



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 16th January 2023 at 7.30pm
Held at Elstead Youth Centre

Attendees:

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

PUBLIC QUESTION TIME

- 7938 A member of the public reported the lack of parking and also churned up roads in front of the surgery and asked whether a further lay-by could be installed. Cllr Murphy advised that a lay-by had been examined prior to the installation of the lay-by opposite the surgery however there were a lot of services in that area and as a result SCC had said it was too expensive. Cllr Murphy added that the Parish Council would support a lay-by should the proposal come forward. Cllr Murphy advised that the land belonged to WBC but that SCC would have to fund it. The last lay-by created c 2015 had cost £30k. **(01/23). Minute to be removed next month.**
- 7939 A resident noted their frustration at the on-going water problem running down Seale Lane. The resident advised that one drain was blocked and that there was a blockage from Three Barrows to Turners Farm. The resident added that despite there having been numerous discussions with SCC over several years the problem remained unresolved. Cllr Harmer suggested that the clerk should contact him to discuss the matter further. **(01/23).**

1.0 QUESTION AND ANSWER SESSIONS WITH CLLR FOLLOWS, LEADER OF WBC AND SCC

Cllr Follows was welcomed to the meeting. Cllr Murphy explained that he had been a councillor for over twenty years and felt that the relationship between the parish and the borough council had changed. The precept over twenty years ago was £18k whereas now it was £72k. Cllr Murphy noted that Elstead Parish Council is having to undertake more tasks on behalf of both the Borough and County Council. Elstead accounts for c 2.1% of WBC's population and it is estimated that Elstead contributes £300,000 in revenue, excluding car parking receipts. In return Elstead PC believes that Elstead receive £100,000 so the question is where does the remaining money go and what does it fund? The four Town Councils do not have to pay for their recreational facilities as this is funded by Waverley whereas parishes have to fund theirs. Recently Elstead spent £40,000 on three new pieces of play equipment. Parishes used to receive a compensatory grant however this has been phased out. It is extremely unfair that the parishes with smaller precepts should have to pay for their facilities whereas the towns do not have to pay for theirs. Cllr Follows advised that WBC did not get direct grants from central government for recreational facilities and that grants came through piecemeal. Following Cllr Murphy's request Cllr Follows agreed to find out how much each town council / WBC pays for recreational facilities as the policy should be consistently and fairly applied across the borough.

Cllr Murphy advised that there have been significant delays in getting responses to issues and cited the village green land transfer which has taken four years and resulted in numerous chasing emails from Elstead PC. Cllr Follows advised that there had been a number of issues predominantly down to staffing and that land transfers have now been redressed. Cllr Follows added that there was a new Monitoring Officer. The clerk advised that it was simply not acceptable for the level of chasing up that had to be done by clerks and a resident asked would it not be possible for clerks and office to have a messaging system e.g Slack to aid communication. Cllr Follows agreed that a messaging system could be beneficial.

Cllr Murphy added that there had been a catalogue of issue with the planning department as a whole and Cllr Follows noted this and explained that the team was lacking a number of planning officers and that there had been a lot of changes within the team. A new business development manager had been employed to iron out some of the issues and improvements could be seen and KPI's were being published on the website. Following the merger with Guildford a new Head of Planning had been recruited to oversee both councils. It was anticipated that with more direction, service levels would improve.

Cllr Murphy highlighted the impasse with the Elstead & Weyburn Neighbourhood Plan and stated that it was a question of competence. Cllr Murphy explained that WBC had granted legal authority to the joint neighbourhood plan seven years ago but that this is now being questioned by the Examiner. WBC have sought legal advice on this matter which the Examiner, who is not a legal expert, continues to reject. As such the NHP has been "stuck" for over a year which means that currently Elstead are unable to provide houses as per the quota. Cllr Follows confirmed that he read the Legal Counsel's advice and had asked Planning and Legal for an update as to whether the Executive *could* have authorised this and to understand how to push the plan forwards.

Cllr Murphy noted that the 'No Mow May' initiative had been very badly managed in Elstead and instead led to a mess everywhere with some areas cut and others left to grow long leading to a general state of unruliness. It was noted that the Parish Council had received a number of complaints from residents regarding the state of the uncut grassed areas notably those communal areas in Broomfield and Springfield. Last year the PC was advised that Elstead would receive eight cuts but in reality Elstead did not receive that quantity. Cllr Follows advised that SCC have taken back some of the highway verge maintenance. Cllr Follows noted that there had been issues with the contract and advised that the contract would be applied more vigorously moving forward. The clerk noted that she had asked WBC Head of Environment for schedules for street cleaning for example but was told that it was not possible for this to be shared. Cllr Follows explained that both grass cutting and street cleaning schedules should be shared - the clerk to contact WBC copying Cllr Follows.

Members of the public were invited to raise any points.

A resident emphasised the issues that they had experienced with the planning e.g general lack of quality of control with regards planning applications i.e. plans not showing what they should show, proximity to the SPA not being taken into consideration and an over reliance on the public to point some things out. Regarding quality control, Cllr Follows advised that in 2020 WBC had introduced a 'checklist' to ensure that all planning applications contained the same information. By 2022 the checklist had still not been universally adopted however it is in place now. Cllr Follows explained that officers should be able to explain why something has not been included that is on the checklist. The resident added that planning enforcement had been ineffective and that there were a number of examples where information had been shared with the department but no or limited action had been taken. Cllr Follows asked that example of planning issues should be sent to him. The clerk to compile a list.

A resident noted concern that the Farnham Infrastructure plan was about to be signed off with little consultation and that it was going to result in the discontinuation of one bus stop which was an important interchange for several bus routes. It would also mean that the no 46 would have nowhere to park in Farnham and this was affect residents in Elstead and beyond come to Farnham. Cllr Follows

advised that Farnham TC have been in discussions with SCC about this however this has not involved WBC.

Cllr Follows was thanked by Cllr Murphy for attending the meeting.

Cllr Follows left 8.45pm

2.0 APOLOGIES FOR ABSENCE

- 7940 Apologies for absence were received from Cllrs Rees which members accepted. **(01/23). Minute to be removed next month.**

3.0 DECLARATIONS OF INTEREST

- 7941 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. **(01/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PC MEETING HELD 12th DECEMBER 2022

- 7942 The minutes of the Parish Council meeting held on 12th December 2022 were agreed and signed by the Chairman. **(01/23). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 12th DECEMBER 2022

- 7943 The minutes of the Planning Committee meeting held on 12th December 2022 were agreed and were signed by the Chairman. **(01/23). Minute to be removed next month.**

6.0 MATTERS ARISING – progress was not discussed in the meeting due to time constraints

- 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: NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. An update meeting was held in December 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. **(01/23)**.
- 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)**.
- 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 them then it was acceptable to still have the funds in a separate bank account. **(01/23). Minute to be removed next month.**
- 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).**
- 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)**
- 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)**.

