



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 17th January 2022 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7361 Representatives from the Fibre Optic Broadband working party attend the meeting and gave an overview of the work that they have been doing. Their investigation had found that F&W were the preferred supplier. The working party had linked in within another group in Buckinghamshire who had used F&W and who had said that they were well resourced. The working group plan to hold a drop in session for residents on 26th February in the youth centre. The working party were thanked for the substantial time and effort that they have invested into this project and the clerk to write formally to thank the team **(01/22) Minute to be removed next month and merged with minute xxxx.**

1.0 APOLOGIES FOR ABSENCE

7362 Apologies for absence were received from Cllrs Snape which members accepted. **(01/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7363 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. **(01/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 13th DECEMBER 2021

7364 The minutes of the Parish Council meeting held on 13th December 2021 were agreed and were signed by the Chairman. **(01/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 13th DECEMBER 2021

7365 The minutes of the Parish Council meeting held on 13th December 2021 were agreed and were signed by the Chairman. **(01/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7366 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. Cllrs Murphy, Reynolds met SCC on site on 22.12.21. The visit confirmed that the bank had not eroded any further. SCC to issue the statutory documents for the proposed diversion and to prepare for a consultation. **(01/22).**

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

- 7367 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 – the clerk to follow up with SC of SCC Highways. **(01/22).**

- 7368 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 and that there has been no further progress has happened due to work load capacity. Councillors agreed that the various projects linked to the village green should proceed as agreed. **(01/22).**

- 7369 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 – the estimated completion date is 6th May 2022. **(01/22).**

- 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).**

- 7370 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 a site meeting with SCC has been scheduled for early February. **(01/22).**
- 7371 The clerk advised that the annual 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, some minor works to the opening mechanics of the gate, reinstatement of grass and refilling of bark. The clerk to liaise with RK on these points. The report also highlighted a lack of play equipment for children with disabilities and the clerk to investigate some ideas. **(01/22).**
- 7372 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. The contractor will dig in those gardens w/c 21st January. **(01/22).**
- 7373 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. Biffa refused to empty The Burford Lodge Rec bins so another contractor has been employed to empty those bins. WBC contacted all Parish Councils in early January 2022 to understand which bins were PC and WBC owned and it seems highly likely WBC will want to retrospectively charge all PC's for the bin emptying service that has been carried since Autumn 2019. Cllr Jacobs would like to understand how many bins are Town Council v Borough Council in both Farnham and Godalming. **(01/22).**
- 7374 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 who has replied stating that it is the responsibility of Landmarc and not SCC Countryside. It was noted that the end of Hookley Lane the culvert is blocked and the clerk to ask SCC to jet it. It was agreed if there is no further action at the next HUG meeting Cllrs Murphy and Mathisen will ask Jeremy Hunt to intervene as the situation is currently making the village more vulnerable to flooding and the basin is currently very full. **(01/22).**

- 7375 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. Cllr Davidsen noted that he has reported this issue on google maps. **(01/22).**
- 7376 Street Cleaning schedule: 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. The clerk advised that she was in contact with WBC and was following up the issues of leaves accumulating on pavements and detritus along the road edges. **(01/22).**
- 7377 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 has contacted the Witley Clerk who noted that they were interested in this and requested one of her cllrs to contact the clerk. **(01/22)**
- 7378 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. It was agreed this should be put on hold until after the current covid spike. **(01/22).**
- 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).**

- 7379 EER Covid Update: The ECR contains to remain active although there are now only occasional requests for help. **(01/22) Minute to be removed next month.**
- 7380 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 and Cllr Snape to discuss the proposed simplification. **(01/22).**
- 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).**
- 7381 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 feature an article in the February issue of the EVN. **(01/22).**
- 7382 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. **(01/22).**
- 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).**
- 7383 Clock on the green: a replacement clock has arrived however it needs to be mains run. The clerk meet with DJK who quoted £155.87 which councillors have approved. The shop owner and Blakemore have granted permission for this. **(01/22).**
- 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).**
- 7384 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. It was advised that Cllr Mirylees has replaced Cllr Townsend as being responsible for parks and green spaces – the clerk to contact Cllr Mirylees to arrange a visit. **(01/22).**
- 7385 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Signage has been ordered. **(01/22).**
- 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).**
- 7386 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership – artwork has been sent to the sign makers. **(01/22).**
- 7387 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable the pitches to be reconfigured and will mean 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 during the Easter holidays when there will be no football matches / training. **(01/22).**
- 7388 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 advised that the cycle racks have been ordered. **(01/22). Minute to be removed next month.**
- 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 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 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).**
- 7389 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 followed this up with Kompan who advised that it would be fitted by the beginning of February 2022. **(01/22).**

- 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. **(01/22). Minute to be removed as covered under agenda item 10.**
- 7390 Cllr Rees reported that a wooden post had been knocked down by Orchard Close. Cllr Rees to ask if it is part of the former Honeypot development. **(01/22).**
- 7391 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. **(01/22). 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).**
- 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).**
- 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).**
- 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).**
- 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)**.

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)**.

7392 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 following councillors agreement the clerk requested an increase in monetary awards now that the extra £2,000 had ceased. **(01/22)**.

6.0 WBC UPDATE

7393 The Appeal in Alford is under scrutiny as the Inspector advised that WBC did not have a housing supply. **(01/22). 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)**.

7.0 SCC UPDATE

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

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)**.

7394 Cllr Harmer advised that there were personnel changes in the countryside team (as well as in the highways team) and would share contact details with the clerk as soon as he were able. **(01/22). Minute to be removed next month.**

7395 Cllr Harmer advised that SCC would hold remote meetings but then hold a separate meeting to ratify any decision that have been made. **(01/22). Minute to be removed next month.**

7396 Cllr harmer advised that one proposal SCC are currently looking at is to instigate 20mph zones in areas that would not normally qualify. **(01/22). Minute to be removed next month.**

8.0 NEIGHBOURHOOD PLAN UPDATE

7397 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. **(01/22)**.

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).**

9.0 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).**

7398 Village sign: WBC have confirmed that planning permission for the village sign is not needed. Billmeir Trustees have confirmed that they are in agreement that a plaque can be attached to the sign accrediting the sign to the Billmeir Trust. Cllr Mathisen and the clerk met with AS (SCC) to agree an acceptable location for the sign. It was agreed that there would be a grand unveiling on May Day weekend and it was hoped that the school would like to be involved. **(01/22).**

7399 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. Cllr Rees noted that the electrical supply must be secured to prevent unlawful electricity usage. The cost from DJK to complete the electrical works was quoted as being £4.3k. The project was approved during the budget 2022/23 meeting and Cllr Mathisen to progress installation. **(01/22).**

10.0 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)**

7400 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. **(01/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**

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 oncoming vehicles will swerve to the lay-by which was equally dangerous. **(12/21).**

11.0 TOWN AND PARISH GOVERNANCE

7402 Cllr Else advised that this was an opportunity to change parish boundaries if the PC so wanted. Cllr J Else advised the leader of WBC was keen to make some changes however any changes that are proposed will be subject to a consultation. Councillors questioned whether the Weyburn part of Peper Harow be included within the parish boundary of Elstead however it was felt then the green gap would not be upheld and the green gap is to prevent the coalescence of both Weyburn and Elstead. **(01/22). Minute to be removed next month.**

12.0 FIBRE OPTIC BROADBAND

7403 Following the presentation by residents in the public question session, councillors agreed that the project has been carried out with all due diligence and was thus happy to support the working group's work methodology. **(01/22). Minute to be removed next month.**

13.0 FOOTBALL CLUB USER AGREEMENT

7404 Cllr Murphy and Cllr Rees declared an interest in this agenda item. The clerk had circulated a draft user agreement prior to the meeting. A lively discussion ensued regarding whether or not ad hoc users should be charged a small fee for usage of the pitches for organised and paid for events. Cllrs to feed back on the draft agreement at the February meeting. **(01/22).**

14.0 QUEENS JUBILEE 2022

7405 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. 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 in the process of meeting before the next group update scheduled on 28th January. Cllr Mathisen noted that there had not been any publicity for the event. The clerk advised that the website was now live as was a facebook page and monthly articles were appearing in the village news. Posters etc would be going out in February / early march. **(01/22).**

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

7406 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. The contractor has advised that it is not possible to move on the price and it was agreed that the PC would still use this contractor. The clerk to apply for SCC Councillor Allowance (assuming it is still available) in April before the works are scheduled and started. **(01/22).**

16.0 APPROVAL OF PARISH COUNCIL INSURANCE

7407 The clerk shared the quote for the coming financial year. The cost has increased by 50% and as such the clerk recommended that it was not approved until she had understood why it had increased and sought comparative quotations. **(01/22).**

17.0 CITIZENS ADVICE WAVERLEY GRANT REQUEST

7408 A letter had been received from CAW requesting financial support. The clerk had responded asking for the number of people that are helped in Elstead. As there has been no response it was agreed that this would be discussed once all the facts were available. The clerk advised that the PC had last made a donation to CAW in November 2019. **(01/22).**

18.0 PARISH ASSEMBLY

7409 After a brief discussion that weighted up covid numbers etc it was agreed that the PC should plan to hold an in person parish assembly with representatives of village organisations - a light beverage selection would be served afterwards. **(01/22).**

19.0 PC OBJECTIVES FOR 2022/23

7410 Councillors were asked to consider a range of objectives for the next financial year. All councillors to come with at least one objective to the February meeting for discussion. **(01/22).**

20.0 REPORTS AND CORRESPONDENCE

7411 Cllr Murphy advised that he had responded to a mini survey from WBC on their tree policy. Cllr Murphy had received a response which he not found very satisfactory. **(12/21).**

- 7412 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk to share some more information with councillors. **(01/22).**
- 7413 A relative or a resident had contacted the PC regarding a couple of ideas to do with enhancing the connectivity within the village. Cllr Murphy to discuss these ideas on 18th January. **(01/22)**
- 7414 A resident had asked if the PC were happy with her proposal to remove a hedge which had died and to replace it with a wooden fence. The boundary is shared with the PC. The PC is not able to object as the land is owned by the resident. **(01/22). Minute to be removed next month.**
- 7415 The village hall defibrillator has been checked as it was flashing with a red light. **(01/22). Minute to be removed next month.**
- 21.0 FINANCE (all financial papers including audit documents/reports were circulated prior to the meeting)**
- 7416 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the December reconciliation. **(01/22) Minute to be removed next month.**
- 7417 Bank balance as per statements: Current account £80,233.43 and includes £3k for the village sign - £2k has been used as the deposit. Deposit account £15,24.32 (31st December 2021) which includes £24.02 from Just Giving to be transferred to PoR in the 32 day notice account plus 30p interest also to be transferred. POR monies transferred to 32 day notice account and EMR transferred in December. 32 day notice account: £55,283.16. **(01/22) Minute to be removed next month.**
- 7418 Accounts for payment for January 2022 were circulated in advance of the meeting. 8 x cheques have been raised totalling £7,534.95 of which 4 x cheque are greater than £500 as listed below. **(01/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - January 2022

Cheque no	Payee	Purpose	Amount
4404	Elstead Village Halls	January hall hire	£17.50
4405	Playground Inspection Company	Annual Inspection	£297.00
4406	Juliet Williams	salary 1 of 2	£999.00
4407	Juliet Williams	salary 2 of 2	£516.10
4408	Juliet Williams	Expenses / work from home	£15.00
4409	Hilary Hamlyn	Our Elstead Planters	£83.65
4410	Barriers Direct	3 x cycle storage racks	£1,757.52
4411	Onsen Energy Ltd	Borehole	£3,849.18
			£7,534.95

22.0 MATTERS RAISED BY MEMBERS

- 7419 Cllr Daviden asked if the area that was currently being used as a hub by SE Water could be reseeded with wild flowers once it is returned to the wild. The clerk advised that she had already asked this of

SE Water and they had said it would not be possible and that it must be returned like for like. **(01/22).**
Minute to be removed next month.

7420 Cllr Daviden noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**

7421 Cllr Jacobs noted that two signs advertising voluntary car parking charges had been damaged at the Moat – one had been thrown in the mud. The clerk to feed back to James Giles. **(01/22).**

7422 Cllr Jacobs noted that there had been some local theft of quad bikes in the village. Residents were reminded to report anything suspicious to the police. **(01/22). Minute to be removed next month**

Meeting closed at 9.47pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 21st February 2022 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7424 There were no questions from members of the public. **(02/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7425 Apologies for absence were received from Cllr Webster and Cllr Reynolds which members accepted. **(02/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7426 Cllr Murphy declared an interest in agenda item 18. 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. **(02/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th JANUARY 2022

7427 The minutes of the Parish Council meeting held on 17th January 2022 were agreed and were signed by the Chairman. **(02/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 17th JANUARY 2022

7428 The minutes of the Parish Council meeting held on 17th January 2022 were agreed and were signed by the Chairman. **(02/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7366 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. Cllrs Murphy, Reynolds met SCC on site on 22.12.21. The visit confirmed that the bank had not eroded any further. SCC to issue the statutory documents for the proposed diversion and to prepare for a consultation. **(01/22).**

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

7429 Chevrons by Elstead Bridge: the clerk noted that the has finally been replaced by SCC Highways. **(02/22). Minute to be removed next month.**

7430 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 and that there has been no further progress has happened due to work load capacity. Councillors agreed that the various projects linked to the village green should proceed as agreed. The clerk has chased WBC but there has still been no progress on drafting the legal documentation. **(02/22).**

7369 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 – the estimated completion date is 6th May 2022. **(01/22).**

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).**

- 7431 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 a site meeting with SCC has been scheduled for early February. **(02/22). Minute to be deleted and merged with agenda 8.**
- 7371 The clerk advised that the annual 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, some minor works to the opening mechanics of the gate, reinstatement of grass and refilling of bark. The clerk to liaise with RK on these points. The report also highlighted a lack of play equipment for children with disabilities and the clerk to investigate some ideas. **(01/22).**
- 7432 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Work has stopped as one of the residents has withdrawn access. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC to submit a proposal to SCC to replace the pipework as there are a number of breaks. The clerk to notify WBC Housing to see if it has an impact on their development proposals. **(02/22).**
- 7433 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. Biffa refused to empty The Burford Lodge Rec bins so another contractor has been employed to empty those bins. WBC contacted all Parish Councils in early January 2022 to understand which bins were PC and WBC owned and it seems highly likely WBC will want to retrospectively charge all PC's for the bin emptying service that has been carried since Autumn 2019. Cllr Jacobs would like to understand how many bins are Town Council v Borough Council in both Farnham and Godalming. It was noted that a lot of rubbish is being left after matches. The clerk to contact The Sharks and EVTC about this. **(01/22).**
- 7374 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 who has replied stating that it is the responsibility of Landmarc and not SCC Countryside. It was noted that the end of Hookley Lane the culvert is blocked and the clerk to ask SCC to jet it. It was agreed if there is no further action at the next HUG meeting Cllrs Murphy and Mathisen will ask Jeremy Hunt to intervene as the situation is currently making the village more vulnerable to flooding and the basin is currently very full. **(01/22).**

- 7434 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. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath and will send the clerk some photos of the damage in order for it to be reported. **(02/22).**
- 7435 Street Cleaning schedule: 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. **(02/22). Minute to be removed next month as covered under agenda item 7.**
- 7436 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 has contacted the Witley Clerk who noted that they were interested in this and requested one of her cllrs to contact the clerk. There has been no contact and the clerk to follow this matter up. **(02/22)**
- 7378 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. It was agreed this should be put on hold until after the current covid spike. **(01/22).**
- 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).**

- 7437 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 and Cllr Snape to discuss the proposed simplification and have it ready for the March meeting. It was noted that there had been an improvement in communication between WBC and the Elstead as following the 2 days power cut in February TE from WBC had contacted Cllr Murphy to understand the status. Residents at Kingsmead were also given access to a generator. **(02/22).**
- 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).**
- 7438 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 featured an article in the February issue of the EVN regarding recreational facilities. **(02/22). Minute to be removed next month.**
- 7439 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22).**
- 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).**
- 7440 Clock on the green: a replacement clock has arrived however it needs to be mains run. DJK have installed the electrics and The clerk to remind RK that the clock can be installed. Works have been carried out by the Power to provide public clocks (Parish Councils Act 1957 s2). **(02/22).**
- 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).**
- 7384 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. It was advised that Cllr Mirylees has replaced Cllr Townsend as being responsible for parks and green spaces – the clerk to contact Cllr Mirylees to arrange a visit. **(01/22)**.

- 7385 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Signage has been ordered. **(01/22)**.
- 7441 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Work beyond the village green started later than anticipated in January 2022. **(02/22)**.
- 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)**.
- 7442 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. **(02/22)**.
- 7386 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership – artwork has been sent to the sign makers. **(01/22)**.
- 7387 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec. This will enable the pitches to be reconfigured and will mean 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 during the Easter holidays when there will be no football matches / training. **(01/22)**.
- 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 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 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)**. **Minute to be removed next month.**
- 7443 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 followed this up with Kompan who advised that it would be fitted by the beginning of February 2022. There have subsequently been further delays and the clerk called a site meeting with the account manager (16th February). The clerk is waiting for an action plan from this meeting. **(02/22)**.
- 7444 Tree canopy initiative: The clerk advised that the three trees had been delivered but they were not maples or ones that had been specified. It was agreed that 2 would be planted by the green and one on the Thursley Rec. The clerk to contact the school to see if they would like to be involved. **(02/22)**.
- 7390 Cllr Rees reported that a wooden post had been knocked down by Orchard Close. Cllr Rees to ask if it is part of the former Honeypot development. **(01/22)**.
- 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)**.
- 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 wen 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)**.
- 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)**.
- 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)**.
- 7392 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 following councillors agreement the clerk requested an increase in monetary awards now that the extra £2,000 had ceased. **(01/22)**.
- 7445 A letter had been received from CAW requesting financial support. The clerk had responded asking for the number of people that are helped in Elstead. As there has been no response it was agreed that this would be discussed once all the facts were available. The clerk advised that the PC had last made a donation to CAW in November 2019. A letter was received from WBC regarding funding for CAW. No further information has come from CAW as to the number of residents that are being helped. **(02/22). Minute to be removed next month.**
- 7411 Cllr Murphy advised that he had responded to a mini survey from WBC on their tree policy. Cllr Murphy had received a response which he not found very satisfactory. **(12/21). Minute to be removed next month.**
- 7412 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk to share some more information with councillors. **(01/22)**.
- 7413 A relative of a resident had contacted the PC regarding a couple of ideas to do with enhancing the connectivity within the village. Cllr Murphy to discuss these ideas on 18th January. **(01/22) Minute to be removed next month.**

7420 Cllr Daviden noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**

7421 Cllr Jacobs noted that two signs advertising voluntary car parking charges had been damaged at the Moat – one had been thrown in the mud. The clerk to feed back to James Giles. **(01/22).**

6.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING HELD JANUARY 2022

7446 Cllrs Murphy, Jacobs and the clerk attended a meeting with WBC Planning (Business Manager and Head of Planning) that was arranged as a Western Village initiative. Issues were raised which WBC sought to address. Regular meetings were agreed as a forum to discuss on-going problems with the planning service. **(02/22). Minute to be removed next month.**

7406 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. The contractor has advised that it is not possible to move on the price and it was agreed that the PC would still use this contractor. The clerk to apply for SCC Councillor Allowance (assuming it is still available) in April before the works are scheduled and started. **(01/22).**

7.0 REPORT FOLLOWING THE MEETING WITH WBC ENVIRONMENTAL HELD 1ST FEBRUARY 2022

7447 The clerk met with a representative from WBC Environmental Team. The clerk was trained on the grading given to the severity of the detritus in the road. The representative was shocked at the amount of leaves and detritus and confirmed that everything was raised as jobs. He was unable to advise when the work would be completed as Elstead was 97th in the queue. However the work has been completed to a reasonable standard. Covid absences mean that road cleaners are pulled onto the dustbin rounds as a priority hence why there is a backlog. **(02/22). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE MEETING WITH SCC HELD 1ST FEBRUARY 2022

7448 Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been greed. **(02/22). Minute to be merged with 7431.**

9.0 REPORT FOLLOWING THE MEETING WITH A DEVELOPER HELD 21ST FEBRUARY 2022

7449 Cllrs Murphy, Jacobs, Mathisen and the clerk met with possible developers from Sunray Farm. It was a positive meeting and ideas for a business hub were discussed. Elstead Parish Council to consider different income stream for the business hub. **(02/22). Minute to be removed next month.**

10.0 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).**

11.0 SCC UPDATE

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

- 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)**.
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22)**.
- 7451 Cllr Harmer had met with leaders of Surrey and Waverley as it has been proposed that local committees will no longer exist and that each member will receive a small budget for each town / village. **(02/22)**. **Minute to be removed next month.**

12.0 NEIGHBOURHOOD PLAN UPDATE

- 7452 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. The legal matter has been dealt with and the Steering Group are awaiting WBC's confirmation that this is acceptable. The other two matters require the planning consultant to forward more detailed information. **(02/22)**.
- 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)**.
- 7453 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. **(02/22)**. **Minute to be removed next month.**

13.0 OUR ELSTEAD UPDATE (OE)

- 7454 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. **(02/22)**. **Minute to be removed next month.**
- 7398 Village sign: WBC have confirmed that planning permission for the village sign is not needed. Billmeir Trustees have confirmed that they are in agreement that a plaque can be attached to the sign accrediting the sign to the Billmeir Trust. Cllr Mathisen and the clerk met with AS (SCC) to agree an acceptable location for the sign. It was agreed that there would be a grand unveiling on May Day weekend and it was hoped that the school would like to be involved. **(01/22)**.
- 7455 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. Cllr Rees noted that the electrical supply must be secured to prevent unlawful electricity usage. The cost from DJK to complete the electrical works was quoted as being £4.3k which the council approved under its powers of entertainment and support of the arts (Local Government Act 1972, s.145). **(02/22)**.

- 7456 Staceys Farm Road Trees: Cllr Mathisen advised that the area needed a tidy up with trees having fallen during the storms. The clerk has reported the tress to SCC in the first instance as it is SCC who manage the land. **(02/22)**.

