



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 18th January 2021 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6652 A resident raised the issue of problematic parking along the Hookley Lane by visitors trying to access the common. The resident wanted to understand SCC's parking review process and advised the PC that he was planning to contact SCC on this matter. Councillors advised that if a vehicle was causing an obstruction the police can be informed. The PC further discussed the matter and resolved that the situation should improve once covid restrictions have been lifted. **(01/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6653 Apologies were received from Cllr D. Snape who was unable to attend. Councillors accepted these apologies. **(01/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6654 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. **(01/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 7th DECEMBER 2020

6655 The minutes of the Parish Council meeting held on 7th December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(01/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 7th DECEMBER 2020

6656 The minutes of the planning meeting held on 7th December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(01/21). Minute to be removed next month.**

5.0 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)**.
- 6657 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk advised that WBC had said that they would deal with the request but that due to officer availability it might not be a swift resolution. **(01/21)**.

- 6658 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. The clerk to prioritise this matter before the February meeting. **(01/21)**.
- 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)**.
- 6659 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points. **(01/21)**.
- 6660 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. The clerk has followed this matter up on a number of occasions. ZE has just written to advise that he had

been given a different contact and will try again to secure a site meeting with Thakeham/Clarion, WBC and Elstead PC **(01/21)**.

- 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)**.
- 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)**.
- 6661 Defibrillators: The new signage has been delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Recreation Ground 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. Prior to the January meeting the clerk advised the WBC street naming that building work at No 1 Burford Lea has commenced and hoped that the postcode would be generated soon. **(01/21)**.
- 6662 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreation 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 has approved the artwork and EVTC have agreed to forward to their printer for a quote to print it. **(01/21)**.
- 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 continued to try and contact IF to arrange a meeting to no avail. **(01/21)**.

6663 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 confirmed at the January meeting that the fencing has now been repaired. The gate however is still unpadlocked and there is a neighbour's fence panel in the ditch causing a blockage. The water level was noted as being high. The clerk to contact DS at WBC again over this matter. **(01/21)**.

6664 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. The clerk has contacted WBC to advise that building work has started at No 1 Burford Lea and to ask for the postcode. WBC have said that they would contact the landowner and ask for the administration fee to be paid. **(01/21)**.

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 new contract but will continue to empty the Parish Councils' bins. **(12/20)**.

6665 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. The PC is delighted to have received some very positive feedback from residents and this phase of work is complete. **(11/20). Minute to be removed next month.**

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)**

- 6666 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**
- 6667 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. The clerk has asked one local builder to quote and will seek a further quote in time for the February meeting. **(01/21).**
- 6668 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 and it is in progress. **(01/21).**
- 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). Minute to be removed next month as covered under minute 6674**
- 6669 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 obtained a contact for the EA and they have been extremely helpful in dealing swiftly with a branch that was obstructing Elstead Bridge. **(12/20). Minute to be removed next month.**
- 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). Minute to be removed next month.**

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).**

6670 Three security firms had provided quotations for CCTV at Burford Lodge Rec. A member of the Surrey Police attended the site along with the clerk and Cllr Murphy and agreed that the proposal was suitable. At the December PC meeting councillors agreed that Absolute Security should be employed for this project. The clerk and Cllr Murphy along with a representative from EVTC and The Sharks were due to meet with Absolute Security to confirm the CCTV locations. The meeting has been deferred to 19th January 2021. **(01/21).**

6671 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 Trust is clearly an eligible organisation. Cllr Murphy has advised the Bore Hole Fundraising Committee. **(01/21).**

6672 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. The clerk has spoken to the resident and will follow up with a formal letter. The resident has advised the clerk that a suitable alternative parking solution has been found. **(01/21) Minute to be removed next month.**

6673 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 ordered them. **(01/21). Minute to be removed next month.**

6.0 REPORT FOLLOWING MEETING WITH LANDMARC HELD DECEMBER 2020

6674 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to

undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. **(01/21).**

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).**

7.0 WBC UPDATE

6675 There was no update from Waverley Borough Council. **(01/21). Minute to be removed next month.**

8.0 SCC UPDATE

6676 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. There have been discussion between Cllr harmer and SC and the routing has been determined. Cllr harmer to follow up with SC. **(01/21)**

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

6677 Cllr Harmer advised that County Hall, Kingston has now closed and that a number of key people have been moved to different roles within SCC. **(01/21). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

6678 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 than anticipated however the SG believe that the numbers are incorrect as they show a reduction of 30 in the total number of houses still required. The clerk has contacted WBC over this point. **(01/21).**

6679 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 (NB this has now been reduced to 16), the NHP SG has agreed that the housing allocation section of the draft NHP will need to be consulted on again. 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. Cllr Mathisen asked whether the plan would be ready to go to referendum in May 2021 and Cllr Murphy stated that the SG were moving as quickly as they could. **(01/21).**

6680 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward recently (VAM, Kingsmead and Springfield). Members of the NHP SG have assessed the draft report from Aecom and DV, the SG's planning consultant has fed back to Aecom comments on the draft/ A formal report is due imminently. The revised HRA and SEA is also in progress. **(01/21).**

6681 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. A second meeting was held on 11.01.21 at which the working party started to work through the copy making small changes. The next meeting will be held on 25.01.21. **(01/21).**

10.0 ELSTEAD EMERGENCY RESPONSE (EER)

6630 EER Update: The EER committee is continuing to meet fortnightly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community response (to fall under the overall umbrella of EER). Following the meeting held on 13.01.2021 it was agreed that there would be more frequent communication across different media platforms. The group would also publicise regular signposting and in addition publicly thank people in the village who have really helped the community during this time. It was agreed that the phone number should remain in place for the foreseeable future. **(01/21)**

6682 EER plan: Cllrs Rees and Snape have started to discuss revising the EER plan and this is work in progress. **(01/21).**

11.0 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).**

6683 Cllr Murphy advised that he had received a letter from NE to say that NE would be in a position to share plans of what to do with the boardwalk imminently. **(01/21)**

6684 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 advised that the volunteers will be working under the NE umbrella and as such will be covered by NE insurance. **(01/21). Minute to be removed next month.**

12.0 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).**

6685 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. 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 had received a revised second design which they have commented on. A third design is expected after which a hardboard sign would be created. It is hoped that the sign can be installed in June. The clerk advised that the marathon was scheduled for Friday 25th June covid restrictions permitting. **(01/21).**

6686 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. **(01/21).**

6687 A vote of thanks was given to DM, RK and Cllr Murphy for taking down the Christmas tree. **(01/21) Minute to be removed next month.**

13.0 ELSTEAD PARISH COUNCIL OBJECTIVES 2021/22

6688 Cllrs started to discuss this matter. It was agreed that the completing the NHP and reviewing the infrastructure delivery plan were key. The clerk advised that there are a number of jobs that the PC does as part of its parameters so cllrs should be seeking to propose a big goal / objective. Business objectives to be finalised at the February meeting and all councillors were asked to put forward one objective. **(01/21).**

14.0 RESPONSE TO LPP2 CONSULTATION

6689 WBC have announced the start of the LPP2 consultation which will run from 27th November 2020 until 29th January 2021. A draft response was circulated prior to the meeting which councillors discussed. Cllr Jacobs said that she was concerned with the volume of development in Milford and Haslemere and the impact this would have on the roundabout at the junction of B3001 and A287 as cars coming from Milford would have right of way thus hampering access to the A3 for vehicles coming from Elstead. There were no further comments. The clerk to include this comment and submit the response to WBC before 29th January 2021. **(01/21).**

15.0 SECURITY BARRIERS AT RECREATION GROUNDS

6690 Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. Cllr Murphy said that from initial research such barriers cost c £1100 each. LD explained that the PC would need to have a warning sign as well and Cllr Murphy responded that the gate would come with one. Cllr Rees asked if this was necessary and Cllr Murphy advised that it would protect the ground and also discourage vehicles from being dumped in the car park. Cllr Webster suggested installing a barrier at Burford Lodge Rec but not at Thursley Road Rec and this was agreed. The clerk to source possible barriers. **(01/21).**

16.0 WOOLFORDS LANE CEMETERY SIGNAGE

6691 Cllr Snape had advised that two separate visitors had been unable to locate the cemetery which had caused further distress to them at a difficult time. The clerk had circulated photos

of the junction prior to the meeting and suggested that the only suitable option would be to attach a sign to the street lamp opposite the junction. The sign would state how many meters down Woolfords Lane the cemetery was. Councillors were in agreement and the clerk to liaise with SCC over viability. **01/21).**

17.0 ST JAMES PRIMARY SCHOOL – SAFETY CONCERN THURSLEY ROAD

6692 The clerk had circulated some draft notes from Cllr Snape prior to the meeting. Cllrs were in agreement that the draft should be sent to Cllr Harmer who will bring up these traffic concerns at a Western Village area meeting to see if anything can be done. The process was also supported by Cllr Else who is a governor at the school as well as a Ward Councillor who had written in support prior to the meeting. **(21/01).**

18.0 ELSTEAD FOOD BANK

6693 Item to be deferred until next month. **(21/01). Minute to be removed next month.**

19.0 WATER MEADOW PLACE UPDATE

6694 Councillor Mathisen had requested an update as to how many dwellings had been sold at Water Meadow Place as he felt it was important to understand the context of the desirability of the style of a new planning development for potential purchasers given that there is still an allocation of development to be met within Elstead. A resident advised that about half of the properties had been sold with properties sited in the flood area and the centre of the development still to be sold. **(01/21). Minute to be removed next month.**

20.0 FINANCE

6695 The clerk had circulated an update review of the accounts prior to the meeting and advised that the account had been reconciled correctly. Cllr Jacobs to sign this off when social distancing allows.

Income still to receive this fiscal: VAT rebate £9071 (submitted November) and £5000 for Smiths Charity plus credit from Kompan (c£800).

Current YTD receipts - £122.6k. End of year will be minimum £137.3k taking into consideration the above however there is likely to be more income sadly for the cemetery as a result of COVID and this is not included.

Income budget was £88.6k. Increase is a result of moving £18k from deposit to current account, Burford Lea easement, donations for pitch improvement, NHP funding via Locality and an increase in cemetery revenue.

Expenditure currently stands at £81.k (versus budget of c. £87k).

Expenditure due for the rest of the year includes: Clerks salary: £3k, metal barriers minimum £2k plus installation, defibrillator batteries and signage £500, grass cutting £2k, insurance £1k, playground inspection £225, phone EER £150, village sign £5k, chairman and members allowance £500, RK Maintenance est. £1k, grass cutting est. £1.5k. This would take EPC expenditure to £98k.

- 6696 Councillors had agreed via email the costs of legal expenses estimated at c £1k which the PC had approved under its powers to spend on crime detection and crime prevention measures Local Government and Rating Act 197 s.31). **(01/21). Minute to be removed next month.**
- 6697 The clerk confirmed that the receipt request for FY 21/22 was submitted to WBC on time. **(01/21). Minute to be removed next month.**

21.0 REPORTS AND CORRESPONDENCE

- 6698 The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. It was suggested that the clerk should write to the police and that the new Borough Inspector should be invited to a future PC meeting. **(01/21)**
- 6699 A resident had written asking whether she could site a memorial bench on the small green opposite the main village green (chandlers side). Councillors advised that there was a bench in situ already and it would not be possible to move it owing to the sad circumstances of the passing of the individuals. The clerk to determine if another spot could be found. **(01/21).**
- 6700 The clerk advised that she had reported one property to environmental health Waverley. **(01/21). Minute to be removed next month.**
- 6701 The clerk had requested foliage to be cut back. It was unclear whether the land in question was managed by WBC or SCC. **(01/21).**
- 6702 Voluntary parking charge at The Moat: The clerk had circulated a note from NE regarding the installation of a voluntary car parking machine at The Moat prior to the meeting. Councillors were concerned that if it was not clear that this was a voluntary option it would lead to parking problems along The Thursley Road. A response to be drafted. **(01/21). Minute to be removed next month.**

22.0 ACCOUNTS FOR PAYMENT – JANUARY 2020

- 6703 The following cheques were presented for payment:

ACCOUNTS FOR PAYMENT - Jan 2021

Payee	Cheque no	Purpose	Amount
Juliet Williams	4209	Smiths Charity Cash	£250.00
PKF Littlejohn LLP	4210	External Audit	£360.00
Smiths Charity	4211	Reissued Cheque	£150.00
12 College Place	4212	UE Legal fees	£480.00
Maxwell and Co Ltd	4213	Payroll	£72.00
Juliet Williams	4214	salary 1 of 2	£999.00
Juliet Williams	4215	salary 2 of 2	£514.50
Imperative Training Ltd	4216	defib pads x 3	£153.00

Juliet Williams	4217	expenses	£44.20
Wellers Law Group LLP	4218	UE Legal fees	£354.20
Smiths Charity	4219	Reissued Cheque	£150.00
			£3,526.90

24.0 MATTERS RAISED BY MEMBERS

- 6705 Cllr Mathisen advised that there is an electricity supply to the green. Cllr Reynolds and the clerk have agreed to measure where the supply could be fed to. Cllr Mathisen to respond to SSE and ask for an estimated cost for the work after which the clerk will apply for members allocation funding towards this project. **(01/21).**
- 6706 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs to send a message to Cllr Harmer who will direct it to the correct contact at SCC. **(01/21).**
- 6707 Cllr Mathisen advised that Mrs Moxon's posts on behalf of Springfield Surgery on the village facebook group were very helpful and suggested that the PC should repost the message in the EVN and the village website page. The clerk advised that the Surgery already had a monthly column in the EVN but would make a suggestion about the website. **(01/21). Minute to be removed next month.**
- 6708 Cllr Gardner advised that there was much mud along the gutter in parts of Hookley Lane. The clerk advised that there was a lengthy document that had been shared with the PC as to how WBC determined when a road should be cleaned. The clerk to contact WBC and ask for schedule. The clerk to ask Cllrs Elses if there is no action from WBC.
- 6709 Cllr Gardner noted that a wooden post had been dislodged to the right of the entrance to Pond Cottages and unauthorised vehicles were blatantly ignoring the sign and parking in the layby. The clerk noted that this matter had been referred to the MOD already.
- 6710 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. **(01/21).**

Meeting closed at 9.55pm



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 15th February 2021 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6711 A resident asked whether WBC had consulted with the PC over the installation of bunds on land at the bottom of Westbrook Hill. The Clerk confirmed she had had one email stating that following the UE, WBC would look at this option. The resident questioned whether this should have been subject to planning application. Cllr Murphy noted that this was an agricultural operation and therefore planning permission was not needed. Cllr Snape asked whether wild flower seed could be sowed on the land. Bunds to be added to the March agenda. **(02/21).**

6712 A resident asked whether the NHP could take into consideration elderly residents being forced to relocate should Kingsmead and/or Springfield become developed. The resident noted that both of the above sites were against the spirit of the VDS in terms of density. Cllr Murphy advised that the NHP must conform to the NPPF which makes it clear that before land is taken out of the GB, planners must consider all available land within the settlement area first. Land near to WMP is remote to the village in that residents would have to travel by car to get to the centre of Elstead. The NHP had approached the owners of the Kingsmead site and asked them what plans they had to evict / relocate residents and the owners had stated that this was not their intention. The NHP noted that both of the latter sites are situated within the GB, and part of both sites lie within 400m of the SPA. The Kingsmead site is comprised of largely deciduous woodland which is protected and it is also listed in the Local Plan as a Site of Natural Conservation Importance. **(02/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6713 There were no apologies for absence. **(02/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6714 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. **(02/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th JANUARY 2021

- 6715 The minutes of the Parish Council meeting held on 18th January 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(02/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th JANUARY 2021

- 6716 The minutes of the planning meeting held on 18th January 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(02/21). Minute to be removed next month.**

5.0 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).**
- 6717 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 and has now been advised that the road will be closed on 17.02.2021 for chevron work. **(02/21). Minute to be removed next month.**
- 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 its' 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).**

- 6718 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk followed this up before the February meeting but there is no update. **(02/21).**
- 6719 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 wayleave 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 statements and other paperwork to prove that the PC has been maintaining the ground for a long period of time. The application has been drafted and approved and the clerk and Cllr Murphy both to sign Statements of Truth. **(02/21).**
- 6720 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. At the western village meeting Hannah Gutteridge explained that SCC needed to agree a change to the definitive route owing to the failure of the developer to clear the current definitive route as SCC can only spend funds on works on statutory routes. Cllr Murphy stressed to HG the importance of upgrading FP 61 urgently, as it is the only pedestrian link between WMP and the village **(02/21).**
- 6721 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would

mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. **(02/21).**

- 6722 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. The clerk has followed this matter up on a number of occasions. ZE has just written to advise that he had been given a different contact and will try again to secure a site meeting with Thakeham/Clarion, WBC and Elstead PC **(02/21). Minute to be merged with 6769**
- 6723 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. HG advised that this would be completed in the forthcoming fiscal. **(02/21).**
- 6724 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 has followed this up as c£800 in credit is still owed. 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 will take advice from the next playground inspection. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably needed to be deferred until the Spring. **(02/21).**
- 6725 Defibrillators: The clerk has confirmed to the sign maker that signage can be printed and that the Burford Lodge Rec sign will be printed once the postcode for Gala Lane has been confirmed. There is still no update from WBC on this despite the clerk asking. **(02/21).**
- 6726 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreation 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 has approved the artwork. The quote provide by the EVTC sign maker is £571 (incl vat). The clerk will seek cross quotes however councillors have approved this figure which councillors may do under their powers to provide certain traffic signs and other notices (Road Traffic regulation Act 1984 s.96). **(02/21).**

- 6727 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. A meeting has been scheduled for March 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. **(02/21).**
- 6728 Damaged fence to the rear of Hazelwood: the fence has finally been repaired, the neighbouring property's fence panel has been removed from the ditch and the padlock has been replaced. The ditch could still benefit from a clear out but the main safety concerns have now been resolved. The deer carcass that was left in the ditch for three weeks has finally been removed. **(02/21). Minute to be removed next month.**
- 6729 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. The clerk has contacted WBC to advise that building work has started at No 1 Burford Lea and to ask for the postcode. WBC have said that they would contact the landowner and ask for the administration fee to be paid but despite The Clerk chasing there is no news on this from WBC. **(02/21).**
- 6730 White 'h' bars on the green: A cyclist was injured as a result of dangerous parking near the green. SCC have installed white 'h' bars at either end of the road in front of the spar and whilst this hasn't completely solved the problem of dangerous parking it is much improved. **(02/21). Minute to be removed next month.**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21).**
- 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)**

- 6666 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**
- 6732 Woolford Lane Cemetery Building: 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. The clerk has asked one local builder to quote and will seek a further quote in time for the February meeting. **(02/21). Minute to be removed next month as covered under agenda item 22.**
- 6733 Website accessibility: The clerk advised that the work to ensure that the Parish Council's website was compliant with the new Accessibility Law would be completed before the March meeting. The PC has undertaken this work under its powers for councils to have their own website (Local Government Act 1972 s.142). **(02/21). Minute to be removed next month.**
- 6734 VAS: 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 post covid restrictions. Rachel Audsley (clerk for Frensham) will ask Manbat (battery supplier) if parishes can get a collective call-off deal. PH will write up the safety protocols in order to ensure we can go ahead with installation once the signs are available. **(02/21)**
- 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).**
- 6735 CCTV at Burford Lodge Rec: A site meeting was held with the approved supplier, Absolute Security, and the order has been placed. Installation is due in 3-4 weeks. **(02/21).**
- 6736 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 Trust is clearly an eligible organisation. Cllr Murphy has advised the Bore Hole Fundraising Committee. **(02/21). Minute to be removed as it forms agenda item 12.**

- 6737 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date. **(02/201).**
- 6738 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. RK is waiting for the weather to improve and will also endeavour to build up the ground level at either end of the table tennis table. **(02/21).**
- 6739 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. **(02/21).**
- 6740 WBC have announced the start of the LPP2 consultation which will run from 27th November 2020 until 29th January 2021. A draft response was circulated prior to the meeting which councillors discussed. Cllr Jacobs said that she was concerned with the volume of development in Milford and Haslemere and the impact this would have on the roundabout at the junction of B3001 and A287 as cars coming from Milford would have right of way thus hampering access to the A3 for vehicles coming from Elstead. There were no further comments. The clerk confirmed that the PC's response was submitted before the deadline of 29th January 2021. **(02/21). Minute to be removed next month.**
- 6741 Woolfords Lane Cemetery Finger post Sign: Cllr Snape had advised that two separate visitors had been unable to locate the cemetery which had caused further distress to them at a difficult time. The clerk had circulated photos of the junction prior to the meeting and suggested that the only suitable option would be to attach a sign to the street lamp opposite the junction. The sign would state how many meters down Woolfords Lane the cemetery was. The clerk has contacted SCC Highways who have approved this in principle subject to having sight of the final design and sign measurements/material. **(02/21).**
- 6742 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) to prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. **(02/21).**

- 6743 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the end of the footpath. The clerk questioned whether wooden posts could be installed as there are three instances of fly tipping down the footpath which the clerk has reported. It was questioned whether anyone had vehicular rights along this footpath. **(02/21).**
- 6708 Cllr Gardner advised that there was much mud along the gutter in parts of Hookley Lane. The clerk advised that there was a lengthy document that had been shared previously with the PC as to how WBC determined when a road should be cleaned. The clerk to contact WBC and ask for a schedule. The clerk to contact Cllrs Elses if there is no action from WBC. **(02/21).**
- 6744 Cllr Gardner noted that a wooden post had been dislodged to the right of the entrance to Pond Cottages and unauthorised vehicles were blatantly ignoring the sign and parking in the layby. The clerk noted that this matter had been referred to the MOD already. **(01/21). Minute to be removed next month.**
- 6745 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith to meet on site and assess whether more posts can be added which would prevent quad bikes entering the common at this point. **(02/21).**
- 6746 The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. Clerk discussed this with Sam Adcock, the new Borough Inspector. She agreed that Kat Farmer, the PC covering Elstead, could be invited to a future PC meeting subject to her shift patterns. Sam Adcock also suggested that the Milford Road could be nominated for a police speed enforcement session. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. **(02/21)**
- 6747 A resident had written asking whether she could site a memorial bench on the small green opposite the main village green (chandlers side). Councillors advised that there was a bench in situ already and it would not be possible to move it owing to the sad circumstances of the passing of the individuals. The clerk to determine if another spot could be found. **(01/21). Minute to be removed as covered under agenda item 18.**
- 6748 Foliage outside Church View Close: The clerk had requested foliage to be cut back. It was unclear whether the land in question was managed by WBC or SCC however WBC had trimmed some of the foliage back slightly. The clerk to ask SCC for a more rigorous trim. **(02/21). Minute to be removed next month.**
- 6.0 REPORT FOLLOWING THE WESTERN VILLAGE MEETING WITH LANDMARC HELD 11th FEBRUARY 2020**

6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**

6750 Hannah Gutteridge (HG) advised that the Elstead-Milford cycle route project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. **(02/21)**

7.0 WBC UPDATE

6751 Cllr Else advised that she was leading an overview and scrutiny review looking at SLA's and how WBC pay grants to their voluntary organisations and whether there is an alternative way that they can be funded. **(02/21). Minute to be removed next month.**

8.0 SCC UPDATE

6752 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021 and it was agreed that the clerk would contact SL-C and SC of SCC asking for a site meeting. **(02/21)**

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

6753 Thursley Road improvements: Cllr Harmer advised that a large section of road was due to be resurfaced from the pride of the Valley to Elstead. **(02/21)**

6754 Council Tax: government set a ceiling of 2% increased but local authorities can add +3%. SCC have agreed to only add 0.5%. **(02/21). Minute to be removed next month.**

6755 Cllr Harmer advised that there as an extra £2,500 for SCC countryside to spend on new signage and to fix broken styles. **(02/21). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

6756 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 than anticipated however the SG believe that the numbers are incorrect as they show a reduction of 30 in the total number of houses still required. The clerk has contacted WBC over this point and WBC have advised that the carehome carries an allocation of 33 houses – a point which WBC have known since June 2018 but not shared with the NHP SG. Cllr Murphy has written to Thakeham seeking clarification on the viability of the carehome. **(02/21).**

6757 Mini consultation on revised housing policies: 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 15 dwellings (NB this was originally 18), the NHP SG has agreed that the housing allocation section of the draft NHP will need to be consulted on again. 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. Cllr Mathisen asked whether the plan would be ready to go to referendum in May 2021 and Cllr Murphy stated that the SG were moving as quickly as they could. **(02/21).**

6758 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). Members of the NHP SG have assessed the draft report from Aecom and DV, the SG's planning consultant has fed back to Aecom comments on the draft. A copy of the draft has been circulated to the SG and PC and anyone with comments should send these to the clerk by 23.2.2021. The revised HRA and SEA is also in progress. **(02/21).**

6759 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs to be taken and the revised copy to be proof read. **(02/21).**

10.0 ELSTEAD EMERGENCY RESPONSE (EER)

6760 EER Update: The EER committee is continuing to meet fortnightly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). Following the meeting held on 13.01.2021 it was agreed that there would be more frequent communication across different media platforms. The group would also publicise regular signposting and in addition publicly thank people in the village who have really helped the community during this time. It was agreed that the phone number should remain in place for the foreseeable future. The EER contains to remain active. **(02/21)**

6761 EER plan: Cllrs Rees and Snape to meet with WBC regarding the EER plan on 19th February 2021. Cllr J Else asked to attend the meeting too. **(01/21).**

6762 EER rota: The clerk noted that the updated EER rota would be circulated to councillors after the meeting. **(02/21).**

11.0 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).**

6763 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. The CIL advisory body have now advised that a decision on which applications have been successful will now be reached in May 2021, eleven months after the bid process opened and 7 months after the original decision date. Cllr J Else noted that she was very concerned by the process and was uncomfortable that WBC could be an applicant as well as the deciding body. **(02/21)**.

- 6764 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and this was shared with councillors prior to the meeting. Councillors to share comments before the next meeting due to be held on 24th February. **(02/21)**

12.0 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)**.

- 6765 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. 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 shared the revised design prior to the meeting which was approved by councillors. Cllr Mathisen to instruct the forger to make the sign. Thanks were given to JM, SR and PW for their work on this project. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the marathon was scheduled for Friday 25th June covid restrictions permitting so this might need to be taken into consideration. **(02/21)**.

- 6686 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. **(01/21)**.

- 6766 Electrical supply to the green: Cllr Mathisen has liaised with SEN and advised that there is an electricity supply to the green. Cllr Reynolds and the clerk measured where the supply could be fed to on the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. Cllr Mathisen to obtain 3 x electrician quotes for the installation of a useable power source. The clerk advised that approval to site the termination point will be needed from WBC who may charge. **(02/21)**.

- 6767 Winter Planters. There have been no issues with the winter planters and there has been minimal damage despite the cold conditions. Cllr Snape noted that she had received many positive comments about the planters and was thanked again by councillors. **(02/21)**.

13.0 BOREHOLE UPDATE

- 6768 Borehole project: Cllr Murphy advised that to date the project had received £9,000 of funding. A leaflet drop to residents had generated some donations. To date two quotes for the installation of the borehole have been received c £14,500 net of VAT. Councillors were happy to commission the work given that this is on PC land but will provide much benefit to the wider community. **(02/21)**.