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. **(01/23)**. **Minute to be removed next month.**

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)**.

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)**.

7.0 WBC UPDATE

7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. **(01/23)**.

7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23)**.

7945 Cllr J Else advised that a workshop with Surrey Fire and rescue had been arranged for 3rd February 2023. Cllrs Murphy, Jacobs and the clerk to attend. **(01/23)**.

8.0 SCC UPDATE

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

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)**.

7946 Cllr Harmer noted that the SW Surrey parliamentary constituency was being split. **(01/23)**. **Minute to be removed next month.**

9.0 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 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).**

10.0 OUR ELSTEAD UPDATE (OE)

7947 Christmas Tree Lighting: It was noted that the event had been a great success and OE were thanked for their hard work in pulling it together and arranging the Christmas Tree Lights. **(01/23). 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).**

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 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 six 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)**.

7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23)**.

7949 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 advised that there was no further progress on understanding when the resurfacing work was going to be scheduled. **(01/23)**.

7950 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. Cllr J. Elstead advised that originally BT's legal team have now advised that the school must pay £3,500 per annum plus legal fees if they wish to use the land. Cllrs Murphy and Else to draft a letter together. **(01/23)**.

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)**.

12.0 PROGRESS REVIEW OF 22/23 ELSTEAD PARISH COUNCIL OBJECTIVES

7951 Agenda item carried over to next month due to meeting time constraints **(01/23)**. **Minute to be removed next month.**

13.0 ANNUAL PARISH ASSEMBLY TO AGREE DATE AND FORMAT

7952 The clerk advised that she is still waiting for the Surrey ALC to confirm when the May meeting could be held. It was agreed that the meeting should if allowed be held on 22nd May and that it would be a short Annual parish Meeting followed by the Annual Parish Assembly. Topics for the Assembly to be agreed at the next meeting. **(01/23)**

14.0 REPORTS AND CORRESPONDENCE

7953 A resident reported an overflowing bin at the cemetery. The clerk advised the resident that the PC had instructed the Burford Lodge waste contractor to take over the emptying of the bin and was waiting for the contractor to start. **(01/23) minute to be removed next month.**

7954 A resident asked on the progress of the NHP. The clerk responded and advised that it was with WBC awaiting the resolution of a legal point before it could be examined. **(01/23) minute to be removed next month.**

7955 A resident asked about notifications as to where the defibrillators were and whether the 999 response needed to be checked. The clerk advised that a professional checks the defibrillators weekly and that SECAMB are fully aware of the defibrillators/ The clerk advised that she would put up a notice on the noticeboard alerting people as to where the defibrillators are. **(01/23) minute to be removed next month.**

15.0 FINANCE

7956 Bank balances to end of December were circulated in advance of the meeting and are £15,031 deposit account and £94,305.87 current account. 32 day notice account for PR monies is £55,465.95. **(01/23) Minute to be removed next month.**

7957 Accounts for payment for January 2023 were circulated in advance of the meeting. Cheques have been raised totalling £3,743.98 of which 3 x cheque are greater than £500 as listed below. **(01/23) Minute to be removed next month.**

7958 Financial expenditure to date was circulated in advance of the meeting. It showed that at 75% time gone the council had received £10,000 more in income versus its budget and had spent £93.7k versus a budget of £94.8k. The clerk noted that aside from salaries most expenditure from front end weighted and that the end of the year there would not be much difference in terms of actual expenditure versus budget as some of the donations had received against the expenditure. The clerk advised that all the month end reconciliation up to the end of December tallied. **(01/23) Minute to be removed next month.**

7959 The clerk advised that the budget along with the precept request had been submitted to WBC. **(01/23) Minute to be removed next month.**

7960 The clerk confirmed that the annual charity return for The Smiths Charity would be submitted before the end of the month. **(01/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - JANUARY 2023

Cheque no	Payee	Purpose	Amount
4662	Juliet Williams for Smiths charity	Smiths Charity	£157.00
4663	VOID	VOID	£0.00
4664	Smiths Charity Payee	Smiths Charity	£157.00
4665	Smiths Charity Payee	Smiths Charity	£157.00
4666	Juliet Williams	Salary 1 of 2 January	£999.00
4667	Juliet Williams	Salary 2 of 2 January	£707.52
4668	Richard Knight	Take down Christmas tree, install EVTC sign	£152.75
4669	Elstead Village Hall	hall booking for January meeting	£17.50
4670	Juliet Williams	January expenses	£26.29
4671	Grasstex Ltd	Grass Cutting Services	£1,369.92
			£3,743.98

16.0 MATTERS RAISED BY MEMBERS

7961 There were no matters raised by Members of the Council. **(01/23). Minute to be removed next month.**

Meeting closed at 9.45 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 20th February 2023 at 7.30pm
Held at Elstead Youth Centre

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

PUBLIC QUESTION TIME

1.0 UPDATE FROM F&W NETWORKS

7963 Representatives from Hey Broadband and F&W networks attended the meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. There had been much community engagement with sponsorship of village events and sporting teams e.g The Sharks, The Jubilee etc. In addition it was explained that The Village Hall, The Pavilion and EVTC would each be granted twelve months free connection to the service once it is up and running. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. When Open Reach had built the network some of the connections had been placed underground and the ductings were not present therefore making them hard to join to. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provide had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC would take the matter up with the MoD. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. F&W were thanked for the update. **(02/23)**.