14.0 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)**
- 7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**
- 7401 Cllr Webster had circulated pictures of alterative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22)**.
- 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 ass instead there is

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

15.0 THURSLEY ROAD / BURFORD LODGE USER AGREEMENTS

7458 The clerk circulated a revised user agreement which was approved. The user agreement does not include the container sited on Burford Lodge Rec. The clerk will negotiate an acceptable fee for pitch usage by non-village organisations. **(02/22). Minute to be removed next month.**

16.0 QUEENS JUBILEE 2022

7405 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. Four days worth of events have been mapped out to include day time and evening events as well as a church service on the Sunday. The floor for the marque will cost a further £1260 plus vat. Councillors have confirmed that they commit to cover the cost basic marquee hire as well as the floor hire which it does under its powers of the Provision of Entertainment and support of the Arts (Local Government Act 1972 s.145). Plans are coming on well and it is anticipated that tickets will go on sale from March. **(02/22).**

17.0 APPROVAL OF PARISH COUNCIL INSURANCE

7459 The clerk shared the quote for the coming financial year. The cost has increased by 50% and this was due to the outstanding claim against the parish Council. The clerk had sought other quotes. The quotes will be circulated via email for approval and noted at the march meeting. **(02/22).**

18.0 ELSTEAD PAVILION – PLANNING APPLICATION FOR FIXED AWNING

7460 SCC have committed funding for the nursery at Elstead Pavilion from the S106 agreement at Water Meadow Place. Funds will cover the awning for the nursey, new fencing around the playground, an all weather play area and new wash basins. As freeholder of the land, councillors were asked to note their approval which they duly did. Planning for the awning has been submitted. **02/22). Minute to be removed next month.**

19.0 FLOOD ACTION GROUP

7461 Cllr Mathisen had raised this issue in relation to the refusal of MoD to resolved the blockage at Sandford Brook. Cllr Murphy advised that it was the landowners responsibility to clear culverts etc. It was agreed that Cllr Murphy would draft a letter t Surrey CC as lead local flood authority asking them to take statutory action and to ask the landowner to clear the culvert. The letter to be copied to Cllr Harmer. **(02/22).**

20.0 ANNUAL PARISH ASSEMBLY

7462 The PC confirmed that it would hold an in person parish assembly with representatives of village organisations - a light beverage selection would be served afterwards. The meeting will be on 27th April. Councillors agreed the following topics; NHP, fibre broadband, Jubilee Celebrations. Any other organisations would be very welcome to attend and present. An article to go in the March EVN and on facebook. **(02/22).**

21.0 PC OBJECTIVES FOR 2022/23

7463 Councillors proposed the following objectives for 2022-2022: NHP completion, consultation on a co-working space, power on the green, village sign, tidy up Stacey Farm Meadow, finalise Emergency

Plan, Reorganise Burford Lodge (pitches and general tidy), finish cemetery building overhaul. Councillors noted that SCC should commit to fix Thursley Road, road surface by the end of the financial year! **(02/22). Minute to be removed next month.**

22.0 APPROVAL OF ANNUAL FIANCIAL RISK ASSESSMENT 2022/23

7464 The previously circulated draft annual financial risk assessment was approved with one amendment. The shorter risk assessment was also approved. **(02/22). Minute to be removed next month.**

23.0 APPROVAL OF ANNUAL ASSET REGISTER 2022/23

7465 The previously circulated draft asset register was approved. **(02/22). Minute to be removed next month.**

24.0 REPORTS AND CORRESPONDENCE

7466 A resident had asked whether a relative could be buried at Woolfords Lane which councillors agreed to. **(02/22) Minute to be removed next month.**

7467 A meeting to be arranged with WBC Housing with regards the Springfield community support scheme **(02/22). Minute to be removed next month.**

25.0 FINANCE (all financial papers were circulated prior to the meeting)

7468 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this and formally signed the January reconciliation. **(02/22) Minute to be removed next month.**

7469 Bank balance as per statements to 31st January 2022: Current account £76,476.73 and includes £3k for the village sign - £2k has been used as the deposit. Deposit account £ 15,024.40 which includes £24.02 from Just Giving to be transferred to PoR in the 32 day notice account plus 30p interest also to be transferred. 32 day notice account: £ 55,286.15. **(02/22) Minute to be removed next month.**

7470 Accounts for payment for February 2022 were circulated in advance of the meeting. 21 x cheques have been raised totalling £8,549.26 of which 5 x cheque are greater than £500 as listed below. An up to date business review per month was shared and commentary provided in advance of the meeting. **(02/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - February 2022

Cheque no	Payee	Purpose	Amount
4411	Onsen Energy	Borehole final payment	£3,849.18
4412	Maxwell and Co	3 months payroll	£72.00
4413	Juliet Williams	salary 1 of 2	£999.00
4414	Juliet Williams	salary 2 of 2	£516.30
4415	Juliet Williams	expenses and working from home	£23.00
4416	Elstead Village Hall	hall hire EPC monthly meeting and fibre b/band community event	£82.50
4417	John Mathisen	plaque for the village sign	£129.98
4418	Patrick Murphy	Chairman's allowance	£225.00
4419-4426	Councillors	Councillors allowance 8 @ £30 each	£240.00
4427	SE Power Distribution	VG electrical connection	£522.38

4428	Castle Water	Woolfords Lane	£139.92
4429	Elstead Village Hall	Broadband meeting - hall hire	£14.50
4430	BHIB	Annual Insurance	£1,548.46
4431	DJK Electrical	clock mains connection	£187.04
			£8,549.26

26.0 MATTERS RAISED BY MEMBERS

- 7471 Cllr Daviden noted that there were some reportedly concerning incidents in the Lower carpark at Hankley. It was highlighted than anything of concern should be reported to 101. **(01/22). Minute to be removed next month.**

Meeting closed at 9.55pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 21st March 2022 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7475 A resident reported that a car had driven across the Burford Lodge rec making a delivery to the EVAA. The clerk advise that occasional access was granted and that in this instance the clerk was aware of a goat mulch delivery being attempted. **(03/22). Minute to be removed next month.**

7476 A resident asked whether vegetation could be cut back thus allowing parking for a few more vehicles. Cllr Murphy explained that he had looked at the vegetation but that even if they were to be removed it would only allow for one more car to park. **(03/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7477 Apologies for absence were received from Cllr Jacobs, Cllr Gardner and Cllr Rees which members accepted. **(03/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7478 No Councillors declared an interest in any 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. **(03/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st FEBRUARY 2022

7479 The minutes of the Parish Council meeting held on 21st February 2022 were agreed and were signed by the Chairman. **(02/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st FEBRUARY 2022

7480 The minutes of the Parish Council meeting held on 21st February 2022 were agreed and were signed by the Chairman. **(03/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7366 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. Cllrs Murphy, Reynolds met SCC on site on 22.12.21. The visit confirmed that the bank had not eroded any further. SCC to issue the statutory documents for the proposed diversion and to prepare for a consultation. **(01/22).**

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

7481 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 and that there has been no further progress has happened due to work load capacity. Councillors agreed that the various projects linked to the village green should proceed as agreed. The clerk has chased WBC who have advised that a resource has finally been allocated to draft the papers. **(03/22).**

7369 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 – the estimated completion date is 6th May 2022. **(01/22).**

7482 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. The clerk has spoken to JB the new SCC Countryside representative. He has tried to contact the landowner to no avail and has asked for the clerk's help in this matter. **(03/22)**.

- 7483 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. **(03/22)**.
- 7371 The clerk advised that the annual 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, some minor works to the opening mechanics of the gate, reinstatement of grass and addition of bark. The clerk to liaise with RK on these points. The report also highlighted a lack of play equipment for children with disabilities and the clerk to investigate some ideas. **(01/22)**.
- 7484 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Work has stopped as one of the residents has withdrawn access. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. It is anticipated that the work will be carried out in June 2022. The clerk wrote to WBC Housing to advise them of the proposed remedial work in case it impacted their plans. **(03/22)**.
- 7485 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. Biffa refused to empty The Burford Lodge Rec bins so another contractor has been employed to empty those bins. WBC contacted all Parish Councils in early January 2022 to understand which bins were PC and WBC owned and it seems highly likely WBC will want to retrospectively charge all PC's for the bin emptying service that has been carried since Autumn 2019. Cllr Jacobs would like to understand how many bins are Town Council v Borough Council in both Farnham and Godalming. It was noted that a lot of rubbish is being left after matches. The clerk has contacted The Sharks and EVTC asking them to remind their users to leave the rec clean and tidy. **(03/22)**. **Minute to be removed next month as there has been no further action on this from WBC.**
- 7486 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 who has replied stating that it is the responsibility of Landmarc and not SCC Countryside. Cllr Murphy drafted a letter to MoD stating that if there was no action to improvement the matter the PC would have no choice but to write to SCC asking them to take enforcement action for not cleaning the blocked culvert. Colonel Bishop visited the site and was clearly frustrated that Landmarc had failed to take remedial action and as a result of this visit some clearance work has been completed. Following this work the water level has notably decreased by 2metres. Colonel Bishop indicated that he would submit a proposal for the clearance of Sandford Brook. **(03/22) Minute to be removed next month.**

7434 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. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath and will send the clerk some photos of the damage in order for it to be reported. **(02/22).**

7487 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen's Platinum jubilee. The clerk to forward the suggestion to Witley PC. **(03/22)**

7378 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. It was agreed this should be put on hold until after the current covid spike. **(01/22).**

- 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).**
- 7488 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 and Cllr Snape to discuss the proposed simplification and have it ready for the March meeting. It was noted that there had been an improvement in communication between WBC and the Elstead as following the 2 days power cut in February TE from WBC had contacted Cllr Murphy to understand the status. Residents at Kingsmead were also given access to a generator. Cllr Snape forwarded a copy of the most recent update to Cllr Rees in advance of the March 2022 PC meeting. **(03/22).**
- 7489 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 and the clerk has submitted an application. **(03/22).**
- 7439 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22).**
- 7490 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. **(03/22). There has been no further update on this matter, minute to be removed next month.**
- 7491 Clock on the green: the replacement clock has now been installed. **(03/22). Minute to be removed next month.**
- 7492 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. **(03/22).**
- 7493 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. It was advised that Cllr Mirylees has replaced Cllr Townsend as being responsible for parks

and green spaces – the clerk contacted Cllr Mirylees who has agreed to visit Elstead with the officer for parks and green spaces and a meeting date to be arranged for as soon as possible. **(03/22).**

- 7494 Official signage needs to be created to legally advertise the CCTV camera at Burford Lodge Rec. Signage has been printed. **(03/22). Minute to be removed next month.**
- 7495 A notification has been received from SE Water advising of water mains work that will last 22 weeks. Work beyond the village green started later than anticipated in January 2022 but it has been advised that work should be completed within the next day or so. **(03/22). 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).**
- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7497 Boundary markers: councillors agreed that the clerk could install boundary markers on land at the Backland and cemetery to clarify ownership – artwork has been sent to the sign makers and pricing confirmed at £20 each. It was agreed that 15 markers would be printed which the PC does under its powers acquire and maintain land for open spaces (open Spaces Act 1906 ss.9 and 10). **(03/22).**
- 7498 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 during the Easter holidays when there will be no football matches / training. The clerk to contact the sharks and RK and confirm that this will take place in the Easter holidays. **(03/22).**
- 7499 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 which hampered progress. The spika podium was replaced. The clerk followed this up with Kompan who advised that it would be fitted by the beginning of February 2022. There have subsequently been further delays and the clerk called a site meeting with the account manager (16th February). The clerk chased several times for an update. Initially the clerk was told that the cost of repair was going to be increased to £5k which Kompan would cover 50% of the cost. The clerk advised that this was plus £2,200 versus the original quote and was simply unacceptable. Kompan have now confirmed that they will fix the spire net and re-tension at no charge. There is a 21 day lead time on the work. **(03/22).**
- 7500 Tree canopy initiative: The clerk advised that the three trees had been delivered but they were not maples or ones that had been specified. It was agreed that 2 would be planted by the green and one on the Thursley Rec. The clerk contacted that school but due to covid and staff shortages did not have the capacity to be involved but thanked the PC for including them in the project. The clerk to plants the trees by 25th March. It was agreed that The Garden Club could replaced one of the fallen trees in front of Springfield Farm with a tree in memory of a well respected club member. **(03/22). Minute to be removed next month.**
- 7501 Cllr Rees reported that a wooden post had been knocked down by Orchard Close which has now been replaced. **(03/22). Minute to be removed next month.**
- 7502 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. The

- insurance company have advised that they have photographic evidence and the clerk has asked to see it. The clerk is waiting for the insurance company to forward this. **(03/22).**
- 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).**
- 7503 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. **(03/22). Minute to be removed next month.**
- 7504 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. **(03/22). Minute to be merged with agenda item 15.**
- 7505 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. **(03/22) Minute to be removed next month.**
- 7506 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 following councillors agreement the clerk requested an increase in monetary awards now that the extra £2,000 had ceased. **(03/22). Minute to be removed next month.**
- 7507 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk shared further information with councillors. **(03/22).**
- 7420 Cllr Daviden noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7421 Cllr Jacobs noted that two signs advertising voluntary car parking charges had been damaged at the Moat – one had been thrown in the mud. The clerk to feed back to James Giles. **(01/22).**
- 7508 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. The contractor has advised that it is not possible to move on the price and it was agreed that the PC would still use this

contractor. As Cllr Harmer was unable to confirm whether or not the SCC councillor allocation would continue in the new financial year it was agreed that the works should proceed without funding. The clerk to advise the contractor to schedule a date for as soon as possible. **(03/22).**

- 7509 Cllr Mathisen had raised this issue in relation to the refusal of MoD to resolved the blockage at Sandford Brook. Cllr Murphy advised that it was the landowners responsibility to clear culverts etc. It was agreed that Cllr Murphy would draft a letter to Surrey CC as lead local flood authority asking them to take statutory action and to ask the landowner to clear the culvert. The letter to be copied to Cllr Harmer. **(02/22). Minute to be removed as covered under minute 7486**

6.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING POLICY HELD 17th MARCH 2022

- 7510 A meeting was held with ME and SM from WBC planning policy department to sort out the next steps following the issues raised by the NHP Examiner. Cllr Murphy, Jacobs and The Clerk were in attendance. The clerk to ask Nexus for an urgent response to the outstanding amends to the engagement report and conditions statement. WBC followed up with further suggestions of elements to include in the conditions statement. At every step of the way the NHP has been presented and discussed with councillors who have given it its full support. A final statement of support from Elstead PC for the E&W NHP to be added to the NHP section. **(02/22). Minute to be removed next month.**

7.0 REPORT FOLLOWING THE MEETING WITH WBC HOUSING HELD 17th MARCH 2022

- 7511 Cllrs Murphy, Jacobs and The Clerk met with LB and KD from WBC Housing to discuss the community benefits program linked to the Springfield redevelopment. The development is still at the planning point and WBC expect to go to a second pre app stage. WBC Housing advised that developers must contribute monies towards a community benefit programme. Monies can be put in a pot from other developments across the borough but the clerk advised WBC that Elstead would not want its contribution to be diluted. WBC Housing must demonstrate a 10% biodiversity new gain even although the area was not rich in wildlife to begin with and was essential a grassy/muddy verge. WBC Housing had proposed that one idea for The Quillets would be to transform it into a wild flower meadow which Cllr Jacobs rebutted given the location of Elstead in the middle of AONB and GB. **(03/22). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE HUG MEETING HELD 15th MARCH 2022

- 7512 Cllrs Murphy and Mathisen attended the March HUG meeting. Tentative progress has been made about the ensuring there is advance notice for when tracks are going to be closed. A colour coded red-amber-green system has been proposed, marshalls are more reticent to apply this as it will fall to them. **(03/22). Minute to be removed next month.**

9.0 WBC UPDATE

- 7513 Ward councillors were not present to give an update for March 2022. **(03/22). 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

- 7514 Cllr Harmer noted that clerks currently cannot have direct access to officers and must report online. **(03/22). Minute to be removed next month.**

- 7515 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. **(03/22).**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 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. A meeting has been scheduled for 24.3.2022 to discuss cycling however major landowners such as MoD and NE have not been included and much of the routes fall I **(12/21).**
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22).**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 7516 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. The legal matter has been dealt with and the Steering Group are awaiting WBC's confirmation that this is acceptable. The other two matters require the planning consultant to forward more detailed information. The clerk to ask Nexus to follow this up as a matter of urgency. **(03/22).**
- 7517 Following the meeting with WBC planning Policy Elstead Parish Council would like to make the following statement; *"For the avoidance of doubt Elstead Parish Council confirms that it agreed to submit a request to Waverley Borough Council for the designation of the parish of Elstead and the adjacent part of the parish of Peper Harow know as Weyburn as a Neighbourhood Plan area and agreed in September 2021 that the plan should be submitted to Waverley Borough Council in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012"*. **(03/22).**
Minute to be removed next month.
- 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).**

12.0 OUR ELSTEAD UPDATE (OE)

- 7518 Village sign: WBC have confirmed that planning permission for the village sign is not needed. Billmeir Trustees have confirmed that they are in agreement that a plaque can be attached to the sign accrediting the sign to the Billmeir Trust and the plaque has been engraved. Cllr Mathisen and the clerk met with AS (SCC) to agree an acceptable location for the sign. It was agreed that there would be an unveiling on April 28th. Attendance would be limited and Cllr Reynolds to draft a press release to be sent to The Farnham Herald post the event. RA to be invited to take photographs of the ceremony. The clerk to invite representatives from the Billmeir Trust. **(03/22).**
- 7519 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. Cllr Rees noted that the

electrical supply must be secured to prevent unlawful electricity usage. The cost from DJK to complete the electrical works was quoted as being £4.3k which the council approved under its powers of entertainment and support of the arts (Local Government Act 1972, s.145). Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. Works are expected to start in April. **(03/22)**.

- 7520 Staceys Farm Road Trees: Cllr Mathisen advised that the area needed a tidy up with trees having fallen during the storms. The clerk has reported the tress to SCC in the first instance as it is SCC who manage the land. It was agreed that this patch of land would be included in the up coming tree survey and once complete the findings would be shared with SCC. **(03/22)**.

13.0 ELSTEAD VILLAGE ROAD SAFETY

- 7521 Approve poster deterrents: Cllr Webster had circulated pictures of “eyes’ which are stickers / poster deterrents. Stickers can be placed on wheelie bins and litter bins and studies show that there was a 62% reduction in bike theft in one trail area. It was agreed that 250 would be ordered. **(03/22)**.

- 7522 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. Cllr Reynolds made contact with surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. An article to be shared on facebook and the EVM **(03/22)**.

- 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)**.

- 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)**

- 7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT’s legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT’s legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**

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).**

14.0 QUEENS JUBILEE 2022

7523 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 marquee 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. Four days worth of events have been mapped out to include day time and evening events as well as a church service on the Sunday. The floor for the marquee will cost a further £1260 plus vat. Councillors have confirmed that they commit to cover the cost basic marquee hire as well as the floor hire which it does under its powers of the Provision of Entertainment and support of the Arts (Local Government Act 1972 s.145). Plans are coming on well, tickets sales have started and a further donation of £2,500 has been gratefully received. OE will have a table at the Elstead Expo event on Sunday 5th June. Elstead PC to consider whether it is also formally represented in addition to have proposed the idea. **(03/22).**

15.0 BIKE PARK / BACKLAND FIELD UPDATE

7524 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. In March 2022 a resident gave an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been assigned. Elstead PC noted that the club would need a constitution, Elstead PC agreed that a public consultation could be run for a minimum of six weeks to gauge public support for the bike park. If there was sufficient support the Parish Council would be sympathetic to this idea. A leaflet would also need to be designed so that residents without internet access would be able to respond. **(03/22). Merge with 7504**

16.0 EMERGENCY TELEPHONE RECEPTION IN ELSTEAD

7525 Cllr Murphy noted that the issue of emergency telephone reception had been raised as part of the superfast broadband presentation. Councillors asked how does the village ensure it has adequate mobile cover in the event of prolonged power outages to help those with lifelines for example. It was agreed that this matter should be raised with Tinaz in WBC. **(03/22)**

17.0 APPROVAL OF PARISH COUNCIL INSURANCE

7526 Further work had been done on the PC's insurance. BHIB were £20 per annum cheaper and councillors had noted their agreement via email that the quote was approved. **(03/22).**

18.0 ANNUAL PARISH ASSEMBLY

- 7527 The PC confirmed that it would hold an in person parish assembly with representatives of village organisations - a light beverage selection would be served afterwards. The meeting will be on 27th April. Councillors agreed the following topics; NHP, fibre broadband, Jubilee Celebrations. Any other organisations would be very welcome to attend and present. Poster to be put up to advertise the meeting. **(03/22).**

19.0 ANNUAL REPORT

- 7528 The annual report to be drafted for circulation prior to April's monthly PC meeting. Cllr Murphy to draft the copy with input from Councillors and the clerk to provide the financial commentary. **(03/22).**

20.0 REPORTS AND CORRESPONDENCE

- 7529 The clerk noted that Café 172 could be closing at the end of March 2022. The facebook post has been archived as evidence that the business was closed for personal and not business reasons. **(03/22). Minute to be removed next month.**
- 7530 Counsel's opinion on the Croft access was received on 21st March 2022. It notes that the case for JV's needs to meet a very high threshold however the fact it is proposed that frontages are to be taken away is a case for material consideration. The evidence submitted on this matter by the developer is unclear and as such it is unclear whether WBC can consider it properly. There is a further issue of equality as it means a lack of wheelchairs and pushchair access. Cllr Murphy to draft a letter to WBC copying SCC. **(03/22).**
- 7531 A letter was received from Cllr Else requesting the corner of Gala Lane to be tidied up. The clerk to instruct RK. **(03/22) Minute to be removed next month.**
- 7532 The clerk has spent several hours liaising with SCC Highways, SSEN and subsequently BT regarding a tree that was lying horizontal across phone line and obstructing high sided vehicular access along Staceys Farm Road. The tree will finally be removed on 22nd March, a month after storm Eunice. **(03/22) Minute to be removed next month.**
- 7533 A resident wrote to the clerk advising that the security light at the tennis club had stayed switched on. EVTC have advised the clerk that the issue has been fixed. **(03/22) Minute to be removed next month.**
- 7534 The clerk has taken advice on whether the PC must confirm to the new ruling about "making tax digital" which is effective from 1st April 2022. The PC's internal auditor advised that this was only relevant for those business charging VAT and not reclaiming VAT. **(03/22) Minute to be removed next month.**
- ## **21.0 FINANCE (all financial papers were circulated prior to the meeting)**
- 7535 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this prior to the meeting and will formally sign the February reconciliation after the meeting. **(03/22) Minute to be removed next month.**
- 7536 Bank balance as per statements to 28th February 2022: Current account £88,852.16 and includes £3k for the village sign - £2k has been used as the deposit. Deposit account £15,024.52 which includes £24.02 from Just Giving to be transferred to PoR in the 32 day notice account plus 30p interest also to be transferred. 32 day notice account: £55,287.51. **(03/22) Minute to be removed next month.**

7537 Accounts for payment for March 2022 were circulated in advance of the meeting. 10 x cheques have been raised totalling £5605.88 of which 3x cheque are greater than £500 as listed below. An up to date business review per month was shared and commentary provided in advance of the meeting as follows:

Receipts

- +20% v budget - result of borehole and pitch works for which the PC has received donations towards the works.

Payment:

- salary preparation -37% v budget one still not invoiced for the year and Maxwell's did not apply an increase
- grants / donations line -30% - CAW did not come back to us for a donation
- insurance increased due to undetermined claim against the PC so +29% v budget
- playground inspection fee -73% this was because of covid they did not do the interim inspections but we have had the main annual one done
- playground (new) -100% nothing purchased/replaced
- playground maintenance - spire net not repairs still now being doing for
- admin expenses this includes £900 for Wellers Hedley for Thursley Road Rec land registration, £450 land agent work to secure new tenant in Backland, clock for the spar
- OE includes cheques for the electrical supply to the vg project which was scheduled for 22/23
- cemetery has required a lot of maintenance - roof repairs and fascias
- Borehole - we paid for the bills as land custodians and the ERT have contributed donations see income line so not a true reflection
- ROW - monies towards fencing for FP64 - still not progressed by SCC
- EER - telephone no longer required hence decrease v budget
- Tree works less work done but new survey due therefore tree works will be required. also RK has done some tree work which has not been split out from his maintenance invoices
- water - discussing with EVAA the reclaim and will invoice the grazier
- QLS bin collection - we had anticipated that we would have to pay for all our bins but so far we have only pick up Burford Lodge

(03/22) Minute to be removed next month.

