrs Busa (owner of Rainbows) had met last week and had discussed the plans. Mrs Cook explained that the school had a very close relationship with Rainbows and that the school would not be interested in taking under two year olds. A follow up meeting with the school to be arranged. **(09/2020). Minute to be removed next month.**

7.0 REPORT FOLLOWING PLANNING REGULATION CHANGES MEETING WITH WESTERN VILLAGES HELD 25th JUNE 2020

6417 Cllr Jacobs attended the meeting but as she was absent the update to be deferred to the October meeting. **(09/2020). Minute to be removed next month.**

8.0 REPORT FOLLOWING MEETING WITH THE BURFORD LODGE USERS GROUP HELD 14th SEPTEMBER 2020

6418 The group had been initiated by Helen Page. The first meeting discussed if it would be possible to extend the car park, accessibility (it was agreed this would be made clearer with match/training details being shared to user groups), request to have some of the greenery cut back to aid parking, an abandoned vehicle to be reported, EVTC to feedback to their parents about walking not driving, security lighting, access via the Backland. All members felt that it was a very useful meeting and a follow up meeting to be held on 2nd November. **(09/2020). Minute to be removed next month**

9.0 REPORT FOLLOWING MEETING WITH THE WESTERN VILLAGES HELD 21st SEPTEMBER 2020

6419 The update meeting was attended by Cllr Murphy. The pavement outside of The Spar is scheduled to be resurfaced and has been included in 21/22 budget. Hannah Gutteridge (HG) advised that she still had funding for the long standing Elstead – Milford cycleway upgrade. Cllr Harmer advised that he also wanted to look at an Elstead – Farnham cycleway. HG advised that she has a budget of £1.6m but the main issue was trying to find people who were available to undertake the work. Cllr Mathisen asked what the budget for the cycleway was as the main concern is which surface material is the most suitable for both horse riders and cyclists. Cllr Mathisen also advised that proper signage was required which would direct people to encourage them to stick to the route and have regard for other users. **(09/2020). Minute to be removed next month.**

10.0 WBC UPDATE

6420 There was nothing to report. **(09/2020). Minute to be removed next month.**

11.0 SCC UPDATE

6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**

6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

6421 Cllr Harmer advised that the damaged chevrons should be added to the Lengthsmenscheme project list. The clerk to update. **(09/2020). Minute to be removed next month.**

6422 Cllr Harmer advised that County Hall needs to be empty by Christmas 2020. **(09/2020). Minute to be removed next month.**

12.0 NEIGHBOURHOOD PLAN UPDATE

6347 NHP Redraft: The Reg 14 consultation started on 13th March. Originally it was due to run for the statutory 6 weeks but this was extended to an 8.5 week consultation to take into consideration 'lockdown' and the consultation closed on Friday May 8th. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. **(09/20). Minute to be removed next month.**

6423 NHP SG Meeting: The SG has reviewed every comment and suggestion as a result of the Reg 14 consultation, Nexus has forwarded the amended draft to E&WNHP SG for checking prior to its' submission to WBC under the regulation 15 arrangement. **(09/20). Minute to be removed next month.**

6424 In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c 18 dwellings, the NHP SG has agreed that the housing allocation section of the draft NHP will need to be reconsulted. This will involve a review of the current three Green Belt sites. The consultation period is likely to be 6 weeks. Thereafter the plan can be submitted for regulation 15. Councillors supported this decision. **(09/2020).**

6425 Following the presentation by VAM their site will have to be assessed by Aecom. A second site that has been put forward at Kingsmead and this will also need to be assessed as will the WBC proposed site at Springfield. **(09/20).**

6349 Cllr Murphy advised that Thames Water had responded to the consultation stating that no surface water should be directed into the main sewer. Cllr Murphy commented that in individual planning applications Thames Water routinely respond saying that water can be directed into the sewer if there is no practicable alternative. Cllr Murphy has written to Thames Water seeking clarification and Thames Water have now submitted acceptable wording for inclusion in the NHP which reflects their current policy. **(09/20) Minute to be removed next month.**

13.0 ELSTEAD EMERGENCY RESPONSE (EER)

6350 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. The EER continues to support c. 10 clients per week with shopping needs and trips to the pharmacy. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. Cllr Rees explained that the response would be reviewed as and when the situation changed. **(09/20)**

14.0 PRESERVE OUR RESERVE (POR)

6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**

6340 CIL Funding: Cllr Murphy, The Clerk Cllr Mendelssohn (Thursley PC Chair) and Elaine Felton (Thursley Clerk) attended a joint CIL meeting with Marissa Nash and Ciaran Delaney (WBC). WBC has a fund of £600,000 for CIL projects. Ideas for two possible CIL projects were raised during the meeting; a) to use CIL funding to match POR funding to help restore the reserve b) to use CIL funding to complete the cycle way between Elstead and Rodborough. WBC were very supportive of project a) as it would benefit a number of communities within Waverley and had both sustainable and environmental attributes. Project b) was also a possibility but the lead must come from SCC. Cllr Murphy has written to SCC Countryside to ask them to support this initiative however no response was received. Project a) CIL application has been submitted before the 18th September deadline. **(09/20).**

6426 POR meeting: a meeting was held at the end of August. Caroline Hebard has joined the committee. At the meeting it was agreed that £20k should be released to support the CIL

application with the remaining funds kept back to support future applications. Councillors supported this decision. NE supplied a breakdown of the estimated project costs for the meeting. The boardwalk has been divided into 4 sections to make it easier to breakdown into sections in order to secure funding. **(09/2020). Minute to be removed next month.**

6427 The POR committee received an update on the volunteer efforts. A separate volunteer committee of 120 volunteers has been set up which is being headed up a chair and two other individuals. It was agreed that the volunteers should have access to up to £2k from the POR fund. The Elstead clerk would order items in order to be able to reclaim the VAT. Councillors were in agreement with this decision. **(09/2020). Minute to be removed next month.**

6428 Volunteers insurance: NE are not allowing working groups onto the heath for covid reasons therefore at the moment POR volunteers are working as 'wardens'. Councillors asked if the volunteers were covered by insurance. The clerk to look into this matter. **(09/2020).**

15.0 OUR ELSTEAD UPDATE (OE)

6353 The first meeting since lockdown took place on 25th June 2020. OE have decided to focus on litter issues with an idea of targeting EER volunteers to help tidy up the village. Cllr Webster to create a poster. Cllr Rees advised that EER volunteers cannot be mailed about this without their permission first. **(07/2020)**

6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**

6429 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website and the Billmeir Trust have kindly donated £5,000 to this project. The design is progressing and a dummy of the sign has been made to determine where it will go. Once agreed planning and Highways will need to be informed. It is hoped that the sign will be in situ for Christmas 2020 and designs are due in early August 2020. The forger has delayed sending designs despite being contacted on a number of occasions. It was agreed that an alternative forger should be sought. **(09/20).**

6430 Planters: Cllr Snape was thanked for her active role in managing the planters. Planters are due to be removed at the end of October. Cllr Snape and The clerk asked whether it was not possible to keep the planters in situ and fill with winter colour as a way of cheering up the village at this difficult time. Winter planters to be discussed at the next OE meeting. **(09/2020).**

6431 Christmas Tree: Cllr Mathisen advised that there would still be a Christmas tree although the light switch on event would be very different this year in view of social distancing. **(09/2020)**

16.0 UPDATING THE VILLAGE DESIGN STATEMENT (VDS)

6432 Cllr Jacobs is absent so VDS to be deferred to the October meeting. **(09/2020). Minute to be removed next month.**

17.0 CEMETERY REVAMP

- 6433 The clerk had advised that the cemetery needed more care and attention. Cllr Snape and RK have completed much of the cemetery revamp work and the cemetery looks much improved. The clerk advised that more jobs had been completed and councilors agreed under their powers to maintain cemeteries (Open Spaces Act 1906, sections 9 and 10) that a further £150 could be spent on spring bulbs. Cllr Snape and RK were thanked for their hard work. **(09/20).**

18.0 SHARKS TRAINING SESSIONS

- 6434 Sharks Training: Following the success of the portable floodlights more sharks teams would like to train. The parish Council agreed that the sharks could trial training on four nights of the week rather than three, as at present, however it must consult with those properties neighbouring Burford Lodge Rec about the extra session. If there are no complaints the PC will be happy to extend the floodlight agreement. The clerk to advise the sharks. **(09/2020).**

19.0 ROW REMEDIAL WORKS

- 6435 Cllr Reynolds walked along the ROW in Elstead and reported that all were accessible. **(09/2020). Minute to be removed next month.**

20.0 TREE WORKS TO VILLAGE GREEN

- 6436 The clerk advised that the bi-annual tree survey seeks to check the health of a tree and not the esthetic appearance. It has been noted that the three trees on the village green as well as on the land in front of the dentist and former DIY store are rather overgrown. 1st Call have submitted a quote for £768 incl. vat which councillors have approved under their powers to plant trees and shrubs and maintain roadside verges (Highways Act 1980, s96). As this falls within the conservation area 1st Call to submit an application to undertake the works to WBC. It will take 6 weeks for the application to be approved. **(09/2020).**

21.0 CLOCKHOUSE FUNDING

- 6437 Cllr Webster advised councilors that following the recent AGM she had received a formal letter of request from The Clockhouse. The Clockhouse have a number of projects that they need to do including replacing the gas oven, fixing automatic doors and installing new boiler. The Clockhouse did not receive a grant for WBC of £26,500 for the second half year funding even though it was able to operate a pared down service during lockdown and has since reopened a café. Councillors agreed that The Clockhouse should receive a donation of £1,500 which the PC is giving under its powers of charity (Charities Act 2011 ss298-303). Cllrs Murphy, Davidsen and Reynolds declared an interest in this item and were excluded from the vote. **(09/2020).**

22.0 SMITHS CHARITY FUNDING

- 6438 Smiths Funding: £1.5k still remains from the additional funding that was awarded to Elstead. It was agreed that the Clerk should approach HiE to ask if they require further funding and to approach Trustees to confirm if they will support a donation to Elstead Food Bank. **(09/20202).**

23.0 UNITARY AUTHORITY

- 6439 Councillors discussed briefly the benefits of a unitary authority versus 2 tiers of government. It was felt that two tiers does cause issues especially with flood response and highways problems. SCC have submitted a plan for a single unitary authority and emergency for the whole of Surrey. It was resolved to wait to see the detail in the white paper due October 2020. **(09/2020) Minute to be removed next month.**

24.0 FINANCE

- 6440 The clerk has shared papers with councilors before the meeting. The clerk advised that at c 50% time gone c. 50% of the allocated budget had been used. All reconciliations are up to date and balance and have been signed off. The clerk advised that some monies were still due including VAT reclaim and donations towards the pitch works. At 50% time gone income was £87,339 (actual) v £88,619 (budget) and expenditure was £36,282 (actual) v £86,679 (budget). The balance of the deposit account which is being used solely for POR donations is £40,100. **(09/2020) Minute to be removed next month.**

- 6441 The Clerk noted that £18,600 had been moved from the deposit account into the current account as the deposit account was being used for POR donations. The clerk was asked to find another savings account in order to keep this separate. **(09/2020)**

25.0 REPORTS AND CORRESPONDENCE

- 6442 The clerk advised that the three defibrillators had passed their annual service. The cost was £396 which councillors had agreed. A reduction was given because all the defibrillators were serviced in one location. The clerk advised that a replacement battery had been purchased for £216 which councillors agreed. Expenditure was agreed under the Defibrillator Act. A vote of thanks was given to Joan Holroyd for facilitating the service and replacing the battery. **(09/2020). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT – SEPTEMBER 2020

- 6443 The following cheques were presented for payment:

28.0 MATTERS RAISED BY MEMBERS

- 6447 Cllr Davidsen advised that Lex farm was likely to be sold. There has been a lot of activity clearing the vegetation. Cllr Davidsen to advise the clerk if any trees get cut down. Cllr Murphy advised that the dwelling was within 400m of the SPA and that NE prohibited development within 400m of the SPA. **(09/2020). Minute to be removed next month.**

Meeting closed at 10 pm



ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 19th October 2020 at 7.30pm
Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6448 There were no questions from any members of the public. **(10/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6449 There were no apologies. **(10/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6450 No councillors declared 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 2018. **(10/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st SEPTEMBER 2020

6451 The minutes of the Parish Council meeting held on 21st September 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(10/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st SEPTEMBER 2020

6452 The minutes of the planning meeting held on 21st September 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(10/20). Minute to be removed next month.**

5.0 MATTERS ARISING

6453 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on

13th March 2020. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. Cllr Mathisen suggested that Ian Fowler, SCC, might be able to provide a contact for EA. The Clerk to contact Ian Fowler. There was no further update. **(10/20)**.