2.0 PRESENTATION FROM STUART TURNER OF STYLE FRONT

7964 A developed explained plans to convert 5 chicken barns at Hookley Lane Farm and to convert them into 9 barn style residential dwellings. In addition to this a commercial element would be retained for the farmer to use an office. The developer advised that the reconfiguration would see a 56% reduction in built floorspace. The developed added that there would be no tree or hedge loss. The converted building would be clad in wood and use bargate stone which would enhance the rural feeling of the development. The houses would not be affordable and councillors questioned whether this would meet WBC policy as there must be affordable houses in developments of 5+ houses. It

was also noted that such a development would not be liable for CIL and with the fact that as none of the house were affordable there was no perceived community benefit. Councillors asked whether the access road met SCC guidelines as it was felt to be narrow and the developer had not proposed a footpath for pedestrians. The developer confirmed that there would be more than adequate parking as 37 spaces had been provided for a scheme only requiring 24 spaces. It was noted that the farm would still operate and that the workers would be redeployed. Councillors advised that they would be happy to have a follow up meeting. The planning application was determined at the end of the main meeting. The developer was thanked for presenting. **(02/23). Minute to be removed next month.**

3.0 APOLOGIES FOR ABSENCE

7965 Apologies for absence were received from Cllrs Rees and Gardner which members accepted. Cllrs J and D Else and Cllr Harmer were not in attendance. **(02/23). Minute to be removed next month.**

4.0 DECLARATIONS OF INTEREST

7966 No councillors declared any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2018. **(02/23). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th JANUARY 2023

7967 The minutes of the Parish Council meeting held on 16th January 2023 were agreed and signed by the Chairman. **(02/23). Minute to be removed next month.**

6.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 16th JANUARY 2023

7968 The minutes of the Planning Committee meeting held on 16th January 2023 were agreed and were signed by the Chairman. **(02/23). Minute to be removed next month.**

7.0 REPORT FOLLOWING WESTERN HIGHWAYS MEETING HELD 30th JANUARY 2023

7969 A Meeting was held with KS, RB, ZC (SCC Highways) in response to a request from the western villages following frustration at highways processes. The meeting was useful and SCC understood where the frustrations were coming from. Clarification on highways processes was given with the request that issues are logged via the SCC online portal first however parishes now have direct email addresses for highways officers and can follow up directly in the event of there being no action. It was confirmed that lengthsmen scheme projects should be collated via a master spreadsheet organised by the Frensham clerk as was previously the case. **(02/23). Minute to be removed next month.**

8.0 REPORT FOLLOWING SURREY FIRE & RESCUE WORKSHOP HELD 3rd FEBRUARY 2023

7970 The workshop was attended by SCC, WBC, JH (MP) and representatives from Elstead, Tilford and Thursley PC's as well as Ward Cllrs for the aforementioned parishes. Surrey Fire & Rescue recognise the need to talk to MoD and have committed to engage with them. Surrey Fire and Rescue also took on board the need for better communication between the fire and rescue service and local communities. Councillors need to decide how this is best managed and how this will be co-ordinated. In the meeting Cllr Else had asked if the MoD had effective processes in place to prevent another fire and JH (MP) has agreed to write to his counterpart. It was noted that MoD have done some work on the firebreaks. It was agreed that the clerk should write to Blakemores asking them not to sell disposable BBQ's. **(02/23). Minute to be removed next month.**

9.0 REPORT FOLLOWING CLERKS BRIEFING WITH TOM HORWOOD HELD 8th FEBRUARY 2023

7971 An update meeting was held with WBC directors and clerks although not many clerks were in attendance due to not being included in the final invitation! SB (planning systems) confirmed that

the planning portal was being upgraded and would soon hopefully allow clerks to be able to upload parish council comments directly. The clerk raised concerns about the NHP and lack of service received from WBC legal. One of the directors pledged to follow this up although there has been no contact from the director to date. WBC have been trying to recruit and have got more people in place. A briefing was given about election processes. **(02/23). Minute to be removed next month.**

10.0 MATTERS ARISING

- 7972 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. The clerk reported that there was still little progress since the January update. Councillors have asked the clerk to arrange a meeting with the RoW officer and line manager. **(02/23).**
- 7973 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk to follow up and/or speak to a resident who has recently logged transfer documents with the land registry. **(02/23).**
- 7974 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk to follow up with Wellers Hedley. **(02/23).**
- 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. The clerk has contacted Peper Harow Parish Meeting and asked them to contact Surrey CC on this matter given that the proposed location for the bus stop is in Peper Harow and the clerk has agreed to do this. **(02/23)**.
- 7975 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. The project will go out to tender in March with the aim of the works being completed in summer 2023. **(02/23)**.
- 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: NE are minded to agree with the PC's suggestion that the link from BW504 to the reserve should be retained. An update meeting was held in December 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. **(01/23)**.
- 7976 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 and the clerk to follow this matter up again. **(02/23)**.
- 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 was 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).**
- 7977 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. A meeting has been held and there is only capacity to organise a coronation event this year. Monies will be held back for an event in 2024. **(02/23). Minute to be removed next month.**
- 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 and these have now been delivered. **(02/23). Minute to be removed next month.**
- 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).**
- 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) Minute to be removed next month**

7978 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 gas works have been completed by March 2023 – the clerk to check that the cemetery has been left in a satisfactory condition. **(02/23). Minute to be removed next 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)**

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).**

7979 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 and works will be completed w/c 6th March 2023. 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 and work will be completed w/c 27th February 2023. **(02/23).**

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).**

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).**

11.0 WBC UPDATE

7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. **(01/23).**

7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23).**

7945 Cllr J Else advised that a workshop with Surrey Fire and rescue had been arranged for 3rd February 2023. Cllrs Murphy, Jacobs and the clerk to attend. **(01/23). Minute to be removed next month.**

12.0 SCC UPDATE

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

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).**

7946 Cllr Harmer noted that the SW Surrey parliamentary constituency was being split. **(01/23). Minute to be removed next month.**

13.0 NEIGHBOURHOOD PLAN UPDATE

7980 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner and if there has been no response a letter would be drafted to Jeremy Hunt asking for support. **(02/23).**

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).**

14.0 OUR ELSTEAD UPDATE (OE)

7981 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape to formulate an improvement plan and a budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. **(02/23)**.

15.0 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 six 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)**.

7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23)**.

7949 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 advised that there was no further progress on understanding when the resurfacing work was going to be scheduled. **(01/23)**.

7950 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. Cllr J. Elstead advised that originally BT's legal team have now advised that the school must pay £3,500 per annum plus legal fees if they wish to use the land. Cllrs Murphy and Else to draft a letter together. **(01/23)**.