Cheque no	Payee	Purpose	Amount
4432	Quality Garden Supplies	Bark for play areas	£293.94
4433	DJK Electrical Contractors Ltd	Deposit valuation for Village Green works	£2,610.00
4434	Juliet Williams	Salary 1 of 2	£999.00
4435	Juliet Williams	Salary 2 of 2	£516.10
4436	Juliet Williams	expenses and working from home	£273.91
4437	Quality Land Services Ltd	Bin emptying Burford Lodge	£180.00
4438	Hilary Hamlyn	OE flower expenses	£16.99
4439	Absolute Security	CCTV annual Maintenance	£193.44
4440	Richard Knight	Maintenance	£300.00
4441	Richard Knight	Woolfords Lane Cemetery Work	£222.50
			£5,605.88

7538 The following had been approved via email before the meeting: £293.94 bark for safety play areas, (powers to provide a wide range of recreational facilities 'Local government miscellaneous provision Act 1976 s.19) £193.44 annual CCTV service (power to spend money on crime detection and prevention measures Local Government and Rating Act 1997, s31) , £258.91 website renewal (power for councils to have their own website Local Government Act 1972 s 142) and £2,900 bi-ennial tree survey (power to acquire and maintain land for public recreation Public Health Act 1875 s 164) **(03/22) Minute to be removed next month.**

7539 Clerks salary: The clerk noted that the pay review affective from April 2021 had finally been shared with clerks. The pay review was 1.75% which was under what the PC had budgeted for. It was agreed that the clerks pay rise would increase by one scalepoint which it noted would take the salary over the 2.5% that had been budgeted for however there was no mid way point. **(03/22) Minute to be removed next month.**

22.0 MATTERS RAISED BY MEMBERS

7540 Cllr Mathisen noted a tree that needed to be reported by the bus shelter on Hookley Lane. The clerk to report. **(03/22). Minute to be removed next month.**

7541 Cllr Mathisen reported that the barrier was severely damaged n front of The Donkey. The Clerk to report. **(03/22). Minute to be removed next month.**

7542 Cllr Snape noted the amount of intellectual capital around the table and questioned how this could be preserved. **(03/22). Minute to be removed next month.**

Meeting closed at 9.55pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 19th April 2022 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr L. Davidsen Cllr J. Webster
Cllr S. Reynolds Cllr D. Snape Cllr J. Mathisen
Cllr R. Gardner Cllr J. Jacobs arr 8.25pm

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

1.0 APOLOGIES FOR ABSENCE

7545 Apologies for absence were received from Cllr Rees which members accepted. **(04/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7546 No Councillors declared an interest in 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. **(04/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st MARCH 2022

7547 The minutes of the Parish Council meeting held on 21st March 2022 were agreed and were signed by the Chairman. **(04/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st MARCH 2022

7548 The minutes of the Parish Council meeting held on 21st March 2022 were agreed and were signed by the Chairman. **(04/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7549 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. Cllrs Murphy, Reynolds met SCC on site on 22.12.21. The visit confirmed that the bank had not eroded any further. SCC to draft the order which they hope to have available in early May. **(04/22)**.

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

7481 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 chased WBC who have advised that a resource has finally been allocated to draft the papers. An update from WBC Legal for the April meeting advised that papers would be available soon. JM noted that it was unclear who owned the other side that runs adjacent to Staceys Farm Road. **(04/22)**.

7369 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 Hedley. Wellers Hedley have advised that the process of registering might take between two to six months. Wellers Hedley 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 – the estimated completion date is 6th May 2022. **(01/22)**.

7550 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. The clerk has spoken to JB the new SCC Countryside representative. He has tried to contact the landowner to no avail and has asked for the clerk's help in this matter. The clerk to follow up with JB. **(04/22)**.

- 7483 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. **(03/22)**.
- 7371 The clerk advised that the annual 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, some minor works to the opening mechanics of the gate, reinstatement of grass and addition of bark. The clerk to liaise with RK on these points. The report also highlighted a lack of play equipment for children with disabilities and the clerk to investigate some ideas. **(01/22)**.
- 7484 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Work has stopped as one of the residents has withdrawn access. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. It is anticipated that the work will be carried out in June 2022. The clerk wrote to WBC Housing to advise them of the proposed remedial work in case it impacted their plans. **(03/22)**.
- 7551 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. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath and will send the clerk some photos of the damage in order for it to be reported. The clerk to follow up with JB. **(04/22)**.
- 7552 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen’s Platinum jubilee. The clerk to follow up the suggestions with Witley PC. **(04/22)**
- 7553 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 (May issue). It was agreed this should be put on hold until after the current covid spike. **(04/22).**

- 7554 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The work can now be progressed with the warmer weather. The clerk suggested that an alternative colour to white (which had been agreed) might be preferable and it was decided that the door should be green / grey. The clerk to source some paint colour swatches. **(04/22).**
- 7555 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 noted that the plan has been simplified and that the role of the PC is to signpost. It was agreed that the plan needed to be progressed and the clerk and Cllr Snape to review it ready for the May meeting. **(04/22).**
- 7556 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. The clerk has submitted a new application – the PIC officer has been seconded to a new role and as such there is no replacement and the clerk has been advised that approval of the application may take a while. **(04/22).**
- 7439 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22).**
- 7557 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 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. The planning application is still yet to be determined and as such work cannot commence until the Autumn 2022. **(04/22).**
- 7558 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. Having had no success with the previous portfolio holder, Cllr Murphy and the clerk were pleased to meet with the new Portfolio Holder for parks and countryside as well as two officers. WBC noted that areas would be mowed 8-10 times per annum (half their usual cutting frequency but en par with the mowing frequency in Elstead). Some areas such as the small patch of land behind Broomfield would be left uncut but areas in the middle of housing developments would be cut so as to avoid the issues of last year. **(04/22).**
- 7559 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 look at the Witley bye-laws and bring to the May meeting. **(04/22).**

- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7560 Boundary markers: The boundary markers have been delivered and the clerk has met with RK to agree location. **(04/22). Minute to be removed next month.**
- 7561 Concrete bases: RK has provide a quote of £500 to remove/bury the remaining concrete bases at Burford Lodge Rec which was approved under the council's powers to manage open spaces for recreation. The bases have been removed which will allow another pitch to be created at Burford Lodge. **(04/22). Minute to be removed next month.**
- 7562 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. After various delays on the part of Kompan (as recorded in previous minutes) Kompan have now confirmed that they will fix the spire net and re-tension at no charge. Further delays have been experienced and The clerk has written a strong letter of complaint. It is now anticipated that the work will be carried out in May. **(04/22).**
- 7502 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. The insurance company have advised that they have photographic evidence and the clerk has asked to see it. The clerk is waiting for the insurance company to forward this. **(03/22).**
- 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).**
- 7563 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. In March 2022 a resident gave an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been assigned. Elstead PC noted that the cub would need a constitution, Elstead PC agreed that a public consultation could be run for a minimum of six weeks to gauge public support for the bike park. If there was sufficient support the Parish Council would be sympathetic to this idea. The consultation has been launched and leaflets will go to neighbours closely located to the proposed park. **(04/22).**
- 7507 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk shared further information with councillors. **(03/22).**
- 7420 Cllr Daviden noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7564 Cllr Jacobs noted that two signs advertising voluntary car parking charges had been damaged at the Moat. The signage has been reinstated. **(04/22). Minute to be removed next month.**

7565 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. The contractor has advised that it is not possible to move on the price and it was agreed that the PC would still use this contractor. As Cllr Harmer was unable to confirm whether or not the SCC councillor allocation would continue in the new financial year it was agreed that the works should proceed without funding. Work has been scheduled for the end of April but the contractor has not yet confirmed the start date. **(04/22).**

7566 Cllr Murphy noted that the issue of emergency telephone reception had been raised as part of the superfast broadband presentation. Councillors asked how does the village ensure it has adequate mobile cover in the event of prolonged power outages to help those with lifelines for example. It was agreed that this matter should be raised with Tinaz in WBC. It was not raised with WBC as BT have advised that they have changed their policy. BT will sell the majority of their exchanges. The land on which the Elstead exchange sits is not owned by BT but by an investment company so it is unclear what will happen to this land. The main area of concern is whether the life line alarms will still work in the event of a power outage. **(04/22)**

7567 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. Cllr Rees noted that the electrical supply must be secured to prevent unlawful electricity usage. The cost from DJK to complete the electrical works was quoted as being £4.3k which the council approved under its powers of entertainment and support of the arts (Local Government Act 1972, s.145). Work is complete on the installation. Two bollards to be erected either side of the green box and reflectors to be added. **(04/22).**

7520 Staceys Farm Road Trees: Cllr Mathisen advised that the area needed a tidy up with trees having fallen during the storms. The clerk has reported the trees to SCC in the first instance as it is SCC who manage the land. It was agreed that this patch of land would be included in the up coming tree survey and once complete the findings would be shared with SCC. **(03/22).**

7568 Further work had been done on the PC's insurance. BHIB were £20 per annum cheaper and councillors had noted their agreement via email that the quote was approved. **(03/22). Minute to be removed next month.**

7569 Counsel's opinion on the Croft access was received on 21st March 2022. It notes that the case for JV's needs to meet a very high threshold however the fact it is proposed that frontages are to be taken away is a case for material consideration. The evidence submitted on this matter by the developer is unclear and as such it is unclear whether WBC can consider it properly. There is a further issue of equality as it means a lack of wheelchairs and pushchair access. Cllr Murphy sent a letter to WBC copying SCC. **(04/22).**

6.0 WBC UPDATE

7570 Ward councillors were not present to give an update for April 2022. **(04/22). 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).**

7.0 SCC UPDATE

- 7571 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. **(04/22)**.
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 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. A meeting has been scheduled for 24.3.2022 to discuss cycling however major landowners such as MoD and NE have not been included and much of the routes fall over their land **(12/21)**.
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22)**.

8.0 NEIGHBOURHOOD PLAN UPDATE

- 7572 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the Inspection it is believed. **(04/22)**.
- 7573 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 Cllr Jacobs and he clerk to review the draft before the May meeting. **(04/22)**.

9.0 OUR ELSTEAD UPDATE (OE)

- 7574 Village sign: WBC have confirmed that planning permission for the village sign is not needed. Billmeir Trustees have confirmed that they are in agreement that a plaque can be attached to the sign accrediting the sign to the Billmeir Trust and the plaque has been engraved. Cllr Mathisen and the Clerk met with AS (SCC) to agree an acceptable location for the sign. It was agreed that there would be an unveiling on April 30th. Attendance would be limited due to safety and it was agreed to serve a drink afterwards by way of a small celebration. **(04/22)**.
- 7575 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22)**.

10.0 ELSTEAD VILLAGE ROAD SAFETY

- 7576 Approve poster deterrents: stickers have been received and will be shared around the village and attached on key locations. **(04/22). Minute to be removed next month.**
- 7577 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. Cllr Reynolds made contact with Surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. An article to be shared on Facebook and the EVN – deferred from last month due to space issues in the magazine. **(04/22).**
- 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).**
- 7578 VAS: The VAS on the directional finger post on Church Green has been changed by PH (SCC) and now triggers at the correct speed. A secondary metal post has been installed on PC land close to the Jubilee Park (with permission from AS, SCC). RK has advised that there is a problem with the battery. The clerk to ask Manbat for a replacement battery. The clerk to liaise with PH re VAS. **(04/22)**
- 7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**
- 7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster circulated the details to councillors again. Not all councillors supported life size cut outs in hi vis vests as a deterrent. **(04/22).**
- 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 oncoming vehicles will swerve to the lay-by which was equally dangerous. **(12/21).**
- 7579 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that

SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. **(04/22).**

11.0 QUEENS JUBILEE 2022

- 7580 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 marquee 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. The clerk summarised the various events that will take place over the four days. The floor for the marque will cost a further £1260 plus vat. Councillors have confirmed that they commit to cover the cost basic marquee hire as well as the floor hire which it does under its powers of the Provision of Entertainment and support of the Arts (Local Government Act 1972 s.145). Plans are coming on well, tickets sales have started and a further donation of £2,500 has been gratefully received. OE will have a table at the Elstead Expo event on Sunday 5th June and the PC will have table alongside OE. **(04/22).**

12.0 ANNUAL PARISH ASSEMBLY

- 7581 The PC confirmed that it would hold an in person parish assembly with representatives of village organisations - a light beverage selection would be served afterwards. Due to a lack of hall availability the meeting scheduled for 27th April has been deferred to 10th May. Councillors agreed the following topics; NHP, fibre broadband, Jubilee Celebrations. Any other organisations would be very welcome to attend and present. Posters to be put up to advertise the meeting as well as facebook, website coverage. **(04/22). Minute to be removed next month.**

13.0 ANNUAL REPORT

- 7582 The annual report was circulated prior to April's monthly PC meeting. Councillors approved the draft subject to a couple of amends and some finance updates. **(04/22). Minute to be removed next month.**

14.0 MEETING WITH ST JAMES SCHOOL 4TH MAY 2022

- 7583 A letter was received from St James Primary School inviting the PC to attend a meeting at which the school will present its plans for a nursery. The village hall committee will not allow a full time nursery and as such the nursery will close at the village hall at the end of the summer 2022 term. The nursery will continue at the pavilion after the summer 2022 term. Cllrs Murphy, Snape and the clerk to attend the meeting. The clerk to request an up to date copy of the school travel plan before the meeting as the main issue with relocating a nursery to the site of the primary school will be the impact of traffic on local residents. **(04/22).**

15.0 REPORTS AND CORRESPONDENCE

- 7584 The clerk advised that a resident had written to the PC explaining that there had been a discussion on facebook recently about crowd-creating a solar farm on one half of bonfire hill, if the hill could be bought as a village asset or a crowd purchased asset, and delivering a big chunk more of green power into the grid for the crowd-funders, while letting the field be a wildflower haven. Councillors noted that this went against the NHP which sought to protect and preserve the landscape at Bonfire Hill as it was and that this policy was in direct response to residents wishes at the time of the Big Consultation. The clerk to respond to the resident. **(04/22). Minute to be removed next month.**
- 7585 The clerk reported that SCC have some pare trees which they have offered to WEPC to plant alongside the verges in Broomfield. Whilst the trees are free the PC will need to pay £25 per tree and ensure

that there are people to water them. Councillors agreed that the PC should not be paying for trees that will be on SCC land. **(04/22). Minute to be removed next month.**

- 7586 Information has been received on the second round of consultation on the Community Governance Review which runs from 3rd May until 10th June. The clerk to add this to the June agenda. **(04/22). Minute to be removed next month.**

16.0 FINANCE (all financial papers were circulated prior to the meeting)

- 7587 The clerk advised that the accounts had been reconciled correctly and Cllr Jacobs had confirmed this prior to the meeting and will formally sign the March reconciliation after the meeting. **(04/22) Minute to be removed next month.**

- 7588 Bank balance as per statements to 31st March 2022: Current account £78,369.20 and includes £3k for the village sign - £2k has been used as the deposit. Deposit account £15,024.64 which includes £24.02 from Just Giving to be transferred to PoR in the 32 day notice account plus 30p interest also to be transferred. 32 day notice account: £55,289.41. **(04/22) Minute to be removed next month.**

- 7589 Accounts for payment for April 2022 were circulated in advance of the meeting. 14 x cheques have been raised totalling £9586.44 of which 7 x cheque are greater than £500 as listed below. **(04/22) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4442	Castle Water	Burford Lodge Rec	£76.89
4443	Imprint Colour	Jubilee posters	£66.00
4444	Landmarc Chambers	Legal work ref Croft Access	£2,400.00
4445	Surrey ALC Limited	Subscription	£845.17
4446	Normanton Screen Print	Eyes' Deterrent	£347.94
4447	One Six Events	Lighting for marquee for Jubilee event	£588.00
4448	Hilary Hamlyn	Plants for OE	£78.59
4449	Juliet Williams	April salary 1 of 2	£999.00
4450	Juliet Williams	April salary 2 of 2	£505.89
4451	Juliet Williams	April expenses	£56.44
4452	Richard Knight	work at Woolfords Lane Cemtery	£43.61
4453	Richard Knight	grounds work	£139.28
4454	Richard Knight	maintenance	£829.63
4455	DJK Electrical	electricity connection to the village green	£2,610.00
			£9,586.44

17.0 MATTERS RAISED BY MEMBERS

- 7590 Cllr Mathisen noted that he had attended the Hankley Conservation group. At the meeting SWT explained that they were trialling geolocation collars for their cattle. This would allow cattle to roam free but they would be buzzed if they crossed a boundary. The ranger can change the boundary as they wish. Under commonland rules only 10% of commonland can be enclosed at any one time. Councillors noted that there would have to be a clear public message on this. **(04/22). Minute to be removed next month.**

- 7591 Cllr Gardner noted that the culvert at the bottom of Hookley Lane is blocked. The clerk to report to SCC. **(04/22). Minute to be removed next month.**

- 7592 Cllr Gardner noted that the culvert at the bottom of Hookley lane was blocked. The clerk to report to SCC. **(04/22). Minute to be removed next month.**
- 7592 Cllr Davidsen advised that a coffee van had asked whether it could sell produce from the Moat and/or Hankley car parks. Cllr Davidsen to advise that the individual direct the question directly to the land owner e.g NE or MoD. **(04/22). Minute to be removed next month.**
- 7593 Cllr Jacobs advised that FP504 was still closed – the clerk to ask SCC when they have scheduled the tree clearance as this impacts the marathon route. **(04/22). Minute to be removed next month.**

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

Meeting closed at 9.45pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 23rd May 2022 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr L. Davidsen Cllr R. Rees
Cllr S. Reynolds Cllr D. Snape Cllr J. Mathisen
Cllr R. Gardner Cllr J. Jacobs arr 8.25pm

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7595 A member of the public raised concern that they had heard that the care home land had been sold to another developer who wished to change the use of the land. Cllr Murphy explained that the land was Green Belt, formed part of the Green Gap policy (preventing the coalescence of Elstead and Peper Harow) and was not included within the 'emerging' NHP. Cllr Murphy explained that the NHP had been delayed as a result of a procedural query which was being dealt with by WBC. Cllr Murphy was not aware that the care home had been sold but did note that the Parish Council would prefer the site to be used for office space as it was felt that a high dependency unit would not be viable. Cllr Murphy explained that the grazing land was owned by VAM who had proposals for a development of up to 55 houses. VAM wanted access to their land either a) via the care home site b) via the triangle or c) via Water Meadow Place. Clarion can offer a right of access but cannot offer a right of access to construction traffic – the latter would require the agreement of the management company. The resident noted that the management company had asked some residents their opinion on this and most were not in support. A meeting has been arranged between councillors and the management company. Cllr Murphy concluded by encouraging the resident to get a Resident's Association formed as there have been a number of issues with the development. **(05/22). Minute to be removed next month.**

1.0 ELECTION OF A CHAIR

7596 Cllr Davidsen proposed and Cllr Rees seconded. Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/22). Minute to be removed next month.**

2.0 COMPLETION OF OFFICE FORMS

7597 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/22). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

7598 The clerk reminded Councillors to complete The Members Interest Forms and email them to the clerk once ready. **(05/22). Minute to be removed next month.**

4.0 ELECTION OF A VICE CHAIR

7599 Cllr Murphy proposed and Cllr Jacobs seconded. Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/22). Minute to be removed next month.**

5.0 ROLES & RESPONSIBILITIES

7600 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. **(05/22). Minute to be removed next month.**

6.0 APOLOGIES FOR ABSENCE

7601 Apologies for absence were received from Cllr Webster which members accepted. **(05/22). Minute to be removed next month.**

7.0 DECLARATIONS OF INTEREST

7602 No Councillors declared an interest in 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. **(05/22). Minute to be removed next month.**

8.0 APPROVAL OF MINUTES OF PC MEETING HELD 19th APRIL 2022

7603 The minutes of the Parish Council meeting held on 19th April 2022 were agreed subject to a minor amend and a revised copy to be signed by the Chairman. **(05/22). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 19th APRIL 2022

7604 The minutes of the Parish Council meeting held on 19th April 2022 were agreed and were signed by the Chairman. **(05/22). Minute to be removed next month.**

10.0 MATTERS ARISING

7605 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. Cllrs Murphy, Reynolds met SCC on site on 22.12.21. The visit confirmed that the bank had not eroded any further. SCC to draft the order by 14th June 2022. **(05/22).**

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

- 7606 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. There has been various communication between Cllr Murphy and WBC Legal and Elstead PC is awaiting the draft legal document. Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC would like this included. The clerk to write to Cllr Harmer. **(05/22)**.
- 7607 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 Hedley. Wellers Hedley have advised that the process of registering might take between two to six months. Wellers Hedley 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 – the estimated completion date is 6th May 2022. The clerk has follow up and Wellers Hedley advise that it is still showing as pending. **(05/22)**.
- 7608 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 has spoken to JB the new SCC Countryside representative who has tried to contact the landowner. The clerk to write to Cllr Harmer as monies have been put aside for the works and there is no reason for the delay to the works. **(05/22)**.
- 7609 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the clerk has written to RC asking who the new contact is in order to progress this. **(05/22)**.
- 7610 The clerk advised that the annual 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, some minor works to the opening mechanics of the gate, reinstatement of grass and addition of bark all of which has been completed however it was advised that more bark was need and councillors agreed 2 x pallets could be ordered which is does under its power to provide a wide range of recreational facilities (Local Government Act 1976 s.19). The clerk to liaise with RK on these points. The report also highlighted a lack of play equipment for children with disabilities and the clerk to investigate some ideas. **(05/22)**.
- 7484 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been

completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. It is anticipated that the work will be carried out in June 2022. The clerk wrote to WBC Housing to advise them of the proposed remedial work in case it impacted their plans. **(03/22).**

- 7611 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk to follow up with JB. The PC has asked RK to clear the fallen trees which are blocking the marathon route. **(05/22).**

- 7612 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen's Platinum jubilee. The clerk emailed the suggestions to Witley PC but there has been no response. **(05/22)**

- 7553 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 (May issue). It was agreed this should be put on hold until after the current covid spike. **(04/22).**

- 7613 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The work can now be progressed with the warmer weather. The clerk suggested that an alternative colour to white (which had been agreed) might be preferable and it was decided that the door should be green / grey. The clerk has sourced some paint colour swatches and RK has installed new thresholds. **(05/22).**

- 7614 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. The clerk has submitted a new application – the PIC officer has been seconded to a new role and as such there is no replacement and the clerk has been advised that approval of the application may take a while. The clerk has follow up progress with approval. **(05/22).**

- 7439 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22).**

- 7557 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 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an

update. The clerk was advised to refer the CIL officer to the Planning Officer. The planning application is still yet to be determined and as such work cannot commence until the Autumn 2022. **(04/22).**