6454 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 has received a response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk has contacted Adrain Selby to ask for an update. The clerk has also reported the damaged chevron on the bend by Withybridge House. -The clerk sent a list of all outstanding highways work to Cllr Harmer. SCC responded on 2.7.20 to advise that vegetation will be cut back and that the chevrons are on order. The missing chevron at the triangle will be replaced once all the marked trees have been cut. The clerk has chased and there is no further update. **(10/20)**.

6314 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' training has been delayed due to lockdown measures. The clerk advised that she had received an online session and suggested this might be an option for Cllr Reynolds. The clerk to ask Mrs Davidsen and arrange if agreed. **(07/20)**

6045 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. There was no further update on this at the March meeting. **(03/20)**.

6395 VAS: 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 has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk has contacted Peter Harris (SCC) who is in charge of the project but has not had a response as he has been seconded to the Police. **(09/20)**. **Minute to be removed next month as covered under agenda item 24.**

- 6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20).**
- 6455 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. WBC have now contacted the PC and asked for a copy of the Heads of Terms and map so that they can be sure they have the correct version. The clerk has forwarded the documentation. The leases have been approved by the Executive and it is now with the WBC legal department. Due to a backlog of work as a result of COVID restriction a completion date has not been confirmed **(10/20).**
- 6456 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The clerk has been booked RK onto a course on 27th October 2020. **(10/20).**
- 6457 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. Hedleys (lawyers for the PC) have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk has sent details of the SSE waylease agreement to Hedleys and has asked Cllr Harmer for a contact at SCC in order to see whether the PC's ownership is recorded on the SCC commonland register. Councillors discussed whether the PC should register half the road as well but it was agreed that only the grassed area would be registered. Cllr Mathisen declared an interest in this item. Cllr Mathisen said that more works were required on Beacon View Road and that residents would probably expect the PC to fund the cost in front of the sports field frontage. Other councillors considered that there was not a strong case for this as the main use of the road was by the residents. The clerk has contacted Hedleys, the PC's lawyers, to push for progress. **(10/20).**
- 6054 The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns about the proposed route and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading

FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC have confirmed that they will carry out the upgrading. **(10/20).**

6400 LAP at Water Meadow Place (WMP): The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. There has been no response from WBC and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. The enforcement report has finally been issued but the report is most unsatisfactory. Cllr Rees asked which authority held the local authority to account. The clerk reminded them that individuals may take up concerns with the local ombudsman. Cllr Reynolds suggested that the PC should write to Jeremy Hunt (JH) about this failure. As agreed by councillors the draft press release was sent with an accompanying letter of complaint to both Clarion and WBC. Clarion have responded by saying that the letter of complaint has been referred to their complaints division. Cllr J Else sent a copy to Jeremy Hunt and The clerk sent a copy to The Farnham Herald. So far it does not appear to have been featured and the clerk will continue to prompt. A meeting has been scheduled with Zac Ellwood Head of Planning, and Cllr Macleod Portfolio Holder, WBC. Jeremy Hunt has been very supportive. **(10/20) Minute to be removed next month as covered under agenda item 8.**

6458 BW69 remedial repairs: The clerk followed this up again on 9/6/2020 but there has been no response and SCC's target completion date of March 2020 has now slipped. SCC Countryside were waiting on SSI consent. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. The clerk has not had a response from SCC Countryside since 15.04.2020 despite emailing on numerous occasions however it is understood that the surveys for Ne have yet to be completed. The works are still scheduled and SCC has confirmed it has capital funding in place (£1.6m for 2 years). There has been no further update on a date for the works. **(10/20).**

6459 Henry Smith Charity: Of the £2k additional grant, £500 has been given to HiE to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. Trustees have approved a £1,000

donation to the Food Bank. The first cheque was returned unpresented and a subsequent cheque has been raised and will be paid into the St James PCC account which is being used for Food Bank donations. **(10/20). Minute to be removed next month**

6460 EER plan: need to identify the intent and refresh the plan. This will be looked at by Cllrs Rees and Snape. **(10/20).**

6461 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion on several occasions. The boardwalk is now in a very poor state. The boardwalk is not suitable for pedestrians particularly young children and is inaccessible by wheelchair users. In addition there are no mown paths in the SANG as per the original plan and Cllr Davidsen was concerned about the creaking and cracking sound of the boardwalk. Cllr Murphy has contacted The Land's Trust who have advised that Thakeham and Clarion should have completed all outstanding items by w/e 24th July. Further correspondence has been sent to WBC enforcement, The Land Trust over the poor condition of the land. The poor condition of the SANG was discussed in the meeting with WBC at water Meadow Place on 16th October 2020 and a follow up meeting has been arranged with the Land Trust on 4th November. Cllr D Else and John Bennett, Planning Enforcement, WBC will attend. **(10/20)**

6462 Following the Annual Playground Inspection report (April 2020) The Playground Inspection Company had stated that any works noted as 'low risk' do not require immediate attention. All items on the report were found to be low risk. It was agreed therefore that if the proposed wetpour work at the Croft was deemed low risk repairs would not be undertaken given that the area is subject to a current planning application. The clerk has written to Kompan stating the PC's disappointment at the costs to do the repairs given that this is Kompan equipment. A meeting with the Kompan Account Manager has been arranged for 23rd October 2020. Most remedial repairs were completed w/c 21.09.2020 by Kompan however 4 x sets of swing chains needed to be returned (were not required) and in addition Kompan had supplied 1 x set of swing chains in the incorrect length. The clerk is still resolving the issue of whether the spika (item cannot be lubricated, the whole top needs replacing) and spire net (movement detected by inspector but Kompan state that the item should move) need remedial work. The clerk advised councillors that the cost to tighten the spire net was £1,000 and to replace the top of the spika £810. In view of the issues with the chains Kompan were offering to provide the podium of the spika for (actual cost £260). The clerk is still arranging the paint works with Paintics. **(10/20).**

6463 Village road sign poll: The clerk reported that the new road sign has been delivered. 1st Call Trees are undertaking tree works on 11th November after which RK will be able to install the signpost. **(10/20)**

6464 PIR Defibrillators: The clerk has consulted with DJK who have provide revised pricing for the PIRS. The PIR will cost £103 each less than the original estimate. The PC approved this using its powers following the Defibrillator Availability Bill. The PIR have been installed but the positioning of the one at Thursley Rec does not look very robust. Signage has been delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Rec and it would cost the PC +£25 to do this sign separately. The clerk is still waiting for the postcode to Gala Lane to be generated and has followed this up with WBC who cannot confirm when this will be completed. **(10/20).**

6332 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. 2 designs were circulated to

councillors. It was agreed that the preferred option was a green border and the name of the rec in black. The clerk to advise EVTC. **(07/20)**.

- 6408 Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC has written a letter to those residents who are affected explaining that SCC would like to send a camera to explore the pipework with a view to resolving the problem. The Clerk to advise IF once residents have confirmed that SCC can survey the pipe from their land. Cllr Mathisen questioned whether the open ditch into which this pipework feeds was on IF's map. The clerk has sent a list of those houses who have confirmed that SCC may inspect the pipework on their land to IF but has had no response. The clerk to follow this up. **(10/20)**.
- 6465 Cllr Murphy and the Clerk met with Will Bravery and Clive Sturgess (WBC) to look at the culvert at Burford Lodge Rec which caused all serious flooding problems during the winter. It is thought that the blockage occurred on WBC land. RK has made a replacement grill to go over the manhole entrance which was funded by WBC and the grill is in situ. The clerk has asked WBC when they intend to send a camera down to inspect the pipework but WBC have advised that there is no money to undertake this. **(10/20) Minute to be removed next month.**
- 6466 Cllr Murphy and the clerk showed WB and CS the damaged fence to the rear of Hazelwood. The clerk has subsequently reported this to WBC Housing who have arranged for it to be repaired and the gate to be locked. The work has still not been completed and the clerk has sent a new set of photos to WBC to highlight the PC's safety concerns. **(10/20)**.
- 6339 Cllr Murphy and the Clerk attended a zoom meeting with Tom Horwood (TH) following the issuing of the Parish Council's Official Letter of Complaint to WBC regarding the Water Meadow Place enforcement. Cllr Murphy and The Clerk raised a number of concerns and TH took detailed notes. Since the meeting there has been some very rapid response from WBC! There is no date as to when WBC will respond to the letter of complaint. **(10/20). Minute to be removed next month.**
- 6411 Debriefing meeting on response to Thursley NNR fire: Cllrs Murphy, Rees and The Clerk attended along with Cllrs J and D Else and representatives from Thursley PC, SCC, WBC, Police, Surrey F&R. Cllr Rees felt that it was a disappointing meeting as it felt that everything was being pushed back to the PC's whereas from our perspective it should have been better managed and led by SCC and WBC. Cllr Murphy noted the main issue being the breakdown in communication and that the PC could only post facebook updates obtained from the police standing on duty by Woolfords Lane. Cllr D Else noted that the debrief referred to Sunday but did not refer to the start of the incident which was Saturday when a number of Elstead residents were evacuated. Cllr J Else has sent a message in the strongest terms asking for this to be put in front of WBC's Scrutiny and Overview Committee. Cllr Mathisen stated that there will always be fires on the common and that decent fire breaks are required. Cllr Harmer agreed in that to aid the regeneration of the common a fire is 'needed' every 8-10 years. A formal report following this debrief has been circulated. Cllr Rees stated that there has been no engagement or follow up (an action that was agreed), The clerk to chase. Cllr J Else questioned the depth of the role that WBC are expecting Parish Councils to undertake in emergencies and explained that she would push for the debrief to go to the scrutiny committee. **(09/20)**