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).**

16.0 PRESERVE OUR RESERVE – BOARDWALK RE-OPENING EVENT

7982 The work to reinstate the boardwalk has been completed. An informal re-opening event will take place on 1st April with the PoR patron as well as representatives from key organisations. The clerk to invite the local press. The clerk to follow up CIL payment with WBC. **(02/23).**

17.0 LOCAL ELECTIONS 2023

7983 The clerk shared a co-option policy that has been used in other local councils. Councillors ratified the policy. The clerk advised that voter ID will be required in order for residents to vote. The clerk reminded councillors that the pre election period commences on 23rd March and during this time councillors must not post information it must come from The Parish Council as a whole. The clerk to post online and in the EVN about voter ID and asking if anyone would like to stand to be a councillor. **(02/23). Minute to be removed next month.**

18.0 KINGS CORONATION

7984 Councillors agreed that it would not be possible to buy coronation souvenirs however it was noted that pupils at most schools would likely receive a memento of the occasion. The clerk explained that two village events had been arranged for the coronation, a seniors afternoon tea on Sunday 7th and a children's afternoon on Monday 8th. It was agreed that up to £500 would be given to each event with any further funding coming via sponsorship. The monies would come from the residue of the jubilee event that was being held over for a village fete which has not been arranged this year. **(02/23). Minute to be removed next month.**

19.0 UK SHARED PROSPERITY FUND

7985 Information had been shared regarding a youth prosperity fund and it was agreed that they should be invited to attend the parish Assembly which is being held in May 2023. **(02/23). Minute to be removed next month.**

20.0 DEFIBRILLATOR

7986 The clerk advised that the old style defibrillator cabinet at the village hall is leaking and councillors agreed to the cost of replacing this at c £600 included electrical work. The defibrillator is being protected in the meantime from the leak and is being checked regularly. **(02/23).**

21.0 PROGRESS REVIEW OF 22/23 ELSTEAD PARISH COUNCIL OBJECTIVES

7987 The council had set the following objectives for 2022-2023. NHP completion – this has been delayed due to the Eaminer/WBC, consultation on a co-working space (delayed due to NHP being delayed), power on the green (achieved), village sign (achieved), tidy up Stacey Farm Meadow (work in progress), finalise Emergency Plan (completed), Reorganise Burford Lodge (pitches and general tidy) -)proposed pitch reorganisation but Sharks did not wish to change), finish cemetery building overhaul (completed). Councillors noted that SCC should commit to fix Thursley Road, road surface by the end of the financial year (still awaiting a date). It was agreed that some good progress had been made and those objectives not achieved were due to external sources. **(02/23). Minute to be removed next month.**

22.0 APPROVAL OF ANNUAL FINANCIAL RISK ASSESSMENT & GENERAL RISK ASSESSMENT 2023-2024

7988 The generic and financial risk assessments 2023-2024 were circulated prior to the meeting with any changes highlighted. Councillors approved them **(02/23). Minute to be removed next month.**

23.0 APPROVAL OF ANNUAL REVIEW OF ASSET REGISTER 2023-2024

7989 The asset register 2023-2024 were circulated prior to the meeting with any proposed changes highlighted. Councillors noted a couple of additions and the clerk to amend for approval at the March meeting. **(02/23) Minute to be removed next month.**

24.0 APPROVAL OF PARISH COUNCIL INSURANCE PREMIUM

7990 The clerk advised that the insurance premium had increased and had sought cross quotes from two other service providers. Councillors accepted the quotation of £1,600 from the current provider however the clerk to investigate if a more cost effective option is available. **(02/23).**

25.0 ANNUAL PARISH ASSEMBLY TO AGREE DATE AND FORMAT

7991 It was agreed that the annual assembly would be held after the May Parish Council meeting on 22nd May 2023. Councillors agreed that the following speakers would be invited; The Youth prosperity fund, Hey Broadband, St James primary School, Elstead Sharks, Elstead Cricket Club. **(02/23)**

26.0 REPORTS AND CORRESPONDENCE

7992 A press release stating that on April 1st 2023, Surrey County Council (SCC) will take over responsibility for Environmental Maintenance (grass cutting, weed spraying and treatment of noxious weeds) across the whole of the County. **(02/23) Minute to be removed next month.**

7993 A resident reported overflowing bins at The Cemetery, The Moat and Red House Farm. The clerk contacted WBC environmental team as two of the bins are being emptied by Biffa. The new collection as paid for by the PC has commenced at the cemetery. The clerk noted that there has also been uncollected waste at Thursley Road rec. **(02/23) Minute to be removed next month.**

7994 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk to contact WBC. **(02/23)**

7995 A resident reported a blown out tyre as a result of a pothole. The clerk advised that the resident must contact SCC Highways on this matter. **(02/23) Minute to be removed next month.**

7996 EVTC asked if a banner could be placed to advertise their upcoming open morning. It was agreed that it could be placed on the courts 4 and 5 nets but not by the entrance to Gala Lane as it was a junction with limited visibility. **(02/23) Minute to be removed next month.**

7997 SCC wrote regarding parking by the cricket ground during football matches. It was agreed that SCC would contact residents to ask if they could park on the rec side of the road during sporting events. **(02/23) Minute to be removed next month**

7998 The clerk received a wildfire preparedness leaflet from SCC which will be posted on the noticeboards. **(02/23) Minute to be removed next month.**

7999 A survey regarding dog fouling and control was received. **(02/23) Minute to be removed next month.**

8000 Information that Your Fund Surrey will accept smaller projects was received. **(02/23) Minute to be removed next month.**

8001 Information on the consultation on the Surrey Hills AONB boundary review was received. **(02/23) Minute to be removed next month.**

27.0 FINANCE

- 8002 Bank balances to end of January were circulated in advance of the meeting and are £15,038.41 deposit account and £91,347.50 current account. 32 day notice account for POR monies is £55,534.09. **(02/23) Minute to be removed next month.**
- 8003 Accounts for payment for February 2023 were circulated in advance of the meeting. Cheques have been raised totalling £3,018.48 of which 2 x cheque are greater than £500 as listed below. **(02/23) Minute to be removed next month.**
- 8004 Financial expenditure to date was circulated in advance of the meeting. It showed that at the end of February the council had received £109,464.45 more in income versus its budget and had spent £102,989.64. The clerk noted that outstanding expenditure included the insurance renewal at C £1500 and website renewals c£300. There has been an overspend in admin/legal due to the advice received from lawyers in April at a cost of £2k which had not been budgeted for. The clerk advised that all the month end reconciliation up to the end of January tallied. **(01/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - FEBRUARY 2023

Cheque no	Payee	Purpose	Amount
4672	The Play Inspection Company	Annual Inspection	£315.00
4673	Maxwell Ltd	Salary Preparation	£72.00
4674	Juliet Williams	February Salary 1 of 2	£999.00
4675	Juliet Williams	February Salary 2 of 2	£707.52
4676	Juliet Williams	February Expenses	£35.85
4677	Quality Land Service Ltd	Bin Emptying	£242.22
4678	Pat Murphy	Chairman's allowance	£250.00
4679	Leif Davidsen	Councillor allowance	£30.00
4680	Jane Jacobs	Councillor allowance	£30.00
4681	John Mathisen	Councillor allowance	£30.00
4682	Roger Gardner	Councillor allowance	£30.00
4683	Richard Rees	Councillor allowance	£30.00
4684	Stefan Reynolds	Councillor allowance	£30.00
4685	Diane Snape	Councillor allowance	£30.00
4686	Elstead Village Halls	Hall Hire	£18.50
4687	Castle Water Limited	Water charges 1.4.2023-31.03.2024	168.39
			£3,018.48