- 7558 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 ticks and injury through hidden sight lines. Having had no success with the previous portfolio holder, Cllr Murphy and the clerk were pleased to meet with the new Portfolio Holder for parks and countryside as well as two officers. WBC noted that areas would be mowed 8-10 times per annum (half their usual cutting frequency but en par with the mowing frequency in Elstead). Some areas such as the small patch of land behind Broomfield would be left uncut but areas in the middle of housing developments would be cut so as to avoid the issues of last year. **(04/22). Minute to be removed next month.**
- 7615 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 circulated the Witley and Tilford Bye-laws in advance of the meeting. Councillors resolved that by-laws would be difficult to enforce and as it was a criminal offence to drive a vehicle across a Village green there were perhaps no need for bye-laws. **(05/22). Minute to be removed next month.**
- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7616 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. After various delays on the part of Kompan (as recorded in previous minutes) Kompan have now confirmed that they will fix the spire net and re-tension at no charge. Further delays have been experienced and The clerk has written a strong letter of complaint. The spire net has now been repaired (May) and it will be tensioned in June 2022. **(05/22).**
- 7502 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. The insurance company have advised that they have photographic evidence and the clerk has asked to see it. The clerk is waiting for the insurance company to forward this. **(03/22).**
- 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). Minute to be removed next month.**
- 7507 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk shared further information with councillors. **(03/22).**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7617 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls: The work has been slightly delayed and is scheduled for 26th and 27th May 2022. **(05/22).**
- 7566 Cllr Murphy noted that the issue of emergency telephone reception had been raised as part of the superfast broadband presentation. Councillors asked how does the village ensure it has adequate mobile cover in the event of prolonged power outages to help those with lifelines for example. It

was agreed that this matter should be raised with TE in WBC. It was not raised with WBC as BT have advised that they have changed their policy. BT will sell the majority of their exchanges. The land on which the Elstead exchange sits is not owned by BT but by an investment company so it is unclear what will happen to this land. The main area of concern is whether the life line alarms will still work in the event of a power outage. **(04/22)**

- 7618 Electrical supply to the green: electricity has been installed. Two bollards have been erected either side of the green box and reflectors have been added. **(05/22). Minute to be removed next month.**
- 7619 Staceys Farm Road Trees: The clerk has reported the tress to SCC in the first instance as it is SCC who manage the land. It was agreed that this patch of land would be included in the up coming tree survey and once complete the findings would be shared with SCC. Due to the slight delay with the tree survey it was agreed that RK would do some initial tidying and remove any dead or dangerous branches. **(05/22).**
- 7569 Counsel's opinion on the Croft access was received on 21st March 2022. It notes that the case for JV's needs to meet a very high threshold however the fact it is proposed that frontages are to be taken away is a case for material consideration. The evidence submitted on this matter by the developer is unclear and as such it is unclear whether WBC can consider it properly. There is a further issue of equality as it means a lack of wheelchairs and pushchair access. Cllr Murphy sent a letter to WBC copying SCC. The Croft application has been refused. **(05/22). Minute to be removed next month.**

11.0 REPORT FOLLOWING THE MEETING HELD WITH ST JAMES PRIMARY SCHOOL ON 4TH MAY

- 7620 Cllrs Murphy, Snape and the clerk attended a meeting with St James Primary School on 4th May 2022 to discuss lowering the school age range. The clerk requested an up to date copy of the school travel plan before the meeting as the main issue with relocating a nursery to the site of the primary school will be the impact of traffic on local residents. Cllr Murphy advised that the school is consulting on opening a nursery for 2year olds+ in September 2022. Nursery children will be located in The Lodge initially. Provision will be extended after a year by reconfiguring the children's centre area plus part of the staffroom at a ball park cost of £250k. To afford the build costs the school will need funding from The Diocese, governors (10%) and CIL. Cllr Murphy noted that should the CIL funding be approved Elstead would be unlikely to get any further CIL monies. Cllr Snape noted that there were no figures from SCC as to how many children would likely attend. A draft response was circulated and councillors to provide feedback. Cllr Murphy concluded that the nursery would be open 47 weeks of the year and that it was government policy to have a nursery sited as part of a primary school. All councillors to feedback comments as soon as possible. **(05/22).**

12.0 REPORT FOLLOWING WAVERLEY LCWIP MEETING HELD 4TH MAY 2022

- 7621 Cllr Murphy attended the LCWIP meeting and explained that the group were undertaking an analysis of increasing cycling within the borough. The analysis looked at traffic flow and was confident that some traffic could be turned into cyclists! The group even suggested the B3001 could have as much as 20% cycling along it! There was no clarity on how this could be funded and the group had no knowledge of safe cycling routes such as the Elstead-Milford cycling route. **(05/22). Minute to be removed next month.**

13.0 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).**

14.0 SCC UPDATE

- 7622 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk to contact SGN to see if any gas works are scheduled. **(05/22).**
- 7623 SCC are proposing to disband local committees which usually make decisions on highways. It is not clear if parking and ROW will fall into the same categories. **(05/22). Minute to be removed next month.**
- 7624 Cllr Mathisen raised the issue of the state of the pavements. Cllr Harmer advised that there was a new budget that would be targeting pavements. **(05/22). Minute to be removed next month.**
- 7625 Members Allocation has been opened to accepting bids. **(05/22). 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)**
- 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. A meeting has been scheduled for 24.3.2022 to discuss cycling however major landowners such as MoD and NE have not been included and much of the routes fall over their land **(12/21).**
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22).**

15.0 NEIGHBOURHOOD PLAN UPDATE

- 7626 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the inspection it is believed. There has been no further progress from WBC and the clerk to arrange a meeting with ME. **(05/22).**
- 7627 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. Cllr Jacobs and the clerk to reviewed the draft before the May meeting. A final draft will be circulated for the June meeting. **(05/22).**

16.0 OUR ELSTEAD UPDATE (OE)

- 7628 Village sign: WBC have confirmed that planning permission for the village sign is not needed. Billmeir Trustees have confirmed that they are in agreement that a plaque can be attached to the sign accrediting the sign to the Billmeir Trust and the plaque has been engraved. Cllr Mathisen and the Clerk met with AS (SCC) to agree an acceptable location for the sign. The sign was unveiled on 30th

April and has been very well received. Thanks were given to Cllr Mathisen for his work in this project. **(05/22). Minute to be removed next month.**

7575 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22).**

7629 OE will attend the Elstead Expo at the Jubilee. Councillors approved the production of a single page leaflet @ £50 which would be used to generate more volunteers which it does under its powers to plant trees and shrubs and to maintain roadside verges (Highways Act 1980 s 96). OE must make it clear that it is a sub committee of Elstead Parish Council. **(05/22) Minute to be removed next month.**

7630 Litter pick: OE advised that a litter pick would be arranged for 23rd June. It was agreed that 20 x hi vis vests would be ordered with the word volunteer on the reverse. This is agreed under the Clean Neighbourhoods and Environment Act 2005. **(05/22) Minute to be removed next month.**

17.0 ELSTEAD VILLAGE ROAD SAFETY

7631 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. Cllr Reynolds made contact with Surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. An article was shared on facebook and the EN – to date there have been no volunteers step forward. **(05/22).**

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).**

7578 VAS: The VAS on the directional finger post on church green has been changed by PH (SCC) and now triggers at the correct speed. A secondary metal post has been installed on PC land close to the Jubilee park (with permission from AS, SCC). RK has advised that there is a problem with the battery. The clerk liaised with PH who recommended an alternative battery. It was agreed that the clerk should purchase one which it does under its powers to financially contribute to traffic calming schemes (Local Government and rating Act 1997 s26-29). **(05/22). Minute to be removed next month.**

7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**

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).**

7579 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. **(04/22).**

18.0 QUEENS JUBILEE 2022

7632 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 marquee 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. The clerk summarised the various events that will take place over the four days; Thursday: seniors afternoon tea, evening at RBL with beacon lighting, live music, PETS, Elstead Voices, Friday evening: live music, Saturday afternoon: children's activities, Saturday evening: barn dance, Sunday: service of thanksgiving following the Elstead Expo, classic car display, belly dancing and ballet demonstrations. The floor for the marquee will cost a further £1260 plus vat. Councillors have confirmed that they commit to cover the cost basic marquee hire as well as the floor hire which it does under its powers of the Provision of Entertainment and support of the Arts (Local Government Act 1972 s.145). Plans are coming on well, tickets sales are selling well – over 300 for each event so far. Sponsorship monies have been gratefully received. OE and PC will have a table at the Elstead Expo event on Sunday 5th June alongside each other. **(05/22).**

19.0 EER PLAN – to review

7633 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. Cllr Snape and the clerk reviewed the document before the May and a draft to be circulated ready for councillors to ratify at the June meeting. **(05/22).**

20.0 BIKE PARK FEEDBACK

7634 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 principle and asked that the residents do further research. In March 2022 there was an update on progress to the bike park. It had been

agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. **(05/22).**

21.0 BACKLAND FIELD

7635 It was agreed that the current tenant should be offered the opportunity to renew the lease for another year at the same rate. The clerk to advise Pelhams. Should the bike park go ahead the tenant would be reimbursed pro rata. **(05/22). Minute to be removed next month.**

22.0 WAVERLEY LOCAL PLAN PART 2 EXAMINATION

7636 The LPP2 will go to Examiner in July. Cllr Jacobs to read the document and make any comments by 17th June 2022. It was agreed that there was no need to attend the hearing. **(05/22). Minute to be removed next month.**

23.0 APPROVAL OF SIGNAGE FOR THE PAVILION

7637 Tenderlinks have asked if they can erect signage on the Pavilion to advertise the pre school. The signage was circulated prior the meeting and councillors approved it. **(05/22). Minute to be removed next month.**

24.0 ANNUAL REVIEW OF PC DOCUMENTS

7638 The following documents and policies were circulated prior to the meeting. Councillors agreed that no changes were required except to the Financial Regulations an amended version to be circulated in June. The clerk to ask whether other parishes are adopting the WBC code of conduct, The EVRS ToR to follow in June. **(05/22). Minute to be removed next month.**

- a. Conduct of Conduct
- b. Standing Orders
- c. Financial Regulations
- d. TOR's no changes.
- e. Website Policy

25.0 REPORTS AND CORRESPONDENCE

7639 The clerk reported excessive tree works on a property to WBC. WBC advised that there were on TPO's in place. **(05/22). Minute to be removed next month.**

7640 A car accident resulted in a teenager suffering minor injuries crossing the pedestrian crossing. **(05/22). Minute to be removed next month.**

7641 Defunct school sign in Thursley: councillors have agreed that they will take it. **(05/22). Minute to be removed next month.**

7642 Local governance review; feedback required by 6th June 2022. **(05/22). Minute to be removed next month.**

26.0 FINANCE (all financial papers were circulated prior to the meeting)

- 7643 The clerk advised that account reconciliation was deferred a month until all of LY accounts had been signed off by the internal auditor. **(05/22) Minute to be removed next month.**
- 7644 Bank balance as per statements to 30th April 2022: Current account £142,686.78. Deposit account £15,024.78. 32 day notice account: £55,291.68. **(05/22) Minute to be removed next month.**
- 7645 Accounts for payment for May 2022 were circulated in advance of the meeting. x cheques have been raised totalling £ of which x cheque are greater than £500 as listed below. **(05/22) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
4456	Quality Garden Supplies	Bark for recreational grounds	£587.94
4457	Burrows Lea Forge	village sign	£1,000.00
4458	Burrows Lea Forge	village sign	£1,000.00
4459	Burrows Lea Forge	village sign	£1,000.00
4460	Burrows Lea Forge	village sign	£1,000.00
4461	One Six Events	Jubilee Marquee	£3,876.00
4462	Shorts Group Ltd	Machinery hire to remove stump and concrete	£667.44
4463	David Else	Our Elstead Drinks	£43.94
4464	Juliet Williams	Expenses for the assembly	£72.59
4465	VOID		
4466	The Play Inspection Company Ltd	Playground inspection	£288.00
4467	Hilary Hamlyn	OE planters	£46.17
4468	Kurt Lyall	fencing around Jubilee rec	£4,563.97
4469	Juliet Williams	salary 1 of 2	£999.00
4470	Juliet Williams	salary 2 of 2	£505.89
4471	Juliet Williams	working from home / expnses	£15.00
4472	Maxwell and Co Ltd	End of Year Payroll	£96.00
4473	Richard Knight	Jubilee play area	£600.01
4474	Richard Knight	Woolfords Lane Cemetery	£278.25
			£16,640.20

27.0 MATTERS RAISED BY MEMBERS

- 7647 There were no matters raised by members. **(05/22). Minute to be removed next month.**

Meeting closed at 9.45pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 20th June 2022 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7649 There were no public questions. **(06/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7650 Apologies for absence were received from Cllrs Jacobs, Davidsen, Webster, Snape and Rees which members accepted. **(06/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7651 No Councillors declared an interest in 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. **(06/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 23rd MAY 2022

7652 The minutes of the Parish Council meeting held on 23rd May 2022 were agreed and signed by the Chairman. **(06/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 23rd MAY 2022

7653 The minutes of the Parish Council meeting held on 23rd May 2022 were agreed and were signed by the Chairman. **(06/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7605 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. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. **(06/22).**

- 7654 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(06/22) Minute to be deleted next month**
- 7655 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. There has been various communication between Cllr Murphy and WBC Legal and Elstead PC is awaiting the draft legal document. Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC would like this included. WBC have made no further progress on this matter and the clerk to follow this up. **(06/22).**
- 7656 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 Hedley. Wellers Hedley have advised that the notice has been issued which will expire on 22nd June 2022 after which time the land should be legally registered. **(06/22).**
- 7657 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 has spoken to JB the new SCC Countryside representative who has agreement from the landowner. Surrey SCC are seeking quotes on the works which will include 2 x new mobility gates and replacing a damaged sleeper bridge. **(06/22).**
- 7658 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops. **(06/22).**
- 7659 The quarterly playground report was discussed. There was nothing of high risk and the main requirement is to treat some of the equipment for rust and then repaint it as well as make some minor wetpour repairs. The clerk advised that RK has power washed all of the play equipment and removed some graffiti. **(06/22). Minute to be removed next month as covered under agenda item 14.**

- 7660 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. At the June 2022 meeting, the clerk reported that WBC are waiting for a legal agreement to be in place with SCC. The draft tender document is ready and WBC are still looking to award the work this summer. **(06/22).**
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22).**
- 7662 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen’s Platinum jubilee. Following the clerk’s email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC. **(06/22)**
- 7553 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 (May issue). It was agreed this should be put on hold until after the current covid spike. **(04/22).**
- 7613 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The work can now be progressed with the warmer weather. The clerk suggested that an alternative colour to white (which had been agreed) might be preferable and it was decided that the door should be green / grey. The clerk has sourced some paint colour swatches and RK has installed new thresholds. **(05/22).**
- 7663 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. The clerk has submitted a new application – the PIC officer has been seconded to a new role and as such there is no replacement and the clerk has been advised that approval of the application may take a while. The clerk has followed up progress again but WBC are still sort of resources. **(06/22).**
- 7439 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22).**
- 7664 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 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. The planning application has finally been determined and received approval. Work will start in Autumn. A steering group meeting to be held prior to works starting. **(06/22).**

- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7665 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net has now been repaired (May) and it will be tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and will discuss this with Kompan. **(06/22).**
- 7666 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. The insurance company have advised that they have photographic evidence and this has now been received. The clerk to discuss with Cllr Murphy. **(06/22).**
- 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).**
- 7507 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk shared further information with councillors. **(03/22). Minute to be removed next month.**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7667 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls is now complete. **(06/22). Minute to be removed next month.**
- 7566 Cllr Murphy noted that the issue of emergency telephone reception had been raised as part of the superfast broadband presentation. Councillors asked how does the village ensure it has adequate mobile cover in the event of prolonged power outages to help those with lifelines for example. It was agreed that this matter should be raised with TE in WBC. It was not raised with WBC as BT have advised that they have changed their policy. BT will sell the majority of their exchanges. The land on which the Elstead exchange sits is not owned by BT but by an investment company so it is unclear what will happen to this land. The main area of concern is whether the life line alarms will still work in the event of a power outage. **(06/22) Minute to be removed next month.**
- 7668 Staceys Farm Road Trees: The clerk has reported the trees to SCC in the first instance as it is SCC who manage the land. It was agreed that this patch of land would be included in the upcoming tree survey and once complete the findings would be shared with SCC. Due to the slight delay with the tree survey it was agreed that RK would do some initial tidying and he has undertaken at least half a days work. The clerk advised that the tree survey would start on June 22nd. **(06/22).**
- 7669 Cllrs Murphy, Snape and the clerk attended a meeting with St James Primary School on 4th May 2022 to discuss lowering the school age range. The clerk requested an up to date copy of the school travel plan before the meeting as the main issue with relocating a nursery to the site of the primary school

will be the impact of traffic on local residents. Cllr Murphy advised that the school is consulting on opening a nursery for 2year olds+ in September 2022. Nursery children will be located in The Lodge initially. Provision will be extended after a year by reconfiguring the children's centre area plus part of the staffroom at a ball park cost of £250k. To afford the build costs the school will need funding from The Diocese, governors (10%) and CIL. Cllr Murphy noted that should the CIL funding be approved Elstead would be unlikely to get any further CIL monies. Cllr Snape noted that there were no figures from SCC as to how many children would likely attend. A draft response was circulated and councillors to provide feedback. Cllr Murphy concluded that the nursery would be open 47 weeks of the year and that it was government policy to have a nurse sited as part of a primary school. The letter has been sent to the school but there has been no response. **(06/22). Minute to be removed next month.**

- 7670 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. In March 2022 there was an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. The clerk advised that following further consultation a couple of residents had raised concern over the noise of bike park and likely anti social behaviour. Cllr Murphy encouraged the committee to look at whether the membership could be limited to alleviate concerns. **(06/22).**

6.0 REPORT FOLLOWING THE MEETING HELD WITH WMP Management Company held 6th JUNE 2022

- 7671 Cllr Murphy, The Clerk and Mrs Davidsen met with a representative of the Water Meadow Place Management Company at their request. The WMP Management Company advised that they had been offered £250k from a landowner in order that the developer can have access for construction traffic over WMP land. The WMP Management Company had asked residents for their views and this had been declined. It was noted that without this consent the developer could not access their land via the care home either. Cllr Murphy provided an update on the status of the NHP and also suggested that the residents should form a Resident's Association. The clerk to update WMP Management Company on the status of FP61. **(06/22). Minute to be removed next month.**

7.0 REPORT FOLLOWING THE MEETING HELD WITH WBC PLANNING & WESTERN VILLAGES HELD 15th JUNE 2022

- 7672 Cllr Jacobs and The Clerk attended a meeting with ZE, Head of Planning, SB Planning Manager and representatives from the Western Villages. ZE provided an update and explained that WBC and Guildford BC's were being restructured. Those at Director Level had been decided and the next stage will be to determine heads of department level. SB noted that the first update to the planning portal was complete and that it was running more efficiently and further developments were planned. ZE explained that the planning department, despite still being under resourced was performing more efficiently with planning applications being determined more quickly. There was a mixed response to planning enforcement and the clerk suggested whether it should be run via a ticket system as Elstead did not always get feedback or follow ups. Cllr Jacobs raised the issue of the delay to the NHP and ZE asked to be included in the meeting with ME scheduled for 23rd June. It was agreed that meetings would be held every six months. **(06/22). Minute to be removed next month.**

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. **(06/22). Minute to be removed next month.**

9.0 SCC UPDATE

- 7673 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk has contacted SGN but has not heard back from the local team. The clerk has requested a copy of the horizon programme which will take 28 days to come. **(06/22).**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 7674 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. A meeting has been scheduled for 24.3.2022 to discuss cycling however major landowners such as MoD and NE have not been included and much of the routes fall over their land **(06/22). Minute to be removed next month.**
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22).**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 7675 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the Inspection it is believed. There has been no further progress from WBC and the clerk has arranged a meeting with ME to be held on 22nd June. ZE (WBC) will attend. **(06/22).**
- 7676 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. Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. **(06/22).**

11.0 OUR ELSTEAD UPDATE (OE)

7575 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22).**

7677 Cllr Mathisen advised that there would be a community litter pick on Thursday 23rd June at 6.30pm. **(06/22). Minute to be removed next month.**

12.0 ELSTEAD VILLAGE ROAD SAFETY

7678 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. Cllr Reynolds made contact with Surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. The article was shared on Facebook and in subsequent issues of the EVN – to date there have been no volunteers step forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Councillors approved the copy and the production of the survey. The clerk to obtain costings/ **(06/22).**

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).**

7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**

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 oncoming vehicles will swerve to the lay-by which was equally dangerous. **(12/21).**

7679 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. The clerk contacted the pressure group and they are attending a joint parish event in Chiddingfold in September 2022. The clerk to circulate information and councillors to attend. **(06/22).**

13.0 QUEENS JUBILEE 2022 EVENT

7680 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. It was estimated that there would be a surplus of c£4k. The original plan had been to donate any surplus money to Elstead charities however there as also much interest in making this an annual event. Cllrs were in agreement that if the Jubilee working party expressed a view that the monies should be held over for an event the following year then it would support that decision. **(06/22).**

14.0 PLAYGROUNDS – TO RATIFY REPAIRS & ADVISE ABOUT ROUNDABOUT

7681 The Clerk advised that she had contacted a local contractor with a view to making repairs to some sections of the older wetpour as well as treating some of the equipment for rust and then repainting it. The clerk also advised that the roundabout had been out of action for a week however this was now fixed. The clerk highlighted that the see saw and roundabout would need replacing in 2023 and as the inspection report had highlighted a lack of play equipment for children with disabilities the clerk would include this in her investigation for alternative play equipment. **(06/22).**

15.0 EER PLAN – TO REVIEW

7682 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. Cllr Snape and the clerk reviewed the document before the May meeting and a draft was circulated prior to the June meeting. Cllrs have a few suggestions and a final version to be circulated ready for approval in July. **(06/22).**

16.0 FINANCIAL REGULATIONS – TO RATIFY

7683 The clerk had advised prior to the meeting that there was no amendment to the financial regulations it was to the financial paragraph in the NALC code of conduct. The clerk advised that Surrey ALC were now recommending that Waverley parishes adopt the LGA Code of Conduct so as to be in line with WBC. The clerk to circulate a copy for discussion at the July meeting. **(06/22).**

17.0 REPORTS AND CORRESPONDENCE

7684 The clerk advised that there as to be a climate session with WBC on 27.6.2022. 2 councillors are invited to attend. **(06/22). Minute to be removed next month.**

7685 A resident requested access via the Backland Field to deliver fencing materials. This was granted and a letter written to confirm that it was only granted for that occasion and did not constitute a change in access. **(06/22). Minute to be removed next month.**

7686 A resident requested access for parking on the Backland Field on the occasion of a family party. This was refused on the grounds of safety for that many cars accessing the area and secondly the land is being rented and this would be more of a problem for the grazier. **(06/22). Minute to be removed next month.**

- 7687 A resident asked about the treatment of moles in Burford Lodge rec. The clerk shared information that she had gathered a few years ago which had suggested that there was no long-lasting way of removing them. **(06/22). Minute to be removed next month.**
- 7688 Surrey CC issued an invitation to participate in the tree project next year. Councillors declined as there is currently no suitable public land available. **(06/22). Minute to be removed next month.**
- 7689 A request for funding for an at event at Weyburn Meadows was received. The PC agreed that it could not support this event. **(06/22). Minute to be removed next month.**
- 7690 The clerk advised that it was time for the annual defibrillator service. Councillors agreed that the clerk and Mrs Holroyd should proceed with this. **(06/22). Minute to be removed next month.**
- 7691 The clerk advised that The Henry Smith Charity are accepting applications from parishes for additional funding. The charity has recommended that parishes apply +10% versus what they received last year. Councillors agreed that the clerk could submit an application. **(06/22). Minute to be removed next month.**
- 7692 EVTC had notified the clerk that an individual had been donating in the carpark and crashed into and damaged the wire tennis fence. A clerk reported the fence back to EVTC as the wire was protruding and very dangerous and needed temporarily fixing before the actual repairs were undertaken. **(06/22). Minute to be removed next month.**
- 7693 An abandoned vehicle at the Pavilion car park has been reported to WBC and it has taken several weeks for WBC to respond on this matter. The clerk has followed this up and WBC advised that they have contacted the owner and that it hold be removed imminently. **(06/22). Minute to be removed next month.**
- 7694 The clerk reported a damage fence into Croft 2 to Antler Homes. The clerk advised that the CW has now left the company and will resend the email. **(06/22). Minute to be removed next month.**
- 7695 A resident requested 4 plots at Woolfords Lane. Not all plots are for Elstead residents. Councillors approved the application and the non residents to be charged double in line with the cemetery policy. **(06/22). Minute to be removed next month.**
- 7696 A resident reported that the EA have advised that they will be removing the weir at Somerset bridge. Councillors were disappointed at this decision. EA state that this will encourage the river to flow faster and thus expose more gravel. The removal will aid fish passage and provide new spawning habitat for both coarse fish and trout. **(06/22). Minute to be removed next month.**