- 6467 The road leading to Burford Lodge Recreational Ground: Gala Lane received the greatest number of votes from residents and this has been formally submitted to WBC. WBC are still consulting on the name internally before it can be formally adopted. **(10/20).**
- 6468 CCTV: Following the spate of break-ins around the Burford Lodge rec area the PC along with representatives from the EVAA, The Sharks and The EVTC met with Absolute Security to discuss CCTV camera options. Since meeting with Burford Lodge user groups the EVAA have decided not to be included in the project as the committee does not want to be responsible for an electricity supply however the clerk will ensure that EVAA are aware of continuing discussions. Councillors discussed the project and the majority agreed that the PC would consider funding the three cameras on the carpark and The Sharks and EVTC would pay for their own cameras. The clerk asked Absolute Security for funding options but they did not know of any. Cllr Murphy and the clerk met with EVTC and the Sharks and presented the broken down costs: £4,200 for the three cameras in the car park plus receiver and image recorder (PC to fund), £633.50 from each user for their individual cameras. Both user groups were able to support these proposals. The PC supported the proposal in principle although one councillor was against it due to the cost. The clerk has met with a second supplier and is due to meet with a third supplier w/c 21st September. The quotes to be assessed in the October meeting. **(09/20). Minute to be removed as covered under agenda item 17.**
- 6469 A cyclist was injured as a result of dangerous parking near the green. Councillors discussed various ideas that had been submitted by residents. Councillors noted that all proposals had serious drawbacks. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk has contacted SCC Highways who advise that they will add a white 'h' bar to either end of the road in front of the Spar to try and encourage considerate car parking. SCC note that any further requests will result in the village needing to accept double yellow lines. SCC were unable to confirm when the work would take place. **(10/20)**
- 6470 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions with reminder being sent on 14th July and subsequent reminders thereafter. The clerk has continued to try to resolve this but no one from Biffa will engage with the clerk over this matter. Biffa continue to empty the PC's owned bins yet there is no contract. The clerk advised that she had spoken to other clerks who explained that their contractors charge twice as much as Veolia used to charge. The PC recognises that from a sustainability perspective it makes sense for a contractor already visiting the village to undertake this work rather than the PC employing an alternative contractor. It was agreed that some monies would be ringfenced to cover this. **(10/20).**
- 6471 The clerk advised that the bi-annual tree survey seeks to check the health of a tree and not the esthetic appearance. It has been noted that the three trees on the village green as well as on the land in front of the dentist and former DIY store are rather overgrown. 1st Call have submitted a quote for £768 incl. vat which councillors have approved under their powers to plant trees and shrubs and maintain roadside verges (Highways Act 1980, s96). WBC have approved the application to undertake the tree works on the village green and the works will be completed on 11th November. **(10/20).**
- 6472 Cllr Webster advised councillors that following the recent AGM she had received a formal letter of request from The Clockhouse. The Clockhouse have a number of projects that they need to do including replacing the gas oven, fixing automatic doors and installing new boiler. The Clockhouse did not receive a grant for WBC of £26,500 for the second half year funding

even though it was able to operate a pared down service during lockdown and has since reopened a café. Councillors agreed that The Clockhouse should receive a donation of £1,500 which the PC is giving under its powers of charity (Charities Act 2011 ss298-303). Cllrs Murphy, Davidsen and Reynolds declared an interest in this item and were excluded from the vote. The cheque has been raised and The Clockhouse have sent a letter of thanks to the PC. **(10/20). Minute to be removed next month.**

6438 Smiths Funding: £1.5k still remains from the additional funding that was awarded to Elstead. It was agreed that the Clerk should approach HiE to ask if they require further funding and to approach Trustees to confirm if they will support a donation to Elstead Food Bank. **(09/20). Minute to be removed as covered under agenda item 19.**

6473 The clerk had advised that the cemetery needed more care and attention. Cllr Snape and RK have completed much of the cemetery revamp work and the cemetery looks much improved. The clerk advised that more jobs had been completed and councilors agreed under their powers to maintain cemeteries (Open Spaces Act 1906, sections 9 and 10) that a further £150 could be spent on spring bulbs. Cllr Snape, AB and RK were sincerely thanked for their hard work. There are a couple of small jobs outstanding such as varnishing and repairing the wood seats. Photos of the work was shared with councilors prior to the meeting. **(10/20).**

6474 Sharks Training: Following the success of the portable floodlights more sharks teams would like to train. The parish Council agreed that the Sharks could trial training on four nights of the week rather than three, as at present, however it must consult with those properties neighbouring Burford Lodge Rec about the extra session. If there are no complaints the PC will be happy to extend the floodlight agreement. The Sharks have issued a letter of consultation which the clerk approved. Prior to the meeting the clerk and Cllr Rees shared photos of the floodlights with councilors. The light pollution is greatly reduced so the main concern for residents would be the noise. **(10/20).**

6475 The Clerk noted that £18,600 had been moved from the deposit account into the current account as the deposit account was being used for POR donations. The clerk was asked to find another savings account in order to keep these monies separate. The clerk listed a number of accounts that were available through Lloyds Bank and it was agreed that this would be an agenda item for the November meeting. **(10/20)**

6476 Cllr Murphy contacted BT to see if it would be possible to lease the land but the contact said that it would not be suitable for the public to use the land. BT stated that it has no plans to do anything with this space until 2027. Cllr Murphy has contacted BT again following a meeting with St James' Primary School who have stated that they would like to use this land for staff parking which the PC recognises will go some way to help improve the parking situation in front of the school. The contact at BT to forward this to the relevant departments for consideration. Cllr Murphy contacted BT again before the October meeting but there was no update. **(10/20)**

6.0 REPORT FOLLOWING PLANNING REGULATION CHANGES MEETING WITH WESTERN VILLAGES HELD 2nd SEPTEMBER 2020

6477 Cllr Jacobs had attended the meeting. Much of the proposed changes to the National Planning Policy Framework would affect Frensham and Dockenfield however all Western Villages were in agreement that a combined letter should be sent. A letter has been drafted

and sent and Jeremy Hunt has written with his support. **(10/20) Minute to be removed next month.**

7.0 REPORT FOLLOWING MEETING WITH THE HEAD OF PLANNING (WBC) HELD 12TH OCTOBER 2020

6478 Cllr Murphy and the clerk attended an informal meeting with the Head of Planning and other Western Villages. Much time was spent discussing parking around the Sculpture Park and The Clerk raised the issue of the CIL application being extended without consultation. Cllr Murphy shared information as to how Elstead & Weyburn NHP SG were dealing with the potential housing opportunity at Springfield which ZE supported. The creation and updating of Village Design Statements was also raised and discussed. **(10/20). Minute to be removed next month.**

8.0 REPORT FOLLOWING MEETING WITH WBC PLANNING/ENFORCEMENT ON SITE HELD 16ST OCTOBER 2020

6479 A meeting was held at Water Meadow Place and was attended by Cllrs Murphy, Jacobs and D Else as well as Mrs Davidsen, Zac Ellwood (ZE), John Bennet JB), Cllr A Macleod (AM) and the clerk. The objective of the meeting was to discuss the absence of a LAP/LEAP and the failure to implement the SANG. Councillor Macleod recognised that the play area provision was both inadequate and unsustainable. ZE proposed that he would write to Clarion and Thakeham to seek a meeting to discuss this matter. ZE did accept that WBC had likely made a mistake when they had discharged the condition. **(10/20). Minute to be merged with 6400.**

9.0 WBC UPDATE

6480 WBC Full Council will meet on 20.10.2020 and one of the agenda items is to vote on WBC and its contractors not using pesticides. Cllr Murphy advised that if pesticides are not used then weeds will need to be removed by hand or using machinery (which uses petrol/diesel). Cllr Murphy to provide some information to Cllr j Else regarding the use of pesticides. **(10/20).**

6481 Cllrs J and D Else were thanked for their help on Water Meadow Place. **(10/20). Minute to be removed next month.**

10.0 SCC UPDATE

6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**

6003 There have been further discussions regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

6482 Cllr Harmer advised that County Hall will be empty by Christmas as Surrey County Council is relocating to Reigate. **(10/20) Minute to be removed next month.**

- 6483 Cllr Harmer advised that Tilford Est Bridge is expected to reopen 5.11.2020. SCC will still be on site clearing up and returning it as it was. **(10/20) Minute to be removed next month.**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 6424 In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c 18 dwellings, the NHP SG has agreed that the housing allocation section of the draft NHP will need to be reconsulted. This will involve a review of the current three Green Belt sites. The consultation period is likely to be 6 weeks. Thereafter the plan can be submitted for regulation 15. Councillors supported this decision. **(09/20).**
- 6425 Following the presentation by VAM their site will have to be assessed by Aecom. A second site has been put forward at Kingsmead and this will also need to be assessed as will the WBC proposed site at Springfield. **(09/20).**
- 6484 Some members of the SG attended a useful zoom meeting with the NHP SG planning consultant in October. He has advised that if any changes are made to the housing policy (as a result of the three sites needing to be assessed via Aecom) the housing policy section can be consulted on as a stand alone item because the rest of the NHP will remain unchanged. It will still require a six week consultation however as referendums cannot legally take place until May 2021 this additional work should not impact on completion timings. **(10/20). Minute to be removed next month.**
- 6485 The Clerk advised that cost of additional consultancy work on the NHP would amount to £2,200. Councillors approved this expenditure. **(10/20) Minute to be removed next month.**
- 6486 The Clerk advised that she has applied to Aecom for free technical support to complete the new site assessments – this will also include an SEA and HRA report for all three sites. **(10/20)**
- 6487 The Clerk advised that she had submitted an application to Locality for funding to cover the additional consultancy work. **(10/20)**

12.0 ELSTEAD EMERGENCY RESPONSE (EER)

- 6488 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. The EER continues to support c. 10 clients per week with shopping needs and trips to the pharmacy. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. Cllr Rees explained that the response would be reviewed as and when the situation changed. The Committee has continued to meet during October. **(10/20)**

13.0 PRESERVE OUR RESERVE (POR)

- 6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**

6489 CIL Funding: Cllr Murphy, The Clerk Cllr Mendelssohn (Thursley PC Chair) and Elaine Felton (Thursley Clerk) attended a joint CIL meeting with Marissa Nash and Ciaran Delaney (WBC). WBC has a fund of £600,000 for CIL projects. Ideas for two possible CIL projects were raised during the meeting; a) to use CIL funding to match POR funding to help restore the reserve b) to use CIL funding to complete the cycle way between Elstead and Rodborough. WBC were very supportive of project a) as it would benefit a number of communities within Waverley and had both sustainable and environmental attributes. Project b) was also a possibility but the lead must come from SCC. Cllr Murphy has written to SCC Countryside to ask them to support this initiative however no response was received and as such no CIL application was made. The CIL application for the boardwalk repairs has been submitted however the PC was advised after the deadline date that the date for CIL applications receipts has been extended without consultation to the end of January 2021. This is very disappointing as it has a huge impact on Natural England's ability to complete the repairs before the ground nesting birds arrive. The clerk has written several letters to WBC regarding this and has requested that the fairest solution would be to split the funding between applications received by the deadline and those applications received by January 2021. **(10/20).**

6428 Volunteers insurance: NE are not allowing working groups onto the heath for covid reasons therefore at the moment POR volunteers are working as 'wardens'. Councillors asked if the volunteers were covered by insurance. The clerk to look into this matter. **(09/20).**

14.0 OUR ELSTEAD UPDATE (OE)

6353 The first meeting since lockdown took place on 25th June 2020. OE have decided to focus on litter issues with an idea of targeting EER volunteers to help tidy up the village. Cllr Webster to create a poster. Cllr Rees advised that EER volunteers cannot be mailed about this without their permission first. **(07/20)**

6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**

6490 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website and the Billmeir Trust have kindly donated £5,000 to this project. The design is progressing and a dummy of the sign has been made to determine where it will go. Once agreed planning and Highways will need to be informed. It is hoped that the sign will be in situ for Christmas 2020 and designs are due in early August 2020. The forger has sent through a first draft of the design and the working party has fed back some comments – a revised draft is expected imminently. **(10/20).**

6491 Planters: Cllr Snape was thanked for her active role in managing the planters. Planters are due to be removed at the end of October. Cllr Snape and The clerk asked whether it was not possible to keep the planters in situ and fill with winter colour as a way of cheering up the village at this difficult time. It was agreed that planters should be retained but new frost proof planters would be required. Councillors agreed that up to £800 could be spent on planters and flowers which it does under its powers of maintaining land for public recreation Public Health Act 1875 s. 164. Cllr Snape has agreed to organise the planters and Cllr Mathisen will contact companies to see if anyone would like to sponsor the planters. **(10/20).**

6492 Cllr Rees asked whether the planters could be added to the PC's insurance schedule. The clerk to liaise with Came & Co, the PC's insurers. **(10/20)**.