28.0 MATTERS RAISED BY MEMBERS

- 8005 Cllr Jacobs asked that the VDS be removed from matters arising as this could not be developed following in changes in planning law and a lack of resource in WBC planning policy. **(02/23). Minute to be removed next month.**
- 8006 Cllr Snape asked what was the situation with the bike park as she was attending the EVAA AGM. The clerk advised that it was possible that planning permission would be needed and was seeking an answer on this. **(02/23). Minute to be removed next month.**

- 8007 Cllr Davidsen noted the condition of the grazing field opposite the Mill. Cllr Murphy advise that the landowner could evict them and/or serve a notice however the landlord live d in London and had been reticent to do anything when the clerk had written to him previously. **(02/23). Minute to be removed next month.**
- 8008 Cllr Davidsen noted that there would be tree works commencing on the triangle opposite Lex Farm in April 2023. **(02/23). Minute to be removed next month.**
- 8009 Cllr Davidsen noted that there high water levels on Thursley common. **(02/23). Minute to be removed next month.**
- 8010 Cllr Mathisen noted that the RBL dedications sign needed to be cleaned. **(02/23). Minute to be removed next month.**
- 8011 Cllr Mathisen noted that the hedge by the yc needed cutting back as soon as possible. The clerk to liaise with the village hall committee. **(02/23). Minute to be removed next month.**
- 8012 Cllr Mathisen noted that the website needed to be updated. **(02/23). Minute to be removed next month.**

29.0 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 20th March 2023 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)
1 x MOP (*left after agenda item 8*)

PUBLIC QUESTION TIME

8015 There were no public questions. **(03/23). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

8016 Apologies for absence were received from Cllrs Rees, Jacobs, Snape and Reynolds which members accepted. Cllrs J and D Else were not in attendance. **(03/23). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

8017 No councillors declared any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2018. **(03/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th FEBRUARY 2023

8018 The minutes of the Parish Council meeting held on 20th February 2023 were agreed and signed by the Chairman. **(03/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th FEBRUARY 2023

8019 The minutes of the Planning Committee meeting held on 20th February 2023 were agreed and were signed by the Chairman. **(03/23). Minute to be removed next month.**

5.0 MATTERS ARISING

8020 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. The clerk reported that there was still little progress since the January update and has arranged a meeting with SCC Countryside on 23rd March 2023. Cllr Murphy to attend. **(03/23).**

8021 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge. **(03/23).**

8022 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has follow up with Wellers Hedley and a solution and new legal adviser has been appointed. **(03/23).**

8023 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. The clerk has contacted Peper Harow Parish Meeting and asked them to contact Surrey CC on this matter given that the proposed location for the bus stop is in Peper Harow and the clerk has agreed to do this. **(03/23). Minute to be removed next month.**

7975 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. The project will go out to tender in March with the aim of the works being completed in summer 2023. **(02/23).**

- 8024 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. As it is believed to be a right of vehicular access the bollards cannot be installed. **(03/23). Minute to be removed next month.**
- 8025 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 has set up a survey which will run for another week. The clerk has shared the link with the Witley clerk but there has been no response. Results of the Elstead survey be shared in the next meeting. **(03/23)**
- 7909 Preserve Our Reserve: NE are minded to agree with the PC’s suggestion that the link from BW504 to the reserve should be retained. An update meeting was held in December 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. **(01/23). Minute to be removed next month as covered under agenda item 11.**
- 8026 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 and the clerk has followed this matter up again with Kompan. **(03/23).**
- 8027 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 and having folloed up several times the clerk has been advised that the case will be closed on 1st April 2023. **(03/23).**
- 8028 The clerk noted that the drain near Staceys farm Road was blocked and this had perhaps added to the road flooding across the Thursley Road a few weeks earlier. The clerk noted that the drains were jetted earlier in the month. **(03/23). Minute to be removed next month.**
- 8029 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. **(03/23). Minute to be removed next month.**
- 8030 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw

- £6.5k. (Costs for new were 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. **(03/23).**
- 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). Minute to be removed next month.**
- 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).**
- 8031 EVTC advised of vandalism and a break in. The clerk asked if anything came up on the CCTV camera but EVTC explained that there was nothing on the CCTV camera. **(03/23). Minute to be removed next month.**
- 8032 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. The clerk is working with SCC Countryside on this. **(03/23).**
- 8033 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. Cllr Harmer has advised that this is unregistered Highways land and councillors agreed that the PC will not seek to register this parcel of land. **(03/23) Minute to be removed next month.**
- 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).**
- 7979 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 and works will be completed w/c 6th March 2023. 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 and work will be completed w/c 27th February 2023. **(02/23).**
- 8034 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. **(03/23). 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).**
- 7991 It was agreed that the annual assembly would be held after the May Parish Council meeting on 22nd May 2023. Councillors agreed that the following speakers would be invited; The Youth prosperity fund, Hey Broadband, St James primary School, Elstead Sharks, Elstead Cricket Club. **(02/23)**
- 8035 The clerk advised that the new defibrillator cabinet for the village hall has been delivered and will be installed on 27th March. The defibrillator is being protected in the meantime from the leak and is being checked regularly. **(03/23).**
- 8036 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC. **(02/23)**
- 8037 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC would take the matter up with the MoD. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. **(03/23).**

6.0 WBC UPDATE

- 7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. **(01/23).**
- 7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23).**

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)**
- 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).**
- 8038 Cllr Harmer advised that SCC was looking to levy a small rise on council tax from April 2023; 2% on social care and 1% for council tax (excluding social care). **(03/23). Minute to be removed next month**

8.0 NEIGHBOURHOOD PLAN UPDATE

- 8039 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting for confirmation that the letter has been sent. Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. **(03/23).**

- 8040 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. At the clerk's briefing it was noted that due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23).**

9.0 OUR ELSTEAD UPDATE (OE)

- 8041 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan and the clerk is waiting for the date for the proposed work. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. **(03/23).**
- 8042 Minutes from the OE meeting held prior to the PC meeting had been circulated prior to the PC meeting. Cllr Mathisen advised that as he was not standing for the PC he would also step down from being OE chair. Councillors thanked him for all he had done and achieved. **(03/23).**