18.O FINANCE (all financial papers were circulated prior to the meeting)

- 7697 The clerk advised that account reconciliation was deferred a month until all of LY accounts had been signed off by the internal auditor. **(06/22) Minute to be removed next month.**
- 7698 Bank balance as per statements to 31st May 2022: Current account £128,936.54. Deposit account £15,024.90. 32 day notice account: £55,295.97. **(06/22) Minute to be removed next month.**
- 7699 Accounts for payment for June 2022 were circulated in advance of the meeting. 15 cheques have been raised totalling £9250.82 of which 7 x cheque are greater than £500 as listed below. **(06/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - JUNE 2022

Cheque no	Payee	Purpose	Amount
4478	AJ Signs	CCTV and boundary marker signage	£688.73
4479	Quality Garden Supplies	bark x 2 pallets	£587.94
4480	Westcotec	1 x battery for VAS	£109.80
4481	Diane Snape	cemetery flowers	£19.81
4482	Maxwell	salary preparation until end March	£84.00
4483	Richard Knight	woolfords lane things	£238.78
4484	HMRC	HMRC April to June	£2,016.59
4485	HMRC	HMRC Jan to March	£1,329.91
4486	Richard Knight	maintenance	£1,522.57
4487	Elstead Village Hall	Hall Hire	£87.50
4488	Juliet Williams	salary 1 of 3	£999.00
4489	Juliet Williams	salary 2 of 3	£999.00
4490	Juliet Williams	salary 3 of 3	£327.35
4491	Juliet Williams	expenses June	£36.75
4492	John Mathisen	hi vis vetss for volunteers	£203.09
			£9,250.82

- 7700 Internal audit for account 2021-2022: The following actions were discussed and agreed:
- The PAYE for the quarter ending 31.3.22 had not been paid. A similar incident had happened in December 2022. The clerk to ensure the prompt payment of all invoices.
 - Pensions contributions have not been paid. The pension issue to be resolved as this was raised last year.
 - The asset register had been updated however it should not include VAT. The asset register to be reviewed as soon as possible.
 - An invoice had been paid from a proforma and the clerk to ensure a formal invoice is requested in order to be able to reclaim VAT.
 - One receipt was entered in its entirety and the VAT not separated out. The clerk to rectify this before submitting the VAT reclaim.
 - As the PC has bank balances over £100k it should consider an appropriate investment strategy.
- (06/22). Minute to be removed next month.**
- 7701 Statement of Internal Control: this was approved and adopted by councillors. **(06/22). Minute to be removed next month.**
- 7702 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. **(06/22). Minute to be removed next month.**
- 7703 Agree re-appointment of internal auditors for 2022-2023: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2022-2023 reporting period. **(06/22). Minute to be removed next month.**
- 7704 Annual Governance Statement 2021-2022 to be reviewed and approved: this was considered by Members and it was resolved that the Annual Governance Statement 2021-2022 be approved **(06/22). Minute to be removed next month.**

7705 To note that the exercise of the public rights (unaudited accounts) will start on 27th June and the notice advertising this will be laced on the noticeboard and on the village website on Friday 24th June. **(06/22). Minute to be removed next month.**

7706 Accounting Statement 2021-2022 to be reviewed and approved: this was considered by Members and it was resolved that the Accounting Statement 2021-2022 be approved. **(06/22). Minute to be removed next month.**

27.0 MATTERS RAISED BY MEMBERS

7707 Cllr Mathisen noted that there were severe problems with the surface of pavements outside Mill Mere and The chip Shop. The clerk to log with Surrey CC.. **(06/22). Minute to be removed next month.**

7708 Cllr Mathisen noted that there was access via a footpath from Lex Farm to Royal Common. The footpath is in need of clearance. The Clerk to report to JB (SCC Countryside). **(06/22). Minute to be removed next month.**

Meeting closed at 9.30 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 18 July 2022 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7710 There were no public questions. **(07/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7711 Apologies for absence were received from Cllrs Gardner, Davidsen and Webster which members accepted. **(07/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7712 No Councillors declared an interest in 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. **(07/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th JUNE 2022

7713 The minutes of the Parish Council meeting held on 20th June 2022 were agreed and signed by the Chairman. **(07/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th JUNE 2022

7714 The minutes of the Parish Council meeting held on 20th June 2022 were agreed and were signed by the Chairman. **(06/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7715 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. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. There has been no further update on the date to complete the works. **(07/22)**.

- 7716 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. There has been various communication between Cllr Murphy and WBC Legal and Elstead PC is awaiting the draft legal document. Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC would like this included. WBC have made no further progress on this matter and the clerk to follow this up. Despite following this up there have been no further updates and the clerk to write to Mr Horwood. It was confirmed that the strip of land previously thought to be owned by Highways is not owned by anyone. Councillors agreed that the clerk should contact Wellers Hedleys to start the registration process. Costs of legal fees to be approved via email before being officially stated at the September meeting in view of the summer recess. **(07/22)**.
- 7717 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 Hedley. Wellers Hedley have advised that the notice has been issued which will expire on 22nd June 2022 after which time the land should be legally registered. The PC is still awaiting official confirmation. **(07/22)**.
- 7718 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 has spoken to JB the new SCC Countryside representative who has agreement from the landowner. Surrey SCC are seeking quotes on the works which will include 2 x new mobility gates and replacing a damaged sleeper bridge. At a recent meeting JB (SCC) confirmed that work should start within two weeks. **(07/22)**.
- 7719 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops. There has been no further update. **(07/22)**.

- 7720 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. At the June 2022 meeting, the clerk reported that WBC are waiting for a legal agreement to be in place with SCC. The draft tender document is ready and WBC are still looking to award the work this summer. WBC have advised that they are waiting on legal papers to be signed off. **(07/22).**
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22).**
- 7662 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen’s Platinum jubilee. Following the clerk’s email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC. **(06/22)**
- 7553 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 (May issue). It was agreed this should be put on hold until after the current covid spike. **(04/22).**
- 7613 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The work can now be progressed with the warmer weather. The clerk suggested that an alternative colour to white (which had been agreed) might be preferable and it was decided that the door should be green / grey. The clerk has sourced some paint colour swatches and RK has installed new thresholds. **(05/22).**
- 7721 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. The clerk has submitted a new application – the PIC officer has been seconded to a new role and as such there is no replacement and the clerk has been advised that approval of the application may take a while. The clerk has followed up progress again but WBC who have confirmed that this has been signed off. **(07/22). Minute to be removed next month**
- 7722 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year and despite following this up we were still waiting for SCC to transfer the monies. **(07/22).**

- 7723 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 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. The planning application has finally been determined and received approval. Work will start in Autumn. A steering group meeting to be held prior to works starting – the clerk to follow up scheduling a meeting date ASAP. **(07/22).**
- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7665 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net has now been repaired (May) and it will be tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and will discuss this with Kompan. **(06/22).**
- 7724 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. The insurance company have advised that they have photographic evidence and this has now been received. The clerk showed the images to Cllr Murphy and the PC still refute the damage. The clerk to advise the insurance company. **(07/22).**
- 7725 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 and to note that there is a tree growing out of the drain. **(07/22).**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7768 Staceys Farm Road Trees: The clerk has reported the trees to SCC in the first instance as it is SCC who manage the land. It was agreed that this patch of land would be included in the upcoming tree survey and once complete the findings would be shared with SCC. Due to the slight delay with the tree survey it was agreed that RK would do some initial tidying and he has undertaken at least half a days work. The clerk advised that the tree survey has almost been completed and that the clerk could obtain costs for tree works as soon as the report has been issued. **(07/22).**
- 7670 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 principle and asked that the residents do further research. In March 2022 there was an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals

are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. The clerk advised that following further consultation a couple of residents had raised concern over the noise of bike park and likely anti social behaviour. Cllr Murphy encouraged the committee to look at whether the membership could be limited to alleviate concerns. **(06/22).**

7681 The Clerk advised that she had contacted a local contractor with a view to making repairs to some sections of the older wetpour as well as treating some of the equipment for rust and then repainting it. The clerk also advised that the roundabout had been out of action for a week however this was now fixed. The clerk highlighted that the see saw and roundabout would need replacing in 2023 and as the inspection report had highlighted a lack of play equipment for children with disabilities the clerk would include this in her investigation for alternative play equipment. **(06/22).**

7726 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. Of the £4k surplus, donations of £500 have been given to three local charities and the rest has been kept as surplus for a village wide event for 2023. The clerk to write a notice asking if members of the public would like to join the committee. **(07/22).**

7727 The clerk had advised prior to the meeting that there was no amendment to the financial regulations it was to the financial paragraph in the NALC code of conduct. The clerk advised that Surrey ALC were now recommending that Waverley parishes adopt the LGA Code of Conduct so as to be in line with WBC. The clerk to circulate a copy for discussion at the July meeting. **(07/22). Minute to be removed next month as covered under agenda item 13.**

6.0 REPORT FOLLOWING THE WESTERN VILLAGE MEETING HELD 14th JULY 2022

7728 Cllr Harmer advised that the lengthsman scheme as such no longer exists and that instead clerks must upload the respective "jobs" directly onto the Surrey portal. The clerk to upload the former lengthsman projects. **(07/22). Minute to be removed next month.**

7.0 WBC UPDATE

7729 Cllr Murphy advised that he had written to GC (WBC) noting that Elstead parishioners pay twice for recreational facilities and had suggested that either WBC should continue with the compensatory grant or ask Town Council's t pay for their own recreational facilities. **(07/22).**

8.0 SCC UPDATE

7730 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk has contacted SGN and has now heard from the local team that there will be some gas works being undertaken in Nov. Cllrs have also seen works from Nov 2022 – Feb 2023 listed on a website. The clerk has requested a copy of the horizon programme which will take 28 days to come. **(07/22).**

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

7731 SCC have been in discussion with the WBC administration as to how local committees should be replaced. Both sides will continue to meet informally and will include representatives from the education team. **(07/22).**

- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22).**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 7732 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the inspection it is believed. A meeting was held with ZE and ME (WBC) on 22nd June to discuss the hold up. At the meeting ZE committed to put pressure on WBC legal for a response to the Inspectors queries. There has been no response since and the clerk to send a letter to Tom Horwood copying Paul Follows asking for action. **(07/22).**

- 7733 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. Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. WBC have responded saying that they do not have capacity to manage this process at the moment but councillors have agreed that this should be progressed anyway. **(07/22).**

10.0 OUR ELSTEAD UPDATE (OE)

- 7575 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22).**
- 7734 Cllr Mathisen advised that the branded high vis vests have arrived. **(07/22). Minute to be removed next month.**

11.0 ELSTEAD VILLAGE ROAD SAFETY

- 7735 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. Cllr Reynolds made contact with Surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. Following a near miss on the zebra crossing three volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Costs for this at c £157 were agreed by councillors. An on-line survey to be set up. **(07/22).**
- 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).**

- 7736 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 still no date advised as of yet however as there was due to be gas no works would happen before this time. **(07/22).**
- 7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**
- 7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**
- 7737 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. **(07/22). Minute to be removed next month**
- 7679 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. The clerk contacted the pressure group and they are attending a joint parish event in Chiddingfold in September 2022. The clerk to circulate information and councillors to attend. **(06/22).**

12.0 EER PLAN – TO RATIFY

- 7738 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. Cllr Snape and the clerk reviewed the document and a final version to be circulated ready for approval in July. Councillors asked for two minor amends and with those made formally adopted the plan. The clerk to post on the website and circulate to WBC. An informal emergency resource list will be kept by the PC. **(07/22). Minute to be removed next month.**

13.0 CODE OF CONDUCT

- 7739 The clerk had advised councillors that WBC have adopted the LGA model Code of Conduct and that Surrey ALC had recommended that Parish Councillors adopted the same model Code of Conduct. The clerk had circulated the LGA Model Code of Conduct to Councillors prior to the July meeting. Councillors compared the LGA version with the NALC version and felt that the NGA code was more appropriate. Councillors to reconsider the Code of Conduct in May 2023 following the local elections. **(07/22). Minute to be removed next month.**

14.0 UPDATED FIXED ASSET REGSITER

- 7740 Following the rent audit the clerk has updated the fixed asset register which was circulated to councillors ahead of the July meeting. The chair signed the updated fixed asset register. **(07/22).**

15.0 REPORTS AND CORRESPONDENCE

- 7741 The clerk advised that the VAM land was up for sale for £100k. The clerk was asked to put forward a bid to the land agents. **(07/22).**
- 7742 The clerk advised that a letter had been received from a resident in Staceys Farm Road concerned that too much undergrowth would be cut down citing that it contained an owl roost as well as served to deflect the traffic noise. Th clerk had responded to explain that only necessary works would be conducted. **(07/22). Minute to be removed next month.**
- 7743 The clerk advised that a resident had requested that the PC place bollards in the car park to protect a new fence that has been installed. The PC noted that it would not do this as bollards were more likely to cause accidents given that it was near the entry to the car park. **(07/22). Minute to be removed next month.**
- 7744 The clerk advised that a resident had contacted the clerk concerned about tress abutting the boundary to their property and the cemetery. The clerk visited the residents and informed them that a survey was to be undertaken and that should anything come to light in the survey the residents would be notified. The clerk also advised that the resident was allowed to cut down any over hanging vegetation on their land. **(07/22). Minute to be removed next month.**
- 7745 The clerk noted that the 2nd LCWIP workshop would take place on 27th July and had circulated the zoom details prior to the PC meeting. **(07/22). Minute to be removed next month.**
- 7746 The clerk advised that a consultation on Waverley Climate Change and Sustainability Supplementary Planning Document (SPD) was running until 29th July 2022. The Climate Change and Sustainability SPD sets out the Council's guidance on how development should minimise energy use, be sustainable in its layout, landscaping, and orientation of buildings, be resilient and adapted to climate change, use sustainable resources and materials, be water efficient, and be designed to encourage use of sustainable forms of transport. Cllr Murphy had attended the briefing session in June. **(07/22). Minute to be removed next month.**
- 7747 The clerk received a request from a local sea cadet group to access the river by the picnic area. The clerk had responded explaining that it was not PC land and suggesting that it was not a safe place given the narrow path and that it would be preferable to seek permission from The Mill and access the water from the safety of The Mill land. **(07/22). Minute to be removed next month.**

18.0 FINANCE (all financial papers were circulated prior to the meeting)

- 7748 The clerk advised that April, May and June accounts had been reconciled correctly and checked by Cllr Jacobs. **(07/22) Minute to be removed next month.**
- 7749 Bank balance as per statements to 30th June 2022: Current account £122,953.80. Deposit account £15,025.03. 32 day notice account: £55,301.50. **(07/22) Minute to be removed next month.**
- 7750 Accounts for payment for July 2022 were circulated in advance of the meeting. 7 cheques have been raised totalling £3,198.31 of which 4 x cheque are greater than £500 as listed below. **(07/22) Minute to be removed next month.**
- 7751 To note that the AGAR was submitted to PKF Littlejohn on 27th June and the Notice announcing the Public Rights of Unaudited Accounts was advertised on the website and noticeboard on 24th June. **(07/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - JULY 2022

Cheque no	Payee	Purpose	Amount
4493	Maxwell and co ltd	salary preparation April -June 2022	£72.00
4494	Maxwell and co ltd	internal audit	£600.00
4495	Juliet williams	salary 1/2 July	£999.00
4496	Juliet williams	salary 2/2 July	£590.41
4497	richard Knight	maintenance	£863.45
4498	richard Knight	cemetery	£30.00
4499	juliet williams	expenses - woking from home, mileage	£43.45
			£3,198.31

17.0 MATTERS RAISED BY MEMBERS

- 7752 Cllr Snape noted that it would be advantageous to harness all the knowledge of the council into a working document. The Clerk and Cllr Snape to work on this in September. **(07/22). Minute to be removed next month.**
- 7753 Cllr Mathisen noted that there was access via a footpath from Lex Farm to Royal Common. The footpath is in need of clearance. The Clerk to report to JB (SCC Countryside). **(06/22). Minute to be removed next month.**

Meeting closed at 9.15 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 26th September 2022 at 7.30pm
Held at Elstead Youth Centre

Attendees: **Cllr P. Murphy (Chair)** **Cllr S. Reynolds** **Cllr J. Mathisen**
 Cllr L. Davidsen **Cllr D. Snape**

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7755 A resident thanked the Parish Council for updating the Emergency Plan and asked what role was anticipated for Help in Elstead (HiE). It was explained that the Emergency Plan would call on volunteers much as it did during the recent pandemic. Elstead PC added that the emergency plan is just a framework however the main call to action and allocation of resources comes from Surrey CC in its capacity as lead local authority. **(09/22). Minute to be removed next month.**

7756 A resident asked what the plans were for maintaining the strip of land outside Lex Farm and asked whether it could be maintained as a wildflower meadow. Elstead PC noted that the land in question which is owned by Surrey CC fell in Peper Harow. In spite of this Elstead PC does employ its contractor to cut back a 2m strip of grass to prevent it from becoming a hazard to traffic. Elstead PC would not put a sign on the verge however it was happy to post a notice explaining this on the website/facebook. **(09/22). Minute to be removed next month.**

7757 A planning consultant asked what was the status of the NHP. The Parish Council advised that it had been submitted to The Examiner who had raised three legal issues on the validity of the plan. Councillors explained that WBC had taken advice from Learned Counsel who stated that the plan was valid. The basic conditions and consultation documents have been expanded to deal with this. The Examiner has come back to WBC querying the legal advice and WBC are due to respond to the Examiner by stating that they are satisfied with the legal arguments. Councillors had raised with the then Head of Planning the question of submitting plans for sites before there had been a referendum on the NHP and the Head of Planning advised that WBC would have to turn the applications down. **(09/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7758 Apologies for absence were received from Cllrs Gardner, Rees, Jacobs and Webster which members accepted. **(09/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7759 Councillor Murphy declared an interest in minute 7772. No other councillors declared an interest in 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. **(09/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th JULY 2022

- 7760 The minutes of the Parish Council meeting held on 18th July 2022 were agreed and signed by the Chairman. **(09/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th JULY 2022

- 7761 The minutes of the Parish Council meeting held on 18th July 2022 were agreed and were signed by the Chairman. **(09/22). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 30th AUGUST 2022

- 7762 The minutes of the Parish Council meeting held on 30th September 2022 were agreed and were signed by the Chairman. **(09/22). Minute to be removed next month.**

6.0 MATTERS ARISING

- 7763 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. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. The order has been made however the landowner has objected to it. Surrey CC Countryside will meet with the land owner. **(09/22).**
- 7764 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 2019 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 placed in the Farnham Herald in September 2021 announcing that WBC were to transfer the land to Elstead PC for £1. There has been much communication between Cllr Murphy, The Clerk and WBC Legal and Elstead PC is awaiting the draft legal document. The clerk has followed up progress on this matter several times with WBC to no avail and councillors have asked the clerk to write to Tom Horwood in the hope that he can expedite this matter. **(09/22).**
- 7765 Staceys Farm Road registration: Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC agreed that this should be registered as the village green lease covers the front third of the strip of land. Councillors formally agreed to the cost of c£900 to start the land registration process and the clerk has advised Wellers Hedleys accordingly. **(09/22).** Minute split out from minute 7764 as should be viewed now as two separate actions
- 7766 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 Hedley. Wellers Hedley have advised that the notice has been issued which will expire on 22nd June 2022 after which time the land should be legally registered.

The land registration has now been officially completed. **(09/22). Minute to be removed next month.**

- 7767 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 works have finally now been completed. **(09/22). Minute to be removed next month.**
- 7768 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops. There has been no further update despite the clerk emailing. The clerk to follow up again. **(09/22).**
- 7769 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. At the June 2022 meeting, the clerk reported that WBC are waiting for a legal agreement to be in place with SCC. The draft tender document is ready and WBC are still looking to award the work this summer. WBC have advised that they are waiting on legal papers to be signed off – the clerk has followed this up and will contact Waverley again for a progress report. **(09/22).**
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22).**
- 7662 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen's Platinum jubilee. Following the clerk's email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC. **(06/22)**
- 7770 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 (May issue). It was agreed that this should not be progressed given the time lapse. **(09/22). Minute to be removed next month.**
- 7771 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The work has now been completed and looks very good. RK was thanked for his hard work. **(09/22). Minute to be removed next month.**
- 7772 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £15k and SCC have confirmed that they will award Elstead PC £12.7k. It has been agreed that as landowner Elstead PC will pay and engage the contractor and that the recreational trust will maintain the irrigation system. Three quotes have been received for the scheme; 1 contractor refused to quote, Quality Irrigation quoted £12,107 (excl. VAT) RMP Irrigation quoted £9067.60 (excl. VAT). The Parish Council selected Quality Irrigation Ltd who on paper were more expensive than the RMP Irrigation quote, but RMP were less attractive because the quote did not include the 2 trailing irrigators (a major defect) and only one of the 4 static irrigators. It also provided for 1 fewer access points on the ring main, and no provision for testing and shutting down. Elstead PC is waiting for Surrey CC to transfer the monies. **(09/22).**
- 7773 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 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 estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. The planning application has finally been determined and received approval. Work will start in Autumn. A steering group meeting will be held 23rd September 2022. **(09/22).**
- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7665 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net has now been repaired (May) and it will be tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and will discuss this with Kompan. **(06/22).**
- 7724 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. The insurance company have advised that they have photographic evidence and this has now been received. The clerk showed the images to Cllr Murphy and the PC still refute the damage. The clerk to advise the insurance company. **(07/22).**

- 7725 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 and to note that there is a tree growing out of the drain. **(07/22).**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7774 Staceys Farm Road Trees: The clerk advised that the tree survey has almost been completed and that the clerk has sent the tree survey report to First Call to ask for a quotation. The survey proposes that works should be carried out between 6-12 months from the date of the survey. **(09/22).**
- 7670 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. In March 2022 there was an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. The clerk advised that following further consultation a couple of residents had raised concern over the noise of bike park and likely anti social behaviour. Cllr Murphy encouraged the committee to look at whether the membership could be limited to alleviate concerns. **(06/22).**
- 7681 The Clerk advised that she had contacted a local contractor with a view to making repairs to some sections of the older wetpour as well as treating some of the equipment for rust and then repainting it. The clerk also advised that the roundabout had been out of action for a week however this was now fixed. The clerk highlighted that the see saw and roundabout would need replacing in 2023 and as the inspection report had highlighted a lack of play equipment for children with disabilities the clerk would include this in her investigation for alternative play equipment. **(06/22).**
- 7775 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. Of the £4k surplus, donations of £500 have been given to three local charities and the rest has been kept as surplus for a village wide event for 2023 which the Recreational trust have transferred to the Parish Council. Councillors agreed that subject to a working party being formed an event for the coronation should be planned. The clerk to reserve a marquee in principle. **(09/22).**
- 7776 The clerk advised that the VAM land was up for sale for £100k. at the request of councillors, the clerk put forward a bid to the land agents however the land was sold for £500,000 at auction. Cllr Davidsen advised that he had met the new landowner who had been to visit the site. **(09/22). Minute to be removed next month**

7.0 REPORT FOLLOWING THE PUBLIC MEETING HELD ON 4TH AUGUST 2022

- 7777 A public meeting was held to discuss the main issues arising from the July 2022 fire at Hankley. The meeting was restricted to members of the public and neither the emergency services nor the landowner were invited. The main issues were the poor communication as well as the lack of precautions taken by the MOD prior to the exercise. Residents requested a follow up meeting with the emergency services and MoD and a date has been set for 7th October 2022. MoD have

subsequently advised that they cannot attend the meeting. Cllr Snape noted that it was important to convey the message that members of the public should not attempt to visit the scene of the fire in order to share images and updates but wait for official communications to be circulated via the Parish Council. **(09/22). Minute to be removed next month**

8.0 WBC UPDATE

- 7729 Cllr Murphy advised that he had written to GC (WBC) noting that Elstead parishioners pay twice for recreational facilities and had suggested that either WBC should continue with the compensatory grant or ask Town Council's to pay for their own recreational facilities. **(07/22).**
- 7778 The clerk advised councillors that there were a number of vacancies, including Head of Planning, within Waverley BC following the combining of services with Guildford BC which was causing delays to projects progressing. **(09/22). Minute to be removed next month.**

9.0 SCC UPDATE

- 7779 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk has contacted SGN and has now heard from the local team that there will be some gas works being undertaken in Nov. Cllrs have also seen works from Nov 2022 – Feb 2023 listed on a website. The clerk has requested a copy of the horizon programme which will take 28 days to come. There has been no further information on either and the clerk to follow up again. **(09/22).**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 7731 SCC have been in discussion with the WBC administration as to how local committees should be replaced. Both sides will continue to meet informally and will include representatives from the education team. **(07/22).**
- 7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22).**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 7780 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the Inspection it is believed. A meeting was held with ZE and ME (WBC) on 22nd June to discuss the hold up. At the meeting ZE committed to put pressure on WBC legal for a response to the Inspectors queries. A follow up meeting was held in September with Cllrs Murphy and Jacobs, Mrs Davidsen, Nr Vessey and The clerk with Waverley BC Planning Policy and Legal. It was agreed that the Learned Counsel's advice would be shared in full with The Examiner and WBC will reiterate that they are satisfied that all legal aspects of the plan have been met. **(09/22).**
- 7733 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.

Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. WBC have responded saying that they do not have capacity to manage this process at the moment but councillors have agreed that this should be progressed anyway. **(07/22)**.

11.0 OUR ELSTEAD UPDATE (OE)

- 7781 Design Awards: Cllr Mathisen noted that the new village sign had been shortlisted for The Waverley Borough Council People's Choice Award following a successful application. Voting closes on 28th November 2022. The clerk to share on facebook and on the website and encourage residents to vote. **(09/22)**.
- 7782 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape to formulate an improvement plan. **(09/22)**.
- 7783 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22)**.
- 7784 Christmas Tree Lighting: It as agreed that this would take place on 2nd December 2022. The scouts have approached OE and offered to serve the wine etc. The clerk advised councillors that the cubs had raised £58 through a plant sale which they had donated to Elstead PC. It was agreed that the monies would go towards the lights which would benefit the whole community. The clerk to ask The Spar for a donation to cover refreshments. **(09/22)**.
- 7785 Planters: Councillors approved expenditure of £200 to cover the cost of new bulbs and plants. **(09/22)**. **Minute to be removed next month.**

12.0 ELSTEAD VILLAGE ROAD SAFETY

- 7735 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. Cllr Reynolds made contact with surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. Following a near miss on the zebra crossing three volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Costs for this at c £157 were agreed by councillors. An on-line survey to be set up. **(07/22)**.
- 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)**.
- 7736 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 still no date advised as of yet however as there was due to be gas no works would happen before this time. **(07/22)**.

7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**

7679 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. The clerk contacted the pressure group and they are attending a joint parish event in Chiddingfold in September 2022. The clerk to circulate information and councillors to attend. **(06/22).**

13.0 MEETING WITH THE LEADER OF WBC

7786 Meeting with the leader of WBC: Before covid the then leader of Waverley BC was keen to meet with parishes. It was agreed that as there have been several issues the clerk should write to Cllr follows inviting him to attend a parish council meeting. **(09/22).**

14.0 DEFIBRILLATORS

7787 To note that the three Parish Council owned defibrillators have passed their annual service. News pads are needed for all and councillors approved the clerk to proceed and purchase replacements. **(09/22).**

15.0 SAAA CENTRAL AUDITOR APPOINTMENT

7788 Councillors confirmed that Elstead PC would 'opt in'. **(09/22). Minute to be removed next month.**

16.0 THE CIVILITY AND RESPECT PLEDGE (agenda item deferred to next month).

17.0 REPORTS AND CORRESPONDENCE

7789 A resident reported on the unreliability of Stagecoach services to and from the village. The clerk to write to Stagecoach seeking an explanation. **(09/22).**

7790 A resident reported vehicles parking for the school run and causing an obstruction across Moors Lane. The clerk to contact JR (Surrey CC) and ask for the h bars to be repainted. **(09/22).**

7791 The clerk reported incidents of fly-tipping and an abandoned vehicle to WBC. **(09/22).**

7792 The clerk reported road name plates that need repairing. There has been non response from WBC and the clerk to follow up. **(09/22).**

7793 A resident reported sharp spikes protruding from The Moat. The clerk investigated and could see nothing but reported the incident to JG (Natural England) who agreed that he would assess. **(09/22).**

- 7794 EVAA advised that five teenagers had come into the allotment area without permission. **(09/22). Minute to be removed next month.**
- 7795 EVTC advised of vandalism and a break in. The clerk to ascertain if anything came up on the CCTV camera as this might question their efficacy. **(09/22).**
- 7796 Complaints were received from residents regarding chaotic parking at the football. The clerk/Cllr Murphy had put forward some suggestions of alleviating the problems based on other clubs and Cllr Murphy/the clerk to meet with a member of the Sharks on 3rd October. Cllr Mathisen suggested that cars should be encouraged to park alongside the properties and not the rec as it made it easier for residents to drive out of their driveways. **(09/22).**
- 7797 A letter was received from a resident noting the increased usage of bikes along a footpath leading from West Hill to the Common. The clerk to speak to a local cycling expert for advice on what can be done. **(09/22).**
- 7798 Following the sad passing of her Majesty The Queen, the clerk organised condolence tables in URC and St James Churches as well as at Bridge House. A flag was located on the village green and raised and lowered in line with protocol. **(09/22). Minute to be removed next month.**
- 7799 Surrey CC has renewed its offer of free trees. The PC does not currently have space for any more trees. **(09/22). Minute to be removed next month.**

18.O FINANCE (all financial papers were circulated prior to the meeting)

- 7800 The clerk advised that July and August accounts had been reconciled correctly and checked by Cllr Jacobs. **(09/22) Minute to be removed next month.**
- 7801 Bank balance as per statements to 31st August 2022: Current account £123,261.21. Deposit account £15,025.66. 32 day notice account: £55,315.57. At 50% time gone the PC is on track having spent 57% versus estimated gross expenditure. It was noted that some areas of expenditure are weighted "front" end and therefore the rate of expenditure should even out. **(09/22) Minute to be removed next month.**
- 7802 Accounts for payment for September 2022 were circulated in advance of the meeting. cheques have been raised totalling £5341.17 of which 4 x cheque are greater than £500 as listed below. **(09/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - SEPTEMBER 2022

Cheque no	Payee	Purpose	Amount
4567	SEE	Burford Lodge	£346.00
4568	Juliet Williams	Stamps	£11.40
4569	Juliet Williams	Queen's Condolence table	£26.56
4570	Quality Land Services	Bin Emptying Burford Lodge Rec	£405.00
4571	Richard Knight	General maintenance and BT phone box	£788.35
4572	Richard Knight	Woolfords lane cemetery	£215.50
4573	Juliet Williams	salary 1 of 2	£999.00
4574	Juliet Williams	salary 2 of 2	£590.21
4575	Juliet Williams	working from home, expenses	£15.00
4576	Elstead Village Hall	Room hire EPC 27.09 and Hey Broadband 28.9	£34.00
4577	HMRC	PAYE	£1,430.15
4578	PKF	External audit	£480.00

- 7803 PKF Littlejohn completed their external audit on 26th September and the Notice announcing the Conclusion of Audited Accounts will be advertised on the website and noticeboard immediately and before the 30th September deadline. The report was shared with councillors. It noted that the PC must resolve to ensure that HMRC payments and pension payments are paid on time as this has been a weakness. **(09/22) Minute to be removed next month.**

19.0 MATTERS RAISED BY MEMBERS

- 7804 Cllr Davidsen noted that post boxes in the village had been painted and looked very smart. **(09/22). Minute to be removed next month.**
- 7805 Cllr Davidsen noted that vegetation needed to be cut back in the cemetery – the clerk to ask RK. **(09/22). Minute to be removed next month.**
- 7806 Cllr Reynolds proposed a permanent flag pole should be erected. It was agreed that this would be discussed at the Autumn finance meeting. **(09/22). Minute to be removed next month.**
- 7807 Cllr Reynolds noted that vegetation needed to be cut back along the road near Water Meadow Place. **(09/22). Minute to be removed next month.**
- 7808 Cllr Mathisen asked whether it was possible to see the results of the recent SDR's. The clerk to ask PH (Surrey CC). **(09/22). Minute to be removed next month.**
- 7809 Cllr Murphy noted that the grass cutting contract for WBC to cut Surrey CC grass has been rescinded. **(09/22). Minute to be removed next month.**

Meeting closed at 9.45 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 17th October 2022 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair)
Cllr L. Davidsen

Cllr S. Reynolds
Cllr D. Jacobs

Cllr J. Mathisen
Cllr R. Rees

Mrs J. Williams (Clerk)

PRESENTATION FROM HOPPA

The Parish Council welcomed Richard Davies, Director of Hoppa who gave a brief introduction to Hoppa and explained about the services that Hoppa provides. Hoppa has been running for twenty years and is a not-for-profit organisation. Hoppa provides community transport for its four main towns; Godalming, Farnham, Cranleigh and Haslemere and surrounding villages. Residents can dial-a-ride and, for a small charge, be collected and taken into town (Godalming for Elstead residents). Another service that Hoppa provides is the Hospital Hoppa service and residents can be collected and taken to RSCH or any medical establishment along the route. During the course of a year Hoppa has helped 21 registered residents in Elstead and provided c 200 round trips from Elstead to Godalming. The cost of running Hoppa per year is c £1m with 20% funding from WBC and Surrey – NB WBC funding has been reduced recently. Richard explained that coupled with the reduction in funding from Waverley, fuel costs have increased by c £5k / month (£60k / yr). Hoppa has recently purchased its first electric bus and hopes to buy a second electric bus with help from CIL funding however charging points are expensive. Hoppa also runs a number of school bus routes to help cover its costs. Richard Davies explained that Hoppa needed to secure more funding and was also looking to engage in social media to promote its services. Lastly Hoppa was looking into providing a Farnham to Frimley hospital service. Cllr Murphy noted how poor the public transport was from Elstead and suggested that it would be very beneficial for Hoppa to look into providing a service to connect residents from Elstead with the train station. Councillors thanked Richard Davies for his interesting and informative talk.

PUBLIC QUESTION TIME

7810 A resident questioned a recent response to a planning application that the PC had submitted. The point was discussed and the PC agreed to look into the matter further and submit a revision if required. **(10/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7811 Apologies for absence were received from Cllrs Gardner, Snape and Webster which members accepted. **(10/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7812 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. **(10/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 27th SEPTEMBER 2022

- 7813 The minutes of the Parish Council meeting held on 27th September 2022 were agreed and signed by the Chairman. **(10/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 27th SEPTEMBER 2022

- 7814 The minutes of the Planning Committee meeting held on 27th September 2022 were agreed and were signed by the Chairman. **(10/22). Minute to be removed next month.**

5.0 MATTERS ARISING

- 7815 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. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. The order has been made however the landowner has objected to it. There has been no progress in this matter by Surrey CC and the Clerk to ask the officer's line manager to meet with Cllr Murphy to explain why progress has been so slow. Cllr Mathisen noted that vegetation needed to be cleared beyond the footbridge. **(10/22).**
- 7816 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 2019 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 placed in the Farnham Herald in September 2021 announcing that WBC were to transfer the land to Elstead PC for £1. There has been much communication between Cllr Murphy, The Clerk and WBC Legal and Elstead PC and finally the draft document has been sent through for signing. **(10/22).**
- 7817 Staceys Farm Road registration: Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC agreed that this should be registered as the village green lease covers the front third of the strip of land. Councillors formally agreed to the cost of c£900 to start the land registration process and the clerk has received the instruction contract from Wellers to sign. **(10/22).**
- 7818 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops and there has been no subsequent progress on this by Surrey CC despite the clerk chasing. **(10/22).**
- 7819 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. At the October 2022 meeting, the clerk reported that WBC have advised that the legal paperwork is in place and that WBC are seeking comparative quotes for the work. **(10/22).**
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22).**
- 7820 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen's Platinum jubilee. Following the clerk's email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC in November. **(10/22)**
- 7821 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 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £15k and SCC have confirmed that they will award Elstead PC £12.7k. It has been agreed that as landowner Elstead PC will pay and engage the contractor and that the recreational trust will maintain the irrigation system. Three quotes have been received for the scheme; 1 contractor refused to quote, Quality Irrigation quoted £12,107 (excl. VAT) RMP Irrigation quoted £9067.60 (excl. VAT). The Parish Council selected Quality Irrigation Ltd who on paper were more expensive than the RMP Irrigation quote, but RMP were less attractive because the quote did not include the 2 trailing irrigators (a major defect) and only one of the 4 static irrigators. It also provided for 1 fewer access points on the ring main, and no provision for testing and shutting down. Surrey CC has transferred the monies and the clerk has forwarded part payment to the contractor. **(10/22). Minute to be removed next month.**
- 7822 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 restoration work to commence. Work is expected to now start in January 2022. The estimated cost of the project has increased to £500,000. The planning application has finally been determined and received approval. Work will start in Autumn. **(10/22).**

- 7496 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22).**
- 7665 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net has now been repaired (May) and it will be tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and will discuss this with Kompan. **(06/22).**
- 7724 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. The insurance company have advised that they have photographic evidence and this has now been received. The clerk showed the images to Cllr Murphy and the PC still refute the damage. The clerk to advise the insurance company. **(07/22).**
- 7725 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 and to note that there is a tree growing out of the drain. **(07/22).**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7774 Staceys Farm Road Trees: The clerk advised that the tree survey has almost been completed and that the clerk has sent the tree survey report to First Call to ask for a quotation. The survey proposes that works should be carried out between 6-12 months from the date of the survey. **(09/22). Minute to be removed as covered under agenda item 15**
- 7670 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. In March 2022 there was an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. The clerk advised that following further consultation a couple of residents had raised concern over the noise of bike park and likely anti social behaviour. Cllr Murphy encouraged the committee to look at whether the membership could be limited to alleviate concerns. **(06/22).**
- 7681 The Clerk advised that she had contacted a local contractor with a view to making repairs to some sections of the older wetpour as well as treating some of the equipment for rust and then repainting it. The clerk also advised that the roundabout had been out of action for a week however this was now fixed. The clerk highlighted that the see saw and roundabout would need replacing in 2023 and as the inspection report had highlighted a lack of play equipment for children with disabilities the clerk would include this in her investigation for alternative play equipment. **(06/22).**

- 7775 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. Of the £4k surplus, donations of £500 have been given to three local charities and the rest has been kept as surplus for a village wide event for 2023 which the Recreational trust have transferred to the Parish Council. Councillors agreed that subject to a working party being formed an event for the coronation should be planned. The clerk to reserve a marquee in principle. **(09/22).**
- 7786 Meeting with the leader of WBC: Before covid the then leader of Waverley BC was keen to meet with parishes. It was agreed that as there have been several issues the clerk should write to Cllr follows inviting him to attend a parish council meeting. **(09/22).**
- 7787 To note that the three Parish Council owned defibrillators have passed their annual service. New pads are needed for all and councillors approved the clerk to proceed and purchase replacements. **(09/22).**
- 7789 A resident reported on the unreliability of Stagecoach services to and from the village. The clerk to write to Stagecoach seeking an explanation. **(09/22).**
- 7790 A resident reported vehicles parking for the school run and causing an obstruction across Moors Lane. The clerk has contacted JR (Surrey CC) and asked for the h bars to be repainted. **(09/22).**
- 7792 The clerk reported road name plates that need repairing. There has been no response from WBC and the clerk to follow up. **(09/22).**
- 7793 A resident reported sharp spikes protruding from The Moat. The clerk investigated and could see nothing but reported the incident to JG (Natural England) who agreed that he would assess. **(10/22). Minute to be removed next month.**
- 7795 EVTC advised of vandalism and a break in. The clerk to ascertain if anything came up on the CCTV camera as this might question their efficacy. **(09/22).**
- 7796 Complaints were received from residents regarding chaotic parking at football matches being held at Thursley Road Rec. The clerk/Cllr Murphy had put forward some suggestions of alleviating the problems based on other clubs and Cllr Murphy/the clerk to meet with a member of the Sharks on 3rd October. Cllr Mathisen suggested that cars should be encouraged to park alongside the properties and not the rec as it made it easier for residents to drive out of their driveways. **(09/22).**
- 7797 A letter was received from a resident noting the increased usage of bikes along a footpath leading from West Hill to the Common. The clerk to speak to a local cycling expert for advice on what can be done. **(09/22).**

7.0 REPORT FOLLOWING THE POR MEETING HELD ON 23rd SEPTEMBER 2022

- 7823 Members of the POR working party met on 23rd September. Unfortunately NE were not able to attend and Cllr Mendelssohn read out a report on their behalf. NE advised that boardwalk reconstruction work had started. The clerk to liaise with WBC over CIL payments for the project. The clerk to discuss the PoR bank account set up with the Parish Council's accountant. **(10/22).**

8.0 REPORT FOLLOWING THE PUBLIC MEETING HELD ON 7TH OCTOBER 2022

- 7824 Cllr Murphy noted that neither representatives from Waverley BC nor NE attended the meeting which was disappointing. There are three issues that have arisen from the fire; 1) how to best share emergency information b) how to avoid fires in the future and c) how best can the local community help. Cllr Else noted that not much had happened from Surrey/WBC in terms of emergency planning since the Thursley Fire of 2020. Cllr Murphy noted that the Emergency Planning Officer for Surrey CC had attended the meeting and had learnt a lot about residents' feelings in this matter. Cllr Jacobs noted that it was important to develop an information system that works. There was a lengthy

discussion regarding liability and GDPR and Cllr Rees advised caution in terms of what the PC can and can't do with personal information. The clerk to speak to Cllr Mendelssohn to understand how the Thursley system works. **(10/22)**

9.0 WBC UPDATE

7729 Cllr Murphy advised that he had written to GC (WBC) noting that Elstead parishioners pay twice for recreational facilities and had suggested that either WBC should continue with the compensatory grant or ask Town Council's to pay for their own recreational facilities. **(07/22)**.

7825 Cllrs Elses noted that Waverley and Guildford Borough Council now have a sharing Executive Team in place. At the moment Waverley was without a Head of Planning and a Head of Monitoring. **(10/22) Minute to be removed next month**

7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. **(10/22)**.

10.0 SCC UPDATE

7779 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk has contacted SGN and has now heard from the local team that there will be some gas works being undertaken in Nov. Cllrs have also seen works from Nov 2022 – Feb 2023 listed on a website. The clerk has requested a copy of the horizon programme which will take 28 days to come. There has been no further information on either and the clerk to follow up again. **(09/22)**.

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

7731 SCC have been in discussion with the WBC administration as to how local committees should be replaced. Both sides will continue to meet informally and will include representatives from the education team. **(07/22)**.

7827 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. Cllr Harmer to circulate a proposal. **(10/22)**.

7828 Local Committees no longer exist and Cllr Harmer to circulate a note explaining how this will work in the future. **(10/22)**.

7829 Cllr Harmer to follow up with the portfolio holder as to when the Thursley Road is scheduled to be resurfaced. **(10/22)**.

11.0 NEIGHBOURHOOD PLAN UPDATE

7830 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the Inspection it is believed. A meeting was held with ZE and ME (WBC) on 22nd June to discuss the hold up. At the meeting ZE committed to put pressure on WBC legal for a response to the Inspectors queries. A follow up meeting was held in September with

Cllrs Murphy and Jacobs, Mrs Davidsen, Mr Vessey and The clerk with Waverley BC Planning Policy and Legal. Learned Counsel's advice has been shared in full with The Examiner and WBC reiterated that they were satisfied that all legal aspects of the plan have been met. There has been no response from The Examiner and The Clerk to follow this up **(10/22)**.

- 7733 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. Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. WBC have responded saying that they do not have capacity to manage this process at the moment but councillors have agreed that this should be progressed anyway. **(07/22)**.

12.0 OUR ELSTEAD UPDATE (OE)

- 7781 Design Awards: Cllr Mathisen noted that the new village sign had been shortlisted for The Waverley Borough Council People's Choice Award following a successful application. Voting closes on 28th November 2022. The clerk to share on facebook and on the website and encourage residents to vote. **(09/22)**.
- 7782 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape to formulate an improvement plan. **(09/22)**.
- 7783 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22)**.
- 7784 Christmas Tree Lighting: It as agreed that this would take place on 2nd December 2022. The scouts have approached OE and offered to serve the wine etc. The clerk advised councillors that the cubs had raised £58 through a plant sale which they had donated to Elstead PC. It was agreed that the monies would go towards the lights which would benefit the whole community. The clerk has asked The Spar for a donation to cover refreshments. Cllr Mathisen to choose a tree this week. **(10/22)**.
- 7831 A circular has been drafted to encourage volunteers to help plant bulbs. **(10/22) Minute to be removed next month.**
- 7832 It was noted that the corner of The Pavilion needed cutting back. RK to do it. **(10/22). Minute to be removed next month.**

13.0 ELSTEAD VILLAGE ROAD SAFETY

- 7735 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. Cllr Reynolds made contact with surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. Following a near miss on the zebra crossing three volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Costs for this at c £157 were agreed by councillors. An on-line survey to be set up. **(07/22)**.
- 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)**.

7736 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 still no date advised as of yet however as the road was scheduled to be dug up to replace the gas mains no works would be scheduled before March 2023. **(07/22)**.

7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22)**.

7679 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. The clerk contacted the pressure group and they are attending a joint parish event in Chiddingfold in September 2022. The clerk to circulate information and councillors to attend. **(06/22)**.

14.0 THE CIVILITY AND RESPECT PLEDGE

7833 Councillors reviewed the documentation that the clerk had circulated before the meeting and discussed it at length. It was agreed that there was no need to sign up to this at this moment in time given that the Council is covered by its Code of Conduct. The pledge seemed to mean a lot of expenditure in training which the council felt was not needed at this time and should be reviewed again in May after the local elections. **(10/22)**. **Minute to be removed next month.**

15.0 ELSTEAD BIKE PARK – *deferred to November 2022*

16.0 WORKS ARISING FROM RECENT TREE SURVEY

7834 The clerk advised that a quote had been received from First call for the tree work highlighted in the recent survey. As a lot of work is required the clerk to seek comparative quotes however councillors agreed that if the clerk could instruct First Call in the event their quote was the cheapest. The cost of c£10,000 is agreed under the Parish Councils powers to maintain land for open spaces (Open Spaces Act 1906 ss9 and 10). A letter to be sent to residents along Stacey Farm Road before any treeworks commence. **(10/22)**.