6493 Christmas Tree: Cllr Mathisen advised that there would still be a Christmas tree although the light switch on event would be low key this year in view of social distancing. Oxenford Farm have agreed to provide a 20ft tree for which the Parish Council is very appreciative **(10/20)**

15.0 HUG UPDATE

6494 Cllr Mathisen advised that the last formal HUG meeting had been held in November 2019. Cllr Mathisen advised that it was a little frustrating as there have been no minutes and no replies to subsequent emails. Cllr Mathisen advised that BW504 is flooding and it is believed that congestion in Sandford Brook is the cause (probably caused by a blockage west of the scraped back area near Pudmore Pond). Cllr Mathisen to continue to push for remedial work to resolve the flooding. **(10/20)**.

6495 Cllr Davidsen advised that potholes are starting to reappear on the road leading to Hankley Common. **(10/20)**.

16.0 UPDATING THE VILLAGE DESIGN STATEMENT (VDS)

6496 At the meeting with WBC Head of Planning one of the Western Villages raised the question of Village Design Statements (VDS). Churt and Thursley were cited as good examples of a VDS. It was agreed that Cllr Jacobs would take chair of a small sub-committee to update the VDS and Cllrs Reynolds and Webster also agreed to be involved. Volunteers from the public would also be encouraged to join the working party of c. five members. Cllr Else reminded the PC that a NHP carries more weight than a VDS however it was right to update the VDS **(10/20)**.

17.0 CCTV – AGREE A PROVIDER

6497 The clerk had circulated three quotes prior to the meeting. The clerk had liaised with the company with the more expensive quote to understand the difference in camera/spec. The clerk advised that having met the companies the company with the highest quote had provided a more detailed assessment of the project and as a result its proposals inspired greater confidence. Cllrs Jacobs, Webster and Gardener agreed that there was no point in installing an inferior quality camera. Cllr Murphy reminded councilors that as this was public money the PC needed to be convinced that it would be getting value for money with the more expensive option. After a lengthy discussion it was agreed that the PC would go with the more expensive option. One cllr abstained and one cllr voted because this was a company also being used by Godalming TC. **(10/20)**.

18.0 BROADBAND WORKING PARTY

6498 Following the presentation on CFP broadband by a resident at the September meeting cllrs were advised that a group has already been set up to examine the scope for improved broadband coverage in the area from Truxford Corner to Woolfords Lane. The clerk was asked to share the details of this group with the resident and offer the support of the PC. Cllrs were also advised that there is another group in Highfield/Thursley who might be able to help. **(10/20)**.

19.0 SMITHS CHARITY HELP IN ELSTEAD REQUEST

6499 Help in Elstead have written to the PC requesting financial help. The PC has agreed that a sum of £500 be given via the Smiths Charity subject to Trustees approval. **(10/20)**.

20.0 BURFORD LODGE PAVILION - INSURANCE

6500 The Clerk advised that the Burford Lodge Pavilion is still be used for storage and as such should be covered by insurance. The clerk has been working with Came & Co but needs to submit photos of the inside of the building. Cllrs agreed that the building did need to be insured against public liability. **(10/20)**.

21.0 WOOLFORDS LANE CEMETERY ROOF

6501 RK had advised Cllr Murphy that he thought the roof of the cemetery building needed to be repaired. Cllrs Murphy, Davidsen and the clerk to assess. A roofer has been contacted to quote for the work. **(10/20)**.

22.0 FENCE REPAIRS TO JUBILEE PLAY PARK

6502 The wooden fence posts at the Jubilee playpark have rotted underneath. A similar project has been undertaken surrounding the former Peter Pan fence where small concrete posts were added to support the fence RK has quoted £212 plus £250 labour which the PC has agreed under its powers to provide a wide range of recreational facilities Local Government Act 1976 s.19. **(10/20)**.

23.0 WEBSITE

6503 The clerk advised that the website needed to have work done on it to ensure that it complied with the new Accessibility Law. The clerk had obtained a quote for £200. Councillors were surprised as this seemed to be very good value for money. The clerk to confirm that this did include undertaking the work. If this was the cost the PC approved this under its powers for councils to have their own websites Local Government Act 1972 s.142. **(10/20)**.

24.0 VAS

6504 The clerk advised that the VAS project was being reactivated. The clerk advised that the batteries were £60 each and a charge was £100. Cllrs approved the costs under its powers to contribute to traffic calming schemes, Local Government and rating Act 1997 s.26-29. Cllrs have agreed that the batteries could be charged at Thursley Rec Pavilion. **(10/20)**.

6505 The clerk advised that a further VAS was available. Cllrs agreed that only 1 x VAS was required as it worked best when moved every five weeks. **(10/20)**. **Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

- 6506 Cllr P Murphy has contacted Edward Knowles of The Lane Trust, (WMP SANG management company) and has arranged a meeting on site on 4th November 2020. JB will also attend. **(10/20). Minute to be removed next month.**
- 6507 A letter was received from ECC asking if the PC would consider the installation of a borehole at Thursley Road Rec as a future CIL project. It was thought that the football and cricket clubs would fund 50% of this project. The clerk to circulate the letter to cllrs and to add this to the November agenda. **(10/20). Minute to be removed next month.**
- 6508 The PC had received notice from St James Primary School that the early years team in Surrey had advised that there was currently insufficient demand in the village for a second pre school. The school had therefore put its plans for a pre school on hold and would be withdrawing its CIL application. The school has also sent a copy of the its' revised travel plan **(10/20). Minute to be removed next month.**
- 6509 The clerk advised that an email had been received regarding a plan for 2000+ houses on an area of the Hogs Back owned by Surrey University. **(10/20). Minute to be removed next month.**
- 6510 The SCC ROW annual report has been received and has been circulated to cllrs. **(10/20). Minute to be removed next month.**
- 6511 A significant amount of vegetation was encroaching on the footpath in front of the school - this has now been cut back. **(10/20). Minute to be removed next month.**
- 6512 Information has been received about this years Remembrance events. Limited numbers will be allowed to attend the church service. The RBL Elstead have advised that there will not be a service at the war memorial this year. The clerk has organised a wreath for the PC. **(10/20). Minute to be removed next month.**
- 6513 The clerk has received notification of Recognising you Awards and has publicised this and circulated to youth organisations. **(10/20). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT – OCTOBER 2020

- 6514 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
The Clockhouse	4140	Donation	£1,500.00
Maxwell & Co	4141	Salary preparation	£72.00
Elstead Food Bank	4142	Donation (Smiths Charity)	£1,000.00
Diane Snape	4143	Cemtery plants	£17.49
Pelhams	4144	Negotiating the Backland	£150.00
John Mathisen	4145	OE flower expenses	£174.98
Richard Knight	4146	Woolfords Lane	£99.00
Richard Knight	4147	Maintenance	£46.00
Juliet Williams	4148	Working from home allowance	£15.00
Juliet Williams	4149	Salary 1 of 2	£999.00
Juliet Williams	4150	salary 2 of 2	£708.88

Grasstex Ltd	4151	Grass cutting services	£3,027.12
Help in Elstead	4152	Donation (Smiths Charity)	£500.00
The RBL	4153	Poppy Appeal	£25.00
The Play Inspection Company	4154	Quarterly play inspection	£270.00
Wilbar Associates	4155	Highways Accreditation Course	£156.00
			£8,760.47

28.0 MATTERS RAISED BY MEMBERS

- 6517 Cllr Davidsen advised that there were a lot of white paint markers on Thursley Road and questioned whether some remedial work was going to be undertaken. **(10/20).**
- 6518 Cllr Mathisen asked for the clerk to obtain a contact for the Environmental Agency from Ian Fowler, SCC. **(10/20).**
- 6519 Cllr Gardner questioned the reliability of planning applications and cited an application that had resulted in the removal of a yew tree which had not been noted on the planning application. Cllr Gardner noted that had this been detailed in the original plans there might have been more objections to the plans. Cllr Gardner to ask the tree officer to investigate. **(10/20).**

Meeting closed at 10.05 pm



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 16th November 2020 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6520 There were no questions from any members of the public. **(11/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6521 There were no apologies. **(11/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6522 Cllr Rees declared an interest in agenda item 21. Cllr P Murphy declared in an interest in agenda item 22. No councillors declared 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 2018. **(11/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 19th OCTOBER 2020

6523 The minutes of the Parish Council meeting held on 19th October 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(11/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 19th OCTOBER 2020

6524 The minutes of the planning meeting held on 19th October 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(11/20). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF THE FINANCE MEETING HELD 4th NOVEMBER 2020

- 6525 The minutes of the finance meeting held on 4th November 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(11/20). Minute to be removed next month.**

6.0 MATTERS ARISING

- 6526 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. There was no further update on FP64. **(11/20).**
- 6527 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 has received a response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways had added more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. The clerk has also reported the damaged chevron on the bend by Withybridge House. The clerk has chased and there is no further update as to when they will be reinstated. **(11/20).**
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6528 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. Cllr D Else stated that there was no further update. **(11/20). Minute to be removed next month.**
- 6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local*

Planning Authority. Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20).**

- 6529 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. WBC have now contacted the PC and asked for a copy of the Heads of Terms and map so that they can be sure they have the correct version. The clerk has forwarded the documentation. The leases have been approved by the Executive and it is now with the WBC legal department who have confirmed that the paperwork is due by 20th November. **(11/20).**
- 6530 RK attended and passed a Highways Accreditation course on 27th October which will now allow him to undertake vegetation clearance alongside the highway on behalf of the PC. **(11/20). Minute to be removed next month.**
- 6531 The Thursley Road Rec does not appear to be registered. The Clerk has contacted Hedleys, the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. Hedleys have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk has sent details of the SSE waylease agreement to Hedleys and has asked Cllr Harmer for a contact at SCC in order to see whether the PC's ownership is recorded on the SCC commonland register. Councillors discussed whether the PC should register half the road as well but it was agreed that only the grassed area would be registered. Cllr Mathisen declared an interest in this item. Hedleys, have advised that they require further paperwork to prove that the PC has been maintaining the ground for a long period of time. **(11/20).**
- 6532 The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns about the proposed route and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. The clerk to write to SCC for a progress update and copy Cllr Harmer. **(11/20).**
- 6533 LAP at Water Meadow Place (WMP): The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. There has been considered correspondence over this matter with Clarion, WBC and Planning Enforcement for the past year. A meeting was held at Water Meadow Place and was attended by Cllrs Murphy, Jacobs and D Else as well as Mrs Davidsen, Zac Ellwood (ZE), John Bennet JB), Cllr A Macleod (AM) and the clerk. The objective of the meeting was to discuss the absence of a LAP/LEAP and the failure to implement the SANG. Councillor Macleod recognised that the play area provision was both inadequate and unsuitable. ZE proposed that he would write to Clarion and Thakeham to seek a meeting to discuss this matter. ZE did accept that WBC had likely made a mistake when they had discharged the condition. The clerk to chase ZE to see if Clarion and Thakeham have agreed to meet to discuss this matter. **(11/20).**