10.0 ELSTEAD VILLAGE ROAD SAFETY

- 8043 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 six volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and the final version was circulated prior to the March meeting. A few amends have been proposed on the survey to be printed and door dropped asap. **(03/23).**

- 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).**
- 7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23).**
- 7949 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 advised that there was no further progress on understanding when the resurfacing work was going to be scheduled. **(01/23).**
- 7950 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. Cllr J. Elstead advised that originally BT's legal team have now advised that the school must pay £3,500 per annum plus legal fees if they wish to use the land. Cllrs Murphy and Else to draft a letter together. **(01/23).**
- 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).**

11.0 PRESERVE OUR RESERVE – AGREEMENT OF FUNDS TRANSFER

- 7982 The work to reinstate the boardwalk has been completed. An informal re-opening event will take place on 1st April with the PoR patron as well as representatives from key organisations. The clerk has invited the local press. **(03/23). Minute to be removed next month.**
- 8044 The clerk has followed up the CIL payment with WBC. POR raised £50k for the boardwalk which is now complete. Natural England originally suggested that rather than paying for the boardwalk per se the funds should go towards new benches however now Natural England have suggested that they do not want to install benches after all. Cllrs Murphy and Mendelssohn have challenged Natural England on this decision. Natural England have now advised that there have been some addition costs incurred on the boardwalk build and POR support the use of POR funds for this expenditure with the overall agreement from both Elstead and Thursley Parish Council's. Elstead Parish Council

agreed to this expenditure and Thursley PC is due to meet at the beginning of April and will agree this at that meeting. **(03/23).**

12.0 THURSLEY ROAD RESURFACING

- 8045 Cllr Davidsen had spotted an updated on a website which reported that the Thursley Road was going to be resurfaced and therefore closed for three weeks from 1st April. The Clerk had contacted senior Highways offices at SCC who were unable to confirm the date for the work. Cllr Murphy stated that is as most unsatisfactory that different people were saying different things and asked Cllr Harmer to find out if and when the work is going to happen. Once the date has been confirmed the clerk to advise residents accordingly. **(03/23).**

13.0 LOCAL ELECTIONS 2023

- 8046 Following the recent changes to the boundaries there will be one Borough Councillor to represent Elstead and Peper Harow. Once it is clear who the candidates will be councillors agreed that they should be invited by the clerk to attend the April PC meeting to make a brief statement and to answer any questions from members of the public. The clerk advised that pre election period would run from 23rd March 2023 to 4th May 2023. During this time councillors must not publicise what they have been doing and instead ask the clerk to post on behalf of the Parish Council as a whole. Nomination forms must be submitted in person between 23rd March and 4th April 4pm. **(03/23). Minute to be removed next month.**

14.0 KINGS CORONATION

- 8047 Two sub groups have been formed one to facilitate an afternoon tea for senior members of the village on 7th May in the Village Hall. A second group is working on an afternoon of children's activities on 8th May. **(03/23). Minute to be removed next month.**

15.0 APPROVAL OF UPDATED ANNUAL REVIEW OF ASSET REGISTER 2023-2024

- 8048 The asset register 2023-2024 were circulated prior to the March meeting with the two additions that councillors had requested at the February meeting. The Parish Council approved the updated register. **(03/23). Minute to be removed next month.**

16.0 TO NOTE THE COUNCIL'S INSURANCE RENEWAL CHARGES AND PROVIDER

- 8049 The clerk advised that following the increase in the insurance premium cross quotes had been sought from two other service providers. Councillors approved the £1260 quotation from Zurich based on a three year deal. This was just under £400 cheaper than the current provider and the third quotation was just under £2,000. The policy was reviewed by councillors before the clerk had accepted it. **(03/23). Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

- 8050 An email has been received from a resident regarding Route 46. Cllr Harmer to follow up the proposal. **(03/23) Minute to be removed next month.**
- 8051 Requests have been received regarding Woolfords Lane cemetery which the clerk has responded to. **(03/23) Minute to be removed next month.**
- 8052 A letter has been received from a distant relative of a resident which the clerk has responded to. **(03/23) Minute to be removed next month.**
- 8053 A letter has been received asking for information relating to a family tree. The clerk has responded. **(03/23) Minute to be removed next month.**

- 8054 The covenant relating to 1 Gala Lane has been transferred from 1 Burford lea to 1 Gala Lane. **(03/23) Minute to be removed next month.**
- 8055 The cemetery gate has been reported as faulty and this is ow fixed. **(03/23) Minute to be removed next month.**
- 8056 Licensing policy views are sight by Waverley Borough Council. **(03/23). (03/23) Minute to be removed next month.**
- 8057 Press releases on the new Borough Commander, Inspector gives thumbs up to Local Plan have been received and circulated. **(03/23) Minute to be removed next month.**
- 8058 A survey asking views on the extension to the AONB has been received. Views to be submitted by 13th June. **(03/23) Minute to be removed next month.**
- 8059 A consultation on the division of Surrey boundaries has been received with completion due by 8th May. Councillors support the retention of the ward boundaries of the Western Villages. **(03/23) Minute to be removed next month.**
- 8060 Your fund Surrey has shared a new application process for smaller projects. **(03/23) Minute to be removed next month.**
- 8061 A survey asking views on CIL has been received. **(03/23) Minute to be removed next month.**
- 8062 Information on 2023 Keep Britain Tidy Campaign running from March to 2nd April has been received and shared with Our Elstead. **(03/23) Minute to be removed next month.**
- 8063 A guide on how to protect Open Spaces has been shared by Surrey ALC. The clerk to circulate. **(03/23) Minute to be removed next month.**