14.0 WMP Play Area – REPORT FROM THE HEAD OF PLANNING

6769 The clerk and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypot Antique development as other examples. It was agreed that the clerk should report this to Robin Taylor. **(02/21). Minute to be removed next month.**

15.0 THURSLEY ROAD – ROAD SURFACE

6770 Thursley Road, surface concerns: 21 potholes have been filled in and the road surface is severely breaking up which is a safety issues especially for cyclists, mobility scooters. Last year the PC received a notification that the road was to be resurfaced however covid halted this work. Cllr Harmer advised that the PC should encourage residents to report any road surface problems and it was agreed that the clerk would highlight this in the next issue of the village news. **(02/21). Minute to be removed next month.**

16.0 ELSTEAD PARISH COUNCIL OBJECTIVES 2021/22

6771 Cllrs discussed what the PC's key objectives would be for FY21/22 and the following objectives were agreed: Completion of the NHP and VDS, installation of the village sign and electricity to the village green, completion of the improvement work to the cemetery (building and redirection of the footpath), Burford Lodge security work, installation of the borehole at The Thursley Road Rec, to measure the impact of covid on the village, redraft the EER plan, improvement to Hookley Lane access, completion of the Elstead to Milford cycle way and public consultation and associated assessment of the need for a village business hub. **(02/21). Minute to be removed next month.**

17.0 ELSTEAD FOOD BANK

6772 An email was circulated prior the meeting which detailed the number of people who have been helped both by the Elstead Food Bank and Help in Elstead during covid restrictions. It was agreed that the clerk would write a letter of thanks to both volunteer groups for providing such a fantastic support. Councillor Snape was surprised at the level of support The Food Bank had had to provide and it was agreed that Cllr J Else would liaise with The Food Bank to ensure they had all the signposting information that they needed. **(02/21). Minute to be removed next month.**

18.0 APPROVAL OF THE LOCATION OF A MEMORIAL BENCH

- 6773 Memorial bench: Councillors agreed that a memorial bench could be located either on or near the village green however it was agreed that it would be preferable if it was on the smaller green. Cllr Murphy and the clerk to meet the resident to agree a location. **(02/21).**

19.0 APPROVAL OF HEIGHT RESTRICTIVE BARRIERS AT BURFORD LODGE REC

- 6774 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. Cllr Murphy said that from initial research such barriers cost c £1100 each. LD explained that the PC would need to have a warning sign as well and Cllr Murphy responded that the gate would come with one. The clerk shared examples and costs of barriers prior to the meeting. The approximate cost of the barrier is £2,000 plus installation. Councillors agreed that they would prefer a green coloured barrier. The clerk advised that the council should seek advice from SEACAMBS as to whether there was a preferred barrier for emergency crew to have to access as the PC would not want the barrier to delay an emergency response. The clerk to liaise with SEACAMB. A consultation with neighbours would need to take place to confirm that the location (shared with councillors as photos prior to the meeting) was acceptable for the barrier. **(02/21).**

20.0 LOCAL FLOOD FORUM

- 6775 The clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. The clerk to contact Will Bravery. **(02/21).**

21.0 APPROVAL OF ASSETS REGISTER

- 6776 The assets register was circulated prior to the meeting. Councillors approved the assets register and this will be signed when it is possible based on covid restrictions. **(02/21).**
Minute to be removed next month.

22.0 WOOLFORDS LANE CEMETERY BUILDING

- 6777 Woolfords 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. The clerk has asked three builders for quotes of which two submitted quotes and one has not. Councillors selected the quote from WPR which was significantly cheaper than the competitive quotation. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk to instruct WPR. In addition to these projects the door frames are rotten and need replacing / repairing, the clerk to instruct RK to quote. **(02/21).**

23.0 QUARTERLY PLAYGROUND INSPECTION REPORT

- 6778 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk to seek clarification on whether it is sufficient to wash the grass matting. **(02/21).**

24.0 FINANCE

- 6779 The clerk had circulated an updated review of the financial accounts prior to the meeting which showed income and expenditure to date versus budget.

The clerk advised that the account had been reconciled correctly. Cllr Jacobs had noted this and confirmed that she will sign this off when social distancing allows.

Income still to receive this fiscal: VAT rebate £9071 (submitted November and followed up again with a second submission in January) and £5000 for Smiths Charity (submitted February) plus £800 credit from Kompan (due December the clerk has followed this up).

Current bank balance as at end of January 2020 is £89,329.07 and the deposit bank balance (which is just holding POR donations) is £42,478.77.

21.0 REPORTS AND CORRESPONDENCE

- 6780 Cllr Murphy advised that the telephone box at Beacon View Road had been removed and the clerk has contacted WBC to ask whether it was removed or stolen as there was no advance notification that it was about to be removed. The sight lines have improved marginally but vegetation is still obscuring some of the view – RK to be asked to remove it. **(02/21). Minute to be removed next month.**
- 6781 The clerk advised that a resident had notified of overgrowing trees on the PC side of the Croft play area. A cost of £180 was approved by councillors to reduce the vegetation which it does under its powers of . **(02/21). Minute to be removed next month.**
- 6782 The clerk advised that notification had been received from SCC Highways that the pavement outside the spar is due to be resurfaced w/c 15th March. The clerk has notified businesses and residents along the road. **(02/21). Minute to be removed next month.**

25.0 ACCOUNTS FOR PAYMENT – FEBRUARY 2021

- 6783 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
Smiths Charity	4219	Reissued Cheque	£150.00
Richard Knight	4220	Inv 0398 maintenance	£368.00
Richard Knight	4221	Inv 0399 woolfords lane	£30.00
Absolute Security	4222	25% deposit for CCTV	£1,621.44
Juliet Williams	4223	salary 1 of 2	£999.00
Juliet Williams	4224	salary 2 of 2	£514.50
Juliet Williams	4225	expenses and working from home	£22.20
Patrick Murphy	4226	chairmans allowance	£225.00
The Playground Inspection Co	4227	quarterly playground inspection (3 sites)	£297.00
Mrs A Butler	4228	double charged by greenwood for headstone	£65.00
			£4,292.14

24.0 MATTERS RAISED BY MEMBERS

- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6787 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. **(02/21)**
- 6788 Cllr Gardner noted that there were a huge number of cars parking in front of Ockley Common on either side of the road. It was noted that this is MoD land. It was felt that car parking issues were as a result of covid restrictions. **(02/21). Minute to be removed next month.**

Meeting closed at 9.45pm



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 15th March 2021 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6789 There were no questions from the public. **(03/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6790 There were no apologies for absence. **(03/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6791 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. **(03/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th FEBRUARY 2021

6792 The minutes of the Parish Council meeting held on 15th February 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(03/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th FEBRUARY 2021

6793 The minutes of the planning meeting held on 15th February 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(03/21). Minute to be removed next month.**

5.0 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)**.

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6717 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk to advise SCC and ask for it to be removed. **(03/21)**.
- 6794 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in its' 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. The clerk to remind SCC that a response is outstanding. **(03/21)**.
- 6795 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk has followed this up before the March meeting but there is no update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. **(03/21)**.
- 6796 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. **(03/21)**.
- 6797 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. At the western village meeting Hannah Gutteridge explained that SCC needed to agree a change to the definitive route owing to the failure of the developer to clear the current definitive route as SCC can only spend funds on works on statutory routes. Cllr Murphy stressed to HG the importance of upgrading FP 61 urgently, as it is the only pedestrian link between WMP and the village. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of

comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Internal head of Internal Audit at SCC. **(03/21)**.

6721 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. **(02/21)**.

6798 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypot Antique development as other examples. The clerk has report this to Robin Taylor, Head of Governance. It was understood that there was a possibility of a meeting with senior directors at Thakeham and Clarion and Cllr Else was thanked for his efforts in pursuing this matter with elected colleagues. **(03/21)**.

6799 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. HG advised that this would be completed in the forthcoming fiscal (21/22). The clerk to contact HG for an update as BW69 is in a terrible state of repair which is in turn causing walkers to divert off into the heathland. **(03/21)**.

6724 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 has followed this up as c£800 in credit is still owed. 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 foc (actual cost £260). The clerk to

determine whether this work is needed and will take advice from the next playground inspection. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably needed to be deferred until the Spring. **(02/21).**

- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**
- 6801 Defibrillators: All signage has been printed except the sign for Burford Lodge Rec sign which will be printed once the postcode for Gala Lane has been confirmed. There is still no update from WBC on this despite the clerk asking. **(03/21).**
- 6802 Changing EVTC road sign: The new EVTC sign containing 'Burford Lodge Recreation Ground' has been printed and installed. **(03/21). Minute to be removed next month.**
- 6803 Springfield flooding: 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. A meeting has been scheduled for March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. **(03/21).**
- 6804 Gala Lane: There has been no progress on this matter from WBC. The clerk to 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. The clerk has contacted WBC to advise that building work has started at No 1 Burford Lea and to ask for the postcode. WBC have said that they would contact the landowner and ask for the administration fee to be paid but despite The Clerk chasing there is no news on this from WBC. **(03/21).**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21).**
- 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)**
- 6666 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**

- 6621 User Agreements: 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).**
- 6805 CCTV at Burford Lodge Rec: installation of the CCTV should be completed by close 16th March 2021. The Parish Council would like to note its thanks to EVTC with helping to facilitate the installation. **(03/21). Minute to be removed next month.**
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21).**
- 6806 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. Cllr Mathisen to ask HUG representatives when will it be possible to arrange a site meeting. **(03/21).**
- 6807 Woolfords Lane Cemetery Finger post Sign: Cllr Snape had advised that two separate visitors had been unable to locate the cemetery which had caused further distress to them at a difficult time. The clerk had circulated photos of the junction prior to the meeting and suggested that the only suitable option would be to attach a sign to the street lamp opposite the junction. The sign would state how many meters down Woolfords Lane the cemetery was. The clerk has contacted SCC Highways who have approved this in principle subject to having sight of the final design and sign measurements/material. **(03/21). Minute to be removed as covered under agenda item 18.**
- 6808 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk has reported the fly tipping to WBC and chased for it to be removed. Once the fly tipping has been removed the clerk to contact HG to install barriers. Cllr Jacobs did not believe that anyone had vehicular rights along this footpath. **(03/21).**
- 6809 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case. **(03/21).**
- 6810 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold and the clerk will seek an update from HG on project timings. **(03/21).**

- 6811 A resident asked whether WBC had consulted with the PC over the installation of bunds on land at the bottom of Westbrook Hill. The Clerk confirmed she had had one email stating that following the UE, WBC would look at this option. The resident questioned whether this should have been subject to planning application. Cllr Murphy noted that this was an agricultural operation and therefore planning permission was not needed. Cllr Snape asked whether wild flower seed could be sowed on the land. WBC advised the clerk that grass seed would be sown on the land and wildflower seed at some later stage. The clerk to ask whether WBC will allow the PC to do this. **(03/21)**.
- 6812 Memorial bench: Councillors agreed that a memorial bench could be locate either on or near the village green however it was agreed that it would be preferable if it was on the smaller green. Cllr Murphy and the clerk met with the resident and a photograph of the preferred location (on the verge in front of Springfield Farm) was shared with councillors before the meeting. Councillors approved this and the clerk to advise the resident. **(03/21)**. **Minute to be removed next month.**
- 6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**
- 6813 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk to discuss with the Witley clerk. **(03/21)**
- 6814 Flood forum: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. The clerk has contacted Will Bravery. A meeting is being held on 16th March 2021 by SCC but not specifically on the flood forum which the clerk understood would be attended by a number of agencies including the LA, HA and EA. **(03/21)**.
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6787 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. **(02/21)**

6.0 WBC UPDATE

- 6815 Cllr D. Else reported that there had been an incident at Elstead Bridge which involved a lot of glass on the road. At the time police presence had been requested to help direct traffic around the problem however no one was available. The police have subsequently admitted that the call handler had not asked the right questions and that actions has been required. **(03/21)** **Minute to be removed next month.**
- 6816 Refuse – a number of refuse collectors are isolating with covid symptoms and as such there might be some disruption to refuse collection. **(03/21)** **Minute to be removed next month.**
- 6817 Zoom meetings for councils must legally stop on 6th May 2021. **(03/21)** **Minute to be removed next month.**
- 6818 WBC housing have put forward a development scheme for Springfield and have contacted affected residents. **(03/21)** **Minute to be removed next month.**

- 6819 Cllrs Else had received reports from EVAA holders concerned that they would not be allowed to push wheelbarrows across Burford Lodge rec. The clerk confirmed that there was no truth in this matter. **(03/21) Minute to be removed next month.**

7.0 SCC UPDATE

- 6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

- 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

- 6821 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 than anticipated however the SG believe that the numbers are incorrect as they show a reduction of 30 in the total number of houses still required. The clerk has contacted WBC over this point and WBC have advised that the carehome carries an allocation of 33 houses – a point which WBC have known since June 2018 but not shared with the NHP SG. Cllr Murphy has written to Thakeham seeking clarification on the viability of the carehome but as there has been no clarification from Thakeham it was agreed that the carehome figures cannot be relied on. **(03/21). Minute to be removed next month.**

- 6822 Mini consultation on revised housing policies: In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c16 dwellings (NB this was originally 18), the NHP SG has agreed that the housing allocation section of the draft NHP will need to be consulted on again. The consultation is scheduled to start by 1st April and run for six weeks. The proposal is for Springfield (16 houses), Sunray Farm (40 houses with a slightly bigger business hub) and Four Trees (11 houses) giving a total of 67 (versus a required total of 62). The overall aim is for the SG to be able to send the final plan (Regulation 15) to WBC on 1st June 2021. As there are inconsistencies with the WBC figures on planning permissions already obtained it was felt that it is better to go slightly over the number of required dwellings and this provides flexibility in case any of the sites under deliver in quantum. Cllr Snape asked how traffic issues would be addressed. Cllr Jacobs noted that traffic had been assessed throughout the process and this was why the SG have selected Four Trees rather than both Four Trees and Croft 2. It was also noted that the SG's preferred sites are those that are located close to the village centre and its services and amenities. Cllr Jacobs also advised that a traffic management plan would have to be submitted when a planning application is presented. **(03/21).**

- 6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

- 6824 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. **(03/21).**

9.0 ELSTEAD EMERGENCY RESPONSE (EER)

6825 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active. **(03/21)**

6826 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". **(03/21)**.

6762 EER rota: The clerk noted that the updated EER rota would be circulated to councillors after the meeting. **(02/21)**.

10.0 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)**.

6763 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. The CIL advisory body have now advised that a decision on which applications have been successful will now be reached in May 2021, eleven months after the bid process opened and seven months after the original decision date. Cllr J Else noted that she was very concerned by the process and was uncomfortable that WBC could be an applicant as well as the deciding body. **(02/21)**.

6827 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and Cllr Murphy and the clerk fed back comments at the POR committee meeting which was held on 24th February 2021. The main area of concern from Elstead Councillors was that there was a proposal not to reinstate the access to the boardwalk from BW 504. Cllr Murphy felt that NE had taken this point on board. **(03/21)**

11.0 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)**.

6828 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. Progress has been slow due to the blacksmith's availability. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. **(03/21)**.

6686 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. **(01/21)**.

6829 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to the green. Cllr Reynolds and the clerk measured where the supply could be fed to on the green. The clerk applied for Members Allocation Grant and was successful in receiving

£1,200 towards the project – thanks were given to Cllr Harmer. Cllr Mathisen is progressing the installation of a useable power source. The clerk is seeking approval from WBC to site the termination point. Cllr Mathisen noted that the termination site will need to be a cabinet as such it might mean that it will need to be located closer to the edge. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. **(03/21).**

6830 Winter Planters. There have been no issues with the winter planters and there has been minimal damage despite the cold conditions. Cllr Snape noted that she had received many positive comments about the planters and was thanked again by councillors. Cllr Webster asked whether the winter planters could be planted up earlier with which Cllr Snape was in agreement. **(03/21).**

6831 Vegetation: Cllr Snape and the clerk are managing overgrown vegetation through quarterly walks around the village. **(03/21). Minute to be removed next month.**

6832 Litter pick: A request to undertake a community litter pick was considered however it was agreed that the PC could not actively encourage residents to undertake this during a pandemic and should wait until all restrictions have been lifted on 21st June. **(03/21). Minute to be removed next month.**

12.0 BOREHOLE UPDATE

6833 Borehole project: Cllr Murphy advised that to date the project had received £13,000 of funding of which £4,000 came from individuals. It was agreed that the PC supported by TRRT would submit a joint application for £10k funding from the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation. To date three quotes for the installation of the borehole have been received c £14,500 net of VAT. The clerk to obtain insurance costs from Came & Co. **(03/21).**

13.0 ROAD SAFETY THROUGHOUT ELSTEAD

6834 A number of residents have raised concerns about a range of traffic problems within the village such as parking, untaxed and uninsured abandoned vehicles poor road surface, speeding etc. It was agreed that all the concerns would be listed under a standing item so that residents could be reassured that the PC was taking action where it could. **(03/21). Minute to be removed next month.**

6835 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) to prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. **(02/21).**

6737 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date. **(02/201).**

6836 Thursley Road improvements: Cllr Harmer advised that a large section of road was due to be resurfaced from The Bel & Dragon to just beyond Woolfords Lane junction, Elstead following the approval of 21/22 Highways budgets however dates for the work are due to be finalised. Work was delayed following the longer than anticipated closure of Tilford East Bridge. Cllr Murphy noted that the section from the village green out towards Woolfords Lane was far worse and Cllr Snape asked why this section couldn't be escalated. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk advised that she would look to see if she had a copy of the notice which she would forward to Cllr Harmer. **(03/21)**

6837 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. Clerk discussed this with Sam Adcock, the new Borough Inspector. She agreed that Kat Farmer, the PC covering Elstead, could be invited to a future PC meeting subject to her shift patterns. Sam Adcock also suggested that the Milford Road could be

nominated for a police speed enforcement session. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. **(03/21)**

- 6838 VAS: 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 post covid restrictions and there has been no change to this situation. Rachel Audsley (clerk for Frensham) will ask Manbat (battery supplier) if parishes can get a collective call-off deal. PH will write up the safety protocols in order to ensure we can go ahead with installation once the signs are available. **(03/21)**

14.0 APPROVAL OF HEIGHT RESTRICTIVE BARRIERS

- 6839 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. The clerk shared examples and costs of barriers prior to the February meeting - the approximate cost being £2,000 plus installation. Councillors agreed that they would prefer a galvanised, green coloured barrier. The clerk advised that the council should seek advice from SECAMB as to whether there was a preferred barrier for emergency crew to have to access as the PC would not want the barrier to delay an emergency response. The clerk has contacted SECAMB and is awaiting response. A consultation with neighbours would need to take place to confirm that the location was acceptable for the barrier. **(03/21).**

15.0 APPROVAL OF ANNUAL RISK ASSESSMENT

- 6840 The Clerk circulated two risk assessments in advance of the meeting – one was in line with the risk assessment that the PC usually sign and one was more detailed taking into consideration the effect of covid etc. Councillors approved both risk assessments. Cllr Murphy to sign both risk assessments after the meeting. **(03/21). Minute to be removed next month.**

16.0 WOOLFORDS LANE CEMETERY BUILDING

- 6841 Woolfords 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 and b) replace soffits and fascias. The Clerk commissioned the repair work to renew the soffits and fascias during which it was discovered that the wood had rotted due to the roof tiles which had been laid incorrectly. As a result the final bill was slightly higher as additional materials were required. Whilst the work was undertaken it was clear that more extensive work was required on the roof tiling than had been thought initially. The clerk has sought two quotes to date, one contractor is unable to provide a quote and one company has quoted £2,500 based on using the existing tiles. The clerk to obtain a third quote. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk to instruct WPR. In addition to these projects the door frames are rotten and need replacing / repairing, the clerk to instruct RK to quote. **(03/21).**

17.0 COVID – AFFECT ON RESIDENTS

- 6842 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Jacobs asked if the survey could be done via paper or

survey monkey but Cllr Webster advised that face to face was preferable. Cllr Webster to circulate a summary and sample survey documents prior to the next PC meeting. **(03/21).**

18.0 APPROVAL OF A SIGNPOST AT WOOLFORDS LANE CEMETERY

6843 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs and Cllr Murphy and The clerk to measure the distance from Thursley road to the cemetery so that this can be included on the sign. **(03/21).**

19.0 ANNUAL INSURANCE PREMIUM 2021-2022

6844 The clerk advised that the premium has been paid. In 2020 Elstead PC took out a premium with Came & Co and were given a preferential rate for taking out three years cover. **(03/21). Minute to be removed next month.**

20.0 ANNUAL FINANCIAL REPORT 2020-2021

6845 Cllr Murphy advised that he would draft the annual report ahead of the April meeting. Contribution from Cllrs Davidsen, Rees and Mathisen were requested. The clerk to provide the financial data. **(03/21).**

21.0 FINANCE

6846 The clerk had circulated an updated review of the financial accounts prior to the meeting which showed income and expenditure to date versus budget.

The clerk advised that the account had been reconciled correctly. Cllr Jacobs had noted this and confirmed that she will sign this off when social distancing allows.

Income:

Actual and forecast for the year = £141k v budget £88k

Biggest difference is higher than anticipated cemetery payments and also more transfers / donations, NB donation figures includes £18.5k from deposit account and £15k from easement. NHP funding was not anticipated nor was SCC members allocation. Income still to be received this fiscal: VAT refund c £9k, the clerk has spoken with the VAT office and payment is due imminently.

Expenditure:

Actual and forecast for the year - £98k v budget £87.6k.

Biggest difference is increased clerks hours, pitch improvement work, EER expenditure on village magazine throughout covid, admin expenses (cctv and legal UE work). Under NHP is an allocation of c£800 for leaflets, posters and printing of plan booklets etc for the mini policy consultation. This will need to be invoiced before the end of March as otherwise we will have to return the money - equally we are not obliged to spend the money.

Bank balance as per statements:

Current account £93,100.69 (4th March 2021)

Deposit account £43,158.56 (19th Feb 2021)

March cheques

14 totalling £6,140.97 of which 5 cheques are over £500 including clerks salary, HMRC, Woolfords Lane cemetery fascias, sign for EVTC, annual insurance premium.

22.0 REPORTS AND CORRESPONDENCE

- 6847 The clerk reported that the gully along Shackleford Road had been jetted and unblocked on 4th March 2021 and that this seems to have resolved the issues for the time being. **(03/21). Minute to be removed next month.**
- 6848 The Marathon Committee had contacted the clerk to advise that the 2021 marathon was being postponed until 2022. **(03/21). Minute to be removed next month.**
- 6849 The clerk noted that virtual meeting would be unlawful after 6th May. Councillors have pencilled in bringing the May meeting forward to Tuesday 4th May. **(03/21). Minute to be removed next month.**
- 6850 The clerk noted that following the vandalism at the village hall the defibrillator was temporarily removed as the electricity supply needed to be checked. The clerk has posted a message on facebook and had placed a sign on the defibrillator advising residents of the location of alternative defibrillators. The PC would like to thank JH for her help in this matter. **(03/21). Minute to be removed next month.**
- 6851 Annual parish meeting: it was agreed that this would be held on 28th April and that the clerk would ask PC Farmer and Elstead Food Bank if they would like to attend as guest speakers. **(03/21). Minute to be removed next month.**

23.0 ACCOUNTS FOR PAYMENT – MARCH 2021

- 6852 The following cheques were presented for payment:

ACCOUNTS FOR PAYMENT - March 2021

Payee	Cheque no	Purpose	Amount
Came & Company Ltd	4229	Insurance (annual)	£1,097.05
Function 28	4230	Accessibility (website)	£240.00
Witherby Property Renovation	4231	Woolfords Lane Fascias	£948.00
DB Garden Services	4232	Vegetation clearance at The Croft	£180.00
Elementy Signs Ltd	4233	Sign at Elstead Village Tennis Courts	£571.20
Juliet Williams	4234	salary 1 of 2	£999.00
Juliet Williams	4235	salary 2 of 2	£514.50
Juliet Williams	4236	expenses and working from home	£0.00
HMRC	4237	PAYE	£1,337.18
Castle Water	4238	Woolfords Lane	£134.04
Councillor allowance	4239-4242	Councillor allowance	£120.00
			£6,140.97

25.0 MATTERS RAISED BY MEMBERS

- 6854 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. The current scheme is due to end 31st March 2021. Cllr Mathisen to discuss the funding with Cllr Harmer. **(03/21).**

6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21)**.

Meeting closed at 10.10pm



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 21st April 2021 at 7.30pm

Virtual Meeting via Zoom

Attendees:	Cllr P. Murphy (Chair)	Cllr R. Rees	Cllr R. Gardner (arr 8.15pm)
	Cllr J. Mathisen	Cllr J. Webster	Cllr S. Reynolds
	Cllr L. Davidsen	Cllr J. Jacobs	Cllr D. Snape
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who would follow this up. **(04/21).**

6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21).**

6858 A resident asked whether the PC had been informed in advance of the filming scheduled at Hankley Common. The PC had not been informed of the filming but it was noted that it filming lasted for less than 28 days permission was not needed. **(04/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6859 There were no apologies for absence. **(04/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6860 Cllr Murphy declared an interest in the borehole agenda item. No other 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. **(04/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th MARCH 2021

- 6861 The minutes of the Parish Council meeting held on 15th March 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(04/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th MARCH 2021

- 6862 The minutes of the planning meeting held on 15th February 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(04/21). Minute to be removed next month.**

5.0 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).**
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6863 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed. **(04/21).**
- 6794 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in its' 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. The clerk to remind SCC that a response is outstanding. **(03/21).**
- 6864 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk has followed this up before the April meeting but there is no

update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. **(04/21).**

- 6865 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. There was no update for the April meeting. **(04/21).**
- 6866 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. **(04/21).**
- 6867 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk contacted RC for an update prior to the April meeting but there was no response **(04/21).**
- 6868 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypot Antique development as other examples. The clerk has report this to Robin Taylor, Head of Governance. It was understood that there was a possibility of a meeting with senior directors at

Thakeham and Clarion and Cllr Else was thanked for his efforts in pursuing this matter with elected colleagues. Prior to the April meeting the PC were contacted There was no further action in this matter other than the PC were contacted by an action group from E Grinstead opposed to a development that Thakeham are involved with. The action group asked for Cllr Murphy to send a letter to the press regarding our experiences of Thakeham. It was agreed that the letter would not be sent to the press yet but Cllr Murphy would make Thakeham aware subject to Cllr Else agreeing that this was the correct approach. There has been no further information from Cllr Potts regarding a meeting date with Thakeham. **(04/21).**

- 6869 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. HG advised that this would be completed in the forthcoming fiscal (21/22). HG advised that SSSI permission is required before works can start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. **(04/21).**
- 6724 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 has followed this up as c£800 in credit is still owed. 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 will take advice from the next playground inspection. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably need to be deferred until the Spring. **(02/21).**
- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**
- 6870 Defibrillators: The new postcode for Gala Lane has been confirmed and the signage will be sent to the printers. **(04/21).**
- 6803 Springfield flooding: 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. A meeting has been scheduled for March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. **(03/21). Minute to be merged with 6881.**
- 6871 Gala Lane: The postcode has been generated and one name plate will be put up in the road ensuring its location does not cause confusion with those properties with a Milford Road address. The clerk has advised EVC of the new postcode and JH has advised SECAMB who have updated their defibrillator location sheet. **(04/21). Minute to be removed next month.**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21)**.

- 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)**
- 6666 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**
- 6621 User Agreements: 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)**.
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21)**.
- 6806 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. Cllr Mathisen to ask HUG representatives when will it be possible to arrange a site meeting. **(03/21)**.
- 6872 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. **(04/21)**.
- 6873 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood. **(04/21)**.

- 6810 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold. **(04/21)**.
- 6874 A resident asked whether WBC had consulted with the PC over the installation of bunds on land at the bottom of Westbrook Hill. The Clerk confirmed she had had one email stating that following the UE, WBC would look at this option. The resident questioned whether this should have been subject to planning application. Cllr Murphy noted that this was an agricultural operation and therefore planning permission was not needed. Cllr Snape asked whether wild flower seed could be sowed on the land. WBC advised the clerk that grass seed would be sown on the land and wildflower seed at some later stage. The clerk asked whether WBC will allow the PC to sow wild flower seed but WBC have confirmed that they will do it when they sow the grass seed. **(04/21)**. **Minute to be removed next month.**
- 6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**
- 6875 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk has contacted the Witley clerk. The clerk and Cllr Murphy noted that the cycle way had been awarded £150,000 in CIL funding. The clerk to ask HG again for the proposed definitive route. **(04/21)**
- 6814 Flood forum: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. Flooding issues were discussed at the meeting held on 16th March and Cllr Mathisen circulated a report following the meeting. The clerk to understand what the next steps are. **(04/21)**.
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6787 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. **(02/21)**
- 6876 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs and Cllr Murphy and The clerk to measure the distance from Thursley road to the cemetery so that this can be included on the sign. The clerk contacted SCC for approval. SCC have advised that the clerk must seek permissions from Skanska who own the streetlight and in addition distance cannot be included on the sign. **(04/21)**.
- 6877 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. The clerk shared examples and costs of barriers prior to the February meeting - the approximate cost being £2,000 plus installation.