- 6534 BW69 remedial repairs: The clerk has followed this up on a number of occasions but there has been no response and SCC's target completion date of March 2020 has now slipped. SCC Countryside had been waiting on SSI consent and had asked for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. The clerk to email SCC again copying Cllr Harmer. **(11/20).**
- 6535 EER plan: need to identify the intent and refresh the plan. This will be looked at by Cllrs Rees and Snape who are meeting in November to kick start this process. **(11/20).**
- 6536 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion on several occasions. The boardwalk is now in a very poor state. The boardwalk is not suitable for pedestrians particularly young children and is inaccessible by wheelchair users. In addition there are no mown paths in the SANG as per the original plan and Cllr Davidsen was concerned about the creaking and cracking sound of the boardwalk. Cllr Murphy has contacted The Land's Trust who have advised that Thakeham and Clarion should have completed all outstanding items by w/e 24th July. Further correspondence has been sent to WBC enforcement, The Land Trust over the poor condition of the land. The poor condition of the SANG was discussed in the meeting with WBC at water Meadow Place on 16th October 2020 and a follow up meeting has been arranged with the Land Trust on 4th November. Cllr D Else and John Bennett, Planning Enforcement, WBC will attend. **(11/20) Minute to be removed next month as covered under agenda item 9.**
- 6537 Following the Annual Playground Inspection report most remedial repairs were completed w/c 21.09.2020 by Kompan however 4 x sets of swing chains needed to be returned (were not required) and in addition Kompan had supplied 1 x set of swing chains in the incorrect length (the correct chains have now been fitted). The clerk met with the Account Manager on 23rd October to highlight the PC's dismay at Kompan's high maintenance charges and the fact that items need to be fully replaced at great cost rather than being fixed. There has been no formal response from the Account Manager although a credit note has been issued for the returned swing chains. Still to be resolved is the issue of whether the spika (item cannot be lubricated, the whole top needs replacing) and spire net (movement detected by inspector but Kompan state that the item should move) need remedial work. The clerk advised councillors that the cost to tighten the spire net was £1,000 and to replace the top of the spika £810. In view of the issues with the chains Kompan were offering to provide the podium of the spika for (actual cost £260). The clerk has been unable to arrange for Paintics to do the paintwork and this will probably need to be deferred until the Spring. **(11/20).**
- 6538 Village road sign poll: The new signpost has been installed following the completion of the village green tree works. **(11/20). Minute to be removed next month.**
- 6539 Defibrillators: The new signage has been delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Rec and it would cost the PC +£25 to do this sign separately. The clerk is still waiting for the postcode to Gala Lane to be generated and has followed this up with WBC who cannot confirm when this will be completed. The clerk to produce laminated signage in the meantime. **(11/20).**
- 6540 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. 2 designs were circulated to councillors. It was agreed that the preferred option was a green border and the name of

the rec in black. The clerk to advise EVTC as the PC would like to proceed in spite the new road being named. **(11/20).**

- 6541 Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC has written a letter to those residents who are affected explaining that SCC would like to send a camera to explore the pipework with a view to resolving the problem. The clerk sent a list of houses who have confirmed that SCC may inspect the pipework on their land to IF who has advised that he requires confirmation that if necessary SCC can dig up the garden to enable SCC to investigate further as and when required. This resulted in a lengthy discussion - the clerk to arrange a meeting with IF to resolve this point. **(11/20).**
- 6542 Cllr Murphy and the clerk showed WB and CS the damaged fence to the rear of Hazelwood. The clerk has subsequently reported this to WBC Housing who have arranged for it to be repaired and the gate to be locked. The work has still not been completed and the clerk has sent a new set of photos to WBC after the October meeting. WBC advised that the fencing would be done before the November meeting. The clerk to check. **(11/20).**
- 6543 Debriefing meeting on response to Thursley NNR fire: Cllrs Murphy, Rees and The Clerk attended along with Cllrs J and D Else and representatives from Thursley PC, SCC, WBC, Police, Surrey F&R. Cllr Rees felt that it was a disappointing meeting as it felt that everything was being pushed back to the PC's whereas from our perspective it should have been better managed and led by SCC and WBC. Cllr Murphy noted the main issue being the breakdown in communication and that the PC could only post facebook updates obtained from the police standing on duty by Woolfords Lane. Cllr D Else noted that the debrief referred to Sunday but did not refer to the start of the incident which was Saturday when a number of Elstead residents were evacuated. Cllr J Else has sent a message in the strongest terms asking for this to be put in front of WBC's Scrutiny and Overview Committee. **(11/20)**
Minute to be removed next month.
- 6544 The road leading to Burford Lodge Recreational Ground: Gala Lane received the greatest number of votes from residents and this has been formally submitted to WBC. There has been no progress on this matter from WBC. The clerk to follow this up. **(11/20).**
- 6545 A cyclist was injured as a result of dangerous parking near the green. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk has contacted SCC Highways who advise that they will add a white 'h' bar to either end of the road in front of the Spar to try and encourage considerate car parking. SCC note that any further requests will result in the village needing to accept double yellow lines. SCC were unable to confirm when the work would take place. **(11/20)**
- 6546 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions but Biffa will not engage with the clerk over this matter. The clerk advised that she had spoken to other clerks who explained that their contractors charge twice as much as Veolia used to charge. The PC recognises that from a sustainability perspective it makes sense for a contractor already visiting the village to undertake this work rather than the PC employing an alternative contractor. It was agreed that some monies would be ringfenced to cover this. The clerk will contact Biffa again. **(11/20).**

- 6547 Village Green tree works: tree works have been completed. **(11/20). Minute to be removed next month.**
- 6548 Woolfords Lane cemetery revamp: Much of the cemetery revamp work has been completed and the cemetery looks much improved. The spring bulbs have now all been planted. And it is just the benches that need to be varnished and repaired. The PC is delighted to have received some very positive feedback from residents. **(11/20).**
- 6474 Sharks Training: Following the success of the portable floodlights more sharks teams would like to train. The parish Council agreed that the Sharks could trial training on four nights of the week rather than three, as at present, however it must consult with those properties neighbouring Burford Lodge Rec about the extra session. If there are no complaints the PC will be happy to extend the floodlight agreement. The Sharks have issued a letter of consultation which the clerk approved. Prior to the meeting the clerk and Cllr Rees shared photos of the floodlights with councillors. The light pollution is greatly reduced so the main concern for residents would be the noise. **(11/20). Minute to be removed next month as covered under agenda item 21.**
- 6549 The Clerk noted that £18,600 had been moved from the deposit account into the current account as the deposit account was being used for POR donations. The clerk was asked to find another savings account in order to keep these monies separate. The clerk listed a number of accounts that were available through Lloyds Bank and it was agreed that this would be an agenda item for the December meeting. **(11/20)**
- 6550 Cllr Murphy contacted BT to see if it would be possible to lease the land but the contact said that it would not be suitable for the public to use the land. BT stated that it has no plans to do anything with this space until 2027. Cllr Murphy has contacted BT again following a meeting with St James' Primary School who have stated that they would like to use this land for staff parking which the PC recognises will go some way to help improve the parking situation in front of the school. The contact at BT to forward this to the relevant departments for consideration. Cllr Murphy has contacted BT via their property management department several times since and councillors agreed that if there was no progress Cllr Murphy would write to Jeremy Hunt to see if he can support this request. **(11/20)**
- 6551 Woolford Lane Cemetery Building: A roofer was contacted to check the building and advised that there are two remedial projects: a) reattach some of the hip tiles £350 and b) replace soffits and fascias (£1200). The clerk to seek comparable quotes for the soffit work. In addition to these projects the door frames are rotten and need replacing / repairing, the clerk to instruct RK to quote. **(11/20).**
- 6552 The wooden fence posts at the Jubilee playpark have rotted underneath. Small concrete posts have been added to support the fence and this is now secure. **(11/20). Minute to be removed next month.**
- 6553 The clerk advised that the website needed to have work done on it to ensure that it complied with the new Accessibility Law. The clerk had obtained a quote for £200. Councillors were surprised as this seemed to be very good value for money. The clerk confirmed that this did include checking the website as well as making it accessible. The clerk to instruct Function 28 to undertake the work. **(11/20).**

- 6554 The clerk advised that the VAS project was being reactivated. The clerk advised that the batteries were £60 each and a charger was £100. Cllrs approved the costs under its powers to contribute to traffic calming schemes, Local Government and rating Act 1997 s.26-29. Cllrs have agreed that the batteries could be charged at Thursley Rec Pavilion. The clerk contacted Peter Harris at SCC who advised that the VS were in a container in Norfolk awaiting collection. **(11/20).**
- 6555 Following the presentation on CFP broadband by a resident at the September meeting cllrs were advised that a group has already been set up to examine the scope for improved broadband coverage in the area from Truxford Corner to Woolfords Lane. The clerk shared the details of this group with the resident and offered the support of the PC. **(11/20). Minute to be removed next month.**
- 6556 Help in Elstead have written to the PC requesting financial help. The PC has agreed and a sum of £500 was given via the Smiths Charity following Trustees approval. A letter has been received from HiE sincerely thanking the PC. **(11/20). Minute to be removed next month.**
- 6557 Village Design Statement (VDS): Cllr Jacobs to arrange an initial meeting with the VDS sub committee. All to read the Churt and Thursley VDS's in advance. **(11/20).**
- 6558 BW504: Cllr Mathisen advised that BW504 is flooding and it is believed that congestion in Sandford Brook is the cause (probably caused by a blockage west of the scraped back area near Pudmore Pond). Cllr Mathisen contacted Dane Brewer who advised that having walked the length of Sandford Brook there was nothing blocking it. Cllr Mathisen advised that there would be a virtual HUG meeting on 1st December which Cllr Murphy would also attend. **(11/20).**
- 6495 Cllr Davidsen advised that potholes are starting to reappear on the road leading to Hankley Common. **(10/20). Minute to be removed next month.**
- 6517 Cllr Davidsen advised that there were a lot of white paint markers on Thursley Road and questioned whether some remedial work was going to be undertaken. **(10/20). Minute to be removed next month.**
- 6559 Cllr Mathisen asked for the clerk to obtain a contact for the Environmental Agency from Ian Fowler, SCC. Cllr Mathisen has drafted an email for the EA which he will forward to the clerk who will send to the EA. **(1Q/20).**
- 6519 Cllr Gardner questioned the reliability of planning applications and cited an application that had resulted in the removal of a yew tree which had not been noted on the planning application. Cllr Gardner noted that had this been detailed in the original plans there might have been more objections to the plans. Cllr Gardner to ask the tree officer to investigate. **(10/20).**

7.0 REPORT FOLLOWING SSALC CLERK NETWORKING MEETING HELD 2nd NOVEMBER 2020

- 6560 Topics included: Remembrance 2020 guidelines in view of COVID, continuation of zoom rather than face-to-face meetings for the time being, playgrounds regulations as a result of lockdown 2.0, rules of community buildings during lockdown 2.0, devolution, Surrey Fund,

PC's to create business plans for the next three years. **(11/20). Minute to be removed next month.**

8.0 REPORT FOLLOWING BURFORD LODGE USER GROUP (BLUG) MEETING HELD 2nd NOVEMBER 2020

6561 The meetings was attended by Cllrs Snape and Rees and the clerk on behalf of the PC. An improvement in the parking situation was reported and the sharks were thanked for their proactive approach to informing home and away teams as to where and where not to park. EVAA were pleased to receive a weekly schedule of fixtures. Users were pleased to note that the abandoned vehicle had been removed and vegetation had been severely cut back which improved access and parking. The PC had advised the BLUG committee of progress with the CCTV project and also advised that remedial works were planned to both the car park surface and to scrape back some of the vegetation to the side on the approach road. The sharks advised that neighbouring properties had been consulted on a one evening extension to training / floodlight use and all discussed the direction the floodlights should be set. A follow up meeting to be held in February 2021. **(11/20). Minute to be removed net month.**

9.0 REPORT FOLLOWING MEETING WITH THE LAND TRUST AT WMP ON HELD 4th NOVEMBER 2020

6562 The site meeting was attended by Cllrs Murphy, D Else and the clerk and was convened as a result of the numerous complaints the PC has written to both Clarion and WBC over the state of the SANG. The Land Trust (LT) advised the PC that when they had taken over the management of the SANG all the planning conditions had been discharged. Clarion should have completed some of the outstanding work but they have not and will not engage with LT. LT have advised that they will finish the work and Cllr Murphy advised them to seek to reclaim these charges from Clarion. The Site Manager advised that the mown paths that had been approved by planning were not necessarily the natural walking route. In addition the LT had undertaken an ecological report that had found that the area was rich in wildlife therefore it was agreed that alternative paths might need to be created and the LT suggested sharing a revised plan with the PC. The LT confirmed that the WMP SANG was for sole use by WMP properties and that it would not be available for other developers to use. The LT to ensure there is ramp access to the boardwalk, will replace the info board with something more robust and seek to have the rubbish bin relocated to the car park area. **(11/20). Minute to be removed net month.**