17.0 NOTIFICATION FOLLOWING THE RECENT PLAYGROUND INSPECTIONS

7835 The clerk confirmed that following the recent playground inspection the spire net had been graded "medium" risk. The clerk explained that there were safety issues following the recent work that had

been undertaken and would contact Kompan to share the inspection report and ask for immediate action **(10/22)**

18.0 TO CONSIDER REGISTERING THE PICNIC AREA LAND ADJACENT TO ELSTEAD BRIDGE

7836 Councillors agreed in principal that having looked after the picnic area for more than twenty years the clerk should request Wellers Hedley to start the land registration process. The clerk to contact Cllr Harmer to check that the land is not owned by Surrey / Surrey Highways first. **(10/22)**

19.0 TO REPORT SGN GAS WORKS ON THE THURSLEY ROAD

7837 Cllr Murphy advised that he and the clerk had met with contractors working on the SGN project. The contractors had requested use of the Pavilion car park to store materials and a welfare unit however the clerk had suggested that Woolfords Lane Cemetery would be a better and safer location. The work will start at the beginning of November and the clerk to follow up as residents have still received official notification. The work is expected to be completed by March 2023. **(10/22)**.

20.0 THE KING'S CORONATION

7838 Cllr Murphy noted that as yet it had not been agreed whether or not there would be a Bank Holiday. The clerk to advertise the fact that the PC are happy to facilitate an event but need someone to step forward and lead / organise it. **(10/22)**.

21.0 REPORTS AND CORRESPONDENCE

7839 A polling review has been sent however as no changes are proposed for Elstead there is no necessity to complete it. **(10/22)**. **Minute to be removed next month.**

18.0 FINANCE (all financial papers were circulated prior to the meeting)

7840 The clerk advised that September accounts had been reconciled correctly and checked by Cllr Jacobs. **(10/22)** **Minute to be removed next month.**

7841 Bank balance as per statements to 30th September 2022: Current account £120,320.83. Deposit account £15,026.30. 32 day notice account: £55,331.42. A business review of YTC v budget had been circulated to cllrs before the meeting. **(10/22)** **Minute to be removed next month.**

7842 Accounts for payment for October 2022 were circulated in advance of the meeting. cheques have been raised totalling £12,530.34 of which 4 x cheque are greater than £500 as listed below. **(10/22)** **Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - OCTOBER 2022

Cheque no	Payee	Purpose	Amount
4579	Grasstex	Grass Cutting services	£2,583.84
4580	Hilary Hamlyn	Our Elstead Plants	£99.63
4581	Castle Water	Water usage 1.8.22-31.1.2023	£186.51
4582	Elstead Village halls	Hall hire August	£17.50
4583	Maxwell & Co Ltd	Salary preparation	£72.00
4584	Hilary Hamlyn	Our Elstead Plants	£73.00
4585	ICO	Data Protection Annual Fee	£40.00
4586	Quality Irrigation Ltd		£0.00

4587	Elstead Village Halls	Hall Hire October 17th	£17.50
4588	Juliet Williams	October salary 1 of 2	£999.00
4589	Juliet Williams	October salary 2 of 2	£590.41
4590	Juliet Williams	Working from home / expenses	£74.83
4591	Lynn Millson	Smiths Charity	£155.00
4592	Quality Irrigation Ltd	VOID	£0.00
4593	The Playground Inspection People	quarterly inspection	£288.00
4594	VOID	VOID	£0.00
4595	Hilary Hamlyn	Our Elstead Planting	£68.92
4596	Quality Irrigation Ltd	Irrigation for Thursley Road paid by Your Fund	£7,264.20
			£12,530.34

23.0 MATTERS RAISED BY MEMBERS

- 7843 Cllr Davidsen asked who organised the road closures for Remembrance Sunday. The clerk noted that it was the R.B.L. **(10/22). Minute to be removed next month.**
- 7844 Cllr Murphy advised that he would be away and Cllr Davidsen agreed to lay the wreath on behalf of the Parish Council on Remembrance Sunday **(10/22). Minute to be removed next month.**
- 7845 Cllr Davidsen noted that during recent filming on Hankley Common he had been told that he was not allowed to walk on a bridleway. Cllr Davidsen noted that you cannot tell people that a route is closed you should ask them to find an alternative. Cllr Mathisen to raise with MoD/Landmarc. **(10/22). Minute to be removed next month.**

Meeting closed at 10 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 21st November 2022 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7846 Following the recent public meetings concerned with the wild fires of summer 2022, a resident had circulated questions and opinions in advance of the meeting which he had advised were intended to be constructive. It was noted that Cllr J Else had taken the lead on the discussions with fire and emergency authorities and was trying to arrange a cross agency meeting but as yet there was not a date. Cllr Murphy explained that there were three issues: a) what can the PC do to improve information flow b) what does the LA need/want the PC to do and c) what can be done to prevent future wild fires. Cllr Murphy added that the cross agency meeting was important as the PC needed to be clear that the LA would be able to send the PC information and emergency updates in the first instance as it was pointless the PC disseminating information that was incorrect and unreliable. Cllr Murphy added that the Parish Council is not an emergency response authority – it does not have either the authority or the resources; for example, the clerk is not employed on a full time bases and therefore might be away in the event of an emergency and councillors are all volunteers. Cllr Jacobs noted that from a GDPR it might be problematic to hold lists and numbers of people however the Parish Council could encourage streets to set up their own unofficial whatsapp groups to share information. The resident noted that flooding and power outages were other emergencies. Cllr Murphy highlighted the recent power cut and explained that SSEN had a very effective system for keep him updated once he had logged the fault. It was agreed that the clerk would post a list of emergency numbers on the website, notice boards, EVN and facebook. The resident concluded by noting that there had been complaints of flooding in Westhill after the recent rain fall. The clerk highlighted that the parish council are happy to contact SCC on behalf of residents however residents need to contact the PC directly as the PC does not monitor facebook. The resident was thanked for hid feedback and thoughts. **(11/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7847 Apologies for absence were received from Cllrs Rees and Webster which members accepted. The clerk advised that Cllr Webster had been unable to attend a number of sessions and as such the clerk believed that the rule of six months applied. The clerk to liaise with Cllr Webster. **(11/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7848 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. **(11/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th OCTOBER 2022

7849 The minutes of the Parish Council meeting held on 17th October 2022 were agreed and signed by the Chairman. **(11/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 17th OCTOBER 2022

7850 The minutes of the Planning Committee meeting held on 17th October 2022 were agreed and were signed by the Chairman. **(11/22). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF FINANCE MEETING MINUTES HELD 18th NOVEMBER 2022

7851 The minutes of the Planning Committee meeting held on 18th November 2022 were agreed and were signed by the Chairman. **(11/22). Minute to be removed next month.**

6.0 MATTERS ARISING

7852 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. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. The order has been made however the landowner has objected to it. There has been no progress in this matter by Surrey CC and the Clerk to ask the officer's line manager to meet with Cllr Murphy to explain why progress has been so slow. Cllr Mathisen noted that vegetation needed to be cleared beyond the footbridge. There was no response from SCC before the meeting. The clerk to forward her letter to Cllr Harmer who will follow it up with officers. **(11/22).**

7853 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 2019 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 placed in the Farnham Herald in September 2021 announcing that WBC were to transfer the land to Elstead PC for £1. The Clerk has returned the Parish Council's signed papers to WBC Legal and has chased for the papers to be returned with WBC's signature. The clerk to follow up again. **(11/22).**

7854 Staceys Farm Road registration: Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC agreed that this should be registered as the village green lease covers the front third of the strip of land. Councillors formally agreed to the cost of c£900 to start the land registration process and the clerk has returned the signed instruction contract to Wellers. **(11/22).**

- 7818 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops and there has been no subsequent progress on this by Surrey CC despite the clerk chasing. **(10/22)**.
- 7819 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. At the October 2022 meeting, the clerk reported that WBC have advised that the legal paperwork is in place and that WBC are seeking comparative quotes for the work. **(10/22)**.
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22)**.
- 7820 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen's Platinum jubilee. Following the clerk's email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC in November. **(10/22)**
- 7822 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 restoration work to commence. Work is expected to now start in January 2022. The estimated cost of the project has increased to £500,000. The planning application has finally been determined and received approval. Work will start in Autumn. **(10/22)**.
- 7855 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. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted the insurance company several times

- to no avail. The Parish Council agreed to proceed and order a replacement sign. **(11/22). Minute to be removed next month.**
- 7856 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net was repaired (May) and tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and has followed this up with Kompan. Kompan have not commented on the clerk's response. **(11/22).**
- 7857 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. The insurance company have advised that they have photographic evidence and this has now been received. The clerk showed the images to Cllr Murphy and the PC still refute the damage. The clerk has followed this up with the insurance company but the case has still been unresolved. **(11/22).**
- 7725 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 and to note that there is a tree growing out of the drain. **(07/22).**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22).**
- 7858 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. In March 2022 there was an update on progress to the bike park. It had been agreed that a club would be formed and that candidates for the Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. The clerk advised that following further consultation a couple of residents had raised concern over the noise of bike park and likely anti social behaviour. Cllr Murphy encouraged the committee to look at whether the membership could be limited to alleviate concerns. **(11/22). Minute to be removed as covered under agenda item 13.**
- 7859 The Clerk received a quotation from a local contractor to service the zip wire. Councillors have approved the fee of £150 which it does under its powers to provide a wide range of recreational facilities (Local Government (Miscellaneous Provisions) Act 1976 s.19). The same contractor to provide a quotation to make good some of the wet pour. To repair the roundabout it will cost £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. Costs provided by Wicksted. It was agreed that the PC would wait until it received CIL funding and use this to replace the old play equipment. **(11/22).**
- 7860 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. Of the £4k surplus, donations of £500 have been given to three local charities and the rest has been kept as surplus for a village wide event for 2023 which the Recreational Trust have transferred to the Parish Council. Councillors agreed that subject to a working party being formed an event for the coronation should be planned. The clerk has advertised for people to step forward and join the committee. There has not been a lot of interest and the clerk will post one more facebook post inviting volunteers to step forward. **(11/22).**

- 7861 Meeting with the leader of WBC: Before covid the then leader of Waverley BC was keen to meet with parishes. It was agreed that as there have been several issues the clerk should write to Cllr follows inviting him to attend a parish council meeting. The clerk has followed this up but there has been response. **(11/22).**
- 7863 To note that the three Parish Council owned defibrillators have passed their annual service. New pads are needed for all and councillors approved the clerk to proceed and purchase replacements. The clerk has ordered the spare pads but they are currently out of stock. **(11/22).**
- 7789 A resident reported on the unreliability of Stagecoach services to and from the village. The clerk to write to Stagecoach seeking an explanation. **(09/22).**
- 7864 A resident reported vehicles parking for the school run and causing an obstruction across Moors Lane. The clerk has contacted JR (Surrey CC) and asked for the h bars to be repainted. SCC have agreed and placed them on the list but could not confirm when this would happen. **(11/22).**
- 7865 The clerk reported road name plates that need repairing. The clerk has followed up but there has still been no response however it has been noted that the signs have been removed. **(11/22).**
- 7795 EVTC advised of vandalism and a break in. The clerk to ascertain if anything came up on the CCTV camera as this might question their efficacy. **(09/22).**
- 7866 Complaints were received from residents regarding chaotic parking at football matches being held at Thursley Road Rec. The clerk/Cllr Murphy had put forward some suggestions of alleviating the problems based on other clubs and Cllr Murphy/the clerk to meet with a member of the Sharks on 3rd October. Cllr Mathisen suggested that cars should be encouraged to park alongside the properties and not the rec as it made it easier for residents to drive out of their driveways. The clerk advised that the sharks are putting out cones which has hopefully resolved the issue. **(11/22). Minute to be removed next month.**
- 7797 A letter was received from a resident noting the increased usage of bikes along a footpath leading from West Hill to the Common. The clerk to speak to a local cycling expert for advice on what can be done. **(09/22).**
- 7823 Members of the POR working party met on 23rd September. Unfortunately NE were not able to attend and Cllr Mendelssohn read out a report on their behalf. NE advised that boardwalk reconstruction work had started. The clerk to liaise with WBC over CIL payments for the project. The clerk to discuss the PoR bank account set up with the Parish Council's accountant. **(10/22).**
- 7867 Public Meeting following the wild fire: Cllr Murphy noted that neither representatives from Waverley BC nor NE attended the meeting which was disappointing. There are three issues that have arisen from the fire; 1) how to best share emergency information b) how to avoid fires in the future and c) how best can the local community help. Cllr Else noted that not much had happened from Surrey/WBC in terms of emergency planning since the Thursley Fire of 2020. Cllr Murphy noted that the Emergency Planning Officer for Surrey CC had attended the meeting and had learnt a lot about resident's feelings in this matter. Cllr Jacobs noted that it was important to develop an information system that works. There was a lengthy discussion regarding liability and GDPR and Cllr Rees advised caution in terms of what the PC can and can't do with personal information. The clerk to speak to Cllr Mendelssohn to understand how the Thursley system works. **(11/22)**
- 7868 Cllr Murphy advised that he and the clerk had met with contractors working on the SGN project. The contractors had requested use of the Pavilion car park to store materials and a welfare unit however the clerk had suggested that Woolfords Lane Cemetery would be a better and safer location. The work has now started and is expected to be completed by March 2023. **(11/22).**

7869 The clerk confirmed that following the recent playground inspection the spire net had been graded “medium” risk. The clerk explained that there were safety issues following the recent work that had been undertaken. The clerk has shared the inspection report with Kompan who have assessed the spire net and will replace the defective connectors. **(11/22)**

7870 Councillors agreed in principal that having looked after the picnic area for more than twenty years the clerk should request Wellers Hedley to start the land registration process. The clerk to contact Cllr Harmer to check that the land is not owned by Surrey / Surrey Highways first. **(11/22)**

7871 Cllr Murphy noted that as yet it had not been agreed whether or not there would be a Bank Holiday. The clerk to advertise the fact that the PC are happy to facilitate an event but need someone to step forward and lead / organise it. 4 residents have stepped forward. The clerk to arrange a preliminary committee meeting. **(11/22). Minute to be merged with 7860**

7.0 REPORT FOLLOWING THE WESTERN VILLAGE MEETING HELD 8TH NOVEMBER 2022

7872 Cllr Murphy attended the meeting. Clerks are advised to ensure any issues should be reported online as it makes it easier for Surrey CC to follow up when issues exceed the 28 day target response time. The clerk noted that there were not always relevant boxes against which to report a problem. **(11/02). Minute to be removed next month.**

7873 Thursley Road resurfacing: Cllr Murphy highlighted the state of the road surface and MC (SCC Highways) confirmed that she would discuss with the engineer. Cllr Harmer has spoken to the portfolio holder who has intimated it ill be included in the next financial year’s works calendar. The Parish Council remains cautiously optimistic. **(11/22). Minute to be removed and merged with minute 7736**

7874 Zebra crossing: to change the crossing with a raised table will cost in excess of £30k. Councillors asked as a first stage whether LD beacons could be installed and then for the table to be installed at a later date. The clerk to write to DK (SCC highways) copying Cllr Harmer. **(11/22).**

8.0 REPORT FOLLOWING THE HUG MEETING HELD 26TH OCTOBER 2022

7875 Cllrs Mathisen and Jacobs attended the meeting and a report was circulated following the meeting. Cllr Jacobs noted surprise that Thursley were unhappy about a Landmarc vehicle going through their village. Cllr Murphy noted that there has been much work extending the firebreaks although it was thought that this had happened whilst the fire was ablaze. Cllr Mathisen noted that MOD are investigating better fire breaks. The clerk had requested information about the fire under the FOI Act, however the report which the clerk circulated did not provide any new information. **(11/22). Minuue to be removed next month.**

9.0 WBC UPDATE

7876 Cllr Murphy advised that he had written to GC (WBC) noting that Elstead parishioners pay twice for recreational facilities and had suggested that either WBC should continue with the compensatory grant or ask Town Council’s to pay for their own recreational facilities. Issue to be addressed when Cllr Follows attends the Parish Council meeting. **(11/22).**

7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. **(10/22).**

10.0 SCC UPDATE

7877 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list

for repair. The clerk has contacted SGN and has now heard from the local team that there will be some gas works being undertaken in Nov. Cllrs have also seen works from Nov 2022 – Feb 2023 listed on a website. The clerk has requested a copy of the horizon programme which will take 28 days to come. There has been no further information on either and the clerk to follow up again. **(11/22). Minute to be merged with minute 7736**

- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 7731 SCC have been in discussion with the WBC administration as to how local committees should be replaced. Both sides will continue to meet informally and will include representatives from the education team. **(11/22). Minute to be removed next month as covered in 7828.**
- 7878 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. Cllr discussed various options but it was felt that crossing under the underpass would be the safest option. It was also suggested that the road should be reduced from 40 mph to 30 mph. Should this be the preferred route the underpass would need upgrading as it currently does not have any lighting.. **(10/22).**
- 7879 Local Committees no longer exist and Cllr Harmer to circulate a note explaining how this will work in the future. **One option is to divide Surrey into towncentric areas and to hold frequent public meetings. (11/22).**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 7880 The consultant that the PC had engaged has left Nexus. The PC is out of contract with Nexus and the consultant is happy to continue to represent the PC until the plan is adopted. Councillors agreed that they were happy with this proposal. **(11/22). Minute to be removed next month.**
- 7881 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the inspection it is believed. A meeting was held with ZE and ME (WBC) on 22nd June to discuss the hold up. At the meeting ZE committed to put pressure on WBC legal for a response to the Inspectors queries. A follow up meeting was held in September with Cllrs Murphy and Jacobs, Mrs Davidsen, Mr Veasey and the clerk with Waverley BC Planning Policy and Legal. Learned Counsel's advice has been shared in full at the end of September with The Examiner and WBC reiterated that they were satisfied that all legal aspects of the plan have been met. There has been no response from the Examiner and The Clerk has followed this up with WBC who say they have again contacted the examiner. As a result of the lack of progress councillors have asked the clerk to contact ME (WBC) and ask him to telephone the Examiner otherwise councillors have suggested the matter should be escalated. **(11/22).**
- 7733 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. Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. WBC have responded saying that they do not have capacity to manage this process at the moment but councillors have agreed that this should be progressed anyway. **(07/22).**

12.0 OUR ELSTEAD UPDATE (OE)

- 7781 Design Awards: Cllr Mathisen noted that the new village sign had been shortlisted for The Waverley Borough Council People's Choice Award following a successful application. Voting closes on 28th November 2022. The clerk to share on facebook and on the website and encourage residents to vote. **(09/22)**.
- 7782 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape to formulate an improvement plan. **(09/22)**.
- 7882 Christmas Lights: Cllr Mathisen advised that three quotations had been sought. It was agreed to use Light Angels who will install, remove and store the lights. The PC will need to enter into a three year contract with Light Angels. The total costs including RK's time is c £1,100 which the Parish Council approved under its powers for the provision of entertainment (Localism Act 2011 ss.18). **(11/22)**.
- 7883 Christmas Tree Lighting Event: It was agreed that this would take place on 2nd December 2022. A tree has been selected from Oxenford Farm and the Spar have kindly provided a £200 voucher towards food and drink for the event. The scouts and PTA will provide support and monies raised will go to the PTA. A stage will be erected on the green and the choir from St James Primary School will sing. Any councillors who can spare time to marshal, should advise Cllr Mathisen. **(10/22)**.

13.0 ELSTEAD VILLAGE ROAD SAFETY

- 7735 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. Cllr Reynolds had contacted Surrey Police Speedwatch team who had advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. Following a near miss on the zebra crossing three volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Costs for this at c £157 were agreed by councillors. An on-line survey to be set up. **(07/22)**.
- 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)**.
- 7736 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 still no date advised as of yet however as the road was scheduled to be dug up to replace the gas mains no works would be scheduled before March 2023. **(07/22)**.
- 7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7884 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(11/22). Minute to be removed next month.**

7885 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. SCC are introducing 20 mph across some rural lanes in Surrey. Cllr Harmer suggested that the road from Moors Lane to Copse Edge could be a candidate for 20mph and suggested that EVRS sub committee to liaise with AS (SCC) on this point. **(11/22).**

13.0 ELSTEAD BIKE PARK

7886 A resident noted that feedback from the recent survey had been positive. 90% supported low cost outside leisure. 90% would support a bike area and 70% would use it. Most would use it ranging from daily to weekly. There had been four letters against the bike park who were concerned about noise and suggested that it was the wrong location. The objections were discussed at length and it was felt that the concerns expressed, while understandable, could be addressed through the instigation of effective controls. The resident asked whether the PC would support the project and suggested that replies could be sent to those who objected to it and also that it could be trialled for a month. It was advised that some monies have been promised for the project in the way of a donation. The project would be run via the British Cycling website which would offer membership and insurance. Bars would be erected to prevent motorbikes and the gate would be padlocked with members receiving a combination code to access the site. Rules would be visible and the site would not be accessible after a certain hour. Finally the resident advised that there was a constitution in place and that operating hours would be limited to weekends, and outside school hours but not in the dark. The majority of councillors present supported the proposal providing that it was securely fenced off and that should the project not continue the land would be returned to grassland at the end. It was agreed that a memorandum of understanding would be required which would set out the conditions of making over the land. Explanatory letters to be drafted to those who objected – letters to be sent to the clerk. **(11/22).**

14.0 ELSTEAD PC FLOODLIGHT PROPOSAL

7887 Elstead Football Club have requested permission to use portable floodlights. They have successfully applied for a grant to have their own lights. Their lights are portable and battery operated so there are no trip hazards with the cable. All agreed that Elstead FC should be allowed to use the floodlights at Burford Lodge in accordance with the terms of the current floodlights agreement. The clerk to share with their president. **(11/22). Minute to be removed next month.**

15.0 WORKS ARISING FROM RECENT TREE SURVEY

7888 The clerk advised in the October meeting that a quote had been received from First Call for the tree work highlighted in the recent survey. As a lot of work is required the clerk to seek comparative quotes however councillors agreed that if the clerk could instruct First Call in the event their quote was the cheapest. The cost of c£10,000 is agreed under the Parish Councils powers to maintain land for open spaces (Open Spaces Act 1906 ss9 and 10). A letter to be sent to residents along Stacey Farm Road before any tree works commence. The clerk confirmed in the November meeting that she had sought three additional quotes – one person had not responded and one person had decided not to quote. A second quote was similar but slightly higher however the cemetery tree quote was cheaper so the clerk proposed that she would ask this company to undertake this part of the project. First Call have confirmed that they will undertake the works c. 6th March 2023 but would likely do small bits in between jobs. **(11/22).**

16.0 MEETING DATES 2023

- 7889 The clerk circulated meetings dates for 2023 prior to the meeting. The clerk advised that she was waiting for guidance from NALC as to when the Annual May Meeting and Annual Parish Assembly could be held in view of the local elections and bank holiday. The other dates were approved. **(11/22). Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