Councillors agreed that they would prefer a galvanised, green coloured barrier. The clerk advised that the council should seek advice from SECAMB as to whether there was a preferred barrier for emergency crew to have to access as the PC would not want the barrier to delay an emergency response. The clerk contacted SECAMB and they provided guidance. Neighbouring properties were consulted and there were no objections. The clerk presented two quotations (a third company was unable to quote) and councillors agreed to go with FlowPlates which was the cheapest option at £1998 incl. vat. The restrictive barrier is purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31) **(04/21)**.

6878 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. **(04/21)**.

6879 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. The current scheme is due to end 31st March 2021. Cllr Mathisen to discuss the funding with Cllr Harmer. An article to be written for the village news to encourage other houses to join up to the scheme. **(04/21)**.

6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21)**.

6880 Guinea Common parking issues: residents have been liaising with MoD as vehicles are being parked in the lay-by to the left. The clerk advised that 1st Call are able to place logs to deter parking if needed. **(04/21)**.

6.0 REPORT FOLLOWING THE MEETING WITH SCC, WBC RE FLOODING IN SPRINGFIELD HELD 16TH MARCH 2021

6881 WBC agreed to undertake some investigative work to see if there is an obstruction. Whilst at the meeting GR (WBC) asked whether we had obtained landowner permission for SCC/WBC to access residents' gardens. Cllr Rees responded to GR. **(04/21). Minute to be merged with 6803**

7.0 REPORT FOLLOWING THE HUG MEETING HELD 30TH MARCH 2021

6882 A report was circulated by Cllr Mathisen prior to the meeting. Cllr Mathisen advised councillors that there are closure notices on some of the bridleways. Here was a discussion about the use of drones and MoD advised that filming would be taking place imminently. There was no news regarding the repairs to Truxford Road and there was no further update on the legal action although it has been recommended that MoD should establish a legal right of access. **(04/21). Minute to be removed next month.**

8.0 WBC UPDATE

6883 There was no update **(04/21). Minute to be removed next month.**

9.0 SCC UPDATE

6884 Following a query from the clerk as a result of smashed glass in the bus stop window Cllr Harmer advised that anything to do with posts, flags and timetables were the responsibility of SCC and furniture was the responsibility of WBC. **(04/21). Minute to be removed next month.**

6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

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

10.0 NEIGHBOURHOOD PLAN UPDATE

6885 Mini consultation on revised housing policies: The focused consultation started on 26th March 2021 and runs for six weeks until 7th May 2021. A letter was sent to every householder, the website has been updated with all the information, a detailed article was placed in the village news and there have been regular reminders on the village facebook page. At the time of the April PC meeting 2 x drop in zoom sessions had been held. Feedback had been positive with some interesting suggestions and questions. A further drop in session plus one covid secure face to face session have been arranged towards the end of the consultation. Cllr Jacobs emphasised that all councillors must respond and encourage their neighbours and friends to respond too. The proposal is for Springfield (16 houses), Sunray Farm (40 houses with a slightly bigger business hub) and Four Trees (11 houses) giving a total of 67 (versus a required total of 62). The overall aim is for the SG to be able to send the final plan (Regulation 15) to WBC on 1st June 2021. As there are inconsistencies with the WBC figures on planning permissions already obtained it was felt that it is better to go slightly over the number of required dwellings and this provides flexibility in case any of the sites under deliver in quantum. Cllr Snape asked how traffic issues would be addressed. Cllr Jacobs noted that traffic had been assessed throughout the process and this was why the SG have selected Four Trees rather than both Four Trees and Croft 2. It was also noted that the SG's preferred sites are those that are located close to the village centre and its services and amenities. Cllr Jacobs also advised that a traffic management plan would have to be submitted when a planning application is presented. **(04/21).**

6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

6886 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21).**

11.0 ELSTEAD EMERGENCY RESPONSE (EER)

6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**

6888 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. **(04/21).**

6762 EER rota: The clerk noted that the updated EER rota would be circulated to councillors after the meeting. **(02/21).**

6889 Phone line: EER phone line to be reviewed at the June meeting. **(04/21).**

12.0 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)**.
- 6890 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. The CIL Advisory Board have finally met and assessed all of the applications and the Executive have approved an allocation of £98,000 to the POR fund. There is a 6 week call off process after which it is hoped that this funding will be approved. Taking into consideration public donations as well as NE financial support it looks as if this means that potentially the entire boardwalk will be able to be rebuilt subject to final costs. **(04/21)**.
- 6827 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and Cllr Murphy and the clerk fed back comments at the POR committee meeting which was held on 24th February 2021. The main area of concern from Elstead Cllrs was that there was a proposal not to reinstate the access to the boardwalk from BW 504. Cllr Murphy felt that NE had taken this point on board. **(03/21)**
- 6891 Car parking at The Moat: a voluntary car parking system at The Moat costing £25/year. Councillors to monitor if parking along the Thursley Road increases as a result. **(04/21)**.

13.0 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)**.
- 6892 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. Progress has been slow due to the blacksmith's availability. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 26th April. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. **(04/21)**.
- 6686 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. **(01/21)**.
- 6893 Electrical supply to the green: Cllr Mathisen has liaised with SEN and advised that there is an electricity supply to the green. Cllr Reynolds and the clerk measured where the supply could be fed to on the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. Cllr Mathisen is progressing the installation of a useable power source. The clerk is seeking approval from WBC to site the termination point. Cllr Mathisen noted that the termination site will need to be a cabinet 3 feet high. Councillors felt that this would be too much of an obstruction and asked if Cllr Mathisen could try and ascertain if it was possible to have an underground point instead. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. **(04/21)**.
- 6894 Winter Planters. There have been no issues with the winter planters and there has been minimal damage despite the cold conditions. Cllr Snape noted that she had received many positive comments about the planters and was thanked again by councillors. Cllr Webster asked whether the winter planters could be planted up earlier with which Cllr Snape was in agreement. Winter planters to be planted with summer flowers and then relocated to the Church Green. **(04/21)**.

- 6895 Village Green: Cllr Mathisen noted that the village green would benefit from some remedial work. It was agreed that grass seed and top soil would be spread over the village green in September 2021. **(04/21).**

14.0 ROAD SAFETY THROUGHOUT ELSTEAD

- 6896 Cllr Snape shared a proposal about how the road safety project could be managed. It was agreed that a working party would be formed to take this forward. Cllr Snape agreed to be chair and Cllrs Reynolds, Webster and Gardner agreed to be part of the sub committee. The clerk to draft a ToR for approval at the May PC meeting. An article to be posted in the EVN inviting members of the public to join. **(04/21). Minute to be removed next month.**
- 6835 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) to prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. **(02/21).**
- 6737 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date. **(02/201).**
- 6836 Thursley Road improvements: Cllr Harmer advised that a large section of road was due to be resurfaced from The Bel & Dragon to just beyond Woolfords Lane junction, Elstead following the approval of 21/22 Highways budgets however dates for the work are due to be finalised. Work was delayed following the longer than anticipated closure of Tilford East Bridge. Cllr Murphy noted that the section from the village green out towards Woolfords Lane was far worse and Cllr Snape asked why this section couldn't be escalated. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk advised that she would look to see if she had a copy of the notice which she would forward to Cllr Harmer. **(03/21)**
- 6837 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam agreed that Kat Farmer, the PC covering Elstead, could be invited to a future PC meeting subject to her shift patterns. Sam Adcock also suggested that the Milford Road could be nominated for a police speed enforcement session. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. **(03/21)**
- 6838 VAS: 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 post covid restrictions and there has been no change to this situation. Rachel Audsley (clerk for Frensham) will ask Manbat (battery supplier) if parishes can get a collective call-off deal. PH will write up the safety protocols in order to ensure we can go ahead with installation once the signs are available. The clerk contact SCC prior to the April meeting and they advised that the VAS have been collected from Norfolk and that **(03/21)**

15.0 BOREHOLE UPDATE

- 6897 Borehole project: Cllr Murphy advised that to date the project had received £16,000 of funding of which £3,000 will come from gift aid and elsewhere. The PC supported by TRRT submitted a joint

application for £10k funding to the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation which is makes under its power to utilise wells, springs o streams for obtaining wate,(Public Health Act 1936 s. 125). Three quotations for the installation of the borehole have been received and were circulated before the April meeting; Nichols Boreholes £14,195, Onesen Energy £15,484 and Borehole Service Utilities £13,583. All prices excluded VAT and are just for the borehole installation (ie do not include the irrigation works). The Onesen quote includes the cost of the electrical connection and a brick built enclosure for the control system, the other two don't (this is estimated to be between £1,500 and £2,000). Onesen also include a variable speed pump, which is better than the standard constant speed pump offered by the others. It was agreed that the quote from Oneson energy represented the best value in terms of work included within the scope of the project. The clerk has contacted Came & Co for insurance costs. **(04/21).**

16.0 WOOLFORDS LANE CEMETERY BUILDING

6898 Woolfords Lane cemetery building: To relay roof tiles and hip tiles. The clerk has sought three quotes to date, one contractor is unable to provide a quote, a second company quoted £2,500 based on using the existing tiles or £4,477 for new tiles and a third company quoted £1,960 which councillors approved. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk to instruct L Audsley Roofing Ltd. **(04/21).**

6899 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to instruct RK to quote. **(04/21).**

17.0 BACKLAND FIELD

6900 The current tenant has notified the land agent that she does not intend to renew the lease. Pelhams have advised that the rent on the field can be increased and will charge £450 for work to secure a tenant. Cllr Murphy and the clerk to meet with Pelhams and explain that there is interest for part of the land to be used for a bike track subject to costs, a public consultation and PC approval. In th event that this went ahead the tenant would be charged pro rata for the reduced area on the field. It was agreed that the access would be improved with the additional of some hardstanding and the creation of a turning area. Expressions of interest to be sent to Pelhams. **(04/21).**

18.0 APPROVAL OF THE ANNUAL FINANCIAL REPORT

6901 Cllr Murphy drafted the annual report ahead of the April meeting with contribution from Cllrs Davidsen, Rees and Mathisen and the clerk provided the financial data. Councillors approved the report and the clerk to add to the website. **(04/21). Minute to be removed next month.**

19.0 REVIEW OF RENTS 2020-2021

6902 Councillors approved the rents for 2020-2021 as agreed after the annual financial meeting held in November 2020. . **(04/21). Minute to be removed next month.**

20.0 REVIEW OF CEMETERY CHARGES 2020-2021

6903 Councillors approved the revised cemetery charges for 2020-2021 as agreed after the annual financial meeting held in November 2020. **(04/21). Minute to be removed next month.**

21.0 CLERKS HOURS

6904 Councillors approved a formal change to the clerks hours which were initially extended in April 2020 as a result of an increase in work load. **(04/21). Minute to be removed next month.**

21.0 FINANCE

- 6905 The clerk advised that the accounts had been reconciled correctly. Cllr Jacobs had noted this and confirmed that she will formally sign this off when social distancing allows.

Bank balance as per statements:

Current account £89,768.24 (1st April 2021)

Deposit account £55,158.89 (1st April 2021)

April cheques

15 totalling £5,252.03 of which 3 cheques are over £500 including clerks salary, Flowplates £1998 incl VAT (height restrictive barrier).

22.0 REPORTS AND CORRESPONDENCE

- 6906 Pitch treatments for the recreation fields. It was noted that treatment was needed for both pitches. The clerk to obtain costings. Cllr Murphy noted that the FA were providing funding for football pitches of £1k per pitch – Elstead has 6 pitches. **(04/21). Minute to be removed next month.**
- 6907 The clerk advised that a burial contractor had caused a mess at Woolfords Lane Cemetery. The clerk had sent evidence to the gravedigger and it was agreed that RK would repair the mess and that his time would be recharged to the gravedigger. **(04/21). Minute to be removed next month.**
- 6908 Following the recent re-incursion at Westbrook Hill the PC has installed temporary collapsible barriers across the road at Burford Lodge Rec. The cost was under £200 and were purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31). Barriers to be relocated to Thursley Road Rec when the height restrictive barrier is installed. **(04/21). Minute to be removed next month.**
- 6909 The clerk confirmed that PC Farmer and a representative could attend the Annual Assembly being held via zoom on 28th April 2021. **Minute to be removed next month.**

25.0 MATTERS RAISED BY MEMBERS

- 6910 Cllr Snape asked for clarification on how the EVAA should approach the PC in order for a borehole to be added to a CIL project list. The EVAA were advised to write a letter to the PC. If the committee were interested in seeing what the borehole looked like Cllr Murphy advised that they could visit his (subject to and following covid restrictions). Cllr Snape to liaise with the EVAA. **(04/21). Minute to be removed next month.**
- 6911 Cllr Snape advised that a DOCO had advised the hall on additional security measures following the break in. The village hall committee were going to investigate the recommendations which included cutting back some of the trees which border the village hall and Thursley Road Cemetery as well as other mitigating options inside the hall. **(04/21). Minute to be removed next month.**
- 6912 Cllr Mathisen asked if the meetings could be speeded up. It was noted that the majority of people circulated reports in advance and on the whole meetings finished before 10pm. **(04/21). Minute to be removed next month.**
- 6913 Cllr Webster advised that she had attended The Clockhouse AGM. The Clockhouse have on-going repairs and improvements and may need future funding. The PC asked that in the event there was a further request they would be minded to support the Clockhouse but that the PC would like to know which other PC's were supporting The Clockhouse and by how much. **(04/21). Minute to be removed next month.**
- 6914 Cllr Gardner advised that drones had been sited at around 10pm over Ockley Common. **(04/21). Minute to be removed next month.**

Meeting closed at 10pm



ELSTEAD PARISH COUNCIL
Minutes of the Annual Parish Meeting

Monday 17th May 2021 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

6915 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. It was agreed that this would be further discussed at the June meeting. **(05/21). Minute to be removed next month as will form an agenda item.**

1.0 ELECTION OF A CHAIR

6916 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/21). Minute to be removed next month.**

2.0 COMPLETION OF OFFICE FORMS

6917 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/21). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

6918 The Members Interest Forms were completed and passed to The Clerk. **(05/21). Minute to be removed next month.**

4.0 ELECTION OF A VICE CHAIR

6919 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/21). Minute to be removed next month.**

5.0 ROLES & RESPONSIBILITIES

6920 The roles and responsibilities form had been shared with councillors prior to the meeting. A couple of amendments were made and the clerk to circulate an updated version after the meeting. **(05/21). Minute to be removed next month.**

6.0 APOLOGIES FOR ABSENCE

- 6921 Apologies for absence were received from Cllr Rees which members accepted. **(05/21). Minute to be removed next month.**

7.0 DECLARATIONS OF INTEREST

- 6922 Cllr Murphy declared an interest in the borehole agenda item. No other 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. **(05/21). Minute to be removed next month.**

8.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st APRIL 2021

- 6923 The minutes of the Parish Council meeting held on 21st April 2021 were agreed and were signed by the Chairman. **(05/21). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF ANNUAL PARISH MEETING HELD 28th APRIL 2021

- 6924 The minutes of the Annual Parish Assembly meeting held via zoom on 28th April 2021 were agreed and were signed by the Chairman. **(05/21). Minute to be removed next month.**

10.0 MATTERS ARISING

- 6925 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. It was noted that there has been a further extension to the temporary closure notice and the clerk was asked to obtain an update from SCC countryside. **(05/21).**
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6863 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed. **(04/21).**
- 6926 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in its' 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. The clerk to remind SCC that a response is outstanding. **(05/21). Minute to be removed next month.**

- 6927 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk has followed this up before the April meeting but there is no update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. The clerk has followed this up but there is no progress. **(06/21).**
- 6865 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. **(05/21).**
- 6866 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. **(04/21).**
- 6928 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. **(05/21).**
- 6929 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypot Antique development as other examples. The clerk has report this to Robin Taylor, Head of Governance. It was understood that there was a possibility of a meeting with senior directors at Thakeham and Clarion and Cllr Else was thanked for his efforts in pursuing this matter with elected colleagues. Prior to the April meeting the PC were contacted There was no further action in this matter other than the PC were contacted by an action group from E Grinstead opposed to a development that Thakeham are involved with. The action group asked for Cllr Murphy to send a letter to the press regarding our experiences of Thakeham. It was agreed that the letter would not be sent to the press yet but Cllr Murphy would make Thakeham aware subject to Cllr Else agreeing that this was the correct approach. A meeting with Thakeham has been arranged for 25.05.2021. **(05/21).**

6930 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. HG advised that this would be completed in the forthcoming fiscal (21/22). HG advised that SSSI permission is required before works an start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. There was no update on this but councillor did note their appreciation of the new wooden BW signage that has been installed. **(05/21).**

6724 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 has followed this up as c£800 in credit is still owed. 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 foc (actual cost £260). The clerk to determine whether this work is needed and will take advice from the next playground inspection. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably needed to be deferred until the Spring. **(02/21).**

6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**

- 6931 Defibrillators: The new postcode for Gala Lane has been confirmed and the signage has been printed. **(05/21). Minute to be removed next month.**
- 6932 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. WBC agreed to undertake some investigative work to see if there is an obstruction. Whilst at the meeting GR (WBC) asked whether we had obtained landowner permission for SCC/WBC to access residents' gardens. Cllr Rees responded to GR. **(05/21).**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21).**
- 6933 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 Cllr Reynolds suggested Shawbrook Bank as an option. **(05/21)**
- 6666 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**
- 6934 User Agreements: 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. **(05/21). Minute to be removed as covered under agenda 20**
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21).**
- 6806 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had

risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. Cllr Mathisen to ask HUG representatives when will it be possible to arrange a site meeting. **(03/21)**.

- 6872 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. **(04/21)**.
- 6873 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood. **(04/21)**.
- 6810 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold. **(04/21)**.
- 6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**
- 6875 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk has contacted the Witley clerk. The clerk and Cllr Murphy noted that the cycle way had been awarded £150,000 in CIL funding. The clerk to ask HG again for the proposed definitive route. **(04/21)**
- 6935 Flood forum: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. Flooding issues were discussed at the meeting held on 16th March and Cllr Mathisen circulated a report following the meeting. SCC have responded and a Flood Action group to be formed. **(05/21)**.
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6787 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. **(02/21)**

- 6936 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs and Cllr Murphy and The clerk to measure the distance from Thursley road to the cemetery so that this can be included on the sign. The clerk contacted SCC for approval. SCC have advised that the clerk must seek permissions from Skanska who own the streetlight and in addition distance cannot be included on the sign. The clerk to understand why this is the case. **(05/21)**.
- 6877 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers and a price comparison process was undertaken and the clerk has also sought advice from SEACAMB. The restrictive barrier is purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31). The barriers have been ordered and the clerk is waiting on a completion date. **(05/21)**.
- 6937 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. Following technical issue the survey is expected to be ready for the June meeting. **(05/21)**.
- 6938 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. 150 homes and 13 businesses have signed up to date and a Community Infrastructure Company to be formed imminently. An article was written for the May issue of the Elstead village news to encourage other houses to join up to the scheme. **(05/21)**.
- 6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21)**.
- 6880 Guinea Common parking issues: residents have been liaising with MoD as vehicles are being parked in the lay-by to the left. The clerk advised that 1st Call are able to place logs to deter parking if needed. **(04/21)**.
- 6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who would follow this up. **(04/21)**.
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21)**.
- 6939 Woolfords Lane cemetery building: To relay roof tiles and hip tiles. The clerk has sought three quotes to date, one contractor is unable to provide a quote, a second company quoted £2,500 based on using the existing tiles or £4,477 for new tiles and a third company quoted £1,960 which councillors

approved. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk has instructed L Audsley Roofing Ltd who has advised that the work will be done in c 8 weeks. **(05/21).**

6899 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to instruct RK to quote. **(04/21).**

6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**

6888 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. **(04/21).**

6940 EER rota: The clerk noted that the EER rota has been circulated to councillors **(05/21)** **Minute to be removed next month.**

6889 Phone line: EER phone line to be reviewed at the June meeting. **(04/21).**

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).**

6941 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. The CIL Advisory Board have finally met and assessed all of the applications and the Executive have approved an allocation of £98,000 to the POR fund and the clerk has received formal notification of the offer of £98,000. Taking into consideration public donations as well as NE financial support it seems highly possible that the whole boardwalk can be. The CIL acceptance letter to be considered fully before being signed off. **(05/21).**

6942 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and Cllr Murphy and the clerk fed back comments at the POR committee meeting which was held on 24th February 2021. The main area of concern from Elstead Cllrs was that there was a proposal not to reinstate the access to the boardwalk from BW 504. Cllr Murphy felt that NE had taken this point on board. NE re looking at other options including creating bunds as well as boardwalks for pedestrian access. **(05/21)**

6891 Car parking at The Moat: a voluntary car parking system at The Moat costing £25/year. Councillors to monitor if parking along the Thursley Road increases as a result. **(04/21).**

6943 POR meeting: the next meeting of the POR committee is scheduled for 16.06.2021. **(05/21).**

11.0 REPORT ON THE BLUG MEETING HELD 26TH APRIL 2021

6944 A BLUG meeting that was held on 26th April although unfortunately only four people were available including the clerk, a representative from the sharks and two committee members from the EVAA. The clerk advised that a resident had asked to attend these meetings and the clerk had advised that this was only for committee members and that MOP's should raise any concerns directly with the clerk. Councillors agreed with this point. The clerk shared updates with sub committee members on litter, completion of CCTV project, postcode for Gala Lane and EVTC having been generated, barrier update and carpark / scraping back work scheduled for May half term. The sharks provided an update on football season timings. A resident who had wanted to attend asked if a fence could be

erected around the rec o that dogs could be walked. The clerk had advised that this would not be possible as this was a dog protection zone as determined by WBC. **(05/21). Minute to be removed next month.**

- 6906 Pitch treatments for the recreation fields. It was noted that treatment was needed for both pitches. The clerk to obtain costings. Cllr Murphy noted that the FA were providing funding for football pitches of £1k per pitch – Elstead has 6 pitches. **(05/21). Minute to e removed as covered under agenda item 17.**

12.0 WBC UPDATE

- 6945 The clerk advised that Cllr J Else and the clerk had reported The Quillets to WBC. There was a lot of waste and general mess and untidiness with broken fence posts etc that could cause a hazard. WBC have advised that the area has been made safe. **(05/21). Minute to be removed next month.**

- 6946 Planning – there have been huge problem with planning leading to delays in getting applications registered on the website and assessed. This has been caused by the introduction of Horizon a new programme as well as a shortage of staff. **(05/21). Minute to be removed next month.**

- 6947 Dunsfold is set to deliver less hosing however Cllr Murphy did not feel that this would impact housing figures in the E&W NHP Area as the land is protected by Green Belt. **(05/21). Minute to be removed next month.**

13.0 SCC UPDATE

- 6948 Road resurfacing long Thursley Road from outside Sandford Villas to the Bel and Dragon starts on Sunday 23rd May and will last for 4 days. **(05/21). Minute to be removed next month.**

- 6949 BW101; Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy to forward it to Cllr Harmer. **(05/21).**

- 6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

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

14.0 NEIGHBOURHOOD PLAN UPDATE

- 6950 Mini consultation on revised housing policies: The focused consultation ran from 26th March 2021 for six weeks until 7th May 2021 and there have been 156 responses. The NHP team are happy with the number of responses as this was a reconsultation. Nexus have forwarded a list of all the comments and responses and these will be analysed in detail by the NHP team. Any responses will be incorporate and there will be a final proof read to the NHP before it is submitted to WBC for Regulation 15. **(04/21).**

- 6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

6886 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21).**

15.0 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).**

6951 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. Progress has been slow due to the blacksmith's availability. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. **(05/21).**

6952 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. Summer planters have been moved to position. **(05/21). Minute to be removed next month.**

6953 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Mathisen noted that the termination site will need to be a cabinet 3 feet high. Councillors felt that this would be too much of an obstruction and asked if Cllr Mathisen could try and ascertain if it was possible to have an underground point instead. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. **(05/21).**

6954 Winter Planters. There have been no issues with the winter planters and there has been minimal damage despite the cold conditions. Cllr Snape noted that she had received many positive comments about the planters and was thanked again by councillors. Cllr Webster asked whether the winter planters could be planted up earlier with which Cllr Snape was in agreement. The winter planters have been planted with summer flowers and relocated to the Church Green and a watering schedule has been agreed. **(05/21). Minute to be removed next month.**

6895 Village Green: Cllr Mathisen noted that the village green would benefit from some remedial work. It was agreed that grass seed and top soil would be spread over the village green in September 2021. **(04/21).**

16.0 ROAD SAFETY THROUGHOUT ELSTEAD

6955 The ToR for EVRS sub committee was circulated in advance of the meeting. A few tweaks were made. The ToR was approved and adopted by the Parish Council. **(05/21). Minute to be removed next month.**

6835 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) to prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. **(02/21).**

- 6737 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date. **(02/201)**.
- 6956 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been scheduled for road improvement but that it is the section from Sandford Villas to the centre of the village green that required the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available. **(05/21)**.
- 6837 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam agreed that Kat Farmer, the PC covering Elstead, could be invited to a future PC meeting subject to her shift patterns. Sam Adcock also suggested that the Milford Road could be nominated for a police speed enforcement session. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. **(03/21)**
- 6838 VAS: 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 post covid restrictions and there has been no change to this situation. Rachel Audsley (clerk for Frensham) will ask Manbat (battery supplier) if parishes can get a collective call-off deal. PH will write up the safety protocols in order to ensure we can go ahead with installation once the signs are available. The clerk contact SCC prior to the April meeting and they advised that the VAS have been collected from Norfolk and that **(03/21)**

17.0 RECREATION GROUND AREA WORK

- 6957 Grounds treatment: The Clerk sought three quotes for lime and fertiliser grounds treatment work to both recs. One contractor was unable to quote. Grasstex quoted £1,760 for 1000kg each of fertiliser and lime whereas Continental quoted £1,653 for half the amount of fertiliser and lime. Councillors agreed that Grasstex should be awarded the work which it does under its powers to acquire and maintain land for public recreation (Local Government Act 1972, s 226). The clerk to instruct Grasstex. **(05/21)**.
- 6958 Car park improvement (Burford Lodge): remedial work will be carried out by the council's maintenance person during half term and the side of the access road will also be scrapped back to maximise access when cars are parked. The works are undertaken under the PC's powers to provide parking places for vehicles, bicycles and motor-cycles (Road Traffic Regulation Act 1984, s. 57, 63s). The clerk has instructed rec user groups. **(05/21)**.