10.0 REPORT FOLLOWING WINTER PREPAREDNESS BY WBC HELD 11th NOVEMBER 2020

6563 WBC gave a training session on winter preparedness which was attended by the clerk and Cllr J Else. The session explained how the change of command within an emergency and the role of Surrey Local Resilience Forum (SLRF) to which WBC pay £3k per annum. Attendees completed two online 'tests' which were examples of how to manage emergencies. The clerk advised that she raised the issue that by virtue of there being so many people deployed in an emergency situation communications were hampered and that following the fire earlier this year it was unclear whether the communication channels within an emergency situation had been improved. WBC advised that they were still looking into this. **(11/20). Minute to be removed net month.**

11.0 REPORT FOLLOWING CLERKS MEETING WITH TOM HORWOOD HELD 11th NOVEMBER 2020

6564 The clerk attended an update with Tom Horwood., Subjects that were discussed included; the boundary commissions imminent review of electoral boundaries, covid update, finance, staff benefits and CIL workshop. The clerk advised that Elstead and Thursley were disappointed that the CIL deadline had been extended and had questioned whether it was because WBC were waiting on a specific project as it was noted that applications submitted on time exceed the CIL funds that are available. **(11/20). Minute to be removed net month.**

12.0 WBC UPDATE

6565 WBC Full Council met on 20.10.2020 and voted that its contractors should not use pesticides. Cllr Murphy provided some information to Cllr J Else regarding the use of pesticides prior to the meeting. **(11/20). Minute to be removed next month.**

6566 Covid levels are still fluctuation in Waverley and residents are urged to be careful. **(11/20). Minute to be removed next month.**

6567 UA is still very much on the agenda but there is nothing specific to report on this at this time. **(11/20). Minute to be removed next month.**

6568 Cllr Murphy asked of Cllr J Else could chase up Cllr Follows for a response to his letter. Cllr J Else was thanked for helping to push WBC on the village green lease. **(11/20). Minute to be removed next month.**

13.0 SCC UPDATE

6569 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. The clerk to write to HG asking for a progress update and to copy Cllr Harmer. **(11/20)**

6003 There have been further discussions regarding the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

6570 UA from SCC perspective has been put on hold for the time being. However SCC are looking to hold some open forums where questions can be posed to the panel. **(11/20). Minute to be removed next month.**

6571 Flooding on the Milford Road; Cllr harmer to take this matter up with Ian Fowler. **(11/20). Minute to be removed next month.**

6572 Local committee met 13.11.2020 with the main discussion around providing charging points. Towns will be prioritised however if any of the western villages would be interested in forming part of the second tranche of installations in Easter 2021 they should advise Cllr Harmer so that a bid can be put together. **(11/20). Minute to be removed next month.**

6573 Community Infrastructure funds – the fund is now open and ready to accept bids for projects over £20k. **(11/20). Minute to be removed next month.**

- 6574 Tree overhanging the road at the Milford Road / Spring Hill junction. The clerk to write to SL-C copying Cllr Harmer. **(11/20). Minute to be removed next month.**

14.0 NEIGHBOURHOOD PLAN UPDATE

- 6424 In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c 18 dwellings, the NHP SG has agreed that the housing allocation section of the draft NHP will need to be reconsulted. This will involve a review of the current three Green Belt sites. The consultation period is likely to be 6 weeks. Thereafter the plan can be submitted for regulation 15. Councillors supported this decision. **(09/20).**
- 6575 Following the presentation by VAM their site will have to be assessed by Aecom. A second site has been put forward at Kingsmead and this will also need to be assessed as will the WBC proposed site at Springfield. Aecom plan to assess these sites in December 2020 **(11/20).**
- 6576 The Clerk advised that she has applied to Aecom for free technical support to complete the new site assessments – this will also include an SEA and HRA report for all three sites. The free technical support has been granted and an initial meeting with Aecom has been held to discuss the project scope. **(11/20) Minute to be removed next month.**
- 6577 The Clerk advised that she had submitted an application to Locality for funding to cover the additional consultancy work and an award has been granted for £3200 which will cover consultancy work and printed flyers to advertise the final reg 14 consultation. **(11/20) Minute to be removed next month.**
- 6578 Bonfire Hill Planning Application: As a result of Springfield planning proposal the PC to submit further comments in opposition to the Bonfire Hill application. **(11/20) Minute to be removed next month.**
- 6579 Councillors expressed concern that Clarion might be chosen as the developer for Springfield given as they were chosen for the Ockford Ridge development. The PC to draft a letter to Andrew Smith advising him of the PC's concerns if Clarion are to be chosen. **(11/20) Minute to be removed next month.**

15.0 ELSTEAD EMERGENCY RESPONSE (EER)

- 6580 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. As a result of lockdown 2.0 a few more volunteers have registered. **(11/20)**

16.0 PRESERVE OUR RESERVE (POR)

- 6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**
- 6489 CIL Funding: The CIL application for the boardwalk repairs was submitted on time however WBC subsequently announced that the deadline date for CIL applications receipts has been

extended (without consultation) to the end of January 2021. This is very disappointing as it has a huge impact on Natural England's ability to complete the repairs before the ground nesting birds arrive. The clerk has written several letters to WBC regarding this and has requested that the fairest solution would be to split the funding between applications received by the deadline and those applications received by January 2021. The CIL Advisory Board convened to discuss this point but despite the bids exceeding the funding available the committee would not split the funding and as a result all bids will be evaluated in February with monies being released in March 2021. **(11/20)**.

6428 Volunteers insurance: NE are not allowing working groups onto the heath for covid reasons therefore at the moment POR volunteers are working as 'wardens'. Councillors asked if the volunteers were covered by insurance. The clerk to look into this matter. **(09/20)**.

6581 Work on the reserve: NE re undertaking work to clear the old boardwalk and in addition to this work had been commissioned on improving the fire breaks. **(11/20) Minute to be removed next month.**

6582 Donations: the committee is immensely grateful for all the funding it has received. Following the news that CIL funding will not be released until March 2021 the committee to discuss whether it should spend some of the donations immediately so that donors can see some progress. However by spending monies it would lessen the amount we have to match fund which is the basis for most funding awards. **(11/20) Minute to be removed next month.**

17.0 OUR ELSTEAD UPDATE (OE)

6583 The first meeting since lockdown took place on 25th June 2020. OE have decided to focus on litter issues with an idea of targeting EER volunteers to help tidy up the village. Cllr Webster to create a poster. Cllr Rees advised that EER volunteers cannot be mailed about this without their permission first. **(11/20) Minute to be removed next month.**

6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20)**.

6584 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website and the Billmeir Trust have kindly donated £5,000 to this project. The forger has sent through a first draft of the design and the working party has fed back some comments. Progress has been slow due to the forger's availability and a letter to be written to The Billmeir Trust explaining the delay. **(11/20)**.

6585 Planters: frost proof winter planters have been planted and are in situ on the main village green. The expenditure was made under the PC's powers to plant trees and shrubs (Highways Act 1980 s .96) Cllr Mathisen will contact companies to see if anyone would like to sponsor the planters. **(11/20)**.

6492 Cllr Rees asked whether the planters could be added to the PC's insurance schedule. The clerk to liaise with Came & Co, the PC's insurers. **(10/20)**.

6586 Christmas Tree: Cllr Mathisen advised that tree would be installed on 3rd December. The Parish Council is very appreciative to Oxenford Farm for providing a tree. The clerk to

complete the tree risk assessment. Members from across the community will be invited to make decorations to hang on the tree. **(11/20)**

18.0 APPROVE SCHEME OF DELEGATION

6587 Scheme of delegation: as a result of covid it is advisable for all council's to have this in place. The draft scheme was circulated prior to the meeting. Two small amends were made and the scheme was ratified with those amends and will be signed after the meeting. **(11/20)**
Minute to be removed next month.

19.0 CCTV – AGREE A PROVIDER

6588 CCTV: in order to better determine which CCTV provider would be the most appropriate Cllr Murphy and the clerk had met with Stephen Cake (Designing Out Crime Officer). He agreed that the proposal as a sensible proposal and was able to suggest an alternative for the EVAA to consider. Following the meeting he evaluated the three quotes and his report was circulated to councillors prior to the November meeting. The clerk to ask KBO to quote for one more camera in order that the specifications are comparable. Decision to be made on which CCTV provider to select in the December meeting. **(11/20). Minute to be removed next month as will be an agenda item.**

20.0 BURFORD LODGE PAVILION - INSURANCE

6589 The Clerk advised that the Burford Lodge Pavilion is still being used for storage and as such should be covered by insurance. Came & Co (the PC's insurance brokers) advised after much research that the building may be covered under the PC's existing public liability cover however the building must be checked regularly. **(11/20). Minute to be removed next month.**

6590 Following the discussion about the public liability cover for Burford Lodge Pavilion there was a lengthy discussion about the need for user agreements with the clerk advocating the need for all commercial users of parish recreational facilities to supply a copy of their insurances and risks assessments. The clerk to seek advice on whether any form of agreement is necessary. **(11/20).**

21.0 FLOODLIGHT POLICY

6591 Following their request to increase training from three to four nights a week at Burford Lodge rec, The sharks had undertaken a public consultation with neighbouring properties surrounding Burford Lodge Rec. There were no formal objections to the consultation although one neighbour responded that they felt that the floodlights should be directed away from another neighbouring property. Following the consultation the sharks have agreed to look at the floodlight orientation. The revised draft floodlight policy was circulated prior to the meeting and was ratified by councillors. Cllr Murphy and Mr Judge to sign the policy after the meeting. **(11/20). Minute to be removed next month.**

22.0 BORE HOLE THURSLEY ROAD REC

6592 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. **(11/20). Minute to be removed next month.**

23.0 PURCHASE OF A WARNING BEACON FOR PC CONTRACTOR

- 6593 RK the contractor for the PC had recently attended a Highways Accreditation Course. As part of the course attendees were advised that their vehicles must carry an appropriate warning signal for their vehicles. Councillors discussed this matter and as RK only undertakes highways work for the PC it was agreed that the PC should fund this cost of £150 which it does under its' powers to plant trees and shrubs and to maintain roadside verges (Highways Act 1989 s.96) . **(11/20). Minute to be removed next month.**

24.0 FINANCE

- 6594 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. There was nothing of concern to note otherwise the Clerk would have ensured councillors were advised of any issues. **(11/20). Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

- 6595 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. There was nothing of concern to note otherwise the Clerk would have ensured councillors were advised of any issues. **(11/20). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT – NOVEMBER 2020

- 6596 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
1st Call Trees	4157	village green tree works	£768.00
Richard Knight	4158	cemetery improvements	£161.00
VOID	4159	VOID	
Richard Knight	4160	maintenance and training	£1,158.46
John Mathisen	4161	christmas tree lights	£19.99
SSE	4162	Burford Lodge Pavilion	£66.12
Juliet Williams	4163	salary 1 of 2	£999.00
Juliet Williams	4164	salary 2 of 2	£514.30
Juliet Williams	4165	expenses	£59.23
Diane Snape	4166	our elstead & cemetery planting	£22.45
Patrick Murpy	4167	chairmans allowance	£225.00
Ereception	DD	EER telephone	£53.90
PWLB	DD	loan repayment	£942.17
			£4,989.62

28.0 MATTERS RAISED BY MEMBERS

6597 As a result of a loss of technology coverage this part of the meeting was not covered and will be covered at the December meeting which is being held two weeks earlier than usual. There was nothing of concern to note otherwise the Clerk would have ensured that councillors had had the chance to raise any issues brought to them by residents. **(11/20).**
Minute to be removed next month.