18.0 FINANCE

- 8064 Bank balances to end of February were circulated in advance of the meeting and are £15,046.07 deposit account and £89,954.29 current account. 32 day notice account for POR monies is £55,605.21. **(03/23) Minute to be removed next month.**
- 8065 Accounts for payment for March 2023 were circulated in advance of the meeting. 13 cheques have been raised totalling £7,246.66 of which 7 x cheque are greater than £500 as listed below. **(03/23) Minute to be removed next month.**
- 8066 Financial expenditure to date was circulated in advance of the meeting. The clerk confirmed that the VAT reclaim had been submitted and that the council was waiting for the VAT reimbursement. The clerk advised that all the month end reconciliation up to the end of February tallied. Cllr Jacobs was thanked for checking that all finances tallied. **(03/23) Minute to be removed next month.**
- 8067 Clerks pension: the clerk advised that the clerk's contribution towards the pension had been taken out of the clerks monthly salary since the pension had been set up in November 2019 however it was not being paid into the pension. The Parish Councils contribution had also not been paid into the pension. This was an issue that had been raised at previous audits. The clerk had contacted SCC previously but this had not been resolved. The clerk contacted SCC again who asked the clerk to refer the matter to the PC's payroll provider who have been able to work with SCC to resolve the matter. This meant that there was £18,500 of unpaid pension which needed to be paid by 21st March 2023. Councillors approved this. It was noted that £6k pension contributions for 2023/2024 had not been budgeted for and that councillors would need to keep an eye on the carry forward as it was good practice for PC's to have a reserve of 50-100% of its' annual expenditure. **(03/23) Minute to be removed next month.**

- 8068 Councillors agreed that pension contributions can be paid online directly as SCC will not accept cheques. Councillors also suggested that £50k should be transferred to the deposit account. **(03/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - MARCH 2023

Cheque no	Payee	Purpose	Amount
4689	Wel Medical	defibrillator cabinet for village hall	£605.94
4690	Zurich Municipal	insurance for PC	£1,260.47
4691	Hilary Hamlyn	OE planters	£37.97
4692	Thursley Tree and Garden Services Ltd	Cemetery tree works	£1,230.00
4693	Light Angels Ltd	balance of Christmas Lights	£518.78
4694	Hilary Hamlyn	OE planters	£17.50
4695	Hilary Hamlyn	OE planters	£51.84
4996	HMRC	HMRC	£1,570.92
4997	Juliet Williams	salary 1 of 2	£999.00
4998	Juliet Williams	salary 2 of 2	£707.52
4999	Juliet Williams	expenses	£65.26
5000	Elstead Village Hall	Hall Hire	£18.50
5001	Quality Land Services Ltd	Bin Emptying February 2023	£162.96
			£7,246.66

19.0 MATTERS RAISED BY MEMBERS

- 8069 Cllr Gardner asked if anything can be done in response to the poor conditions horses are being kept in on the field adjacent to the Elstead Bridge. It was noted that the RSPCA have been out to assess the horses and The British Equestrian representative has been contacted but is unable to do anything. **(03/23) Minute to be removed next month.**
- 8070 Cllr Gardner noted that the military track was in need of repair. A landowner has offered to part fund the repairs but the MoD are not interested. **(03/23) Minute to be removed next month.**
- 8071 Cllr Davidsen advised that he had contacted the owner of the former VAM land regarding trees that are marked with a red cross that need work. It was suggested that the owner should consider grazing the land in order to keep it maintained and properly fenced. The clerk to contact the grazier to see if she would be interested in more land. **(03/23)**
- 8072 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. **(03/23)**

Meeting closed at 9.30 pm



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 17th April 2023 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)
17 x MOP , Cllrs D and J Else, Cllr D Harmer

PUBLIC QUESTION TIME

8073 There were no questions from members of the public. **(04/23). Minute to be removed next month.**

1.0 BOROUGH COUNCILLOR ELECTIONS: STATEMENT FROM CANDIDATES

8074 Two prospective candidates for the up-coming local election being held on 4th May 2023; Dr Sheila Dowell and Mrs Gemma Long, were invited to present their aims and objectives if they were elected Borough Councillor, representing the new ward of Elstead and Peper Harow. Councillors and Members of the Public listened to both candidate's statements and asked questions which candidates readily answered. Both candidates were warmly thanked for attending. **(04/23). Minute to be removed next month.**

2.0 APOLOGIES FOR ABSENCE

8075 Apologies for absence: there were no apologies for absence. **(04/23). Minute to be removed next month.**

3.0 DECLARATIONS OF INTEREST

8076 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. **(04/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th MARCH 2023

8077 The minutes of the Parish Council meeting held on 20th March 2023 were agreed and signed by the Chairman. **(04/23). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th MARCH 2023

8078 The minutes of the Planning Committee meeting held on 20th March 2023 were agreed and were signed by the Chairman. **(04/23). Minute to be removed next month.**

6.0 REPORT FOLLOWING THE MEETING WITH SCC ROW HELD ON 23rd MARCH 2023

- 8079 Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. The clerk to send a reminder to SCC prior to 22nd May. **(04/23). Minute to be merged into 8020.**

7.0 MATTERS ARISING – only two items were updated. The rest were not covered due to time constraints following the Q&A session with prospective Borough Councillors.

- 8020 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. The clerk reported that there was still little progress since the January update and has arranged a meeting with SCC Countryside on 23rd March 2023. Cllr Murphy to attend. **(03/23). Minute 8079 to be merged into this.**

- 8021 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge. **(03/23).**

- 8022 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has followed up with Wellers Hedley and a solution and new legal adviser has been appointed. **(03/23).**

- 7975 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. The project will go out to tender in March with the aim of the works being completed in summer 2023. **(02/23)**.

- 8080 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 undertook a survey with the most popular name being Blackberry Way. The clerk is waiting for Witley to confirm their survey results. **(04/23)**
- 8026 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 and the clerk has followed this matter up again with Kompan. **(03/23)**.
- 8027 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 and having folloed up several times the clerk has been advised that the case will be closed on 1st April 2023. **(03/23)**.
- 8030 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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. **(03/23)**.
- 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)**.
- 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)**.
- 8032 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. The clerk is working with SCC Countryside on this. **(03/23)**.
- 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).**
- 7979 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 and works will be completed w/c 6th March 2023. 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 and work will be completed w/c 27th February 2023. **(02/23).**
- 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).**
- 7991 It was agreed that the annual assembly would be held after the May Parish Council meeting on 22nd May 2023. Councillors agreed that the following speakers would be invited; The Youth prosperity fund, Hey Broadband, St James primary School, Elstead Sharks, Elstead Cricket Club. **(02/23) Minute to be removed next month.**
- 8035 The clerk advised that the new defibrillator cabinet for the village hall has been delivered and will be installed on 27th March. The defibrillator is being protected in the meantime from the leak and is being checked regularly. **(03/23).**
- 8036 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC. **(02/23)**
- 8037 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC would take the matter up with the MoD. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. **(03/23).**
- 8044 The clerk has followed up the CIL payment with WBC. POR raised £50k for the boardwalk which is now complete. Natural England originally suggested that rather than paying for the boardwalk per se the funds should go towards new benches however now Natural England have suggested that they do not want to install benches after all. Cllrs Murphy and Mendelssohn have challenged Natural England on this decision. Natural England have now advised that there have been some additional costs incurred on the boardwalk build and POR support the use of POR funds for this expenditure with the overall agreement from both Elstead and Thursley Parish Council's. Elstead Parish Council agreed to this expenditure and Thursley PC is due to meet at the beginning of April and will agree this at that meeting. **(03/23). Minute to be merged with 8106**
- 8045 Cllr Davidsen had spotted an updated on a website which reported that the Thursley Road was going to be resurfaced and therefore closed for three weeks from 1st April. The Clerk had contacted senior Highways offices at SCC who were unable to confirm the date for the work. Cllr Murphy stated that

is was most unsatisfactory that different people were saying different things and asked Cllr Harmer to find out if and when the work is going to happen. Once the date has been confirmed the clerk to advise residents accordingly. **(03/23). Minute to be removed next month updated and covered under 8084.**