18.0 BACKLAND FIELD

- 6959 The current tenant has notified the land agent that she does not intend to renew the lease. Pelhams have advised that the rent on the field can be increased and will charge £450 for work to secure a tenant which councillors approved. Cllr Murphy and the clerk met with Pelhams and explained that there is interest for part of the land to be used for a bike track subject to costs, a public consultation and PC approval. In the event that this went ahead the tenant would be charged pro rata for the reduced area on the field. They also shared information regarding the creation of a hard standing

area for turning and the location of a second gate. Expressions of interest will be sent to Pelhams is expected that a short list of applicants will be available before the June meeting. **(05/21).**

- 6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**

19.0 BOREHOLE AGREEMENT

- 6897 Borehole project: Cllr Murphy advised that to date the project had received £16,000 of funding of which £3,000 will come from gift aid and elsewhere. The PC supported by TRRT submitted a joint application for £10k funding to the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation which is makes under its power to utilise wells, springs o streams for obtaining wate,(Public Health Act 1936 s. 125). Three quotations for the installation of the borehole have been received and were circulated before the April meeting; Nichols Boreholes £14,195, Onesen Energy £15,484 and Borehole Service Utilities £13,583. All prices excluded VAT and are just for the borehole installation (ie do not include the irrigation works). The Onesen quote includes the cost of the electrical connection and a brick built enclosure for the control system, the other two don't (this is estimated to be between £1,500 and £2,000). Onesen also include a variable speed pump, which is better than the standard constant speed pump offered by the others. It was agreed that the quote from Oneson energy represented the best value in terms of work included within the scope of the project. The clerk has contacted Came & Co for insurance costs. The borehole project has now received committed donations of £17,000 plus £1,500 in gift aid and a likely £2k marketing monies from Burns & Webber. An application to the SCC Big Fund was submitted in March but there has been no feedback from SCC on this. The borehole committee note that there is sufficient funds to purchased the borehole and a basic irrigation scheme. Councillors discussed this and agreed with the recommendation to proceed and the clerk and to progress this. **(05/21).**

20.0 DRAFT REC USERS AGREEMENTS

- 6961 The clerk circulated a draft user agreement with councillors prior to the meeting. On the whole the draft was accepted by councillors and the clerk and Cllr Murphy to further amend and recirculate for the June meeting. Cllr Murphy noted that the car park and the Rainbows play area at Thursley Road were park of the leased area to the TRRT. **(05/21).**

21.0 VILLAGE GREEN CLOCK

- 6962 Clock on the green: an MoP raised the time keeping (or lack of) of the village green clock. Two residents have kindly donated £200 towards the purchase of a new clock and the PC would like to express its sincere thanks for their generosity. The clerk to provide sample at the June meeting. **(05/21).**

22.0 ANNUAL REVIEW OF PC DOCUMENTS:

- 6963 The clerk circulated he following documents prior to the meeting: Standing orders, Financial Regulations, ToR's, Website Policy and EER policy. All documents were noted as needing no further changes or amendments except for the EER policy which is noted as being "under review". **(05/21). Minute to be removed next month.**

23.0 ISSUES AROUND REMOTE DEVELOPMENT SITES

- 6964 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to obtain a statement to this affect as this would support the NHP's promotion of certain development sites. **(05/21).**

24.0 REPORTS AND CORRESPONDENCE

- 6965 Cllr Murphy noted that he was in the process of arranging a meeting with SCC Highways at The Croft for either 26/27. Cllr Jacobs and Cllr Harmer to attend. **(05/21). Minute to be removed next month.**
- 6966 Boundary Review: the proposal is for the number of ward councillors to reduce from 57 to 50. There is no further detail and it is not clear how this will affect Elstead. **(05/21) Minute to be removed next month.**
- 6967 Hoppa: an email was received asking for support for their Big Surrey fund application to purchase 2 x electrical and accessible buses. The clerk to write a letter of support as well as "like" their application on the SCC Big Fund portal. **(05/21) Minute to be removed next month.**
- 6968 Burford Lodge Pavilion: the clerk advised that Elstead FC were keen to reinstate the showers, loos etc. The PC considered that it was not in favour of this. The building was unsafe for anything other than storage and felt that the FA should be working on plans for a replacement building and did think it was a good use of money. **(05/21) Minute to be removed next month.**
- 6969 A resident had contact Cllr Murphy, concerned about some trees. The clerk to contact the resident. **(05/21).**

25.0 FINANCE

- 6970 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the reconciliation. **(05/21) Minute to be removed next month.**
- 6971 Bank balance as per statements: Current account £150,210.83 (31st May 2021) and Deposit account £55,163.91 (31st May 2021). **(05/21) Minute to be removed next month.**
- 6972 Accounts for payment for May 2021 **(05/21) Minute to be removed next month.**

Payee	Cheque no	Purpose	Amount
Castle Water	4263	Burfod Lodge Rec	£645.21
Maxwell Ltd	4264	Payroll	£72.00
Diane Snape	4265	OE Flowers	£74.83
Surrey Alc Limited	4266	Annual Membership	£838.54
Juliet Williams	4267	Salary 1 of 2	£999.00
Juliet Williams	4268	Salary 2 of 2	£516.30
Wellers Law Group LLP	4269	Registering Thursley Road Rec	£900.00
Juliet Williams	4270	Expenses May	£21.30
Elstead Village Halls	4271	PC Meeting Hall Hire	£17.50
SSE	4273	Burfod Lodge	£44.00
Axtell Ltd	4274	Crushed concrete for car park	£768.00
AJ Signs Ltd	4275	Defib (Gala Lane) and Water usgae sign	£148.00
Maxwell and co	4276	Year end submission payroll	£96.00
HMRC	4277	Tax / NIC	£1,382.33

£6,523.01

- 6973 Internal audit: the clerk advised that she had visited Maxwells who were investigating how the Preserve our Reserve funds should be accounted. The auditor noted that he needed to discuss this with the external auditor and as soon as there was guidance the clerk would be able to submit all the paperwork for review. **(05/21) Minute to be removed next month.**

26.0 MATTERS RAISED BY MEMBERS

- 6974 Cllr Davidsen noted that a sign had been smashed into near the Shackleford Road on the Elstead arm and it has been reported to SCC. **(05/21) Minute to be removed next month.**
- 6975 Cllr Davidsen noted that pea shingle had been added to a path on Hankley Common near the Lions Mouth and questioned shouldn't this be Fittleworth. **(05/21) Minute to be removed next month.**
- 6976 Cllr Mathisen proposed that there should be an event to celebrate EER, HIE and EFB volunteers **(05/21)**

Meeting closed at 9.30pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 21st June 2021 at 7.30pm
Held at Elstead Youth Centre

Attendees:	Cllr P. Murphy (Chair)	Cllr R. Gardner	Cllr D. Snape
	Cllr J. Mathisen	Cllr J. Webster	Cllr S. Reynolds
	Cllr L. Davidsen	Cllr J. Jacobs (left 9.15pm)	
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

6978 There were no questions from members of the public. **(06/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6979 Apologies for absence were received from Cllr Rees which members accepted. **(06/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6980 Cllr Murphy declared an interest in the borehole. No other 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. **(06/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th MAY 2021

6981 The minutes of the Parish Council meeting held on 17th May 2021 were agreed and were signed by the Chairman. **(06/21). Minute to be removed next month.**

4.0 MATTERS ARISING

6982 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 EA had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. It was noted that there has been a further extension to the temporary closure notice (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise

and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next 2 weeks. The clerk has established that the overgrown vegetation along FP64 & FP65 is due to be cut by contractors by 25th June. Cllr Reynolds to check that the work has been undertaken. **(06/21)**.

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6983 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed and/or the chevron sign to be replaced. **(06/21)**.
- 6984 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk has followed this up before the April meeting but there is no update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. The clerk has followed this up but there has been no response from WBC. **(06/21)**.
- 6865 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. **(05/21)**.
- 6985 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. Further works are due but have been delayed as a result of staff shortage. SCC to negotiate the surface material with the landowner. **(06/21)**.
- 6986 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a

conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. There was no update for the June meeting and the clerk to find out where SCC deem the safe drop off/pick up point to be. **(06/21).**

6987 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypot Antique development as other examples. The clerk has report this to Robin Taylor, Head of Governance. It was understood that there was a possibility of a meeting with senior directors at Thakeham and Clarion and Cllr Else was thanked for his efforts in pursuing this matter with elected colleagues. Prior to the April meeting the PC were contacted There was no further action in this matter other than the PC were contacted by an action group from E Grinstead opposed to a development that Thakeham are involved with. The action group asked for Cllr Murphy to send a letter to the press regarding our experiences of Thakeham. It was agreed that the letter would not be sent to the press yet but Cllr Murphy would make Thakeham aware subject to Cllr Else agreeing that this was the correct approach. A meeting with Thakeham has been arranged for 25.05.2021 and is reported under agenda item 5. **(06/21).**

6988 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. HG advised that this would be completed in the forthcoming fiscal (21/22). HG advised that SSSI permission is required before works can start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. HG advised before the June meeting that they were waiting for NE permission. **(06/21).**

6724 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 has followed this up as c£800 in credit is still owed. 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 foc (actual cost £260). The clerk to determine whether this work is needed and will take advice from the next playground inspection.

The clerk has been unable to arrange for Paintics to do the paintwork and this will probably needed to be deferred until the Spring. **(02/21).**

- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**
- 6989 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. Following a Flood Action Group meeting held on 21.6.2021 a date of 29th June 2021 has been agreed to undertake inspection works. Cllrs Rees and AG are contacting residents to secure access to gardens. **(06/21).**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21).**
- 6990 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 shared interest rates for Lloyds and Shawbrook and it was agreed that an account with Shawbrook offered the best interest. The clerk to open an account and move the POR funds to it. **(06/21)**
- 6934 User Agreements: 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. **(06/21). Minute to be removed after July meeting when it forms an agenda item.**
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21).**
- 6991 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. Cllr Mathisen has tried to contact HUG representatives for a site meeting – and will push gain for a site meeting. **(06/21).**

- 6872 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. **(04/21)**.
- 6873 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood. **(04/21)**.
- 6810 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold. **(04/21)**.
- 6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**
- 6992 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk has contacted the Witley clerk. The clerk and Cllr Murphy noted that the cycle way had been awarded £150,000 in CIL funding. The clerk to ask HG again for the proposed definitive route. HG provided the following update for the June meeting: SCC ecologist has completed the Environmental Assessment so I will submit it for EA consent. Once consent is received the works will be tendered to ideally start at the end of summer to be completed before winter sets in. SCC to send a plan showing the route. The entire route will be surfaced in Fittleworth to 3m width where possible. SCC are still keen for the route to be named. **(06/21)**
- 6993 Flood forum – renamed Flood Action Group: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. Flooding issues were discussed at the meeting held on 16th March and Cllr Mathisen circulated a report following the meeting. SCC have responded and a Flood Action group to be formed and met on 21st June. All agreed it was a very productive meeting. SCC to forward leaflets containing emergency contact details and what to do in a flood information. It was made clear that members of the public must contact SCC directly rather than asking their PC to for gdpr reasons as SCC will provide updates on the works progress. **(06/21)**.
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**

- 6994 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. **(06/21)**
- 6995 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs, the clerk has obtained written permission from Skanska and SCC and the sign has been ordered. **(06/21).**
- 6996 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers and a price comparison process was undertaken and the clerk has also sought advice from SEACAMB. The restrictive barrier is purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31). The barriers have been ordered and the clerk has chased for an updated and was told delivery is expected early July. **(06/21).**
- 6997 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. The clerk to shred any addresses and the main covid survey to be undertaken in September by Cllr Webster. **(05/21).**
- 6998 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. 150 homes and 13 businesses have signed up to date and a Community Infrastructure Company to be formed imminently. An article was written for the May issue of the Elstead village news which generated some interest. Open reach have supplied a quotation. **(06/21).**
- 6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21).**
- 6880 Guinea Common parking issues: residents have been liaising with MoD as vehicles are being parked in the lay-by to the left. The clerk advised that 1st Call are able to place logs to deter parking if needed. **(04/21).**
- 6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who would follow this up. **(04/21).**
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21).**
- 6999 Woolfords Lane cemetery building: To relay roof tiles and hip tiles. The clerk has sought three quotes to date, one contractor is unable to provide a quote, a second company quoted £2,500 based on

- using the existing tiles or £4,477 for new tiles and a third company quoted £1,960 which councillors approved. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk has instructed L Audsley Roofing Ltd who has advised that the work will be started on 26th June. **(06/21).**
- 6899 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to instruct RK to quote. **(04/21).**
- 6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 6888 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. **(04/21).**
- 7000 Phone line: EER phone line to be reviewed at the June meeting. The clerk to contact Cllr Rees for his views on the continuation of the phone line after the June meeting. **(06/21).**
- 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).**
- 7001 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. The CIL Advisory Board have finally met and assessed all of the applications and the Executive have approved an allocation of £98,000 to the POR fund and the clerk has received formal notification of the offer of £98,000. The offer has been formally accepted the offer. **(06/21). Minute to be removed next month.**
- 7002 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and Cllr Murphy and the clerk fed back comments at the POR committee meeting which was held on 24th February 2021. The main area of concern from Elstead Cllrs was that there was a proposal not to reinstate the access to the boardwalk from BW 504. Cllr Murphy felt that NE had taken this point on board. NE re looking at other options including creating bunds as well as boardwalks for pedestrian access. **(06/21) Minute to be removed as covered under agenda item 12.**
- 6891 Car parking at The Moat: a voluntary car parking system at The Moat costing £25/year. Councillors to monitor if parking along the Thursley Road increases as a result. **(04/21).**
- 6915 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. It was agreed that this would be further discussed at the June meeting. **(05/21).**
- 7003 Borehole project: Cllr Murphy advised that to date the project had received £16,000 of funding of which £3,000 will come from gift aid and elsewhere. The PC supported by TRRT submitted a joint application for £10k funding to the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation which it makes under its power to utilise wells, springs or streams for obtaining water, (Public Health Act 1936 s. 125). Three quotations for the installation of the borehole have been received and were circulated before the April meeting; Nichols Boreholes £14,195, Onesen Energy

£15,484 and Borehole Service Utilities £13,583. All prices excluded VAT and are just for the borehole installation (ie do not include the irrigation works). The Onesen quote includes the cost of the electrical connection and a brick built enclosure for the control system, the other two don't (this is estimated to be between £1,500 and £2,000). Onesen also include a variable speed pump, which is better than the standard constant speed pump offered by the others. It was agreed that the quote from Onesen energy represented the best value in terms of work included within the scope of the project. The clerk has contacted Came & Co for insurance costs. The borehole project has now received committed donations of £17,000 plus £1,500 in gift aid and a likely £2k marketing monies from Burns & Webber. An application to the SCC Big Fund was submitted in March but there has been no feedback from SCC on this. The scheme has been given the "go ahead" and work is due to start during the first week of July. The application to surrey is still live but after three months there has been no response on it. The first stage of works can be completed without this funding. **(06/21).**

7004 Grounds treatment: The Clerk sought three quotes for lime and fertiliser grounds treatment work to both recs. One contractor was unable to quote. Grasstex quoted £1,760 for 1000kg each of fertiliser and lime whereas Continental quoted £1,653 for half the amount of fertiliser and lime. Councillors agreed that Grasstex should be awarded the work which it does under its powers to acquire and maintain land for public recreation (Local Government Act 1972, s 226). The works have been completed and both recs are looking in good condition. **(06/21). Minute to be removed next month.**

7005 Car park improvement (Burford Lodge): remedial work will be carried out by the council's maintenance person during half term and the side of the access road will also be scrapped back to maximise access when cars are parked. The works are undertaken under the PC's powers to provide parking places for vehicles, bicycles and motor-cycles (Road Traffic Regulation Act 1984, s. 57, 63s). The clerk has instructed rec user groups. The work has started however there was debris in the crushed concrete. A further layer of plainings to be added to cover the road surface this week. **(06/21). Minute to be removed next month.**

6964 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to obtain a statement to this affect as this would support the NHP's promotion of certain development sites. **(05/21).**

6969 A resident had contacted Cllr Murphy, concerned about some trees. The clerk to contact the resident. **(05/21).**

5.0 REPORT FOLLOWING THE MEETING WITH THAKEHAM HELD 25TH MAY 2021

7006 Thakeham Meeting: a detailed report was circulated prior to the meeting. Cllrs Murphy, Jacobs, Else, the clerk and DD met with Chris Brake and Tristan Robinson of Thakeham to discuss a document that the PC had prepared which listed all the short comings associated with the WMP build. As a result of the meeting the following actions have taken place: the footpath has been reinstated through the development, the old perimeter fence has been removed, a new 1.8m fence has been installed in front of the deep culvert, debris will be removed from the grazing land, the sandpipe has been capped (this wasn't their responsibility), proper signage will be installed on the route to the SANG and they have committed to discuss the play area with Clarion. Cllr Murphy explained that there should be a 5m barrier between the house and the LAP (NPPF planning). LD asked whether the "no mans land" could be an options for a LEAP. **(06/21).**

6.0 REPORT FOLLOWING THE MEETING WITH SCC HIGHWAYS HELD 27TH MAY 2021

7007 SCC Meeting: a report was circulated prior to the meeting. Cllrs Murphy, Jacobs and Hamer met with Mr Peplow plus another representative from SCC Highways on site at The Croft. The discussion was over the decision of SCC to agree access arrangements (ref Croft 2 planning application) which went against SCC guidelines. Neither representative could explain why they had ignored the advice of their technical advisor or provide evidence to explain why they had discounted SCC guidelines. **(06/21). Minute to be removed next month.**

7.0 WBC UPDATE

7008 There was no update at the meeting. **(06/21). Minute to be removed next month.**

8.0 SCC UPDATE

6949 BW101; Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy to forward it to Cllr Harmer. **(05/21).**

6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

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

7009 There was not much to report as SCC has been running a number of induction meetings following the recent election. Schools have received some SEND funding. **(06/21). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

7010 Mini consultation on revised housing policies: The focused consultation ran from 26th March 2021 for six weeks until 7th May 2021 and there have been 156 responses. The NHP team are happy with the number of responses as this was a reconsultation. Final proof read of the NHP has been completed and just waiting on the last draft to submit to WBC for Regulation 15. **(06/21).**

6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

6886 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21).**

10.0 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).**

7011 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. Progress has been slow due to the blacksmith's availability. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. **(05/21).**

7012 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Mathisen noted that the termination site will need to be a cabinet 3 feet high. Councillors felt that this would be too much of an obstruction and asked if Cllr Mathisen could try and ascertain if it was possible to have an underground point instead. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. The clerk and Cllr Mathisen have been following up with WBC and the electricians for quotes. **(06/21).**

7013 Village Green: Cllr Mathisen noted that the village green would benefit from some remedial work. It was agreed that grass seed and top soil would be spread over the village green in September 2021 and after discussion at the June meeting it was resolved that the clerk should seek a quote from Grasstex to undertake the work and this would be presented at the July meeting for approval. **(06/21).**

11.0 ELSTEAD VILLAGE ROAD SAFETY

7014 EVRS working party held a preliminary meeting where four key areas were identified; Thursley Road, Milford Road, Hookley Lane and the Village Green. Issues such as parking, speeding, maintenance have been looked at with each graded red, amber and green. The working party held a good brain storming session and a number of ideas came from this. Following the meeting Cllr Snape and the clerk met with AS (SCC Highways) and will update the working party at the next meeting scheduled for 28th June. **(06/21). Minute to be removed next month.**

7015 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. **(06/21).**

7016 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date despite the clerk requesting an update for the June meeting. **(06/2021).**

7017 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been scheduled for road improvement but that it is the section from Sandford Villas to the centre of the village green that required the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained in the June meeting that there was no date advised as of yet. **(06/21).**

7018 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. **(06/21)**

7019 VAS: 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 met with PH (SCC) and

AS (SCC) to agree locations. A VAS was set up on the directional finger post on church green. PH supplied some batteries and the clerk to purchase the PC's own batteries. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. 2 posts to be installed at Fir Mead and by TR Rec. S advised it must be Katy Poulsam who have quoted £1k for a corner warning sign, post and installation. The clerk to ask Cllr Harmer to ascertain why it must be installed by KP as RK has attended a Highways accreditation course. **(06/21)**

- 7020 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. The clerk to ask Cllr Else if there has been any progress with subsequent correspondence to BT from Mr Hunt. **(06/21)**

12.0 PRESERVE OUR RESERVE

- 7021 A working party meeting was held on 16th June. NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. The working party are anxious to get the project started and JM to liaise with WBC as to whether planning permission is required. **(06/21).**
- 7022 The ToR for FOTC was circulated in advance of the meeting and was ratified by councillors. **(06/21). Minute to be removed next month.**
- 7023 Councillors agreed that £500 should be transferred to The Friends of Thursley Common (FOTC) to cover wardens clothing and websites fees. Councillors agreed that the website should be created and as the fees were c £250 / annum would support it jointly with Thursley PC if required in the future. **(06/21). Minute to be removed next month.**

13.0 BACKLAND FIELD

- 7024 Following the decision of the current tenant not to renew her lease, expressions of interest from new potential tenants were sent to Pelhams. A list of tenders was shared with the clerk prior to the June meeting. The clerk shared the value of all of the tenders with councillors but ensured that when sharing this information all tenders remained anonymous for transparency and fairness. Councillors unanimously choose the second highest tender as the value was more in line with what had been originally anticipated. The clerk to advise Pelhams who will inform all who applied and who will draw up the necessary paperwork. **(06/21). Minute to be removed next month.**
- 6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**

14.0 DRAFT REC USERS AGREEMENTS (Item deferred to July 2021)

- 6961 The clerk circulated a draft user agreement with councillors prior to the meeting. On the whole the draft was accepted by councillors and the clerk and Cllr Murphy to further amend and recirculate for

the June meeting. Cllr Murphy noted that the car park and the Rainbows play area at Thursley Road were part of the leased area to the TRRT. **(05/21).**

15.0 BURFORD LODGE REC PAVILION

- 7025 Burford Lodge Pavilion: Following the May meeting the felt came off the pavilion roof leading to significant water ingress which results in the semi collapse of both ceilings in either changing room. Elstead FC have engaged someone to under the roof repairs and will fund this. The clerk has advised the insurance company and they have confirmed that the ceiling must be surveyed. The clerk has engaged a surveyor who will undertake the survey on 29th June. The cost of £450 will be paid by The Sharks / Elstead FC. **(06/21).**

16.0 VILLAGE GREEN CLOCK

- 7026 Clock on the green: an MoP raised the time keeping (or lack of) of the village green clock. Two residents have kindly donated £200 towards the purchase of a new clock and the PC would like to express its sincere thanks for their generosity. The clerk showed some examples at the June meeting and councillors agreed that they liked one with digits as opposed to roman numerals and were interested in the clocks that were branded. The clerk to run a poll on facebook for votes. **(06/21).**

17.0 UPDATED ASSET REGISTER: (item not required for discussion)

18.0 REPORTS AND CORRESPONDENCE

- 7027 Members allocation: Cllr Harmer suggested that the borehole could consider applying for some members allocation. **(06/21).**
- 7028 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk to write to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village's residential areas. **(06/21).**
- 7029 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee. Following the suggestion last month that an event be arranged for volunteers the clerk wondered whether the PC would wish to celebrate this. It was agreed that this would be discussed at the July meeting. **(06/21).**
- 7030 Burford Lodge rec carpark has been resurfaced but there were complaints following the fact that plastic, glass and metal items were included within the crushed concrete. Plainings have been ordered as a top surface and works will be completed by 24th June. **(06/21). Minute to be removed next month.**
- 7031 Complaints have been received about the bollards however the bollards were spaced and the PC cannot take responsibility for drivers driving over them. **(06/21). Minute to be removed next month.**
- 7032 James Giles has invited councillors to attend an evening talk about the Night jar and visit to the TNNR. Councillors to advise the clerk if they can attend. **(06/21). Minute to be removed next month.**
- #### **19.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)**
- 7033 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the reconciliation. **(06/21) Minute to be removed next month.**

- 7034 Bank balance as per statements: Current account £150,210.83 (31st May 2021) and Deposit account £55,163.91 (31st May 2021). **(06/21) Minute to be removed next month.**
- 7035 At 25% time gone c 22% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. Expenditure includes the majority of the carparking / hard standing (Backland Field) and cemetery paving. **(06/21). Minute to be removed next month.**
- 7036 Accounts for payment for June 2021 **(06/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4278	Axtell Ltd	crushed concrete B/L carpark	£384.00
4279	Axtel Ltd	crushed concrete B/L carpark	£384.00
4280	Fitpatrick Woolmer	Woolfords Lane cemetery sign	£216.00
4281	Grasstex	lime and fertiliser treatment	£2,112.00
4282	Juliet Williams	salary 1 of 2	£999.00
4283	Juliet Williams	salary 2 of 2	£516.10
4284	Juliet Williams	expenses	£78.07
4285	HMRC	HMRC	£1,329.71
4286	Shorts Plant Hire	machinery hire for car park remedial work	£785.85
4287	Richard Knight	maintenance, Carprk and OE	£2,708.55
4288	Richard Knight	Woolfords Lane Cemetery	£885.78
4289	Elstead Village Halls	Hall Hire 17.5 and 7.6	£35.00
4290	Diane Snape	plants OE	£15.98
			£10,450.04

Internal Audit:

- 7037 Internal Audit Report 2020-21: The following actions were discussed and agreed:
- One cheque was incorrectly drawn up – action agreed: clerk and signatories to double check payments
 - Ensure that all VAT receipts are marked with the name Elstead Parish Council – action agreed all to ensure this is done
 - The precept amount was recorded in the detailed finance meeting minutes but was not highlighted on the December PC minutes – the clerk to ensure this is recorded moving forwards.
 - The except for matter referred to in the external audit (2019-2020) was not recorded in the minutes and it should have been even if this point was disagreed – the clerk to ensure that this is considered in the future.
 - One PAYE payment was missed but has since been paid – clerk to ensure timely payment of all PAYE payments.
 - Pensions contributions have not been paid – the clerk did try and contact the pension provider on a number of occasions. The pension issue to be resolved.
 - CCTV was added to the asset register but at the full amount less the deposit. This has been rectified on the fixed asset register sheet. The clerk to ensure that the asset register includes the full cost of the item and to ensure that during the review of the asset register the supporting documents for any additional items are reviewed to ensure the correct amount is recognised on the asset register. **(06/21). Minute to be removed next month.**
- 7038 Statement of Internal Control: this was approved and adopted by councillors. **(06/21). Minute to be removed next month.**

- 7039 Review of Effectiveness of Internal Audit document: this was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk and Chairman. **(06/21). Minute to be removed next month.**
- 7040 Agree re-appointment of internal auditors for 2021-22: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2021-22 reporting period. **(06/21). Minute to be removed next month.**
- 7041 Annual Governance Statement 2020-21: this was considered by Members and it was resolved that the Annual Governance Statement 2020-21 be approved. **(06/21). Minute to be removed next month.**
- 7042 Accounting Statement 2020-21: this was considered by Members and it was resolved that the Accounting Statement 2020-21 be approved. **(06/21). Minute to be removed next month.**
- 7043 It was noted that the exercise of the public rights (unaudited accounts) will start on 28th June 2021. The notice will be placed on noticeboard and on the village website one working day in advance of this on 25th June 2021. **(06/21). Minute to be removed next month.**

20.0 MATTERS RAISED BY MEMBERS

- 7044 Cllr Davisen questioned what surface material would be added to the footpaths. Cllr Murphy noted that if there was any spare plainings they could be used. **(06/21). Minute to be removed next month.**
- 6976 Cllr Mathisen proposed that there should be an event to celebrate EER, HIE and EFB volunteers **(05/21)**

Meeting closed at 9.30pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 19th July 2021 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7045 There were no questions from members of the public. **(07/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7046 Apologies for absence were received from Cllr Rees and Cllr Webster which members accepted. **(07/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7047 Cllr Murphy declared an interest in the borehole and user agreement. No other 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. **(07/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st JUNE 2021

7048 The minutes of the Parish Council meeting held on 21st June 2021 were agreed and were signed by the Chairman. **(07/21). Minute to be removed next month.**

4.0 MATTERS ARISING

7049 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 EA had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. It was noted that there has been a further extension to the temporary closure notice (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise

and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next 2 weeks. The clerk has established that the overgrown vegetation along FP64 & FP65 is due to be cut by contractors by 25th June. Following Cllr Reynolds notification the clerk has reported that the footpath is overgrown and needs cutting back. **(07/21)**.

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6983 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed and/or the chevron sign to be replaced. **(06/21)**.
- 7050 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk has followed this up before the April meeting but there is no update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. The clerk has followed this upon several occasions but there has been no response from WBC. Cllr Murphy declared that this was bureaucratic paralysis and asked the clerk to detail dates and send a further prompt to WBC. **(07/21)**.
- 6865 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. **(05/21)**.
- 7051 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. Further works are due but have been delayed as a result of staff shortage. SCC to negotiate the surface material with the landowner. Despite asking there is no further update. Cllr Murphy has requested a copy of the bill of quantities for the cost of the footpath. **(07/21)**.
- 7052 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from

RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. There was no update for the July meeting and the clerk to find out where SCC deem the safe drop off/pick up point to be. **(07/21)**.