Meeting closed at 10.05 pm



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 7th December 2020 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6598 There were no questions from any members of the public. **(12/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6599 Apologies were received from Cllr Webster who was unable to attend. Councillors accepted these apologies. **(12/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6600 No councillors declared 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 2018. **(12/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th NOVEMBER 2020

6601 The minutes of the Parish Council meeting held on 16th November 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(12/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 16th NOVEMBER 2020

6602 The minutes of the planning meeting held on 16th November 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(12/20). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF THE SMITHS CHARITY MEETING HELD 2nd DECEMBER 2020

- 6603 The minutes of the Smiths Charity meeting held on 2nd December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(12/20). Minute to be removed next month.**

6.0 MATTERS ARISING

- 6526 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. There was no further update on FP64. **(11/20).**
- 6527 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 has received a response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways had added more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. The clerk has also reported the damaged chevron on the bend by Withybridge House. The clerk has chased and there is no further update as to when they will be reinstated. **(11/20).**
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6047 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy has drafted the letter and the clerk has confirmed that the letter has been sent. **(04/20).**
- 6604 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. WBC legal department forwarded a new lease for the PC to consider. The revised lease would impose obligations on the Parish Council and not on WBC and for that reason the PC agreed it was not prepared to agree to these terms. Councillors agreed that the best course of action would be for WBC to transfer the title of the land to the PC and this is in line with WBC's policy of transferring assets. The clerk to respond to WBC on these points. If WBC will not transfer the land then councilors will have to reconsider the new lease. **(12/20).**

- 6531 The Thursley Road Rec does not appear to be registered. The Clerk has contacted Hedleys, the PC's legal advisers to seek advice on how to register it and they have replied saying that they will need a copy of the title deeds etc which the clerk does not have. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. Hedleys have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk has sent details of the SSE waylease agreement to Hedleys and has asked Cllr Harmer for a contact at SCC in order to see whether the PC's ownership is recorded on the SCC commonland register. Councillors discussed whether the PC should register half the road as well but it was agreed that only the grassed area would be registered. Cllr Mathisen declared an interest in this item. Hedleys, have advised that they require further paperwork to prove that the PC has been maintaining the ground for a long period of time. **(11/20).**
- 6605 FP61: The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns about the proposed route and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and agreed. The clerk had circulated an update from HG (SCC Countryside) prior to the December meeting which stated that preparatory work on this route was being undertaken in January 2021 and it was hoped that surface work would commence in February 2021. **(12/20).**
- 6606 LAP at Water Meadow Place (WMP): The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. There has been considered correspondence over this matter with Clarion, WBC and Planning Enforcement for the past year. A meeting was held at Water Meadow Place and was attended by Cllrs Murphy, Jacobs and D Else as well as Mrs Davidsen, Zac Ellwood (ZE), John Bennet JB), Cllr A Macleod (AM) and the clerk. The objective of the meeting was to discuss the absence of a LAP/LEAP and the failure to implement the SANG. Councillor Macleod recognised that the play area provision was both inadequate and unsuitable. ZE proposed that he would write to Clarion and Thakeham to seek a meeting to discuss this matter. ZE did accept that WBC had likely made a mistake when they had discharged the condition. The clerk asked ZE if he has arranged a meeting with Clarion and Thakeham and ZE confirmed that this had not been able to do this yet. **(12/20).**
- 6607 BW69 remedial repairs: The clerk has followed this up on a number of occasions but there has been no response and SCC's target completion date of March 2020 has now slipped. A detailed status report from SCC Countryside had been circulated prior to the December meeting. HG advised that SCC Countryside will use winter 2020/21 to plan the project. HG explained that an HRA is required in order to obtain SSSI consent and SCC were waiting for an officer to complete this. In addition to the update on BW69, SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway

between Elstead and Milford and asked if the Parish Council would like to consider a name for this route. **(12/20).**

- 6535 EER plan: need to identify the intent and refresh the plan. This will be looked at by Cllrs Rees and Snape who are meeting in November to kick start this process. **(11/20).**
- 6608 Following the Annual Playground Inspection report most remedial repairs were completed w/c 21.09.2020 by Kompan. The clerk has negotiated a credit note and a reduction in the overall cost of the works following anomalies with what Kompan were invoicing. Still to be resolved is the issue of whether the spika (item cannot be lubricated, the whole top needs replacing) and spire net (movement detected by inspector but Kompan state that the item should move) need remedial work. The clerk advised councillors that the cost to tighten the spire net was £1,000 and to replace the top of the spika £810. In view of the issues with the chains Kompan were offering to provide the podium of the spika for (actual cost £260). The clerk to determine whether this work is needed and if so to arrange. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably need to be deferred until the Spring. **(11/20).**
- 6609 Defibrillators: The new signage has been delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Rec and it would cost the PC +£25 to do this sign separately. The clerk is still waiting for the postcode to Gala Lane to be generated and has followed this up with WBC who have confirmed this will be approved in January when the building work is scheduled to commence. If this is delayed any further the clerk will arrange for the signage to be produced and print the remaining sign separately. **(12/20).**
- 6610 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. 2 designs were circulated to councillors. It was agreed that the preferred option was a green border and the name of the rec in black. The clerk to advise EVTC as the PC would like to proceed despite the access road being named. Councillors confirmed that even with the road being named the sign should still be produced. The clerk to action. **(12/20).**
- 6611 Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC has written a letter to those residents who are affected explaining that SCC would like to send a camera to explore the pipework with a view to resolving the problem. The clerk sent a list of houses who have confirmed that SCC may inspect the pipework on their land to IF who has advised that he requires confirmation that if necessary SCC can dig up the garden to enable SCC to investigate further as and when required. This resulted in a lengthy discussion - the clerk has contacted IF on several occasions to arrange a meeting to no avail. **(12/20).**
- 6612 Cllr Murphy and the clerk showed WB and CS the damaged fence to the rear of Hazelwood. The clerk has subsequently reported this to WBC Housing who have arranged for it to be repaired and the gate to be locked. The work has still not been completed and the clerk has sent a new set of photos to WBC after the October meeting. WBC advised that the fencing would be done before the November meeting. The clerk checked and it remains unsecured and WBC are unable to provide a time at which it will be repaired. The clerk to follow up again. **(12/20).**

- 6613 The road leading to Burford Lodge Recreational Ground: Gala Lane received the greatest number of votes from residents and this has been formally submitted to WBC. There has been no progress on this matter from WBC. The clerk follow this up and WBC confirmed that the build was likely to start in January at which point payment by the resident would be made to fund the name and postcode generation. **(12/20)**.
- 6545 A cyclist was injured as a result of dangerous parking near the green. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk has contacted SCC Highways who advise that they will add a white 'h' bar to either end of the road in front of the Spar to try and encourage considerate car parking. SCC note that any further requests will result in the village needing to accept double yellow lines. SCC were unable to confirm when the work would take place. **(11/20)**
- 6614 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions but Biffa will not engage with the clerk over this matter. The clerk advised that she had spoken to other clerks who explained that their contractors charge twice as much as Veolia used to charge. The PC recognises that from a sustainability perspective it makes sense for a contractor already visiting the village to undertake this work rather than the PC employing an alternative contractor. It was agreed that some monies would be ringfenced to cover this. The clerk contacted Biffa again expressing disappointment at the lack of response or acknowledgement to her emails. Biffa advised that they are too busy and not in a position to raise a nw contract but will continue to empty the Parish Councils' bins. **(12/20)**.
- 6548 Woolfords Lane cemetery revamp: Much of the cemetery revamp work has been completed and the cemetery looks much improved. The spring bulbs have now all been planted. And it is just the benches that need to be varnished and repaired. The PC is delighted to have received some very positive feedback from residents. **(11/20)**.
- 6549 The Clerk noted that £18,600 had been moved from the deposit account into the current account as the deposit account was being used for POR donations. The clerk was asked to find another savings account in order to keep these monies separate. The clerk listed a number of accounts that were available through Lloyds Bank and it was agreed that this would be an agenda item for the December meeting. **(11/20)**
- 6615 Cllr Murphy contacted BT to see if it would be possible to lease the land but the contact said that it would not be suitable for the public to use the land. BT stated that it has no plans to do anything with this space until 2027. Cllr Murphy has contacted BT again following a meeting with St James' Primary School who have stated that they would like to use this land for staff parking which the PC recognises will go some way to help improve the parking situation in front of the school. The contact at BT to forward this to the relevant departments for consideration. BT have now advised that they are sympathetic to the request but have ceased issuing licenses on their land as a result of covid. Cllr Murphy has asked Jeremy Hunt to write directly to the CEO of BT supporting this opportunity. Cllr Snape to follow up with Cllr J. Else to confirm that the letter from JH has been sent. **(12/20)**
- 6616 Woolford Lane Cemetery Building: A roofer was contacted to check the building and advised that there are two remedial projects: a) reattach some of the hip tiles £350 and b) replace soffits and fascias (£1200). The clerk to seek comparable quotes for the soffit work. In addition to these projects the door frames are rotten and need replacing / repairing, the

clerk to instruct RK to quote. It was agreed that the clerk would wait until January before seeking comparative quotes. **(12/20).**

6617 The clerk advised that the website needed to have work done on it to ensure that it complied with the new Accessibility Law. The clerk had obtained a quote for £200. Councillors were surprised as this seemed to be very good value for money. The clerk confirmed that this did include checking the website as well as making it accessible. The clerk confirmed that Function 28 have been instructed to undertake the work. **(12/20).**

6618 The clerk advised that the VAS project was being reactivated. The clerk advised that the batteries were £60 each and a charger was £100. Cllrs approved the costs under its powers to contribute to traffic calming schemes, Local Government and rating Act 1997 s.26-29. Cllrs have agreed that the batteries could be charged at Thursley Rec Pavilion. The clerk contacted Peter Harris (PH) at SCC who advised that the VAS were in a container in Norfolk awaiting collection. The clerk met with PH who explained that the VAS were still in Norfolk and could not be collected due to covid restrictions as this was deemed unessential travel. **(12/20).**

6619 BW504: Cllr Mathisen advised that BW504 is flooding and it is believed that congestion in Sandford Brook is the cause (probably caused by a blockage west of the scraped back area near Pudmore Pond). Cllr Mathisen contacted Dane Brewer who advised that having walked the length of Sandford Brook there was nothing blocking it. Following the HUG meeting a site visit has been arranged **(12/20).**

6620 Cllr Mathisen asked for the clerk to obtain a contact for the Environmental Agency from Ian Fowler, SCC. Cllr Mathisen has drafted an email for the EA which he will forward to the clerk who will send to the EA. The clerk has requested a contact for the EA from IF. **(12/20).**

6519 Cllr Gardner questioned the reliability of planning applications and cited an application that had resulted in the removal of a yew tree which had not been noted on the planning application. Cllr Gardner noted that had this been detailed in the original plans there might have been more objections to the plans. Cllr Gardner to ask the tree officer to investigate. **(10/20).**

6621 Following the discussion about the public liability cover for Burford Lodge Pavilion there was a lengthy discussion about the need for user agreements with the clerk advocating the need for all commercial users of parish recreational facilities to supply a copy of their insurances and risks assessments. The clerk spoke to Came & Co who advised that it would be preferable to have a user agreement in place and the PC should at the very least have copies of formal users insurance and risk assessments. The clerk to obtain an exemplar user agreement. **(12/20).**

7.0 REPORT FOLLOWING ST JAMES PRIMARY SCHOOL MEETING HELD 16th NOVEMBER 2020

6622 It had been agreed that the PC and St James Primary School would meet at regular intervals to develop a working relationship. The report of this update meeting had been circulated before the December PC meeting. There was nothing significant to note and councillors had no further questions. **(12/20). Minute to be removed next month.**