- 7890 A ditch had become congested and WBC had cleared it but forgotten to replace the grill. As a result following the recent deluge the culvert became blocked and there was localised flooding in Hazlewood and at EVTC. The clerk met ML (WBC) and liaised with WBC engineers. The blockage was removed fairly swiftly. **(11/22). Minute to be removed next month.**
- 7891 Following the report to SCC that the drains were blocked on the Milford Road service road (by Gala Lane) SCC had sent jetters to clear the gullies which were causing flooding and preventing a resident from accessing their property. SCC believe the gullies to be the PC's responsibility but the clerk had checked the land registry and it was clear that the two by the junction were not the responsibility of the PC. The clerk to write to Councillor Harmer. **(11/22). Minute to be removed next month.**
- 7892 The clerk advised that kissing gate at the top of FP61 by Lower Ham Lane had been removed by SCC., SCC advised that it was rotten and are replacing it. They are also repairing a bridge along the footpath. A date for the works has not been advised. **(11/22).**

18.0 FINANCE (all financial papers were circulated prior to the meeting)

- 7893 The clerk advised that October accounts had been reconciled correctly and checked by Cllr Jacobs. The reconciliation was signed. **(11/22) Minute to be removed next month.**
- 7894 Bank balance as per statements to 31st October 2022: Current account £123,993.69. Deposit account £15,026.94. 32 day notice account: £55,362.06. A business review of YTC v budget had been circulated to cllrs before the meeting. **(11/22) Minute to be removed next month.**
- 7895 Accounts for payment for November 2022 were circulated in advance of the meeting. cheques have been raised totalling £15,063.92 of which 6 x cheque are greater than £500 as listed below. **(11/22) Minute to be removed next month.**
- 7896 Draft budget 2023-2023: the draft budget had been circulated to councillors in advance of the meeting. The finance sub-committee had discussed each area in detail and had decided that in view of the financial pressures facing households a modest precept increase of c 2% to £72,000 would be put forward. Councillors approved the proposals. The clerk to submit the precept request to WBC. One councillor noted that the income the PC received from the Backland Field would be reduced by c £1k if the Bike Park should proceed however another councillor noted that the council had just agreed to spend £1k on Christmas. **(11/22) Minute to be removed next month.**
- 7897 Clerks pay award: NALC had shared the pay award which is effective from April 2022. Councillors agreed that the clerk should go to the next SCP which is the final SCP of this category. The new hourly rate will be £19.90 and this is backdated to April 2022. **(11/22) Minute to be removed next month.**
- 7898 Councillors were asked whether they would opt in or to opt out of the SAA external audit. At the Clerk's recommendation Councillors agreed to opt in. **(11/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - NOVEMBER 2022

Cheque no	Payee	Purpose	Amount
4597	Royal British Legion	Poppy Appeal	£25.00
4598	Quality Irrigation Ltd	Irrigation for Thursley Road paid by Your Fund	£7,264.20
DD	PWLB	ETRT LOAN	£942.17
4599	Quality land ServicesLtd	Bin Emptying Burford Lodge Rec	£120.00
4600	Juliet Williams	November salary 1 / 2	£999.00
4601	Juliet Williams	November salary 2 / 2	£601.98
4602	Imperative training Ltd	3 xs spare pads for defibrilators	£189.00
4603	Elstead village Halls	hall hire for November meeting	£17.50
4604	Patrick Murphy	Chairmans allowance	£250.00
4605	Richard Knight	Inv RK0579 various maitenance	£635.78
4606	Richard Knight	Inv RK0580 woolfords lane	£113.00
4607	One Six Events Ltd	Repalcement too chq 4461. Jubilee village event	£3,876.00
4608	Juliet Williams	expenses November	£30.29
			£15,063.92

19.0 MATTERS RAISED BY MEMBERS

7899 There were no matters raised. **(11/22). Minute to be removed next month.**

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

Meeting closed at 10.20 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 12th December 2022 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

7900 There were no questions from members of the public. **(12/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7901 Apologies for absence were received from Cllrs Rees and Reynolds which members accepted. **(12/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7902 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. **(12/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st NOVEMBER 2022

7903 The minutes of the Parish Council meeting held on 21st November 2022 were agreed and signed by the Chairman. **(12/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 21st NOVEMBER 2022

7904 The minutes of the Planning Committee meeting held on 21st November 2022 were agreed and were signed by the Chairman. **(12/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7905 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. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. The order has been made however the landowner has objected to it. There has been no progress in this matter by Surrey CC and the Clerk to ask the officer's line manager to meet with Cllr Murphy to explain why progress has been so slow. Cllr Mathisen noted that vegetation needed to be cleared beyond the footbridge. There was no response from SCC before the meeting. The clerk forwarded her letter to Cllr Harmer who will follow it up with officers. **(12/22)**.

7906 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 2019 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 placed in the Farnham Herald in September 2021 announcing that WBC were to transfer the land to Elstead PC for £1. The Clerk has returned the Parish Council's signed papers to WBC Legal and has chased for the papers to be returned with WBC's signature. The clerk has followed it up again and is still waiting for the papers to be sealed and returned to her. **(12/22)**.

7907 Staceys Farm Road registration: Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC agreed that this should be registered as the village green lease covers the front third of the strip of land. Councillors formally agreed to the cost of c£900 to start the land registration process and the clerk has returned the signed instruction contract to Wellers. In response to Wellers request for information the clerk has forwarded background information to the legal team. **(12/22)**.

7908 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. SCC Passenger Transport team had 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 would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops and there has been no subsequent progress on this by Surrey CC despite the clerk chasing. Councillors asked the clerk to contact Peper Harow Parish Meeting and ask them to contact Surrey CC on this matter given that the proposed location for the bus stop is in Peper Harow. **(12/22)**.

7819 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. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal

- to SCC to replace the pipework with larger pipework as there are a number of breaks. At the October 2022 meeting, the clerk reported that WBC are have advised that the legal paperwork is in place and that WBC are seeking comparative quotes for the work. **(10/22)**.
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22)**.
- 7820 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 has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen’s Platinum jubilee. Following the clerk’s email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC in November. **(10/22)**
- 7909 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. Work is expected to now start in January 2022. The estimated cost of the project has increased to £500,000. The planning application has finally been determined and received approval. Work will start in Autumn. **(12/22)**. **Minute to be merged with agenda item 7.**
- 7856 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net was repaired (May) and tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and has followed this up with Kompan. Kompan have not commented on the clerk’s response. **(11/22)**.
- 7857 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. The insurance company have advised that they have photographic evidence and this has now been received. The clerk showed the images to Cllr Murphy and the PC still refute the damage. The clerk has followed this up with the insurance company but the case has still been unresolved. **(11/22)**.
- 7725 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 and to note that there is a tree growing out of the drain. **(07/22)**.
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22)**.
- 7910 The Clerk received a quotation from a local contractor to service the zip wire. Councillors have approved the fee of £150 which it does under its powers to provide a wide range of recreational facilities (Local Government (Miscellaneous Provisions) Act 1976 s.19). The same contractor to provide a quotation to make good some of the wet pour. To repair the roundabout it will cost £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. Costs provided by Wicksted. It was agreed that the PC would wait until it received CIL funding and use this to replace the old play equipment. The zip wire has been serviced and the clerk is waiting for wetpour costs. **(12/22)**.

- 7911 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. Of the £4k surplus, donations of £500 have been given to three local charities and the rest has been kept as surplus for a village wide event for 2023 which the Recreational Trust have transferred to the Parish Council. Councillors agreed that subject to a working party being formed an event for the coronation should be planned. The clerk has advertised for people to step forward and join the committee. There had not been a lot of interest however following the clerk's recent post five people had stepped forward. The clerk to call a meeting with members of the committee. **(12/22).**
- 7861 Meeting with the leader of WBC: Before covid the then leader of Waverley BC was keen to meet with parishes. It was agreed that as there have been several issues the clerk should write to Cllr follows inviting him to attend a parish council meeting. The clerk has followed this up but there has been response. **(11/22). Minute to be removed as covered under agenda item 13.**
- 7863 To note that the three Parish Council owned defibrillators have passed their annual service. New pads are needed for all and councillors approved the clerk to proceed and purchase replacements. The clerk has ordered the spare pads but they are currently out of stock. **(11/22).**
- 7789 A resident reported on the unreliability of Stagecoach services to and from the village. The clerk to write to Stagecoach seeking an explanation. **(09/22).**
- 7864 A resident reported vehicles parking for the school run and causing an obstruction across Moors Lane. The clerk has contacted JR (Surrey CC) and asked for the h bars to be repainted. SCC have agreed and placed them on the list but could not confirm when this would happen. **(11/22).**
- 7865 The clerk reported road name plates that need repairing. The clerk has followed up but there has still been no response however it has been noted that the signs have been removed. **(11/22).**
- 7795 EVTC advised of vandalism and a break in. The clerk to ascertain if anything came up on the CCTV camera as this might question their efficacy. **(09/22).**
- 7912 A letter was received from a resident noting the increased usage of bikes along a footpath leading from West Hill to the Common. The clerk has spoken to SCC Countryside who will investigate what can be done and whether the gate (that was removed) can be reinstated which might help to detract people from cycling along the route. **(12/22).**
- 7913 Members of the POR working party met on 23rd September. Unfortunately NE were not able to attend and Cllr Mendelssohn read out a report on their behalf. NE advised that boardwalk reconstruction work had started. The clerk to liaise with WBC over CIL payments for the project. The clerk discussed the PoR bank account with the Parish Council's accountant who advised that as long as the funds were quite separate and that it was noted what these monies were being used for then it was acceptable to still have the funds in a separate bank account. **(12/22). Minute to be merged with agenda item 7.**
- 7914 Public Meeting following the wild fire: Cllr Murphy noted that neither representatives from Waverley BC nor NE attended the meeting which was disappointing. There are three issues that have arisen from the fire; 1) how to best share emergency information b) how to avoid fires in the future and c) how best can the local community help. Cllr Else noted that not much had happened from Surrey/WBC in terms of emergency planning since the Thursley Fire of 2020. Cllr Murphy noted that the Emergency Planning Officer for Surrey CC had attended the meeting and had learnt a lot about resident's feelings in this matter. Cllr Jacobs noted that it was important to develop an information system that works. There was a lengthy discussion regarding liability and GDPR and Cllr Rees advised caution in terms of what the PC can and can't do with personal information. The clerk to speak to Cllr Mendelssohn to understand how the Thursley system works. Cllr Else is seeking to set up a meeting in the new year with Surrey CC and emergency response team. The clerk advised that Tilford and Frensham has been trying to set up a similar meeting and that all parishes should come together for one meeting. The clerk to advise Frensham PC. **(12/22)**

- 7868 Cllr Murphy advised that he and the clerk had met with contractors working on the SGN project. The contractors had requested use of the Pavilion car park to store materials and a welfare unit however the clerk had suggested that Woolfords Lane Cemetery would be a better and safer location. The work has now started and is expected to be completed by March 2023. **(11/22).**
- 7915 The clerk confirmed that following the recent playground inspection the spire net had been graded “medium” risk. The clerk explained that there were safety issues following the recent work that had been undertaken. The clerk has shared the inspection report with Kompan who have assessed the spire net and have now replaced the defective connectors. **(12/22) Minute to be removed net month.**
- 7916 Councillors agreed in principle that having looked after the picnic area for more than twenty years the clerk should request Wellers Hedley to start the land registration process. The clerk to contact Cllr Harmer to check that the land is not owned by Surrey / Surrey Highways first. The clerk to follow this up. **(12/22)**
- 7917 Zebra crossing: to change the crossing to a raised table with LD lighting will cost in excess of £30k. Councillors asked as a first stage whether LD beacons could be installed and then for the table to be installed at a later date. The clerk wrote to DK (SCC highways) copying Cllr Harmer. DK has responded to Cllr Snape stating that the proposal will be added to SCC’s list of potential road safety schemes for design next financial year. SCC have not yet prioritised which schemes throughout the county they will be proceeding with as this will depend on the level of collisions and likely level of investment required. However SCC are aware that there have been a number of collisions through Elstead and SCC need to consider how to tackle this. Should the scheme be selected it is anticipated that design and consultation would take place next financial year and then implementation the following year. The clerk to ask DK if the beacons could be changed to LED in the interim. **(12/22).**
- 7886 Bike park: A resident noted that feedback from the recent survey had been positive. 90% supported low cost outside leisure. 90% would support a bike area and 70% would use it. Most would use it ranging from daily to weekly. There had been four letters against the bike park who were concerned about noise and suggested that it was the wrong location. The objections were discussed at length and it was felt that the concerns expressed, while understandable, could be addressed through the instigation of effective controls. The resident asked whether the PC would support the project and suggested that replies could be sent to those who objected to it and also that it could be trialled for a month. It was advised that some monies have been promised for the project in the way of a donation. The project would be run via the British Cycling website which would offer membership and insurance. Bars would be erected to prevent motorbikes and the gate would be padlocked with members receiving a combination code to access the site. Rules would be visible and the site would not be accessible after a certain hour. Finally the resident advised that there was a constitution in place and that operating hours would be limited to weekends, and outside school hours but not in the dark. The majority of councillors present supported the proposal providing that it was securely fenced off and that should the project not continue the land would be returned to grassland at the end. It was agreed that a memorandum of understanding would be required which would set out the conditions of making over the land. Explanatory letters to be drafted to those who objected – letters to be sent to the clerk. **(11/22).**
- 7888 The clerk advised in the October meeting that a quote had been received from First Call for the tree work highlighted in the recent survey. As a lot of work is required the clerk to seek comparative quotes however councillors agreed that if the clerk could instruct First Call in the event their quote was the cheapest. The cost of c£10,000 is agreed under the Parish Councils powers to maintain land for open spaces (Open Spaces Act 1906 ss9 and 10). A letter to be sent to residents along Stacey Farm Road before any tree works commence. The clerk confirmed in the November meeting that she had sought three additional quotes – one person had not responded and one person had decided not to quote. A second quote was similar but slightly higher however the cemetery tree quote was cheaper so the clerk proposed that she would ask this company to undertake this part of the project.

First Call have confirmed that they will undertake the works c. 6th March 2023 but would likely do small bits in between jobs. **(11/22).**

- 7918 The clerk advised that kissing gate at the top of FP61 by Lower Ham Lane had been removed by SCC. SCC advised that it was rotten and are replacing it. They are also repairing a bridge along the footpath. The works have now been completed. **(12/22). Minutes to be removed next month.**

6.0 REPORT FOLLOWING THE SMITHS CHARITY MEETING HELD ON 5TH DECEMBER 2022

- 7919 At the meeting held on 5th December 2022 Trustees agreed that thirty five people would benefit from the £5,500 received from and distributed on behalf of the Smith's Charity. There was not enough monies to donate to HiE or the Elstead Foodbank as there were a greater number of people needing help. The clerk confirmed that all the monies had been distributed. **(12/12). Minute to be removed next month.**

7.0 REPORT FOLLOING THE POR MEETING HELD ON 6TH DECEMBER 2022

- 7920 An update meeting was held and Natural England advised the POR committee that the boardwalk was nearing completion and as such would be partially accessible by Christmas 2022. It was noted that Elstead PC needed to draw down the £98,000 funding promised via CIL funding. The clerk has contacted Natural England who must invoice the Parish Council who in turn will invoice Waverley Borough Council. It was explained that some of the monies that had been donated by residents would be used for benches and signage. It was slightly disappointing that Natural England were taking a long time to decide what to spend the donation on. **(12/22) Minute to be removed next month.**

8.0 WBC UPDATE

- 7876 Cllr Murphy advised that he had written to GC (WBC) noting that Elstead parishioners pay twice for recreational facilities and had suggested that either WBC should continue with the compensatory grant or ask Town Council's to pay for their own recreational facilities. Issue to be addressed when Cllr Follows attends the Parish Council meeting. **(11/22).**
- 7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. **(10/22).**

9.0 SCC UPDATE

- 7877 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk has contacted SGN and has now heard from the local team that there will be some gas works being undertaken in Nov. Cllrs have also seen works from Nov 2022 – Feb 2023 listed on a website. The clerk has requested a copy of the horizon programme which will take 28 days to come. There has been no further information on either and the clerk to follow up again. **(11/22). Minute to be merged with minute 7736**
- 6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 7878 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. Cllr discussed various options but it was felt that crossing under the underpass would be the safest option. It was also suggested that the road should be reduced from 40 mph to 30 mph. Should this be the preferred route the underpass would need upgrading as it currently does not have any lighting.. **(10/22).**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 7921 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the inspection it is believed. A meeting was held with ZE and ME (WBC) on 22nd June to discuss the hold up. At the meeting ZE committed to put pressure on WBC legal for a response to the Inspectors queries. A follow up meeting was held in September with Cllrs Murphy and Jacobs, Mrs Davidsen, Mr Veasey and the clerk with Waverley BC Planning Policy and Legal. Learned Counsel's advice has been shared in full at the end of September with The Examiner and WBC reiterated that they were satisfied that all legal aspects of the plan have been met. There has been no response from the Examiner and The Clerk has followed this up with WBC who say they have again contacted the examiner. As a result of the lack of progress councillors have the clerk to contact ME (WBC) and ask him to telephone the Examiner which the clerk has done. ME has advised that despite calling the Examiner several times there has been no response. It was agreed that Cllr Murphy would draft a strongly worded letter which he would send to ME in the clerk's absence. **(12/22).**
- 7733 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. Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. WBC have responded saying that they do not have capacity to manage this process at the moment but councillors have agreed that this should be progressed anyway. **(07/22).**

11.0 OUR ELSTEAD UPDATE (OE)

- 7922 Design Awards: the clerk advised that the Elstead Village Sign which had been entered into the Waverley Borough Council design awards had been successful and won an award. The clerk had been advised that the parish council would be granted four tickets to attend the award evening. Cllr Mathisen to confirm who would attend. **(12/22). Minute to be removed next month.**
- 7782 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape to formulate an improvement plan. **(09/22).**
- 7923 Christmas Lights: Light Angels successfully installed the Christmas tree lights. **(12/22). Minute to be removed next month.**
- 7924 Christmas Tree Lighting Event: the event took place on 2nd December 2022 and was very successful and well attended. There was a lot of positive feedback from the residents following the event. Our Elstead, supported by Richard Knight, St James Primary School, the PTA and the scouts were thanked for their hard work in making this such a successful evening. Blakemore retail were thanked for their generous donation towards the refreshments during the evening. **(12/22). Minute to be removed next month.**
- 7925 Planters: these will be planted up with Spring flowers. **12/22). Minute to be removed next month.**

12.0 ELSTEAD VILLAGE ROAD SAFETY

- 7735 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. Cllr Reynolds had contacted Surrey Police Speedwatch team who had advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. Following a near miss on the zebra crossing three volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Costs for this at c £157 were agreed by councillors. An on-line survey to be set up. **(07/22).**
- 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).**
- 7736 Thursley Road repairs: 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 still no date advised as of yet however as the road was scheduled to be dug up to replace the gas mains no works would be scheduled before March 2023. **(07/22).**
- 7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**
- 7885 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. SCC are introducing 20 mph across some rural lanes in Surrey. Cllr Harmer suggested that the road from Moors Lane to Copse Edge could be a candidate for 20mph and suggested that EVRS sub committee to liaise with AS (SCC) on this point. **(11/22).**
- 13.0 TO CONSIDER A FINANCIAL DONATION TO ELSTEAD FOOD BANK AND HELP IN ELSETAD**
- 7926 Cllrs agreed that they would make a financial donation of £1,000 to Elstead Food Bank and £500 to Help in Elstead. There was one abstention. **(12/22) Minute to be removed next month.**
- 14.0 TO CONSIDER THE MAIN ISSUES AND QUESTIONS TO RAISE AT THE JANUARY MEETING WHICH WILL BE ATTENDED BY COLLR FOLLOWS**
- 7927 Cllr P Follows, Leader of WBC, has confirmed that he will be pleased to attend the January meeting of Elstead Parish Council. Councillors discussed the issues that they would like to raise: 1) what is Waverley Borough Council doing for Elstead, 2) why do we pay twice for recreational facilities / discontinuation of compensatory grant, 3) Why is Hoppa free for Farnham residents to use whereas Elstead residents must pay a charge for each trip, 4) Grass cutting, 5) NHP, 6) Why was there no large public consultation on Crown Court car park, 7) Accessibility 8) Planning issues 8) general resourcing levels in Waverley Borough Council. The clerk to post on the village facebook page a notice regarding

CLlr Follows January meeting attendance and to invite residents to attend/send in questions. **(12/22). Minute to be removed next month.**

15.0 MEETING DATES

7928 The clerk advised that she as still waiting for Surrey ALC to confirm when the May meeting could be held. For the moment councillors to save both 15th and 22nd May. **(12/22)**

16.0 REPORTS AND CORRESPONDENCE

7929 A resident raised the question of providing warm hubs in Elstead for the Christmas period. CLlr Murphy had advised the resident that The Clockhouse was in receipt of funding from WBC for this purpose and that perhaps residents could be directed to The Clockhouse. It was suggested that the resident liaise with The Clockhouse over the use of its bus. CLlr Snape added that the Village Halls Committee were discussing if the hall could be used as a warm hub however the issue was that it required volunteers to run it. **(12/22). Minute to be removed next month.**

7930 The clerk had shared information from WBC regarding LPP2 modifications. The deadline for response is 27th January 2023. **(12/22). Minute to be removed next month.**

7931 The clerk shared photographs of unnecessarily strong lighting linked to a filming project where Skyfall was filmed. The clerk to write to WBC and MoD about taking care when granting filming permission. It was noted that filming permission is given retrospectively for film making yet as this is adjacent to a nature reserve greater attention should be given. **(12/22).**

7932 The clerk noted that planning applications were being put forward for properties in Water Meadow Place and the clerk questioned if Peper Harow Parish Meeting looked at planning applications. The clerk to contact the clerk at Peper Harow. **(12/22).**

17.0 FINANCE

7933 The clerk advised that November statement had not been received prior to the meeting and that the bank balances, reconciliations, financial review and update would be carried over to the January meeting. **(12/22) Minute to be removed next month.**

7934 Accounts for payment for December 2022 were circulated in advance of the meeting. Cheques have been raised totalling £12,438.10 of which 6 x cheque are greater than £500 as listed below. **(12/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - DECEMBER 2022

Cheque no	Payee	Purpose	Amount
4612-4646	Various - see separate sheet	Smiths Charity	£5,493.00
4647	Dick Randall Services Ltd	Zip wire service	£180.00
4648	Hilary Hamlyn	OE Expenses Christmas Tree Lighting	£15.38
4649	John Mathisen	OE Expenses Christmas Tree Lighting	£25.58
4650	Elstead Village Hall	Room Hire Charges	£17.50
4651	Help in Elstead	Donation	£500.00
4652	St James PCC	c/o Elstead Food Bank Donation	£1,000.00
4653	Juliet Williams	work from home and stamps for smiths charity	£57.50
4654	Richard Knight	maintenance RK 0581	£416.97

4655	SSE	Burford Lodge Electricity	£139.62
4656	HMRC	HMRC months 7-9	£2,042.68
4657	Juliet Williams	December salary 1 of 3	£999.00
4658	Juliet Williams	December salary 2 of 3	£999.00
4659	Juliet Williams	December salary 3 of 3	£551.87
			£12,438.10

18.0 MATTERS RAISED BY MEMBERS

7935 Cllr Jacobs advised that a resident had raised concern over the flashing lights at The Woolpack. It was suggested that the resident write to The Woolpack and also to WBC Environmental Services **(12/22)**. **Minute to be removed next month.**

7936 Cllr Gardner asked what was the latest on Elstead Superfast Fibre Broadband. It was noted that the contractor hopes to finish clearing ducts by early in the new year. **(12/22)**. **Minute to be removed next month.**

Meeting closed at 9.15 pm