7053 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Following the meeting with Thakeham held on 25th May 2021 the following has been completed: footpath past the LAP has been upgraded, the fence in front of the LAP has been replaced although an old concrete post has been left, part of the perimeter fence has been replaced, the turf has been relaid by the pumping station and the boardwalk seemed satisfactory. Still to be action is the rubble clearance, construct a fence between the house and the LAP. It was noted that the SANG was covered in ragwort and none of the mown paths had been cut. Cllr Murphy to contact the Land Trust. Regarding the SANG. **(07/21)**.

7054 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. HG advised that this would be completed in the forthcoming fiscal (21/22). HG advised that SSSI permission is required before works can start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. HG advised before the June meeting that they were waiting for NE permission and there was no further update for July. **(07/21)**.

7055 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 this has been returned. 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 book a playground inspection. The clerk has contacted Paintics to do the paintwork to no avail. **(07/21)**.

- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**
- 7056 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. The work was started however there have been delays in its completion owing to contractor availability. It is hoped that this will be completed this week. **(07/21).**
- 6731 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. 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. **(02/21).**
- 6990 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 shared interest rates for Lloyds and Shawbrook and it was agreed that an account with Shawbrook offered the best interest. The clerk to open an account and move the POR funds to it. **(06/21)**
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21).**
- 6988 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. A HUG meeting has been arranged for 19.08.21 and Cllr Murphy asked that NE and SCC be included in the meeting. **(07/21).**
- 6989 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. Cllr Jacobs that she had encountered another vehicle on the footpath. Cllr Davidsen to report this on google maps and the clerk to notify SCC Countryside. **(07/21).**
- 7057 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared.

The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood on several occasions. **(07/21)**.

- 6810 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold. **(04/21)**.
- 6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**
- 7058 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names or the cycle route. The clerk has contacted the Witley clerk. The clerk and Cllr Murphy noted that the cycle way had been awarded £150,000 in CIL funding. The clerk to ask HG again for the proposed definitive route. HG provided the following update for the June meeting: SCC ecologist has completed the Environmental Assessment so I will submit it for EA consent. Once consent is received the works will be tendered to ideally start at the end of summer to be completed before winter sets in. The clerk has asked SCC several times for a definitive map of the cycle route as part of BW113 is being diverted. The entire route will be surfaced in Fittleworth to 3m width where possible. SCC are still keen for the route to be named. **(07/21)**
- 6993 Flood forum – renamed Flood Action Group: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. Flooding issues were discussed at the meeting held on 16th March and Cllr Mathisen circulated a report following the meeting. SCC have responded and a Flood Action group to be formed and met on 21st June. All agreed it was a very productive meeting. SCC to forward leaflets containing emergency contact details and what to do in a flood information. It was made clear that members of the public must contact SCC directly rather than asking their PC to for gdpr reasons as SCC will provide updates on the works progress. **(06/21)**.
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6994 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. **(06/21)**
- 7059 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs, the clerk has obtained written permission from Skanska and SCC and the sign has been ordered and is in production. **(07/21)**.
- 7060 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers and a price comparison process was undertaken and the clerk has also sought advice from SEACAMB. The restrictive barrier is

purchased under the PC's power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, s 31). The barrier has been installed and Burford Lodge users, SECAMB, Biffa and Grasstex have been given the code. **(07/21). Minute to be removed next month.**

- 6997 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. The clerk to shred any addresses and the main covid survey to be undertaken in September by Cllr Webster. **(05/21).**
- 7061 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. 150 homes and 13 businesses have signed up to date and a Community Infrastructure Company to be formed imminently. An article was written for the May issue of the Elstead village news which generated some interest. Open reach have supplied a quotation. Hookley Lane are working to obtain the enough interest so that they can be included. **(07/21).**
- 6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21).**
- 6880 Guinea Common parking issues: residents have been liaising with MoD as vehicles are being parked in the lay-by to the left. The clerk advised that 1st Call are able to place logs to deter parking if needed. **(04/21).**
- 6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who would follow this up. **(04/21).**
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21).**
- 7062 Woolfords Lane cemetery building: To relay roof tiles and hip tiles. The clerk has sought three quotes to date, one contractor is unable to provide a quote, a second company quoted £2,500 based on using the existing tiles or £4,477 for new tiles and a third company quoted £1,960 which councillors approved. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk has instructed L Audsley Roofing Ltd who has completed the work. Further work was required to the flat roof section and councillors approved an extra £250 to cover this extra work. **(07/21). Minute to be removed next month.**
- 6899 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to instruct RK to quote. **(04/21).**

- 6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 6888 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is “under review”. Cllr Snape has put forward an EER plan to simplify what is already there. **(04/21).**
- 7063 Phone line: EER phone line to be reviewed at the June meeting. The clerk to contact Cllr Rees for his views on the continuation of the phone line after the June meeting. It was agreed that following the easing of restrictions the phone line should be discontinued. **(07/21). 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).**
- 6891 Car parking at The Moat: a voluntary car parking system at The Moat costing £25/year. Councillors to monitor if parking along the Thursley Road increases as a result. **(04/21).**
- 7064 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. Cllrs discussed this at the July meeting and concluded that they were very receptive to providing more sporting facilities but that they required a proposal from a club or group. Cllr Snape noted that there was further space at The Quillets for something to be included there. The PC to include sporting facilities in an EVN article. **(07/21).**
- 7065 Borehole project: Cllr Murphy advised that to date the project had received £16,000 of funding of which £3,000 will come from gift aid and elsewhere. The PC supported by TRRT submitted a joint application for £10k funding to the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation which it makes under its power to utilise wells, springs or streams for obtaining water, (Public Health Act 1936 s. 125). Three quotations for the installation of the borehole have been received and were circulated before the April meeting; Nichols Boreholes £14,195, Onesen Energy £15,484 and Borehole Service Utilities £13,583. All prices excluded VAT and are just for the borehole installation (ie do not include the irrigation works). The Onesen quote includes the cost of the electrical connection and a brick built enclosure for the control system, the other two don't (this is estimated to be between £1,500 and £2,000). Onesen also include a variable speed pump, which is better than the standard constant speed pump offered by the others. It was agreed that the quote from Onesen energy represented the best value in terms of work included within the scope of the project. The clerk has contacted Came & Co for insurance costs. The borehole project has now received committed donations of £17,000 plus £1,500 in gift aid and a likely £2k marketing monies from Burns & Webber. An application to the SCC Big Fund was submitted in March but there has been no feedback from SCC on this. The scheme has been given the “go ahead” and work is due to start the last week of July. The application to Surrey was submitted in the middle of March but there has been no further communication on this from SCC – Cllr Harmer advised that SCC were inundated with funding requests. **(07/21).**
- 6964 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to

obtain a statement to this effect as this would support the NHP's promotion of certain development sites. **(05/21).**

7066 A resident had contacted Cllr Murphy, concerned about some trees. The clerk to contact the resident. **(07/21). Minute to be removed next month.**

7067 Burford Lodge Pavilion: Following the May meeting the felt came off the pavilion roof leading to significant water ingress which results in the semi collapse of both ceilings in either changing room. Elstead FC have engaged someone to under the roof repairs and will fund this. The clerk has advised the insurance company and they have confirmed that the ceiling must be surveyed. The clerk has engaged a surveyor who will undertake the survey on 29th June. The cost of £450 will be paid by The Sharks / Elstead FC. The surveyor reported that the building was sound however the tank must be removed which JL has confirmed will happen. The roof has been fixed and the PC has advised the football clubs that they must come forward with a plan to replace the building. It was noted that the storage container on the field and the four lumps of concrete needed to be dealt with. **(07/21). Minute to be removed next month.**

6950 Backland Field: The sharks and Elstead FC noted that they were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**

7068 Clock on the green: an MoP raised the time keeping (or lack of) of the village green clock. Two residents have kindly donated £200 towards the purchase of a new clock and the PC would like to express its sincere thanks for their generosity. The clerk showed some examples at the June meeting and councillors agreed that they liked one with digits as opposed to roman numerals and were interested in the clocks that were branded. The clerk to run a poll on facebook for votes after the summer holiday. **(07/21).**

7021 A working party meeting was held on 16th June. NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. The working party are anxious to get the project started and JM to liaise with WBC as to whether planning permission is required. **(06/21).**

7069 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk wrote to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village's residential areas. Cllr Townsend advised that she would be able to visit at the end of July 2021. **(07/21).**

7027 Members allocation: Cllr Harmer suggested that the borehole could consider applying for some members allocation. **(07/21). Minute to be removed next month.**

5.0 WBC UPDATE

7070 There was no update at the meeting. **(07/21). Minute to be removed next month.**

6.0 SCC UPDATE

6949 BW101; Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that

he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy to forward it to Cllr Harmer. **(05/21).**

6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

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

7071 SCC are investigating electrical buses which would allow for the cost of bus tickets to be reduced. Cllr Murphy noted that it was not the cost that discouraged residents from using the buses but the length of journey time, lack of a connection to mainline station and the fact that buses do not run into the evening. **(07/21). Minute to be removed next month.**

7072 SCC are trying to get some form of action to protect the commons from motorised vehicles. The starting point is Frensham Common and then a similar action can be taken on Thursley Common. **(07/21). Minute to be removed next month.**

7.0 NEIGHBOURHOOD PLAN UPDATE

7073 Mini consultation on revised housing policies: The focused consultation ran from 26th March 2021 for six weeks until 7th May 2021 and there have been 156 responses. The NHP team are happy with the number of responses as this was a reconsultation. Final proof read of the NHP has been completed and just waiting on a revised diagram for Sunray Farm. **(07/21).**

6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

6886 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21).**

8.0 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).**

7074 Village sign: Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. Cllr Mathisen has followed up with the contractor for an estimated conclusion date for the sign. **(07/21).**

7075 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an

underground power box in the middle of the green. The clerk and Cllr Mathisen have been following up with WBC and the electricians for quotes. **(07/21).**

- 7013 Village Green: Cllr Mathisen noted that the village green would benefit from some remedial work. It was agreed that grass seed and top soil would be spread over the village green in September 2021 and after discussion at the June meeting it was resolved that the clerk should seek a quote from Grasstex to undertake the work and this would be presented at the July meeting for approval. **(07/21). Minute to be removed next month as covered under 7080**
- 7076 Summer planters are all in situ and look fantastic. A vote of thanks was given to Cllr Snape and Mrs Mathisen for their hard work in producing them. OE are seeking someone else to take over the summer village green planters. **(07/21). Minute to be removed next month.**
- 7077 OE membership: Cllr Mathisen advised that it was hard to recruit members. Cllr Snape suggested reaching out to residents at WMP as way of getting involved with the village. Cllr Mathisen to draft an article for the village new. **(07/21). Minute to be removed next month.**

9.0 ELSTEAD VILLAGE ROAD SAFETY

- 7078 A limited meeting was held in July as not all sub committee members were available. A meeting had been held with AS, SCC Highways on site and minutes were shared with the sub committee. Some projects were now "off the table" based on SCC feedback. SCC Highways are being restructured and following this some items may be revisited. The sub committee would be please to recruit any residents onto the sub committee. The sub committee were also waiting to hear about the SE Water mains projects as that would have an impact on some planned activities. **(07/21). Minute to be removed next month.**
- 7015 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. **(06/21).**
- 7016 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date despite the clerk requesting an update for the June meeting. **(06/2021).**
- 7017 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been scheduled for road improvement but that it is the section from Sandford Villas to the centre of the village green that required the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained in the June meeting that there was no date advised as of yet. **(06/21).**
- 7018 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. **(06/21)**
- 7079 VAS: 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 met with PH (SCC) and AS (SCC) to agree locations. A VAS was set up on the directional finger post on church green. PH supplied some batteries and the clerk to purchase the PC's own batteries. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. 2 posts to be installed at Fir Mead and by TR Rec. S advised it must be Katy Poulsam who have quoted £1k for a corner warning sign, post and installation. The clerk to ask Cllr Harmer to ascertain why it must be installed by KP as RK has attended a Highways accreditation course. Councillors agreed that a pole could be installed on PC land to enable the VAS to be relocated to the Thursley Road Rec. **(07/21)**

- 7020 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. The clerk to ask Cllr Else if there has been any progress with subsequent correspondence to BT from Mr Hunt. **(06/21)**

10.0 VILLAGE GREENS IMPROVEMENT WORKS

- 7080 Village green improvement works: it was agreed that the surface of the village and church greens needed remedial work. RK was approached but was unable to tender. Grasstex have been engaged to undertake the works as they are our current contractor. The cost of £2k was approved and the work will be scheduled for September 2021. **(07/21).**

11.0 VILLAGE HALL REQUEST FOR FINANCIAL SUPPORT

- 7081 The village hall have replaced the ceiling and the new ceiling includes a ventilation system. Councillors agreed to support the ceiling appeal and agreed a donation of £1,500. **(07/21). Minute to be removed next month.**

12.0 DEFIBRILLATOR – ANNUAL SERVICE

- 7082 Councillors agreed the costs of £331 for the annual service of the defibrillators. JH collects all the defibrillators so that they can be serviced in one location to reduce the cost. **(07/21). Minute to be removed next month.**

13.0 BARK PURCHASE

- 7083 The playgrounds safety areas need a top up of bark. Councillors approved the expense of £264. **(07/21). Minute to be removed next month.**

14.0 CCTV SIGNAGE

- 7084 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Councillors approved the cost of £264. **(07/21).**

15.0 DRAFT REC USERS AGREEMENTS

- 7085 Came & Came, the PC's insurer, had recommended that the PC should create user agreements for anyone using their recs. The clerk circulated the updated draft user agreement prior to the meeting. Councillors were happy with the proposed user agreement and the clerk to draw up versions for football clubs and an ad hoc user agreement. Cllr Murphy noted that the car park and the Rainbows

play area at Thursley Road were part of the leased area to the TRRT. **(07/21). Minute to be removed next month.**

16.0 MILFORD / THURSLEY ROAD WATER MAINS WORK

7086 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Cllrs Murphy, Snape, Mathisen, Harmer and the clerk will attend a meeting with SE Water via zoom on 20th July. **(07/21).**

17.0 QUEENS JUBILEE 2022

7087 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee. Following the suggestion at the May meeting that an event be arranged for volunteers the clerk wondered whether the PC would wish to celebrate this. The PC proposed to hire a marquee for Thursley Road Rec and Cllr Murphy agreed to ask the TRRT if they would be interested in getting involved in the plan. The clerk to advertise for volunteers to help coordinate the event. **(07/21).**

18.0 UPDATED ASSET REGISTER

7088 The asset register has been updated to include the new height restrictor barrier and the borehole. Councillors approved these additions and the chairman to sign the updated register. **(07/21).**

19.0 REPORTS AND CORRESPONDENCE

7089 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk is seeking to recover the cost of the sign through the responsible vehicle's insurance. **(07/21).**

7090 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership. **(07/21).**

7091 Boundary Commission is recommending a reduction from 57 to 50 councillors in Waverley. It is unclear where the reductions will be. **(07/21). Minute to be removed next month.**

7092 Sponsored walk: a small sponsored walk is being held at the Moat on Sunday 26th September. The organiser contacted both Thurlsey and Elstead PC's. The clerk advised the organiser that parking was on a first come first served basis and highlighted that car parking should not be along the road. The clerk noted that there was also a layby at Woolfords Lane which could be used for parking. **(07/21). Minute to be removed next month.**

7093 The clerk has reported fly tipping at Woolfords Lane. **(07/21). Minute to be removed next month.**

7094 WBC are looking into councillor remuneration and have circulate a small survey. The clerk to respond. **(07/21). Minute to be removed next month.**

7095 Milk and Moore have reported significant ASB. The clerk spoke to the police who asked Milk and Moore to report the issues directly via 101. **(07/21).**

7096 Surrey Hills are holding a community forum on 29.7.2021 at 10am for any councillor wishing to attend. **(07/21). Minute to be removed next month.**

7097 WBC are running an ASB webinar on 20/7/21. The clerk to attend. **(07/21). Minute to be removed next month.**

7098 Press release received highlighting WBC and Guildford Boroughs to merge some services in a cost cutting exercise. The role of joint CEO had been advertised. **(07/21). Minute to be removed next month.**

7099 WBC enforcement notified the PC that they have served a notice at Bonfire on 6.7.2021. Action will be taken if there is no improvement within 14 days. **(07/21). Minute to be removed next month.**

7100 A resident had written to request that the PC install a zebra crossing at the Woolpack end of Milford Road. The clerk raised this issue when the clerk and Cllr Snape met with AS of SCC Highways. AS would not recommend a zebra crossing at this location as the sight lines were not clear. The clerk has advised the resident. **(07/21). Minute to be removed next month.**

20.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)

7101 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the June reconciliation. **(07/21) Minute to be removed next month.**

7102 Bank balance as per statements: Current account £141,365.85 (30th June 2021) and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £55,280.85 (30th June 2021) slight increase on June as POR received two further donations. **(07/21) Minute to be removed next month.**

7103 At 33% time gone c 38% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. **(07/21). Minute to be removed next month.**

7104 Accounts for payment for July 2021 were circulated in advance of the meeting. **(07/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4294	Onsen Energy Ltd	Borehole	£5,574.44
4295	Shorts machinery hire	Burford Lodge rec car park	£402.90
4296	Pelhams	land agent work for securing new tenant	£540.00
4297	Grasstex	Grass cutting services	£4,638.72
4298	Imperative Training Ltd	Defib service	£397.20
4299	Elstead Village Hall	Hall Hire July	£17.50
4300	Quattro Uk Ltd	plainings for Burford Lodge Rec	£840.00
4301	Maxwell & Co Ltd	Payroll	£72.00
4302	Juliet Williams	salary 1 of 2	£999.00
4303	Juliet Williams	salary 2 of 2	£516.30
4304	Juliet Williams	expenses	£25.13
4304	Richard Knight	RK 0447	£1,506.58
4305	Richard Knight	RK 0448	£87.50
4306	Richard Knight	RK 0449	£25.21
4307	Quality Garden Supplies Ltd	Bark for recs	£269.99
DD	ereceptionist	eer phone line	£53.94
			£15,966.41

21.0 MATTERS RAISED BY MEMBERS

7105 Cllr Mathisen proposed that there should be an event to celebrate EER, HIE and EFB volunteers **(05/21) Minute to be removed as covered under 7087**

- 7106 Cllr Davidsen raised the issue of bushes that are getting out of control on graves. The clerk proposed introducing a policy to prevent the planting of bushes moving forward. It was agreed that this would be added to the September agenda for discussion. **(07/21). Minute to be removed next month.**
- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21).**
- 7108 Cllr Gardner questioned the relationship between the VDS and WBC planning in relation to a recent planning application. The planning officer had seemed oblivious to the VDS. Cllr Jacobs suggested that Cllr Garden might turn this point into a small document for further discussion at the next planning meeting. **(07/21). Minute to be removed next month.**
- 7109 Cllr Jacobs asked that councillors debate at the next meeting whether their own plans should be commented on by the PC. **(07/21). Minute to be removed next month.**

Meeting closed at 10.05pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 20th September 2021 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7110 There were no questions from members of the public. **(09/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7111 Apologies for absence were received from Cllr Jacobs, Cllr Rees, Cllr Snape and Cllr Webster which members accepted. **(09/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7112 Cllr Murphy declared an interest in the borehole and user agreement and in agenda item 18. Cllrs Reynolds, Murphy and Davidsen declared an interest in agenda item 17. No other 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. **(09/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 19th JULY 2021

7113 The minutes of the Parish Council meeting held on 19th July 2021 were agreed and were signed by the Chairman. **(09/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 19th JULY 2021

7114 The minutes of the Parish Council meeting held on 19th July 2021 were agreed and were signed by the Chairman. **(09/21). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st JUNE 2021

7115 The minutes of the Parish Council meeting held on 21st June 2021 were agreed and were signed by the Chairman. **(09/21). Minute to be removed next month.**

6.0 MATTERS ARISING

7116 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 EA had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. It was noted that there has been a further extension to the temporary closure notice (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next 2 weeks. The clerk wrote to SCC prior to the September meeting. **(09/21).**

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**

- 6983 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed and/or the chevron sign to be replaced. **(06/21).**

- 7117 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. After a significant delay WBC Executives have confirmed that the land transfer may proceed and this is currently with WBC legal department. **(09/21).**

- 7118 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. Wellers hedleys have confirmed that the application has been registered and no adverse comments have been submitted so it is a question of waiting for it to go through. **(09/21).**

- 7119 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. SCC to negotiate the surface material with the landowner. Cllr Murphy has requested a copy of the bill of quantities for the cost of the footpath. Due to staff shortage there has been no further progress which is disappointing given that WMP is almost fully occupied. **(09/21).**

- 7052 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. There was no update for the July meeting and the clerk to find out where SCC deem the safe drop off/pick up point to be. **(07/21).**
- 7120 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Following the meeting with Thakeham held on 25th May 2021 the following has been completed: footpath past the LAP has been upgraded, the fence in front of the LAP has been replaced although an old concrete post has been left, part of the perimeter fence has been replaced, the turf has been relaid by the pumping station and the boardwalk seemed satisfactory. Cllr Murphy and the clerk visited WMP prior to the September meeting. The mown paths had been recently cut on the SANG but there is still no fence between the LAP and the residential property. **(09/21).**
- 7121 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. HG advised that this would be completed in the forthcoming fiscal (21/22). HG advised that SSSI permission is required before works can start. Councillors agreed that the best course of action was for Sandford Brook to be cleared and then for the bridleway to be improved. SCC have confirmed that work will start w/c 20th September. **(09/21).**
- 7122 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 this has been returned. 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 foc (actual cost £260). The clerk has contacted Paintics to do the paintwork to no avail. **(09/21).**
- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**
- 7123 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. The inspection work has identified some blockages in the pipe and residents have been written to asking for permission for SCC to dig up their garden to carry out further investigative work. Cllr Rees to follow up with two residents who have not responded. **(09/21).**
- 7124 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. Since the installation of the new height restrictor barrier Biffa have refused to empty the bins at Burford Lodge Rec. the clerk met with the team on site but it was a very unsatisfactory meeting and Biffa were aggressive and not willing to compromise. It was agreed that the clerk would seek a quote for the Burford Lodge Rec bins to be emptied by a separate contractor and the other 4 bins would be kept under Biffa as it was likely that they would still empty them even if they were not on their rota. **(09/21).**
- 6990 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 shared interest rates for Lloyds and Shawbrook and it was agreed that an account with Shawbrook offered the best interest. The clerk has confirmed that this will be done this month. **(09/21)**
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21).**
- 7125 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. A site meetings has been arranged for 30.9.2021 to look at what needs to be done. **(09/21).**
- 7126 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav

contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. Cllr Jacobs that she had encountered another vehicle on the footpath. Cllr Davidsen to report this on google maps. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. **(09/21).**

7057 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood on several occasions. **(07/21).**

6810 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold. **(04/21). Minute to be removed next month.**

6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**

7127 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk has contacted the Witley clerk. The clerk and Cllr Murphy noted that the cycle way had been awarded £150,000 in CIL funding. The clerk to ask HG again for the proposed definitive route which was received and circulated after the July meeting. Work has started and the entire route will be surfaced in Fittleworth to 3m width where possible. SCC are still keen for the route to be named. The clerk to ask SCC Countryside if the section that the PC had paid to be improved can be joined to the new section as there is currently a boggy section in the middle. The clerk to ask HG for the Red House Lane access point to be marked on the cycle route plan. **(09/21)**

7128 Flood forum – renamed Flood Action Group: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. Flooding issues were discussed at the meeting held on 16th March and Cllr Mathisen circulated a report following the meeting. SCC have responded and a Flood Action group to be formed and met on 21st June. All agreed it was a very productive meeting. SCC forwarded leaflets containing emergency contact details and what to do in a flood information. It was made clear that members of the public must contact SCC directly rather than asking their PC to for gdpr reasons as SCC will provide updates on the works progress. Following on from this SCC tried to arrange a community engagement session however it was felt that there was no benefit talking through theoretical problems and so the meeting was cancelled. **(09/21). Minute to be removed next month.**

- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 7129 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. Cllr Mathisen advised that this had been discussed at the HUG meeting held in August but that no solution had been proposed. **(09/21)**
- 7130 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs, the clerk has obtained written permission from Skanska and SCC. The sign has been installed. **(09/21). Minute to be removed next month.**
- 6997 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. The clerk to shred any addresses and the main covid survey to be undertaken in September by Cllr Webster. **(05/21).**
- 7061 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. 150 homes and 13 businesses have signed up to date and a Community Infrastructure Company to be formed imminently. An article was written for the May issue of the Elstead village news which generated some interest. Open reach have supplied a quotation. Hookley Lane are working to obtain the enough interest so that they can be included. **(09/21). Minute to be removed as forms agenda item 12.**
- 6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(09/21). Minute to be removed next month.**
- 6880 Guinea Common parking issues: residents have been liaising with MoD as vehicles are being parked in the lay-by to the left. The clerk advised that 1st Call are able to place logs to deter parking if needed. **(09/21). Minute to be removed next month.**
- 6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who will follow this up. **(04/21).**
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21).**

- 7131 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to follow up progress with RK. **(09/21).**
- 6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 6888 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. **(04/21).**
- 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).**
- 6891 Car parking at The Moat: a voluntary car parking system at The Moat costing £25/year. Councillors to monitor if parking along the Thursley Road increases as a result. **(09/21). Minute to be removed next month.**
- 7064 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. Cllrs discussed this at the July meeting and concluded that they were very receptive to providing more sporting facilities but that they required a proposal from a club or group. Cllr Snape noted that there was further space at The Quillets for something to be included there. The PC to include sporting facilities in an EVN article. **(07/21).**
- 7132 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. The next stage is to install an irrigation system. An application to the SCC Big Fund was submitted in March but there has been no feedback from SCC on this - Cllr Murphy to send an email to Cllr Harmer about this. **(09/21).**
- 6964 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to obtain a statement to this affect as this would support the NHP's promotion of certain development sites. **(05/21).**
- 6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**
- 7133 Clock on the green: the clerk shared example of clocks with councillors before the meeting. Councillors agreed that a white face with black numbers was preferable and it was agreed to order a master system which would automatically change the hours backwards or forwards. **(09/21).**

- 7134 A working party meeting was held on 16th June. NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. NE have made progress and a planning application has been submitted to enable restoration work to commence. It is hoped that work can start later in the Autumn. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Cllr Else to see if he can push WBC to approve this speedily. **(09/21).**
- 7135 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk wrote to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village's residential areas. Cllr Townsend has twice cancelled meetings in Elstead – the clerk to contact Cllr Townsend again as the central areas in Broomfield for example look very messy. **(07/21).**
- 7080 Village green improvement works: it was agreed that the surface of the village and church greens needed remedial work. RK was approached but was unable to tender. Grasstex have been engaged to undertake the works as they are our current contractor. The cost of £2k was approved and the work will be scheduled for September 2021. **(07/21).**
- 7084 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Councillors approved the cost of £264. **(07/21).**
- 7136 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Cllrs Murphy, Snape, Mathisen, Harmer and the clerk attended a meeting with SE Water via zoom on 20th July where details of the works were shared. The clerk has included an update and advert from SE Water in the EVN. A meeting with SE Water, the PC and St James School has been arranged for 28th September 2021 to show SE Water the affect of drop off / pick up plus residential parking. **(09/21).**
- 7088 The asset register has been updated to include the new height restrictor barrier and the borehole. Councillors approved these additions and the chairman to sign the updated register. **(09/21). Minute to be removed next month.**
- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21).**
- 7089 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk is seeking to recover the cost of the sign through the responsible vehicle's insurance. **(07/21).**
- 7090 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership. **(07/21).**
- 7095 Milk and Moore have reported significant ASB. The clerk spoke to the police who asked Milk and Moore to report the issues directly via 101. **(07/21).**