8.0 REPORT FOLLOWING HUG MEETING HELD 1st DECEMBER 2020

6623 A summary of the meeting has been circulated by Cllr Mathisen prior to the Parish Council meeting. Cllr Mathisen advised that a site visit had been arranged with Landmarc for 11th December to assess the congestion at Sandford brook and the impact of this to BW 504. Cllr Mathisen also advised that an electronically operated gate was due to be installed at the Westbrook entrance to Hankley Common. Councillors agreed that this would do much to improve security and prevent rogue drivers. The gate would still allow access for cyclists and horseriders. **(12/20). Minute to be removed next month.**

9.0 WBC UPDATE

6624 There was no update from Waverley Borough Council. **(12/20). Minute to be removed next month.**

10.0 SCC UPDATE

6625 Cllr Harmer reminded councillors of two funding options; Members Allocation for which the bore hole might be a suitable project and Your Fund Surrey. Cllr Mathisen asked whether an electrical connection to the Village Green would be a suitable project for one of the aforementioned funding opportunities. The Clerk reminded councillors that it would be necessary to seek permission from WBC who are the current legal landowners. **(12/20). Minute to be removed next month.**

6569 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. The clerk to write to HG asking for a progress update and to copy Cllr Harmer. **(12/20) Minute to be removed as covered under minute 6605**

6003 There have been further discussions regarding the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

11.0 NEIGHBOURHOOD PLAN UPDATE

6626 The clerk contacted Waverley Planning Policy team requesting an update as the number of new houses that are required. WBC advised that this would take a month but in the end able to provide the figures quicker however the SG believe that the numbers are incorrect. The clerk to contact WBC. **(12/20).**

6424 In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c 18 dwellings, the NHP SG has agreed that the housing allocation section of the draft NHP will need to be reconsulted. This will involve a review of the current three Green Belt sites. The consultation period is likely to be 6 weeks. Thereafter the plan can be submitted for regulation 15. Councillors supported this decision. **(09/20).**

6627 Following the presentation by VAM their site will have to be assessed by Aecom. A second site has been put forward at Kingsmead and this will also need to be assessed as will the WBC proposed site at Springfield. A zoom meeting was held with Aecom and information

was then sent to the Aecom Consultants in order that they start the evaluation of the three sites. Aecom plan to assess these sites in December 2020 and hope to have the draft report ready before Christmas 2020. **(12/20).**

6628 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020. It was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. A follow up meeting has been arranged for 11.01.21. **(12/20).**

6629 The clerk confirmed that the c. £3k funding has been received in the PC's bank account from Locality. **(12/20) Minute to be removed next month.**

12.0 ELSTEAD EMERGENCY RESPONSE (EER)

6630 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. As a result of lockdown 2.0 a few more volunteers have registered. There have been no recent client requests however the working party will continue to meet fortnightly. **(12/20)**

13.0 PRESERVE OUR RESERVE (POR)

6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**

6489 CIL Funding: The CIL application for the boardwalk repairs was submitted on time however WBC subsequently announced that the deadline date for CIL applications receipts has been extended (without consultation) to the end of January 2021. This is very disappointing as it has a huge impact on Natural England's ability to complete the repairs before the ground nesting birds arrive. The clerk has written several letters to WBC regarding this and has requested that the fairest solution would be to split the funding between applications received by the deadline and those applications received by January 2021. The CIL Advisory Board convened to discuss this point but despite the bids exceeding the funding available the committee would not split the funding and as a result all bids will be evaluated in February with monies being released in March 2021. **(11/20).**

6428 Volunteers insurance: NE are not allowing working groups onto the heath for covid reasons therefore at the moment POR volunteers are working as 'wardens'. Councillors asked if the volunteers were covered by insurance. The clerk to look into this matter. **(09/20).**

6631 James Mendelssohn has contacted NE to ask when they can start work on reinstating the boardwalk. NE responded by explaining that they needed more time to consider what would be the best course of action and the best material for the boardwalk. James has drafted an excellent article for the Village News explaining the situation. The clerk to post the article on facebook and the village news. **(12/20). Minute to be removed next month.**

6632 The issue of problematic parking along the Thursley Road (beyond The Moat) was raised by councillors. It was agreed that the increase in parking might be as a result of covid restriction with everyone being encouraged to stay local and therefore might die down. If there is still a parking issue beyond covid it was agreed that remedial measures would need to be considered. **(12/20). Minute to be removed next month.**

14.0 OUR ELSTEAD UPDATE (OE)

- 6012 Village Wide Fete: Discussions have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20).**
- 6633 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website and the Billmeir Trust have kindly donated £5,000 to this project. The forger has sent through a first draft of the design and the working party has fed back some comments. Progress has been slow due to the forger's availability and a letter to be written to The Billmeir Trust explaining the delay. Cllr Mathisen advised that the working party were hoping to receive a revised design before Christmas. **(12/20).**
- 6634 Planters: frost proof winter planters have been planted and are in situ on the main village green. The expenditure was made under the PC's powers to plant trees and shrubs (Highways Act 1980 s.96) Cllr Mathisen will contact companies to see if anyone would like to sponsor the planters. No companies have been approached/come forward for sponsorship therefore it was agreed that the Parish Council would be happy to fund them. **(12/20). Minute to be removed next month.**
- 6492 Cllr Rees asked whether the planters could be added to the PC's insurance schedule. The clerk to liaise with Came & Co, the PC's insurers. **(10/20).**
- 6635 Christmas Tree: Cllr Mathisen, RK, AW and MW were thanked for their work in installing the Christmas tree on 3rd December and St James Primary were thanked for decorating the tree. The Parish Council is very appreciative to Oxenford Farm for providing a tree. The clerk completed a tree risk assessment. Members from across the community have been invited to make decorations to hang on the tree. **(12/20) Minute to be removed next month.**

15.0 CCTV CONFIRM PROVIDER

- 6636 Three security firms had provided quotations for CCTV at Burford Lodge Rec. Following a discussion it was agreed that the Clerk would obtain further feedback as to which would be the most appropriate camera. SC, A member of the Surrey Police attended the site along with the clerk and cllr Murphy and agreed that the proposal was suitable. Following the meeting SC read the three proposals and provided a detailed report which the clerk had circulated in advance of the meeting. After a detailed discussion it was agreed that whilst the Absolute Security quote was a little more expensive than the KBO Quote, Absolute Security had provided a detailed site assessment which KBO had not. A few councillors had had experience of using Absolute Security and after a unanimous vote it was agreed that Absolute Security should be employed for this project. The clerk to engage Absolute Security. **(12/20).**

16.0 BORE HOLE THURSLEY ROAD REC

- 6637 Cllr Murphy declared an interest in this item. A document had been shared prior to the meeting illustrating the project. Councillors were advised that the bore hole would be a small installation measuring c. 2 x 2 x 1 feet and it would be sited near the play area. Councillors were pleased to hear that £5k had already been committed in funding from the Billmeir Trust and expressed strong support in principle for the project agreeing that the borehole could be located on PC land. At present however the PC has no CIL receipts, so it

cannot commit any funds as yet to the project. Councillors also indicated that a decision on funding would in part depend upon the success of the fundraising efforts among the sports clubs. At the meeting, Cllr Harmer pointed to the new Surrey CC community fund 'Your Fund Surrey' as it appears that the borehole project appears to meet several of the fund criteria and the Elstead Recreational is clearly an eligible organisation. Cllr Murphy to advise the Bore Hole Fundraising Committee. **(12/20).**

17.0 RESPONSE TO LPP2 CONSULTATION

- 6638 WBC have announced the start of the LPP2 consultation which will run until 29th January. It was agreed that councillors would read the document and feedback any comments to the clerk by 04.01.2021. The comments would then be circulated in advance of the January meeting and a formal response would then be drafted. **(12/20).**

18.0 REQUEST FOR ACCESS ONTO BURFORD LODGE

- 6639 A resident had approached the Parish council requesting vehicular access to the rear his property over Burford Lodge Rec, Parish Council land. Councillors discussed the matter at length but were concerned that access would cross over a public footpath, result in the removal of green vegetation and would mean the loss of car parking spaces in Burford Lodge Rec car park. Councillors agreed that they were unable to support this request. He clerk to notify the resident. **(12/20)**

19.0 FINANCE

- 6640 External audit report: The clerk advised that official notification had been received confirming that the external audit had been successfully completed. The clerk to post the notification on the noticeboard and the website. **(12/20). Minute to be removed next month.**
- 6641 Up to date financial overview: The clerk had circulated the update prior to the meeting. There was nothing of concern to note. The clerk estimated that the year end figures were as follows: income £131,147, expenditure £100,715 and bank balance £78,700. It was noted that the income figure included c £18k (that had been moved across to free up the deposit account for POR donations) plus easement monies. It was agreed that the easement monies should be moved to a savings account but that the £18k should stay in the business account as it had been accumulated for play equipment and should have been moved across to cover the recent Burford Lodge upgrade. The clerk confirmed that the accounts have been reconciled and this has been checked and verified by Cllr Jacobs. **(12/20). Minute to be removed next month.**
- 6642 To approve the proposed draft budget FY 21/22 including precept: the budget had been circulated in advance of the meeting. The clerk had circulated the draft budget in advance of the meeting. The draft budget recommended a small precept increase. Councillors agreed to the small increase. Councillor Murphy proposed drafting an article for the village news explaining the proposed increase which is as a result of a reduction in funding from Waverley Borough Council and an increase in activity that the parish council is having to undertake that would have been historically completed by SCC or WBC. Councillor did agree to an increased hourly rate for RK. RK is recognised as providing an excellent service undertaking jobs promptly, to a high service and at a reasonable rate. The clerk to submit the precept request to WBC. **(12/20). Minute to be removed next month.**

6643 To discuss business objectives for FY 21/22: it was agreed that this would be an agenda item at the January meeting. **(12/20). Minute to be removed next month.**

6644 To approve the cost of replacing the defibrillator pads.: Councillors approved the cost to replace 3 x defibrillator pads at £129. The pads are due to expire in February 2021. The clerk to order them. **(12/20).**

20.0 REPORTS AND CORRESPONDENCE

6645 A resident had noted a tree trunk that had been left by Elstead Bridge by SCC. It was agreed that it would be quicker for the clerk to ask RK to remove it. **(12/20). Minute to be removed next month.**

6646 A resident asked if encroaching trees from PC land onto their land could be removed. It was agreed that RK should deal with this matter and whilst in advance he would be asked to clear the Croft which had a lot of waste and rubbish on it. **(12/20). Minute to be removed next month.**

6647 The clerk advised that there is to be a boundary review meeting in January 2021. The clerk to share the link as it was recommended that councillors should try to attend. **(12/20). Minute to be removed next month.**

6648 The stable at Bonfire Hill was discussed and the clerk to report it to planning enforcement. **(12/20). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT – DECEMBER 2020

6649 The following cheques were presented for payment:

ACCOUNTS FOR PAYMENT - Dec 2020

Payee	Cheque no	Purpose	Amount
Kompan Ltd	4168	Remedial works	£3,961.66
Diane Snape	4169	our elstead vg planting	£485.80
Various	4170 - 4199	Smiths Charity	£4,550.00
Information Commissioner	4200	Data Protection	£40.00
MJ Jeffrey	4201	Smiths Charity	£150.00
Grasstex Ltd	4202	Grass cutting services	£1,525.92
R Knight	4203	VG work and warning sign	£299.40
Nexus Consulting Ltd	4204	NHP work	£1,500.00
John Mathisen	4205	Lights for Christmas Tree	£79.98
Juliet Williams	4206	Salary 1 of 2	£999.00
Juliet Williams	4207	Salary 2 of 2	£514.50
Juliet Williams	4208	Expenses icnl cash for Smiths charity	£183.99
			£14,290.25

23.0 MATTERS RAISED BY MEMBERS

6650 Cllr Mathisen advised that the zebra crossing requires repainting. The clerk to notify SCC. **(12/20).**

6651 Cllr Mathisen advised that the table tennis table was damaged. The clerk advised that **she** had contacted RK who would try and repair the table with resin. **(12/20).**

Meeting closed at 9.30pm