7.0 WBC UPDATE

- 7137 Cllr D. Else advised that LPP2 would be presented to the full council for approval on 22.09.21. Amendments have been made to Haslemere / Hindhead as better sites have come forward. **(09/21). Minute to be removed next month.**
- 7138 Cllr D. Else advised that work was progressing to understand the level of collaboration that would be feasible with Guildford Borough. **(09/21). Minute to be removed next month.**

8.0 SCC UPDATE

- 7139 Cllr Harmer noted that the next Western Village meeting would be held on 5th October 2021. **(09/21) Minute to be removed next month.**
- 7140 Cllr Harmer advised that the Highways restructure was almost agreed and would be done on a geographical split which Cllr harmer had argued against. **(09/21) Minute to be removed next month.**
- 7141 Cllr Harmer noted that Members Allocation applications needed to be received as soon as possible. **(09/21) Minute to be removed next month.**
- 7142 Cllr Harmer explained that the grassy triangle at the junction of Attleford Lane and Shackleford Road, known as the God Cake Junction, was due to be repaired. A public meeting is due to be held in mid October to determine whether the surface will be grass or concrete. **(09/21) Minute to be removed next month.**
- 7143 Cllr Harmer asked the clerk to forward him details of the SE Water work. Cllr Harmer to share this with Highways colleagues to ensure that the planned Thursley Road resurface happens once this project has been completed. **(09/21) Minute to be removed next month.**
- 6949 BW101; Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy to forward it to Cllr Harmer. **(05/21).**
- 6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 7144 Mini consultation on revised housing policies: The focused consultation ran from 26th March 2021 for six weeks until 7th May 2021 and there have been 156 responses. The NHP team are happy with the number of responses as this was a reconsultation. NHP Regulation 15 has finally been submitted - the delay was due to Aecom needing to finalise and write up the SEA report. The SEA is largely supportive of the draft NHP. **(09/21).**
- 7145 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. Both are complete. **(03/21). Minute to be removed next month.**
- 6886 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21).**

10.0 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).**

- 7146 Village sign: Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. Cllr Mathisen has followed up with the contractor for an estimated conclusion date for the sign. It was agreed that a plaque should be placed on the village sign thanking the Billmeir Trust. The clerk to seek permission from the Billmeir Trustees. **(09/21).**
- 7147 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. Cllr Mathisen advised that the cost was £4.3k. It was agreed that this would be considered during the budget meeting for 2022/23. **(09/21).**
- 7148 Summer planters: someone has stepped forward to take over the summer planters. **(09/21). Minute to be removed next month.**
- 7149 Christmas Tree: OE to decide whether there will be one large tree or smaller trees on the village green. **(09/21).**

11.0 ELSTEAD VILLAGE ROAD SAFETY

- 7015 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. **(06/21).**
- 7016 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date despite the clerk requesting an update for the June meeting. **(06/2021).**
- 7150 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been completed. It was noted that the section from Sandford Villas to the centre of the village green requires the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained that there was no date advised as of yet. **(09/21).**
- 7018 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. **(06/21)**
- 7151 VAS: The VAS on the directional finger post on church green is very sensitive and triggers too early – the clerk to notify PH. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. 2 posts to be installed at Fir Mead and by TR Rec. AS advised it must be Katy Poulsam who have quoted £1k for a corner warning sign, post and installation. The clerk to ask

Clr Harmer to ascertain why it must be installed by KP as RK has attended a Highways accreditation course. Councillors agreed that a pole could be installed on PC land to enable the VAS to be relocated to the Thursley Road Rec. **(09/21)**

- 7152 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. Cllr Else has been progressing this with Mr Hunt. **(09/21)**

12.0 SUPER FAST BROADBAND

- 7153 The PC received an enquiry from a member of the public as to whether the PC can act as the legal entity however it was noted that a CIC was only required if the scheme isn't viable. **(09/21). Minute to be removed next month.**

13.0 CEMETERY POLICY

- 7154 A draft pooct was circulated before the meeting. The objective is to be slightly stricter with the appearance of graves etc given that this is a very natural setting. Additional wording was suggested and the clerk to amend and recirculate. **(09/21).**

14.0 PLANNING COMMENTARY

- 7155 Cllr Jacobs had asked whether councillors should comment on other councillors planning applications. It was agreed that councillors should continue to comment on them and that (as happens now) the councillor should leave the meeting. **(09/21). Minute to be removed next month.**

15.0 ROADSIDE VEGETATION

- 7156 This item was covered under a general discussion about vegetation and the clerk to raise at the western village meeting. **(09/21). Minute to be removed next month.**

16.0 BURFORD LODGE REC

- 7157 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable to the pitches to be reconfigured and will means that a further pitch can be added at the rec. The clerk to forward the costs to the sharks. **(09/21).**

- 7158 Cycle Racks: the clerk had asked whether cllrs would agree to bicycle racks at Burford Lodge as a means of encouraging more people to cycle to the rec rather than driving. The PC has agreed to an 8 bike rack and the TRRT has agreed to a 4 bike rack. The clerk to circulate a preferred style, and then order. **(09/21).**

- 7159 Biffa collections – discussed under minute 7124. **(09/21). Minute to be removed next month.**

17.0 THE CLOCKHOUSE REQUEST FOR DONATION

- 7160 The Clochouse has requested funding towards a Magic table which will benefit dementia sufferers and their carers at the new Butterfly cafe that it will open in mid October. The Clokchouse must fund a significant amount towards this item in order to secure funding from WBC. It was agreed that the PC would donate £1,500 this was proposed by Cllr Jacobs who had sent her support in advance

of the meeting and seconded by Cllrs Mathisen and Gardner. Cllrs Murphy, Davidsen and Reynolds did not participate in the discussion. **(09/21). Minute to be removed next month.**

18.0 PRE SCHOOL IMPROVEMENTS AT ELSTEAD PAVILION

7161 SCC have come forward with £46k to improve the Pre school facilities at Thursley Road Rec. The £46k was monies received from the WMP development. The monies will be used for the installation of a fixed awning over the play area, all weather surface in the garden, durable fence around the play area and improvements to the loos. The TRRT are investigating whether planning permission will be required. The terms of the lease state that permission for these improvements must be given by the PC. Councillors agreed. It was noted that the TRRT would be responsible for the on-going maintenance of these items. **(09/21). Minute to be removed next month.**

19.0 QUEENS JUBILEE 2022

7162 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee and councillors agreed to facilitate a 4 day event over this period. A number of volunteers have stepped forward and costs for a marque have been sourced. The PC has agreed to put aside £1k for the event and the TRRT Sports Bar will also put forward £1k. Councillors discussed that there should be no parking on the rec. The clerk to organise an initial meeting with those who have shown interest. **(09/21).**

19.0 REPORTS AND CORRESPONDENCE

7163 Surrey ALC AGM to be held on 12th October, Cranleigh. **(09/21). Minute to be removed next month.**

20.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)

7164 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the July and August reconciliations. **(09/21) Minute to be removed next month.**

7165 Bank balance as per statements: Current account £128,538.39 and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £55,281.77 (31st August 2021). **(09/21) Minute to be removed next month.**

7166 At 50% time gone c 56% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. **(09/21). Minute to be removed next month.**

7167 Accounts for payment for September 2021 were circulated in advance of the meeting. 16 cheques have been raised totalling £7,644.98 **(09/21) Minute to be removed next month.**

7168 To note that the AGAR was submitted to PKF Littlejohn before the deadline. **(09/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4313	1st Call Trees Ltd	tree works by the EVTC	£792.00
4314	Juliet Williams	salary 1 of 2 August	£999.00
4315	Juliet Williams	salary 2 of 2 August	£516.10
4316	Juliet Williams	working from home August	£15.00
4317	Juliet Williams	Manbat VAS batterys x 2 and charger	£211.20
4318	SSE	Burford Lodge Pavilion	£51.15

4319	Imperative Training	defib pads	£112.80
4320	Diane Snape	planting OE	£37.93
4321	HMRC	tax months 4-6	£1,329.71
4322	Juliet Williams	salary 1 of 2 September	£999.00
4323	Juliet Williams	salary 2 of 2 September	£516.10
4324	Elstead Village Hall	September hall hire	£17.50
4325	Richard Knight recreation grounds	mowing, fence repairs, sign up, taped off play area	£282.11
4326	Richard Knight cemetery	strimming and path edging	£502.50
4327	Nexus Consulting	NHP final fees	£1,140.00
4328	Juliet Williams, expenses	working from home September	£29.70
DD	ereceptionist	eer phone line	£107.88
			£7,659.68

21.0 MATTERS RAISED BY MEMBERS

- 7169 Cllr Murphy noted that the TRRT felt that the Jubilee play area was vulnerable to stray balls. The TRRT have agreed to contribute towards the fencing and it is anticipated that it will be 35m in length and 3m high. Cllrs agreed that this should be further investigated. **(09/21)**.

Meeting closed at 9.25pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 18th October 2021 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr R. Gardner Cllr L. Davidsen
Cllr J. Mathisen Cllr S. Reynolds

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7170 A member of the public asked why the telephone box had still not been repainted as this had been long standing action. The clerk explained that BT had agreed to provide the paint and that the PC had agreed to fund the painting however every time the clerk had contacted BT they were about to start a new consultation over the continuation of the telephone and therefore would not commit to sending paint until the future of the phone box had been determined. Councillors agreed with the resident that the appearance of the phone box was unsightly. The clerk to contact BT. **(10/21).**

1.0 APOLOGIES FOR ABSENCE

7171 Apologies for absence were received from Cllr Rees and Cllr Snape which members accepted. **(10/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7172 Cllr Murphy declared an interest in the borehole and agenda item 17 'The fencing of the Jubilee Playarea'. No other 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. **(09/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th SEPTEMBER 2021

7173 The minutes of the Parish Council meeting held on 20th September 2021 were agreed and were signed by the Chairman. **(10/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th SEPTEMBER 2021

7174 The minutes of the Parish Council meeting held on 20th September 2021 were agreed and were signed by the Chairman. **(10/21). Minute to be removed next month.**

5.0 MATTERS ARISING

7116 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 EA had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. It was noted that there has been a further extension to the temporary closure notice (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next 2 weeks. The clerk wrote to SCC prior to the September meeting. **(09/21)**.

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**

- 7175 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed and/or the chevron sign to be replaced. SCC have advised it is still on the list but no due date has been confirmed. **(10/21)**.

- 7176 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. After a significant delay WBC Executives have confirmed that the land transfer may proceed and this is currently with WBC legal department. Cllrs noted that an article was recently in the Farnham Herald announcing that WBC were to transfer the land to Elstead PC for £1. **(10/21)**.

- 7118 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. Wellers hedleys have confirmed that the application has been registered and no adverse comments have been submitted so it is a question of waiting for it to go through. **(09/21)**.

- 7177 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. SCC to negotiate the surface material with the landowner. Cllr Murphy has requested a copy of the bill of quantities for the cost of the footpath. Due to staff shortage there has been no further progress which is disappointing given that WMP is almost fully occupied and that the money for the scheme has been paid. **(10/21)**.

- 7178 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. There was no update for the October meeting and the clerk to follow up. **(10/21).**
- 7179 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Following the meeting with Thakeham held on 25th May 2021 the following has been completed: footpath past the LAP has been upgraded, the fence in front of the LAP has been replaced although an old concrete post has been left, part of the perimeter fence has been replaced, the turf has been relaid by the pumping station and the boardwalk seemed satisfactory. Cllr Murphy and the clerk visited WMP prior to the September meeting. The mown paths had been recently cut on the SANG but there is still no fence between the LAP and the residential property. Elstead PC notes that it is very regrettable that WBC approved a development of 69 dwellings with a lack of quality play area of play equipment and it is disappointing that Clarion will not compensate for the lack of play equipment by providing additional play equipment at Burford Lodge Rec despite the best efforts of the PC to try and secure this. **(10/21). Minute to be removed next month.**
- 7121 BW69 remedial repairs: After several years of promising the improvement, work finally started on this in September 2021 and is progressing well. Cllr Mathisen noted that further north of this area being improved is very wet and Cllr Murphy explained that until Sandford Brook was cleared out this would not improve. **(10/21).**
- 7180 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 this has been returned. 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 foc (actual cost £260). The clerk has contacted Paintics to do the paintwork to no avail. **(10/21). Minute to be removed as covered under agenda item 16.**

6800 The clerk advised that the quarterly playground report was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**

7181 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. The inspection work has identified some blockages in the pipe and residents have been written to asking for permission for SCC to dig up their garden to carry out further investigative work. WBC are still waiting for one house holder to agree to the investigative work. Cllr Rees to follow up. **(10/21).**

7182 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. Since the installation of the new height restrictor barrier Biffa have refused to empty the bins at Burford Lodge Rec. the clerk met with the team on site but it was a very unsatisfactory meeting and Biffa were aggressive and not willing to compromise. It was agreed that the clerk would seek a quote for the Burford Lodge Rec bins to be emptied by a separate contractor and the other 4 bins would be kept under Biffa as it was likely that they would still empty them even if they were not on their rota. The clerk has contacted an alternative contractor on several occasions but has not heard back. The clerk to follow up. **(10/21).**

6990 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 shared interest rates for Lloyds and Shawbrook and it was agreed that an account with Shawbrook offered the best interest. The clerk has confirmed that this will be done this month. **(09/21)**

7183 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. RK has put some matting down and raised the ground levels around the table which had become eroded. **(10/21). Minute to be removed next month.**

7184 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two feet due to the congestion in Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. The site meeting arranged for 30.9.2021 was cancelled and Cllrs Mathisen and Murphy are waiting for a paper to be circulated by MoD with recommendations for action. NE felt that the blockage is further down and not on Elstead Common and that it doesn't matter if water

levels rise at Pudmore Pond however councillors disagreed with this statement. Cllr Murphy to write to Natural England to urge them to agree to the urgent completion of the works. **(10/21)**.

- 7126 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. Cllr Jacobs that she had encountered another vehicle on the footpath. Cllr Davidsen to report this on google maps. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. **(09/21)**.
- 7057 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood on several occasions. **(07/21)**.
- 7185 A report following the Spring Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. No further action is required. **(10/21) Minute to be removed next month.**
- 7186 Elstead-Milford Cycle Route: Work has started and the entire route will be surfaced in Fittleworth stone to 3m width where possible. SCC are still keen for the route to be named. The clerk to ask SCC Countryside if the section that the PC had paid to be improved can be joined to the new section as there is currently a boggy section in the middle. The clerk to ask HG for the Red House Lane access point to be marked on the cycle route plan. The section up to the track to Borough Farm is complete and is excellent. Cllr Gardner noted that there were significant muddy banks left either side of the work and he was concerned that these would slide into the newly create track in time. Cllr Gardner also noted that there is a 50m section that connects BW68 at Red House Lane which is always very muddy and asked whether this could be improved so as not to impact the connectivity of the cycle route. Cllr Murphy noted it was often muddy as a result of congestion in the culvert which RK regularly clears. **(10/21)**
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 7129 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. Cllr Mathisen advised that this had been discussed at the HUG meeting held in August but that no solution had been proposed. **(09/21)**
- 6997 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. An updated survey to be circulated to the PC and questions to be asked either via online or face to face. The clerk to shred any addresses and the main covid survey to be undertaken in September by Cllr Webster. **(05/21)**.

- 6856 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. It is not certain whether the drain has been jetted. The resident was asked to email the details to the clerk who will follow this up. **(04/21)**.
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21)**.
- 7187 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk to follow up progress with RK. **(10/21)**.
- 6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 7188 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. EER plan to be completed for the November meeting. **(10/21)**.
- 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)**.
- 7189 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. Cllrs discussed this at the July meeting and concluded that they were very receptive to providing more sporting facilities but that they required a proposal from a club or group. Cllr Snape noted that there was further space at The Quillets for something to be included there. Due to space the PC had not as of yet been able to include sporting facilities in an EVN article. **(10/21)**.
- 7190 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. Flow has been tested and runs at a rate of 100 litres per minute. An application to the SCC Big Fund was submitted in March and there has now been response from SCC who are amenable to the project. The tile link has been circulated and councillors were encouraged to support the project. A specialist has assessed the irrigation requirements. **(10/21)**.
- 6964 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to obtain a statement to this affect as this would support the NHP's promotion of certain development sites. **(05/21)**.

- 6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**
- 7191 Clock on the green: a replacement clock has been ordered. The leadtime is 3-4 weeks. **(10/21).**
- 7134 A working party meeting was held on 16th June. NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. NE have made progress and a planning application has been submitted to enable to restoration work to commence. It is hoped that work can start later in the Autumn. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Cllr Else to see if he can push WBC to approve this speedily. **(09/21).**
- 7192 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk wrote to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village's residential areas. Cllr Townsend has twice cancelled meetings in Elstead – the clerk has contacted Cllr Townsend however she declined to respond to the clerk's email. Cllr Mathisen noted that the newly created bund at Wetbrook Hill looked in a dreadful condition. **(10/21).**
- 7193 Village green improvement works: scarifying and seeding works were completed on both village and church greens in September and the grass cover is much improved. The weeds have grown back quite vigorously and it was agreed that the greens would be resprayed in the spring. **(10/21). Minute to be removed next month.**
- 7084 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Councillors approved the cost of £264. **(07/21).**
- 7194 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Cllrs Murphy, Snape, Mathisen, Harmer and the clerk attended a meeting with SE Water via zoom on 20th July where details of the works were shared. The clerk has included an update and advert from SE Water in the EVN. A meeting with SE Water, the PC and St James School was held on 28th September 2021 and demonstrated to SE Water the affect of drop off / pick up plus residential parking in Thurdley Road. SE Water noted that there would be three way traffic lights at Red House Lane and offered to provide leaflets for the school for residents as well as educational visits for pupils. The compound will remain at the Lex Farm end of the village until all th works are complete. The clerk shared photo of the SPAR delivery lorry at the green so that SE Water could take this into account with their planning. **(10/21).**
- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21).**
- 7195 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk tried to recover the cost of the sign through the responsible vehicle's insurance however was told that the PC would not be eligible. Cllr Murphy noted that this was inaccurate and the clerk to follow up again. **(10/21).**
- 7090 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership. **(07/21).**

7095 Milk and Moore have reported significant ASB. The clerk spoke to the police who asked Milk and Moore to report the issues directly via 101. **(07/21).**

7196 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable to the pitches to be reconfigured and will means that a further pitch can be added at the rec. The clerk forwarded the costs and Elstead FC have agreed that they will pay. **(10/21).**

7197 Cycle Racks: the clerk had asked whether cllrs would agree to bicycle racks at Burford Lodge as a means of encouraging more people to cycle to the rec rather than driving. The PC has agreed to an 8 bike rack and the TRRT has agreed to a 4 bike rack. The clerk to circulate a preferred style, and then order. It was noted that the bike rack must incorporate mountain bike style tyres. **(10/21).**

7198 Cllr Murphy noted that the TRRT felt that the Jubilee play area was vulnerable to stray balls. The TRRT have agreed to contribute towards the fencing and it is anticipated that it will be 35m in length and 3m high. Cllrs agreed that this should be further investigated. **(10/21). Minute to be removed as covered under agenda item 17.**

6.0 REPORT FROM THE WESTERN VILLAGE MEETING HELD 5TH OCTOBER 2021

7199 Parishes agreed ROW and SCC funded capital projects for 22/23. The funding involved is small and there was nothing significant for Elstead aside from on-going general maintenance. **(10/21). Minute to be removed next month.**

7.0 WBC UPDATE

7200 There was no WBC update for the October meeting. **(10/21). Minute to be removed next month.**

8.0 SCC UPDATE

7201 BW101: Cllr Harmer spoke to SCC legal to try and understand what can be done to protect this. A resident is badly impacted by the use of this track by film companies. It was noted that not all film companies need planning permission as some filming lasts less than 28 days. Cllr Murphy noted that he and Cllr Mathisen had provided a schedule of times for the film company to access the route which precluded late at night and early morning. Mod has accepted this document and Cllr Murphy shared the document to Cllr Harmer. **(10/21). Minute to be removed next month.**

7202 There have been further discussions regarding the blocked drain opposite Hunters Farm on Seale Lane. SCC advised that remedial work had been undertaken and that the landowner had also been educated on riparian responsibility. **(10/21) Minute to be removed next month.**

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

9.0 NEIGHBOURHOOD PLAN UPDATE

7144 Regulation 15: NHP Regulation 15 has finally been submitted - the delay was due to Aecom needing to finalise and write up the SEA report. The SEA is largely supportive of the draft NHP. Since submitting the NHP WBC have asked for formatting changes. These are now largely complete and the regulation 16 process can start. **(10/21).**

6886 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again once the focused mini NHP consultation has been analysed. **(04/21).**

7203 Co-working space: Cllr Murphy advised that preliminary work should be done on what councillors would like from a co-working space. Does the PC want an office? Does the PC want to take ownership for the building etc? It was agreed that a small working party be formed to develop this into something that can be consulted on. Cllrs Murphy, Webster, Gardner agreed to join a working group. **(10/21).**

7204 Possible developers for one of the sites in Elstead have requested to meet with the Parish Council. It was agreed from past experience that it would be better to meet with them at the initial stages of the plan. Cllrs Murphy, Jacobs, Reynolds and the clerk to meet. **(10/21).**

10.0 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).**

7205 Village sign: Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. Cllr Mathisen has followed up with the contractor for an estimated conclusion date for the sign. It was agreed that a plaque should be placed on the village sign thanking the Billmeir Trust. The clerk wrote to Billmeir Trustees but had not heard back. The clerk has been seeking advice as to which category the planning permission should be applied under. **(10/21).**

7147 Electrical supply to the green: Cllr Mathisen has liaised with SEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. Cllr Mathisen advised that the cost was £4.3k. It was agreed that this would be considered during the budget meeting for 2022/23. **(09/21).**

7206 Christmas Tree: It was agreed that there would be 3 x smaller Christmas trees this year on the green. The clerk to forward a template risk assessment to Cllr Mathisen for both setting up the trees and the lighting event. The clerk noted that there needed to be clarity on where donations would be given before the lighting event and that this should be clearly advertised. **(10/21).**

7207 OE recruitment drive: Cllr Mathisen advised that OE have created a poster calling for volunteers. The clerk to copy and laminate 12 x's posters. **(10/21). Minute to be removed next month.**

11.0 ELSTEAD VILLAGE ROAD SAFETY

7015 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. **(06/21).**

7208 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC have advised this is due to be complete on 30.11.2021. **(10/2021).**

7150 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been completed. It was noted that the section from Sandford Villas to the centre of the village green requires the most work. Cllr Murphy noted that the PC had already received notification that this

section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained that there was no date advised as of yet. **(09/21)**.

7209 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. It was thought that ANPR style signs would be more likely to deter speeding. Speedwatch to be deferred until spring as a result of the SE Water works. **(10/21)**

7210 VAS: The VAS on the directional finger post on church green is very sensitive and triggers too early – the clerk to notify PH. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. 2 posts to be installed at Fir Mead and by TR Rec. AS advised it must be Katy Poulson who have quoted £1k for a corner warning sign, post and installation. The clerk to ask Cllr Harmer to ascertain why it must be installed by KP as RK has attended a Highways accreditation course. Councillors agreed that a pole could be installed on PC land to enable the VAS to be relocated to the Thursley Road Rec. The VAS is not working – the clerk to advise PH at SCC. **(10/21)**

7152 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. Cllr Else has been progressing this with Mr Hunt. **(09/21)**

12.0 SUPER FAST BROADBAND

7211 Residents organising this met on 12.10.2021. Openreach has proposed a scheme which would cover 70% of the village and the group need to get half of 70% to sign up in order for it to be viable. Councillors agreed that as this was a group run by volunteers and the project was of major benefit to the village the PC would cover its room hiring charges and a small amount of advertising up to £500 which it does under its power to provide and encourage the use of conference facilities (Local government act 1972, s.144). **(10/21)**.

13.0 BOUNDARY REVIEW COMMISSION

7212 The boundary review consultation document was shared with cllrs prior to the meeting. Elstead will lose one Borough Councillor. In addition Elstead will be joined with Peper Harrow but no longer with Brook and Thursley. Thursley will be joined with Churt, Frensham and Tilford under the working title 'Churt Frensham'. It was felt that Elstead would have reduced representation and that the proposals were too heavily weighted in favour of the urban areas of the borough. Councillors agreed to strongly object. An article to be placed in the village news advising people that this is a public consultation. **(10/21)**.

14.0 LPP2 CONSULTATION RESPONSE

- 7213 The amended LPP2 document was circulated to councillors in advance of the meeting. It was noted that the only changes were in site allocations in Haslemere / Hindhead and therefore councillors did not feel that it was necessary to respond. **(10/21). Minute to be removed next month.**

15.0 CEMETERY POLICY

- 7214 The draft policy was updated with comments from Cllr Davidsen and circulated and approved. The clerk to share with funeral directors and to place on the PC website. **(10/21). Minute to be removed next month.**

16.0 APPROVAL OF COST OF REPAIRS TO SPIRE NET AND SPIKA

- 7215 Costs for the repairs to the spire net and spika podium were circulated before the meeting. The clerk noted that the spika podium was to be free following issues with a previous order. Councillors approved the costs which it does under its power to provide a range of recreational facilities (Local Government (miscellaneous provisions) Act 1976, s, 19) and the clerk to advise Kompan. **(10/21).**

17.0 APPROVAL OF COST OF FENCING TO PROTECT VISITORS TO JUBILEE REC

- 7216 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls: The clerk had tried to secure three quotes prior to the meeting. One contractor was unobtainable. Two quotes are outstanding. The clerk to follow up. It was agreed that the clerk should apply for Cllr Harmer's Councillor Allocation Allowance for this project. The ETRRT had already offered to contribute £1,000 to the project. **(10/21).**

18.0 QUEENS JUBILEE 2022

- 7217 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee and councillors agreed to facilitate a 4 day event over this period. A marque has been booked and the first meeting of a working party was held on 18.9.21 at which a number of people from across the village discussed ideas. A summary of the meeting notes were circulated to councillors. A follow up meeting is being held on 1.11.2021. It was agreed that people should be recruited and paid to clear up the site daily. **(10/21).**

19.0 REPORTS AND CORRESPONDENCE

- 7218 The clerk reported that the sharks had advised that when the floodlight base had been buried under the ground adjacent to the tennis courts the cable had been cut causing the electricity to the container to short circuit. The electricity has since been reinstated however this has led to a number of questions being raised about responsibility for the works on the recreational grounds. The clerk to finalise the user agreement for the sharks as a priority. **(10/21).**

- 7219 A resident noted that the fence at the Thursley Road Rec on the Thursley Road boundary did not have a lower fencing pole and said that that would not stop children running into the road. Councillors discussed this matter. The lower pole was thinner than the upper pole and was frequently broken by people standing on it. It was noted that this route was used by people bending underneath the upper pole to access the rec which would not be feasible if the lower pole was reinstated. Whilst the PC takes safeguarding matters very seriously it was noted that this was the first time this concern had been raised and that young children are supervised by parents so should not run into the road. The clerk to respond to the resident. **(10/21). Minute to be removed.**

- 7220 Antler Homes have advised the PC that they will resubmit their planning application for the Croft 2 by the end of October 2021. The PC to deal with the application as and when it appears on the planning portal. **(10/21). Minute to be removed.**

- 7221 A letter was received from The Clockhouse thanking the PC for its kind donations towards the dementia café Magic table. **(10/21). Minute to be removed.**

- 7222 The clerk had advised that a letter had been received about Japanese Knotweed. The clerk has reported it. **(10/21). Minute to be removed next month.**
- 7223 The clerk was asked if the PC can trim the hedge at Burford Lodge rec. The clerk has instructed RK. (10/21). **Minute to be removed.**
- 7224 The clerk noted that there is a welcome back fund for street cleaning. The fund allows for 4 x signs in villages and 8 x signs in towns. The clerk to nominate signs in Elstead. **(10/21). Minute to be removed.**
- 7225 The clerk advised of a Thriving Community Fund. It was agreed that the clerk would forward the information to Elstead Food Bank and to Help in Elstead. **(10/21). Minute to be removed.**
- 7226 The clerk had received a letter from a group concerned about the increased air traffic coming out of Farnborough airport. Councillors were not aware of any complaints from residents and were not aware of it being an issue for Elstead. **(10/21). Minute to be removed.**
- 7227 The clerk reminded councillors of the tree canopy initiative whereby every parish was being given 11 trees to celebrate the Queen's Platinum anniversary. The clerk advised of another initiative where each parish had 100 or so trees. The clerk to place a notice in the village news asking for any residents who can accommodate a tree to come forward. **(10/21).**

20.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)

- 7228 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the September reconciliation. **(10/21) Minute to be removed next month.**
- 7229 Bank balance as per statements: Current account £123,943.65 and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £55,282.24 (30th September 2021). **(10/21) Minute to be removed next month.**
- 7230 At 56% time gone c 70% of the budget has been spent. An overview of expenditure by cost centre by month was shared before the meeting. It was noted that a lot of expenditure was front of year weighted eg grass cutting which accounts for a significant amount. **(10/21). Minute to be removed next month.**
- 7231 Accounts for payment for October 2021 were circulated in advance of the meeting. 11 cheques have been raised totalling £17,240.02 **(10/21) Minute to be removed next month.**
- 7232 The external auditor advised that the AGAR had been successfully completed and no issues were raised. The clerk posted the notice of the conclusion of the audit as required by 30th September 2021. **(10/21) Minute to be removed next month.**
- 7233 Finance meeting: date for the finance meeting is to be rearranged due to councillor availability. All councillors were reminded to forward costs for possible projects for 2022/23 as the budget meeting was due to be held before the November PC meeting. **(10/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4333	Grasstex Ltd	March - October grass cutting	£4,250.64
4334	One Six Events Ltd	marque hire for Jubilee	£756.00
4335	As Times Goes By	Replacement clock for the spar	£915.60
4336	Onsen Energy	Borehole	£9,157.86

4337	Elsted Village Hall	Hall hire for 4 meetings	£80.00
4338	ICO	Data Protection Regulation	£40.00
4339	Juliet Williams	October salary 1 of 2	£999.00
4340	Juliet Williams	October salary 2 of 2	£516.10
4341	Juliet Williams	expenses / working from home	£21.75
4342	Castle Water	Water Burford Lodge rec	£362.13
4343	Hilary Hamlyn	Our Elstead plants	£140.94
			£17,240.02

21.0 MATTERS RAISED BY MEMBERS

7234 Cllr Reynolds noted an overhanging tree on Red house Lane blocking the pavement. The clerk to write to the landowner. **(10/21). Minute to be removed next month.**

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

Meeting closed at 10.15pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 15th November 2021 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr R. Rees Cllr L. Davidsen
 Cllr J. Mathisen Cllr S. Reynolds Cllr J. Jacobs
 Cllr J. Webster

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7236 There were no questions raised by members of the public. **(11/21) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7237 Apologies for absence were received from Cllrs Snape and Gardner which members accepted. **(11/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7238 Cllr Murphy and Cllr Rees declared an interest in the borehole and agenda item 18 'The fencing of the Jubilee Playarea'. No other 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. **(11/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th OCTOBER 2021

7239 The minutes of the Parish Council meeting held on 18th October 2021 were agreed and were signed by the Chairman. **(11/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th OCTOBER 2021

7240 The minutes of the Parish Council meeting held on 18th October 2021 were agreed and were signed by the Chairman. **(11/21). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF FINANCE MEETING HELD 11th NOVEMBER 2021

7241 The minutes of the Parish Council meeting held on 11th November 2021 were agreed and were signed by the Chairman. **(11/21). Minute to be removed next month.**

6.0 MATTERS ARISING

7242 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 EA had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. It was noted that there has been a further extension to the temporary closure notice (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next two weeks. The clerk has followed this matter up as there has been no progress. SCC have responded advising that they have been very short staffed and explained that they need to go out on site to see if the banks have deteriorated further over the last few months as this would affect their plans. The clerk to write to SCC Countryside to advise that the PC would like to attend the site meeting. **(11/21)**.

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**

- 7175 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed and/or the chevron sign to be replaced. SCC have advised it is still on the list but no due date has been confirmed. **(10/21)**.

- 7243 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. After a significant delay WBC Executives have confirmed that the land transfer may proceed and this is currently with WBC legal department. Cllrs noted that an article was recently in the Farnham Herald announcing that WBC were to transfer the land to Elstead PC for £1. The clerk has written to WBC asking for an update on progress. **(11/21)**.

- 7244 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. Wellers hedleys have confirmed that the application has been registered and no adverse comments have been submitted so it is a question of waiting for it to go through. There has been no trace of progress for the November meeting. **(11/21)**.

- 7245 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the

wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. SCC to negotiate the surface material with the landowner. Cllr Murphy has requested a copy of the bill of quantities for the cost of the footpath. Due to staff shortage there has been no further progress which is disappointing given that WMP is almost fully occupied and that the money for the scheme has been paid. There had been no progress to report at the November meeting. **(11/21)**.

- 7246 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. RC from SCC had responded to the clerk's email to advise that there had been no progress on this point and proposed a site meeting. LD to advise the clerk of his availability. **(11/21)**.
- 7247 BW69 remedial repairs: After several years of promising the improvement, work finally started on this in September 2021 and is progressing well. Cllr Mathisen noted that further north of this area being improved is very wet and Cllr Murphy explained that until Sandford Brook was cleared out this would not improve. Works are now complete. Cllr Mathisen noted that there is a wet section at the southern end and therefore this might need further improvement at some stage. **(11/21)**.
- 6800 The clerk advised that the quarterly playground report was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21)**.
- 7248 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. The inspection work has identified some blockages in the pipe and residents have been written to asking for permission for SCC to dig up their garden to carry out further investigative work. WBC are still waiting for one house holder to agree to the investigative work. Cllr Rees to follow up. **(11/21)**.
- 7249 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. Since the installation of the new height restrictor barrier Biffa have refused to empty the bins at Burford Lodge Rec. the clerk met with the team on site but it was a very unsatisfactory meeting and Biffa were aggressive and not willing to compromise. It was agreed that the clerk would seek a quote for the Burford Lodge Rec

bins to be emptied by a separate contractor and the other 4 bins would be kept under Biffa as it was likely that they would still empty them even if they were not on their rota. The clerk has engaged a new contractor to empty the bins at Burford Lodge Rec. On the contractors first visit they remarked that the bin had been emptied and therefore would look to empty it weekly rather than twice a week. The clerk to follow up with the contractor. **(11/21).**

7250 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 tried to open the account with Shawbrook but was advised that it was not possible. The clerk shared interest rate details with councillors. It was agreed that the 32 notice account with Lloyds offered the best interest rate. The clerk to open the account and move all the POR monies into the new account. The deposit account would then be used for EMR and it was agreed that the £15k be moved from the current to deposit account. **(11/21)**

7251 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two feet due to the congestion in Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. The site meeting arranged for 30.9.2021 was cancelled and Cllrs Mathisen and Murphy are waiting for a paper to be circulated by MoD with recommendations for action. NE felt that the blockage is further down and not on Elstead Common and that it doesn't matter if water levels rise at Pudmore Pond however councillors disagreed with this statement. Cllr Murphy to write to Natural England to urge them to agree to the urgent completion of the works. Cllr Murphy reported that there had been no progress despite sending several letters on this matter. MoD are prepared to do the work however NE have yet to respond. If there is no response Cllr Murphy will write to JH on this matter. **(11/21).**

7126 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. Cllr Jacobs that she had encountered another vehicle on the footpath. Cllr Davidsen to report this on google maps. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. **(09/21).**

7057 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood on several occasions. **(07/21).**

7252 Elstead-Milford Cycle Route: Work has been completed on this project and the clerk to send a note of thanks to HG on behalf of the PC for the excellent work. **(11/21)**

7253 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(11/21) Minute to be removed next month.**

- 7129 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. Cllr Mathisen advised that this had been discussed at the HUG meeting held in August but that no solution had been proposed. **(09/21)**
- 7254 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. Survey questions were circulated prior to the November meeting which cllrs approved. It was agreed that the survey would be run in January. Cllr Webster to put an article in The Elstead Village News for December and January issues. A Survey Monkey to be run in February and this will provide more information than the face to face survey. **(11/21).**
- 7255 A resident asked for help regarding a blocked lateral drain along the Seale Road. The drain has been blocked for some time. SCC Highways advised the clerk that the pipe had been jetted and the land owner had been advised of their riparian responsibilities. **(11/21). Minute to be removed next month.**
- 6857 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21).**
- 7256 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk asked councillors what colour they would like the doors to be and it was agreed that they would be white. Doors to be painted in the Spring now. **(11/21).**
- 6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 7257 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. Cllr Rees to prepare a short note updating the status of the plan. **(11/21).**
- 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).**
- 7189 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were

discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. Cllrs discussed this at the July meeting and concluded that they were very receptive to providing more sporting facilities but that they required a proposal from a club or group. Cllr Snape noted that there was further space at The Quillets for something to be included there. Due to space the PC had not as of yet been able to include sporting facilities in an EVN article. **(10/21).**

7258 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. Flow has been tested and runs at a rate of 100 litres per minute. An application to the SCC Big Fund was submitted in March and the application is now on “step 2” which requires comments of support on the application. **(11/21).**

7259 Cllr Jacobs noted that in a recent NHP feedback session it was noted that there were possible issues for people living with the NHP area trying to work who have no transport of their own. The clerk to obtain a statement to this affect as this would support the NHP’s promotion of certain development sites. **(11/21). Minute to be removed next month.**

6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**

7260 Clock on the green: a replacement clock has been ordered and is expected to arrive by December 2021. **(11/21).**

7134 A working party meeting was held on 16th June. NE are minded to agree with the PC’s suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. NE have made progress and a planning application has been submitted to enable to restoration work to commence. It is hoped that work can start later in the Autumn. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Cllr Else to see if he can push WBC to approve this speedily. **(09/21).**

7192 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk wrote to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village’s residential areas. Cllr Townsend has twice cancelled meetings in Elstead – the clerk has contacted Cllr Townsend however she declined to respond to the clerks email. Cllr Mathisen noted that the newly created bund at Westbrook Hill looked in a dreadful condition. **(10/21).**

7261 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Councillors approved the cost of £264. The clerk to progress. **(011/21).**

7194 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Cllrs Murphy, Snape, Mathisen, Harmer and the clerk attended a meeting with SE Water via zoom on 20th July where details of the works were shared. The clerk has included an update and advert from SE Water in the EVN. A meeting with SE Water, the PC and St James School was held on 28th September 2021 and demonstrated to SE Water the affect of drop off / pick up plus residential parking in Thursley Road. SE Water noted that there would be three way traffic lights at Red House Lane and offered to provide leaflets for the school for residents as well as educational visits for pupils. The compound will remain at the Lex Farm end of the village until all the works are complete. The

clerk shared photo of the SPAR delivery lorry at the green so that SE Water could take this into account with their planning. **(10/21)**.

- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21)**.
- 7262 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk tried to recover the cost of the sign through the responsible vehicle's insurance however was told that the PC would not be eligible. Cllr Murphy noted that this was inaccurate and the clerk to follow up again. **(11/21)**.
- 7090 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership. **(07/21)**.
- 7095 Milk and Moore have reported significant ASB. The clerk spoke to the police who asked Milk and Moore to report the issues directly via 101. **(07/21)**.
- 7196 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable to the pitches to be reconfigured and will means that a further pitch can be added at the rec. The clerk forwarded the costs and Elstead FC have agreed that they will pay. **(10/21)**.
- 7263 Cycle Racks: the clerk had asked whether cllrs would agree to bicycle racks at Burford Lodge as a means of encouraging more people to cycle to the rec rather than driving. The PC has agreed to an 8 bike rack and the TRRT has agreed to a 4 bike rack. The clerk to circulate a preferred style, and then order. It was noted that the bike rack must incorporate mountain bike style tyres. The clerk to order. **(11/21)**.
- 7170 A member of the public asked why the telephone box had still not been repainted as this had been long standing action. The clerk explained that BT had agreed to provide the paint foc and that the PC had agreed to fund the painting however every time the clerk had contacted BT thy were about to start a new consultation over the continuation of the telephone and therefore would not commit to sending paint until the future of the phone box had been determined. Councillors agreed with the resident that the appearance of the phone box was unsightly. The clerk to contact BT. **(10/21)**.

7.0 REPORT FOLLOWING CLERKS BRIEFING WTH TOM HORWOOD HELD 4TH NOVEMBER 2021

- 7264 GC provided an update on the budget. WBC will have the Executive meeting on 22.2.2022 where the budget and rent charges for FY22/23 will be approved. There is still a reduced income from car parks and leisure centres. The rise in National Insurance will have a significant impact ion WBC finances and it is likely that their contractors will try to offset some of this.

WBC has adopted the LGA model code of conduct. There was much discussion with many feeling that this was less clear than the NALC model code of conduct. Most parishes agreed that they would not do anything further on this until guidance had come out from SALC – NALC are in conversation with LGA over the model code as they have concerns with it.

Boundary review – 3 working parties have met and they recognise issues with some of the Eastern villages and how Farnham has been divided. The working parties will try to address these but noted there was little that could be done for the Western Villages.

TH will start working as joint CEO of Guilford and Waverley BC's on 1st December 2021. Clerks expressed concern that there would be an impact on the services as a result of this collaboration. TH noted that the collaboration started with sharing senior management however there would be analysis to see if any further areas / services could be shared.

Farnborough aircraft/ review of airspace. Concern was expressed whether the current consultation is as broad as it could be.

Planning: pre application service to resume in its current format within two weeks and a new service to be launched in January 2022. The portal has been running slowly due to bot attacks. New software has been installed which should speed up the process.

A presentation was given by Rural Community Energy Fund (RCEF) who advised that they run a scheme whereby rural groups can apply for funding for renewable energy schemes. 2 funding schemes are available: £40k for feasibility and £100k for development. Deadline for application is 11th February 2022. **(11/21) Minute to be removed next month.**

7265 The boundary review consultation document was shared with cllrs prior to the meeting. Elstead will lose one Borough Councillor. In addition Elstead will be joined with Peper Harow but no longer with Brook and Thursley. Thursley will be joined with Churt, Frensham and Tilford under the working title 'Churt Frensham'. It was felt that Elstead would have reduced representation and that the proposals were too heavily weighted in favour of the urban areas of the borough. Councillors agreed to strongly object. An article was placed in the village news advising people that this is a public consultation. The PC has submitted its views to both the boundary commission and WBC. **(11/21). Minute to be removed next month.**

7266 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. Kompan have advised that the repairs will happen on 23rd November 2021. **(11/21).**

7267 The clerk reported that the sharks had advised that when the floodlight base had been buried under the ground adjacent to the tennis courts the cable had been cut causing the electricity to the container to short circuit. The electricity has since been reinstated however this has led to a number of questions being raised about responsibility for the works on the recreational grounds. The clerk to finalise the user agreement for the sharks as a priority. **(10/21). Minute to be removed next month.**

7268 The clerk reminded councillors of the tree canopy initiative whereby every parish was being given 11 trees to celebrate the Queen's Platinum anniversary. The clerk advised of another initiative where each parish had 100 or so trees. Councillors noted that we could take a few and asked for information on the species. **(11/21).**

8.0 WBC UPDATE

7269 WBC had a presentation from SWT on their biodiversity policy. Cllr Murphy forwarded comments but in response SWT advised that the policy had been written. Cllr Murphy took this up with DO who explained that the policy had not been completed. It was noted that there are a huge number of landowners Mod and NE for example who have not been included in the policy. JE noted that she would try and raise this matter at an O&S meeting. **(11/21).**

9.0 SCC UPDATE

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

7270 The PC was reminded to submit councillor allocations by January. The PC is waiting on a quotation in order to finalise its allocation request. **(11/21).**

7271 SCC Highways has been reorganised and SL-C will no longer be our contact. There has been a huge reorganisation and it is based on a centralised approach rather than a local approach. SCC RoW department has seen reduction in staffing following the retirement of one member of staff and this

staff shortage is impacting on their ability to deliver projects. **(11/21). Minute to be removed next month.**

- 7272 Council tax – SCC do not expect there to be a significant rise however SCC is waiting on central government to determine grants and funds and this will not be known until 22.12.21. **(11/21) minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 7273 Regulation 15: NHP Regulation 15 has finally been submitted and the regulation 16 process has begun. The consultation will run until 10th December 2021. **(11/21).**
- 7274 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again and a meeting is scheduled for 22.11.2021. **(11/21).**
- 7275 Co-working space: a meeting was held to discuss what councillors thought should be included in a co-working space. Cllr Murphy drafted a document based on these attributes and circulated it before this meeting. Councillors supported the document and this will be discussed at the meeting with developers on 23rd November 2021. **(11/21).**
- 7276 Possible developers for one of the sites in Elstead have requested to meet with the Parish Council. It was agreed from past experience that it would be better to meet with them at the initial stages of the plan. Cllrs Murphy, Mathisen and the clerk to meet with the developer on 23rd November 2021. **(11/21).**

11.0 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).**
- 7277 Village sign: Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. Cllr Mathisen has followed up with the contractor for an estimated conclusion date for the sign. It was agreed that a plaque should be placed on the village sign thanking the Billmeir Trust. The clerk wrote to Billmeir Trustees but had not heard back. The clerk has finally received confirmation from WBC that planning permission is not required for the sign. The clerk to arrange a meeting with AS (SCC) and JM to agree the right location for the sign. **(11/21).**
- 7147 Electrical supply to the green: Cllr Mathisen has liaised with SSEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. Cllr Mathisen advised that the cost was £4.3k. It was agreed that this would be considered during the budget meeting for 2022/23. **(09/21).**
- 7278 Christmas Tree: It was agreed that there would be 3 x smaller Christmas trees this year on the green. The clerk to finalise the risk assessment. The clerk noted that there needed to be clarity on where donations would be given before the lighting event and that this should be clearly advertised. OE proposed that monies should go to Crisis however councillors agreed that monies should go to a local charity and nominated Help in Elstead. There had been no news on whether Blakemore would accept

£200 donation request and it was agreed that if they did not grant it the PC could cover the refreshment costs. **(11/21).**

12.0 ELSTEAD VILLAGE ROAD SAFETY

7279 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21).**

7280 Zebra crossing repainting: The zebra crossing has finally been repainted. **(11/2021). Minute to be removed next month.**

7150 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been completed. It was noted that the section from Sandford Villas to the centre of the village green requires the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained that there was no date advised as of yet. **(09/21).**

7281 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. It was thought that ANPR style signs would be more likely to deter speeding. Speedwatch to be deferred until spring as a result of the SE Water works. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21).**

7282 VAS: The VAS on the directional finger post on church green is very sensitive and triggers too early – the clerk to notify PH. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. 2 posts to be installed at Fir Mead and by TR Rec. AS advised it must be Katy Poulsam who have quoted £1k for a corner warning sign, post and installation. The clerk to ask Cllr Harmer to ascertain why it must be installed by KP as RK has attended a Highways accreditation course. Councillors agreed that a pole could be installed on PC land to enable the VAS to be relocated to the Thursley Road Rec. The VAS is not working – the clerk met with PH (SCC). The VAS machine has been replaced and was working but there now appears to be a problem with the batteries. The clerk to ask Manbat for a replacement battery. **(11/21)**

7283 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. Cllr Else has been progressing this matter with Mr Hunt. All logistical issues have been solved and BT's security team are due to visit the school w/c 22nd November to assess this for themselves. Should this be allowed 6-8 cars would be taken off the road. **(11/21)**

7284 Cllr Webster had circulated pictures of alternative deterrents. Cllr Webster to meet with AS. The clerk to arrange. **(11/21).**

13.0 TNNR – BOARDWALK REINSTATEMENT – PLANNING APPLICATION

7285 Thursley PC have submitted a statement of support for the planning application for the re-instatement of the boardwalk. It was agreed that Elstead would submit a comment and also understand why it was not included within the consultation process. **(11/21).**

14.0 SUPER FAST BROADBAND

7286 Residents organising this met on 12.10.2021. Openreach has proposed a scheme which would cover 70% of the village and the group need to get half of 70% to sign up in order for it to be viable. Flyers urging residents to sign up have been posted through all doors. **(11/21).**

16.0 SCC CYCLING/WALKING INFRASTRUCTURE

7287 SCC are seeking ideas of routes that can be made into cycle ways to connect towns and villages within Waverley to minimise the need for cyclist to use the roads which are narrow and dangerous. SCC would like to connect Haslemere with Farnham and Milford to Farnham. Cllr Jacobs to ask a contact and will report back. Another idea was Westbrook to Stockbridge via BW73a. **(11/21).**

16.0 APPROVAL OF FOOTBALL USER AGREEMENT

7288 Item deferred until December 2021. **(11/21).**

17.0 QUEENS JUBILEE 2022

7289 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee and councillors agreed to facilitate a 4 day event over this period. A marque has been booked and the first meeting of a working party was held on 18.9.21 at which a number of people from across the village discussed ideas. A summary of the meeting notes were circulated to councillors. A follow up meeting was being held on 1.11.2021. It was agreed that people should be recruited and paid to clear up the site daily. 4 days worth of events have been mapped out to include day time and evening events as well as a church service on the Sunday. A website is under construction. Regular communications will appear in the EVN and via facebook. The floor for the marque will cost a further £1260 plus vat. It was anticipated that the cost would be covered by ticket sales. Councillors approved the hire of the flooring. **(11/21).**

18.0 APPROVAL OF COST OF FENCING TO PROTECT VISITORS TO JUBILEE REC

7290 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls: The clerk had tried to secure three quotes prior to the meeting. One contractor was unobtainable. Two quotes are outstanding. The clerk to follow up. It was agreed that the clerk should apply for Cllr Harmer's Councillor Allocation Allowance for this project. The ETRRT had already offered to contribute £1,000 to the project. Despite chasing both companies on numerous occasions no quotations have been received. Cllr Jacobs recommended KL Gardening – the clerk to contact him as well as source another company. **(11/21).**

19.0 MEETING DATES FOR 2022

7291 Meeting dates for 2022 were circulated in advance. It was agreed that the meeting scheduled for 18th April be deferred to 19th as 18th is a Bank Holiday. **(11/21). Minute to be removed next month.**

20.0 EER ROTA

7292 EER rota for 2022 to be circulated after the meeting. **(11/21). Minute to be removed next month.**

19.0 REPORTS AND CORRESPONDENCE

- 7293 A letter was received from a resident complaining of the recent closures at Hankley Common The clerk responded. **(11/21) Minute to be removed next month.**
- 7294 A claim had been received for damage to a vehicle on PC land that the clerk strongly refuted. The insurance company are liaising with the claimant's insurance company on the PC's behalf. **(11/21).**
- 7295 Information was received and circulated on the Surrey Hills Symposium which councillors may attend on 24th November 2021. **(11/21) Minute to be removed next month.**
- 7296 A press release was received on Waverley's 5 year Housing Supply. **(11/21) Minute to be removed next month.**
- 7297 Backless benches x 3 were removed from Thursley Road rec as they had rotted. **(11/21) Minute to be removed next month.**
- 7298 Churt PC had written asking for more information on bracken control. Cllr Murphy had responded. **(11/21) Minute to be removed next month.**
- 7299 The clerk noted that the drain near Staceys farm Road as blocked and this had perhaps added to the road flooding across the Thursley Road a few weeks earlier. The clerk to report. **(11/21).**
- 7300 It was noted that water was still leaking down Seale Road. The clerk to report to SCC. **(11/21).**

20.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)

- 7301 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the October reconciliation. **(11/21) Minute to be removed next month.**
- 7302 Bank balance as per statements: Current account £117,753.28 and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £55,282.72 (31st October 2021). **(10/21) Minute to be removed next month.**
- 7303 The proposed budget was circulated to councillors prior to the meeting. The Finance Sub Committee proposed £70,750 a 5% increase on the precept for 2022/2023. It was noted that WBC have now ceased their compensatory payment (a net loss of £1,360 versus TY) and taking this plus the increased number of dwellings in the village the rise equated to 4%. Councillors agreed with the proposals. **(11/21). Minute to be removed next month.**
- 7304 Accounts for payment for November 2021 were circulated in advance of the meeting. 14 cheques have been raised totalling £14,194.11 **(11/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4344	Onsen Energy	Borehole	£9,157.86
4345	Juliet Williams	salary nov 1 of 2 cheques	£999.00
4346	Juliet Williams	salary nov 2 of 2 cheques	£516.30
4347	Nexus Planning Ltd	NHP final work to get to Reg 16.	£900.00
4348	Diane Snape	Our Elstead Planting	£109.45
4349	Imprint Colour Ltd	Fibre Broadband Printing / advertising	£240.20

4350	DJK Electrical Contractors Ltd	electrical works at B/Lodge	£652.54
4351	Elstead Village Hall	Hall Hire October	£35.00
4252	Richard Knight	RK0481 B/Lodge maintenance and tree B Hill	£146.14
4353	Richard Knight	RK0483 repairing pot holes at gala Lane	£120.00
4354	Richard Knight	RK0482 cemetery revamp building and path	£1,028.47
4355	Patrick Murphy	chairman's allowance	£225.00
4356	RBL	poppy appeal	£25.00
4357	Juliet Williams	expenses and working from home	£39.15
DD	ereceptionist	eer phone line	£53.94
DD	PWLB	TRRT loan repayment	£942.17
			£15,190.22

21.0 MATTERS RAISED BY MEMBERS

- 7305 Cllr Rees reported that a wooden post had been knocked down by Orchard Close. The clerk to report. **(11/21).**
- 7306 Cllr Davidsen noted that the 'closed' signs had been left up beyond the MoD training exercise leading to complaints from residents. Cllr Mathisen to contact the MoD on this point. **(11/21).**

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

CONFIDENTIALITY STATEMENT

To note that councillors should keep all exempt matters confidential and not disclose to anyone outside of the meeting what individual members of the Committee have said or how they have voted.

- 6380 The PC has offered to buy the (unimproved) grazing land at the rear of the Weyburn site for a price of £75,000, plus VAT. This offer has been rejected by the agents for the owners. Councillors also noted that it was important to keep this area as open land status and that the SG should included this in the NHP to stop the coalescence of the Weyburn and Tanshire sites with Elstead. There is an on-going issue with the presence of the horses in the fields. The horses have been escaping and causing problems in the village.

Cllr Murphy and The Clerk met with the owner and the agent on site on 19th November to discuss the recent vandalism. VAM to look at ways to secure their fields. The clerk and Cllr Murphy met with VAM on 16th December at VAM's request and they presented proposals for a housing development of 55 properties on the two fields adjacent to Water Meadow Place. Cllr Murphy asked them to confirm in writing that they have a right to access the land. VAM presented their initial plans to the PC at the virtual meeting held in April. The proposals show three different access routes. VAM have subsequently stated that their preferred option is for access via the care home land. Cllr Murphy has written to Thakeham asking them to confirm whether Thakeham will grant this access route. The PC has complained to VAM again about the horses grazing on their land as they keep escaping onto Burford Lodge Rec. **(06/20)**

- 7307 St James Primary School to offer preschool provision: Cllr Murphy and the clerk declared an interest in this item. A letter had been received from St James Primary school advising that as a result of falling numbers and increased SEND costs the school were planning to consult on opening a pre school at the school in September 2022. Councillors discussed this item and were disappointed that this matter was being raised by the school so soon following the last discussions on this matter. Councillors noted that the school had clearly stated that they would not open a pre school unless the figures demonstrated that there was a need for two pre schools and as Rainbows was not full

councillors wondered where the justification for the demand came from. All councillors were very disappointed that no mention of traffic implications was covered in the letter and did not agree that the school should solve one problem i.e. the school's rising costs by causing another i.e. the viability of both Rainbows and the village hall. The clerk forwarded a letter to the school that Cllr Murphy had drafted and which councillors had supported. There has been neither a response to this letter nor a public statement. The news of the school looking into a nursery has now leaked and this has put the council in a very difficult position. Councillors agreed that they would not keep anything confidential in the future and would take advice from NALC on this matter. **(11/21).**

Meeting closed at 9.40pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 13th December 2021 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr D. Snape Cllr L. Davidsen
Cllr J. Jacobs Cllr R. Gardner

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7308 There were no questions raised by members of the public. **(11/21) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7309 Apologies for absence were received from Cllrs Reynolds, Mathisen, Rees and Webster which members accepted. **(12/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7310 Cllr Murphy declared an interest in the borehole and agenda item 18 'The fencing of the Jubilee Playarea'. The clerk declared an interest in the cycle park proposal. No other 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. **(12/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th NOVEMBER 2021

7311 The minutes of the Parish Council meeting held on 15th November 2021 were agreed and were signed by the Chairman. **(12/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th NOVEMBER 2021

7312 The minutes of the Parish Council meeting held on 15th November 2021 were agreed and were signed by the Chairman. **(12/21). Minute to be removed next month.**

5.0 MATTERS ARISING

7313 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 EA had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. It was noted that there has been a further extension to the temporary closure notice (May 2021). The clerk received an update from SCC for the June meeting advising that SCC have been unable to make new orders during the first lockdown as libraries / council offices etc. were closed meaning that they were unable to advertise and display the orders correctly. SCC have found ways around that now, but we have been extremely busy as well as short staffed but SCC expect to start work on this within the next two weeks. The clerk has followed this matter up as there has been no progress. SCC have responded advising that they have been very short staffed and explained that they need to go out on site to see if the banks have deteriorated further over the last few months as this would affect their plans. SCC have confirmed their availability to meet on site on 22.12.2021. Cllrs Murphy, Reynolds and the clerk to attend. **(12/21)**.

- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**

- 7175 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk has advised SCC and asked for it to be removed and/or the chevron sign to be replaced. SCC have advised it is still on the list but no due date has been confirmed. **(10/21)**.

- 7314 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. After a significant delay WBC Executives have confirmed that the land transfer may proceed and this is currently with WBC legal department. Cllrs noted that an article was recently in the Farnham Herald announcing that WBC were to transfer the land to Elstead PC for £1. WBC have advised that the matter is still with their legal team at the moment. **(12/21)**.

- 7244 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. Wellers hedleys have confirmed that the application has been registered and no adverse comments have been submitted so it is a question of waiting for it to go through. There has no update of progress for the November meeting. **(11/21)**.

- 7245 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. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Head of Internal Audit at SCC. The clerk and Cllr Murphy followed up progress on this matter. They were advised that the WMP part will be completed imminently but the section beyond the wooden bridge cannot be done at the moment as the owner is not in agreement. This is very unfortunate as this was one of the planning conditions that was discharged. Cllr Harmer noted that the land owner is not allowed to stop this process and Cllr Harmer agreed to refer this matter to the legal officer for this area. SCC to negotiate the surface material with the landowner. Cllr Murphy has requested a copy of the bill of quantities for the cost of the footpath. Due to staff shortage there has

been no further progress which is disappointing given that WMP is almost fully occupied and that the money for the scheme has been paid. There had been no progress to report at the November meeting. **(11/21).**

- 7246 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points and has responded again following a follow up email from RC. The clerk has contacted RC for an update prior to the May meeting and he has responded explaining that the SCC Passenger Transport team have looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC will therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. RC from SCC had responded to the clerks email to advise that there had been no progress on this point and proposed a site meeting. Cllr Davidsen to advise the clerk of his availability. **(12/21).**
- 7315 BW69 remedial repairs: After several years of promising the improvement, work finally started on this in September 2021 and is progressing well. Cllr Mathisen noted that further north of this area being improved is very wet and Cllr Murphy explained that until Sandford Brook was cleared out this would not improve. Works are now complete. **(12/21). Minute to be removed next month.**
- 6800 The clerk advised that the quarterly playground report was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21).**
- 7316 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC wrote 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. A meeting was held on March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. The inspection work has identified some blockages in the pipe and residents have been written to asking for permission for SCC to dig up their garden to carry out further investigative work. WBC have advised that the contractor will carry out investigative work from 17th-21st January 2022. The clerk to notify residents. **(12/21).**
- 7317 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 advised that they are too busy and not in a position to raise a new contract but will continue to empty the Parish Councils' bins. Since the installation of the new height restrictor barrier Biffa have refused to empty the bins at Burford Lodge Rec. the clerk met with the team on site but it was a very unsatisfactory meeting and Biffa were aggressive and not willing to compromise. It was agreed that the clerk would seek a quote for the Burford Lodge Rec bins to be emptied by a separate contractor and the other 4 bins would be kept under Biffa as it was likely that they would still empty them even if they were not on their rota. The clerk has engaged a new contractor to empty the bins at Burford Lodge Rec. There have been no issues with the new contractor and it appears to be working well. **(12/21).**

- 7318 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 tried to open the account with Shawbrook but was advised that it was not possible. The clerk shared interest rate details with councillors. It was agreed that the 32 notice account with Lloyds offered the best interest rate. The clerk has opened up the account and POR monies have been transferred to that account in order that the deposit account can hold ERM of which £15,000 has been transferred as agreed. **(12/21) Minute to be removed next month.**
- 7319 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two feet due to the congestion in Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. The site meeting arranged for 30.9.2021 was cancelled and Cllrs Mathisen and Murphy are waiting for a paper to be circulated by MoD with recommendations for action. NE felt that the blockage is further down and not on Elstead Common and that it doesn't matter if water levels rise at Pudmore Pond however councillors disagreed with this statement. Cllr Murphy to write to Natural England to urge them to agree to the urgent completion of the works. Cllr Murphy reported that there had been no progress despite sending several letters on this matter. MoD are prepared to do the work however NE have yet to respond. If there is no response Cllr Murphy will write to JH on this matter. MoD have advised that they do not intend to take any action regarding Sandford Brook even though it is higher than it should be. MoD have stated that they believe it is SCC's responsibility. Cllr Murphy has written to HG (SCC) on this matter. Cllr Murphy to ask RK to quote on unblocking the culvert as it is adjacent to a bridleway and there is a duty of care and responsibility to deal with any clear and present dangers. **(12/21).**
- 7126 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk advised that the fly tipping has been removed. The clerk contacted HG to ask if barriers could be installed and Cllr Jacobs advised that she did not believe that anyone had vehicular rights along this footpath. HG advised that SCC were short staffed but would contact the landowner at some stage in the future. Cllr Jacobs that she had encountered another vehicle on the footpath. Cllr Davidsen to report this on google maps. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. **(09/21).**
- 7057 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case and has followed this up with Richard Homewood on several occasions. **(07/21).**
- 7320 Elstead-Milford Cycle Route: Work has been completed on this project. HG (SCC) advised that she was still in favour of finding a name for the route. The clerk to contact the Witley Clerk **(12/21)**
- 7321 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. Cllr Mathisen advised that he had tried to contact MoD on a number of occasions to no avail and would try again after the June meeting. Cllr Mathisen advised that this had been discussed at the HUG meeting held in August but that no solution had been proposed. The potholes have been repaired by SCC who perceived them to be very dangerous. In future MoD must make the repairs. **(12/21) Minute to be removed next month.**

- 7254 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. Survey questions were circulated prior to the November meeting which cllrs approved. It was agreed that the survey would be run in January. Cllr Webster to put an article in The Elstead Village News for December and January issues. A Survey Monkey to be run in February and this will provide more information than the face to face survey. **(11/21).**
- 7322 Two residents asked whether a small section of the Backland Field could be given over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). The residents noted that mountain bikes appeal to all ages and ability and was a sustainable form of exercise. At Rodborough Common all ages of people visit the track – people tend to do the runs several times and don't just "hang around." The bike track would need a relatively small section of land allowing for the majority of the field to still be rented out from which the Parish Council could still earn an annual income. Councillors were largely supportive of the idea in principal and asked that the residents do further research. It was noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. **(04/21). Minute to be removed next month as covered under agenda item 12.**
- 7256 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The clerk asked councillors what colour they would like the doors to be and it was agreed that they would be white. Doors to be painted in the Spring now. **(11/21).**
- 6887 EER Update: The EER committee is continuing to meet monthly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community Response (to fall under the overall umbrella of EER). The ECR contains to remain active although in the past month there has been only one request for help. **(04/21)**
- 7257 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". Cllr Snape has put forward an EER plan to simplify what is already there. Cllr Rees to prepare a short note updating the status of the plan. **(11/21).**
- 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).**
- 7323 A member of the public raised the issue that more recreational facilities were required for women and asked if the PC consider this. Cllr Murphy advised that a netball court typically cost £50k and that recreational facilities were generally more successful when there was a specific club involved who would manage the on-going maintenance of the facilities. The costs of such a scheme were discussed with suggestions that it could be funded via CIL however it was further noted that any schemes needed to demonstrate an element of match funding. Cllrs discussed this at the July meeting and concluded that they were very receptive to providing more sporting facilities but that they required a proposal from a club or group. Cllr Snape noted that there was further space at The Quillets for something to be included there. Due to space the PC had not as of yet been able to include sporting facilities in an EVN article. **(12/21).**
- 7324 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. Flow has been tested and runs at a rate of 100 litres per minute. An application to the SCC Big Fund was submitted in March and the application is now on "step 2" which requires comments of support

on the application. There has been no further update from SCC regarding the Big Fund Application. **(12/21).**

- 6950 Backland Field: The sharks and Elstead FC noted that there were also interested in adding two pitches onto the Backland Field and were working on a business case and looking at different options. Cllr Murphy noted that Burford Lodge rec would accommodate a further football pitch so questioned whether this space was required. Cllr Snape noted concern for residents and Cllr Davidsen highlighted that the surrounding woodland was full of wildlife which needed preserving and other comments included the need to preserve the green gap in line with the emerging NHP. Councillors were minded that the storage facilities on Burford Lodge rec should be resolved as a priority and asked that both groups come forward with a business plan and proposal. **(05/21).**
- 7325 Clock on the green: a replacement clock has arrived however it needs to be mains run. The clerk to meet with DJK to obtain a quotation for the works. **(12/21).**
- 7326 Preserve Our Reserve: A working party meeting was held on 16th June. NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. Funding of £98k (WBC CIL), £55k (donations) and £150k NE are confirmed. NE have made progress and a planning application has been submitted to enable to restoration work to commence. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Work is expected to now start in January 2022. The planning application is still progressing through the system. The estimated cost of the project has increased to £500,000. **(12/21).**
- 7327 WBC Grass cutting: complaints have been received by members of the public about the No Mow May grass cutting policy which has left many residential areas looking unkempt as well as causing a threat of tics and injury through hidden sight lines. The clerk wrote to Cllr Townsend, copying Cllrs Elses about this policy enclosing photos and asking if the Portfolio Holder would like to visit the village and see for herself the mess of many of the village's residential areas. Cllr Townsend has twice cancelled meetings in Elstead – the clerk has contacted Cllr Townsend however she declined to respond to the clerk's email. Cllr Mathisen noted that the newly created bund at Westbrook Hill looked in a dreadful condition. The clerk will seek a meeting with Cllr Townsend prior to spring to agree what areas get cut. **(12/21).**
- 7261 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Councillors approved the cost of £264. The clerk to progress. **(011/21).**
- 7328 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Cllrs Murphy, Snape, Mathisen, Harmer and the clerk attended a meeting with SE Water via zoom on 20th July where details of the works were shared. The clerk has included an update and advert from SE Water in the EVN. A meeting with SE Water, the PC and St James School was held on 28th September 2021 and demonstrated to SE Water the affect of drop off / pick up plus residential parking in Thursley Road. SE Water noted that there would be three way traffic lights at Red House Lane and offered to provide leaflets for the school for residents as well as educational visits for pupils. The compound will remain at the Lex Farm end of the village until all the works are complete. The clerk shared photo of the SPAR delivery lorry at the green so that SE Water could take this into account with their planning. An update from SE Water was sent prior to the December meeting. Work beyond the village green was planned to start in January 2022. To date 800 metres of pipe have been laid. **(12/21).**
- 7107 Cllr Snape noted that some car parking was unacceptable around the village green. The clerk advised that Witley and Tilford have bye laws. The clerk to investigate. **(07/21).**
- 7329 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk tried to recover the cost of the sign through the responsible vehicle's insurance however was told that the PC would not be eligible. Cllr Murphy noted that this was inaccurate and the clerk to follow up again. **(12/21).**

- 7090 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership. **(07/21).**
- 7330 Milk and Moore have reported significant ASB. The clerk spoke to the police who asked Milk and Moore to report the issues directly via 101. There have been no further reports of ASB **(12/21). Minute to be removed next month.**
- 7331 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable to the pitches to be reconfigured and will means that a further pitch can be added at the rec. The clerk forwarded the costs and Elstead FC have agreed that they will pay. The clerk to instruct RK that he can carry out the work. **(12/21).**
- 7263 Cycle Racks: the clerk had asked whether cllrs would agree to bicycle racks at Burford Lodge as a means of encouraging more people to cycle to the rec rather than driving. The PC has agreed to an 8 bike rack and the TRRT has agreed to a 4 bike rack. The clerk to circulate a preferred style, and then order. It was noted that the bike rack must incorporate mountain bike style tyres. The clerk to order. **(11/21).**
- 7332 A member of the public asked why the telephone box had still not been repainted as this had been long standing action. The clerk explained that BT had agreed to provide the paint foc and that the PC had agreed to fund the painting however every time the clerk had contacted BT thy were about to start a new consultation over the continuation of the telephone and therefore would not commit to sending paint until the future of the phone box had been determined. Councillors agreed with the resident that the appearance of the phone box was unsightly. The clerk was informed by BT that there was to be a further consultation and as such no paint work could be carried out on the phone box until the consultation was determined. BT explained that they were minded to remove the phone box at Broomfield. Councillors stated that there should be one public phone box in the village. **(12/21).**
- 7333 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. Kompan have advised that the repairs will happen on 23rd November 2021 however this was delayed due to parts going missing. Kompan did arrive to do the works at the beginning of December but an incorrect piece was delivered. The clerk to follow up when the works will be completed.. **(12/21).**
- 7334 The clerk reminded councillors of the tree canopy initiative whereby every parish was being given 11 trees to celebrate the Queen's Platinum anniversary. The clerk advised of another initiative where each parish had 100 or so trees. The clerk advised SCC that Elstead would have three trees. There are a number of species but parishes cannot ask for specific species. Trees will be delivered by February. **(12/21).**
- 7335 Residents organising this met on 12.10.2021. Openreach has proposed a scheme which would cover 70% of the village and the group need to get half of 70% to sign up in order for it to be viable. Flyers urging residents to sign up have been posted through all doors. The working party have spoken to other service providers to see if it is possible to get a more rapid deal. WBC have advised that they cannot liaise with their tenants over the scheme. The working party to follow this matter up with WBC as it effects c 8% of properties. **(12/21).**
- 7305 Cllr Rees reported that a wooden post had been knocked down by Orchard Close. The clerk to report. **(11/21).**
- 7336 Cllr Davidsen noted that the 'closed' signs had been left up beyond the MoD training exercise leading to complaints from residents. Cllr Mathisen contacted MoD on this point. **(12/21). Minute to be removed next month.**

7285 Thursley PC have submitted a statement of support for the planning application for the re-instatement of the boardwalk. It was agreed that Elstead would submit a comment and also understand why it was not included within the consultation process. **(11/21).**

7294 A claim had been received for damage to a vehicle on PC land that the clerk strongly refuted. The insurance company are liaising with the claimant's insurance company on the PC's behalf. **(11/21).**

7299 The clerk noted that the drain near Staceys farm Road as blocked and this had perhaps added to the road flooding across the Thursley Road a few weeks earlier. The clerk to report. **(11/21).**

7300 It was noted that water was still leaking down Seale Road. The clerk to report to SCC. **(11/21).**

7.0 REPORT FOLLOWING MEETING WITH DEVELOPER HELD 23rd NOVEMBER 2021

7337 The clerk had circulated a summary of the meeting with a possible developer for Sunray Farm. The scheme is for a 43 dwellings plus a business hub and would be ready to submit in 2022. **(12/21). Minute to be removed next month.**

8.0 REPORT FOLLOWING WESTERN VILLAGES MEETING HELD 2nd DECEMBER 2021

7338 It was advised that the lengthsman scheme would continue. Cllr Murphy had raised the issue of verges not being cut which then reduced the carriageway and in some instances a mother with a pushchair had cut the verge in order that she could pass along the pavement. There was no solution for this as SCC lack finances to undertake this work. There was no further update on when the Thursley Road would be resurfaced. Cllr Harmer to forward the clerk a copy of the letter that was written to SE Water head office. **(12/21).**

9.0 WBC UPDATE

7339 There was no December update from WBC. **(12/21). Minute to be removed next month.**

7269 WBC had a presentation from SWT on their biodiversity policy. Cllr Murphy forwarded comments but in response SWT advised that the policy had been written. Cllr Murphy took this up with DO who explained that the policy had not been completed. It was noted that there are a huge number of landowners MoD and NE for example who have not been included in the policy. JE noted that she would try and raise this matter at an O&S meeting. **(11/21).**

10.0 SCC UPDATE

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

7340 The PC was reminded to submit councillor allocations by January. Cllr Harmer advised that there was only a small amount of money left and it was agreed that the PC would make an application at the start of the new financial year to cover the Jubilee rec fencing project. **(12/21). Minute to be removed next month.**

7341 SCC are seeking ideas of routes that can be made into cycle ways to connect towns and villages within Waverley to minimise the need for cyclist to use the roads which are narrow and dangerous. SCC would like to connect Haslemere with Farnham and Milford to Farnham. Cllr Jacobs to ask a contact and will report back. Another idea was Westbrook to Stockbridge via BW73a. The clerk to ask NL (SCC) if he would wish to meet with cllrs. It was questioned whether NL could speak to MoD and ask them to clear their ditches as it is the localised flooding and mud accumulation which is detrimental to cycling over the common. **(12/21).**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 7273 Regulation 15: NHP Regulation 15 has finally been submitted and the regulation 16 process has begun. The consultation will run until 10th December 2021. **(11/21).**
- 7274 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. Work on the VDS will be picked up again and a meeting is scheduled for 22.11.2021. **(11/21).**
- 7342 Co-working space: a meeting was held to discuss what councillors thought should be included in a co-working space. Cllr Murphy drafted a document based on these attributes and circulated it before this meeting. Councillors supported the document and it was discussed at the meeting with developers on 23rd November 2021. The developers questioned the size and whether the PC would consider having dwellings above / below the hub. **(12/21).**
- 7343 Possible developers for one of the sites in Elstead have requested to meet with the Parish Council. It was agreed from past experience that it would be better to meet with them at the initial stages of the plan. Cllrs Murphy, Mathisen and the clerk to meet with the developer on 23rd November 2021. **(11/21). Minute to be removed next month as covered under agenda item 7.**

12.0 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).**
- 7343 Village sign: Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. A full size dummy of the sign due on 24th May. It was agreed that a plaque would be made accrediting the sign to the Billmeir Trust. Cllr Mathisen has followed up with the contractor for an estimated conclusion date for the sign. It was agreed that a plaque should be placed on the village sign thanking the Billmeir Trust. The clerk wrote to Billmeir Trustees but had not heard back. The clerk has finally received confirmation from WBC that planning permission is not required for the sign. The clerk has arranged a meeting with AS (SCC) and JM to agree the right location for the sign. **(12/21).**
- 7147 Electrical supply to the green: Cllr Mathisen has liaised with SEN and advised that there is an electricity supply to the green. The clerk applied for Members Allocation Grant and was successful in receiving £1,200 towards the project – thanks were given to Cllr Harmer. The clerk is seeking approval from WBC to site the termination point. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. Cllr Mathisen met with DJK who have proposed a solution – an underground power box in the middle of the green. Cllr Mathisen advised that the cost was £4.3k. It was agreed that this would be considered during the budget meeting for 2022/23. **(09/21).**
- 7344 Christmas Tree: The Christmas tree switch on event was well attended and thanks were given to the scouts and WI for supporting the event as well as the OE team. Blakemore kindly donated £200 to cover the refreshment costs. A collection was arranged for HiE and £320 was raised. **(12/21). Minute to be removed next month.**

13.0 ELSTEAD VILLAGE ROAD SAFETY

- 7279 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21).**

- 7150 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been completed. It was noted that the section from Sandford Villas to the centre of the village green requires the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained that there was no date advised as of yet. **(09/21)**.
- 7281 Speeding: The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. PH (SCC) has contacted SCC to forward speedwatch information to the clerk following a meeting on 15.6.2021. It was thought that ANPR style signs would be more likely to deter speeding. Speedwatch to be deferred until spring as a result of the SE Water works. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21)**.
- 7345 VAS: The VAS on the directional finger post on church green has been changed by PH (SCC) and now triggers at the correct speed. 2 x speed monitoring to be undertaken at Fir Mead and Church Green VAS locations – PH to arrange. The cost of £1000 to install a metal pole and sign via Katy Poulsam was considered too costly and so it was agreed that the PC would just install the metal post adjacent to the Jubilee rec and forgo the site in front of Fir Mead. RK has advised that there is a problem with the battery. The clerk to ask Manbat for a replacement battery. **(12/21)**
- 7283 BT land: 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. Cllr Else has been progressing this matter with Mr Hunt. All logistical issues have been solved and BT's security team are due to visit the school w/c 22nd November to assess this for themselves. Should this be allowed 6-8 cars would be taken off the road. **(11/21)**
- 7346 Cllr Webster had circulated pictures of alternative deterrents. Cllr Webster to discuss at the meeting with AS in December. **(12/21)**.

14.0 BACKLAND FIELD BIKE TRACK PROPOSAL

- 7347 In April 2021 two residents asked whether a small section of the Backland Field could be made over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment they felt that there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). A further two residents presented an idea for a bicycle track at the rear of the Backland Field at the December 2021 meeting. The proposal would see different jumps so that all abilities could be accommodated. The residents advised that the surface would be mud/sand/woodchip or in line with S4P and had possible contractors who would be able to do the work. Councillors were largely supportive of the idea in principal and asked that the residents do further research. Firstly an organisations would need to be set up to manage the facility – this would ensure that ongoing maintenance would happen as well as be able to cover insurance. It was noted that an organisation would also be able to apply for funding. Cllrs were also keen to understand how access could be managed. The residents were advised to come back with a further proposal. It was

noted that there would need to be a public consultation for those residents living locally. An access route could be created through the bottom of Burford Lodge Rec. The residents were thanked for an excellent presentation. **(12/21).**

15.0 QUEENS JUBILEE 2022

- 7289 The Queen's Jubilee: The clerk advised that in June 2022 it would be the Queen's Jubilee and councillors agreed to facilitate a 4 day event over this period. A marque has been booked and the first meeting of a working party was held on 18.9.21 at which a number of people from across the village discussed ideas. A summary of the meeting notes were circulated to councillors. A follow up meeting was being held on 1.11.2021. It was agreed that people should be recruited and paid to clear up the site daily. 4 days worth of events have been mapped out to include day time and evening events as well as a church service on the Sunday. A website is under construction. Regular communications will appear in the EVN and via facebook. The floor for the marque will cost a further £1260 plus vat. It was anticipated that the cost would be covered by ticket sales. Councillors approved the hire of the flooring and the clerk has advised the marquee company. A further meeting was held in December at which point refreshments were discussed as well as which charities would be supported. Each day is being managed by a sub group and all sub groups are to meet before the January Jubilee meeting which will be held after the PC meeting. **(12/21).**

16.0 FOOTBALL FOUNDATION GRANT FOR RECREATIONAL GROUNDS IMPROVEMENT

- 7348 The Sharks have applied for a grant from the football association. The FA has awarded the sharks £30k for Thursley Road and £15k for Burford Lodge to run over six years. The sharks would need to raise half of the amount of each grant. Councillors agreed to contribute £2k which is what the PC currently gives the sharks towards improvement work. The PC noted its thanks to the sharks for the work in securing the award. **(12/21). Minute to be removed next month.**

17.0 APPROVAL OF COST OF FENCING TO PROTECT VISITORS TO JUBILEE REC

- 7349 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls: The clerk had tried to secure three quotes prior to the meeting. One contractor was unobtainable. Two quotes are outstanding and despite contacting the companies on several occasions they never provided a quote. The clerk approached 2 further companies who were both known to the PC, one quoted £6k and the other quoted £5.8k. Cllr Murphy had obtained another quote for significantly less but this was a contractor who had not been used by the PC. It was agreed that the contractor who had quoted the middle price should be asked if there was any flexibility in his pricing. This contractor had provided an alternative solution which was cheaper and involved removing the nets at the end of each cricket season. Cllrs determined that a permanent solution was more practicable. **(12/21).**

18.0 DONATION REQUEST FROM HIE

- 7350 Help in Elstead were very grateful for the monies raised at the Christmas Tree light switch on event however advised that due to increased costs and an increase in people in the village needing support they would be grateful for further funding. It was agreed that £40 remaining in the Smiths Charity pot be donated to HiE along with £500 from the PC's own funds. The clerk to seek permission from the Smith's Charity Trustees. **(12/21). Minute to be removed next month.**

19.0 REPORTS AND CORRESPONDENCE

- 7351 A resident on Thursley Road had reported an issue with parking following a game of football. The clerk has contacted the sharks on this matter. Cllrs noted that a parent marshal should be used for each match. **(12/21).**
- 7352 The clerk reported that she and Cllr Murphy had met with a film company who were interested in hiring the Thursley Road rec in February 2022. After learning more about the project it was felt that having 300 vehicles parked on the rec would not be acceptable to residents especially as vehicles

would be arriving at 6am. Cllr Murphy provide an alternative suggestion to the film company representative. **(12/21). Minute to be removed next month.**

7353 A resident had contacted Cllr Murphy regarding the collection of leaves alongside Church View Close. The clerk to report. **(12/21). Minute to be removed next month.**

7354 The Smiths Charity had forwarded a letter asking for feedback. The clerk noted that she had received many heartfelt and grateful thanks for the Michaelmas gifts and cllrs agreed that the clerk should request an increase in monetary awards now that the extra £2000 would cease. **(12/21).**

20.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)

7355 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the November reconciliation. **(12/21) Minute to be removed next month.**

7356 Bank balance as per statements: Current account £104,033.74 and includes £15k easement and £3k for the village sign - £2k has been used as the deposit. Deposit account £0 (30th November 2021). POR monies transferred to 32 day notice account and EMR transferred in December. 32 day notice account: £55,283.16. **(12/21) Minute to be removed next month.**

7357 Accounts for payment for December 2021 were circulated in advance of the meeting. 11 cheques have been raised totalling £4,660.43. In addition 32 x cheques were raised on behalf of the Smiths Charity totally £4,960. NB £40 to be used from the Smiths Charity fund to go towards the Help in Elstead payment. **(12/21) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4358-4390	Various	Smiths Charity Payments	£4,960.00
	NB 4368 cheque void		
4391	Grasstex Ltd	Final grass cut	£1,385.04
4392	John Mathisen	OE expenses tree ceremony	£222.14
4393	Hilary Hamlyn	OE expenses tree ceremony	£21.64
4394	Hilary Hamlyn	OE expenses tree ceremony	£15.77
4395	Hilary Hamlyn	OE expenses tree ceremony	£51.18
4396	Juliet Williams	December expenses	£42.15
4397	Quality land Services Ltd	rubbish bin emptying	£60.00
4398	Juliet Williams	salary 1 of 2	£999.00
4399	Juliet Williams	salary 2 of 2	£516.30
4400	HMRC	HMRC	£1,329.71
4401	Elstead Village Halls	December hall hire	£17.50
			£9,620.43

21.0 MATTERS RAISED BY MEMBERS

7358 Cllr Jacobs raised the issue of parking along the Thursley Road outside of St James School. She noted that a horsebox scrapped a car that was parked which then blocked the road. It would have been impossible for an emergency vehicle to have passed. The clerk also noted that cars coming for the pavilion no longer wait behind the parked vehicle and allow oncoming traffic to pass instead there is

an expectation that on coming vehicles will swerve to the lay-by which was equally dangerous. **(12/21)**.

7359 Cllr Snape asked if there was any further update on the Springfield development. The clerk advised that there had been no further information. **(12/21)**.

Meeting closed at 9.40pm