8081 Cllr Davidsen advised that he had contacted the owner of the former VAM land regarding trees that are marked with a red cross that need work. It was suggested that the owner should consider grazing the land in order to keep it maintained and properly fenced. The clerk has contacted the grazier who will contact the owner if she is interested. **(04/23). Minute to be removed next month.**

8072 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. **(03/23)**

8.0 WBC UPDATE

8082 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a "consideration list". Cllr Harmer explained that problems were fixed in order of severity. **(04/23).**

7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23).**

8083 Cllr Elses noted that they had followed up on the NHP however there was no progress. Cllrs J and D Else noted that Waverley seemed very under resourced. Cllr Murphy expressed sincere thanks on behalf of the Parish Council for their 12 (Cllr J Else) and 8 (Cllr D Else) years of service. **(04/23). Minute to be removed next month.**

9.0 SCC UPDATE

8084 Cllr Murphy congratulated SCC on the excellent resurfacing work carried out on the Thursley Road. Cllr Murphy noted that the gas works which had taken place in Autumn-Spring 2022/23 had omitted to do Moors Lane. Cllr Murphy and the clerk had contacted SGN who advised that now The Thursley Road had been repaired there was no possibility of digging up the road for three years and so the gas works would not be completed until 2026. SGN stated that they were not aware of the road resurfacing project although the Clerk and Cllr Murphy had advised them. **(04/23). Minute to be removed next month.**

8085 Cllr Harmer reported that the A287 was due to be resurfaced at the end of the month. **(04/23). 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)**

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

8086 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting for confirmation that the letter has been sent. Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. At the April 2023 meeting it was reported that Michael Gove had responded giving contradictory information to that which the PC had received from WBC. Michael Gove advised that it was possible to get a new Examiner. It was agreed that it was necessary to wait for Counsel's advice before suggesting this. **(04/23).**

- 8040 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. At the clerk's briefing it was noted that due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23).**

11.0 OUR ELSTEAD UPDATE (OE)

- 8087 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. A planned letter to residents had not happened as the clerk was waiting for OE to provide a date for the planting however tree works notices had been publicised in the village news for the previous six months. Trees were removed following a survey by a professional and the PC has to maintain its duty of care especially given that this is a prime walking route for parents and children accessing school. **(04/23).**
- 8088 Our Elstead had proposed that the bottom corner of Thursley Road rec which was often under water, should be turned into a village pond. Cllr Murphy advised that the rec did dry out in the summer months. **(04/23) Minute to be removed next month.**
- 8089 Cllr Murphy thanked Cllr Mathisen for all he had done with Our Elstead and thanked Cllr Snape for her planting as well as leading the EVRS committee. **(04/23) Minute to be removed next month.**

12.0 ELSTEAD VILLAGE ROAD SAFETY

- 8090 Cllr Snape had circulated a summary report before the meeting. Cllr Snape advised that the committee had tried to get projects completed and that a lot had happened. The survey had been delivered of which the outcome to be shared. Seven volunteers have come forward to help with the community speed watch initiative. Training will be organised once new councillors have joined the council. Thursley Road, after much lobbying, had finally been resurfaced. Cllr Snape and the

- subcommittee were thanked by Cllr Murphy and by Cllr Harmer. **(04/23) Minute to be removed next month.**
- 8043 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 six volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and the final version was circulated prior to the March meeting. A few amends have been proposed and the survey to be printed and door dropped asap. **(03/23).**
- 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).**
- 7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23).**
- 8091 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 – work is now underway. **(04/23). Minute to be removed next month.**
- 8092 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. Cllr J. Elstead advised that originally BT's legal team have now advised that the school must pay £3,500 per annum plus legal fees if they wish to use the land. Cllrs Murphy and Else to draft a letter together. Cllr Murphy received an update from Mrs Elliott who advised the cost was now £10k per annum plus the school would have to pay for the fencing. The school had concluded it was not worth pursuing. **(04/23). 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 GAS MAINS REPLACEMENT WORKS

8093 This item was discussed under minute 8084. **(04/23). Minute to be removed next month.**

14.0 KINGS CORONATION

8094 Two sub groups have been formed. One group will facilitate an afternoon tea for senior members of the village on 7th May in the Village Hall. A second group is working on an afternoon of children's activities on 8th May. All events are in hand. The celebration is a less ambitious programme compared to the Jubilee in part due to the six month lead time. **(04/23). Minute to be removed next month.**

15.0 ANNUAL REPORT

8095 The annual report was circulated prior to the meeting and councillors confirmed that they were happy with the final draft. **(04/23). Minute to be removed next month.**

16.0 ANNUAL ASSEMBLY

8096 The clerk advised that she had liaised with a colleague at SCC who had agreed to find someone to talk to residents on wildfire preparedness. Hey broadband have also confirmed that they will attend. **(04/23). Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

8097 The clerk was alerted to a vandalised bench at Burford Lodge rec. The clerk has asked RK to remove it as it cannot be repaired. **(04/23) Minute to be removed next month.**

8098 The clerk received two enquiries regarding riding permits for Hankley Common. **(04/23) Minute to be removed next month.**

8099 The clerk was alerted to a fallen down tree at Woolfords Lane cemetery which had narrowly missed the cemetery building. The clerk has asked RK to remove it. The clerk to see if this tree was checked in the recent survey. **(04/23) Minute to be removed next month.**

8100 The bins have been overflowing and this has been reported to WBC. **(04/23) Minute to be removed next month.**

8101 The scouts have requested use of the village green on 30th June for the annual marathon which the PC has approved. All documentation to be forwarded in due course. **(04/23) Minute to be removed next month.**

18.0 FINANCE

8102 Bank balances to end of March were circulated in advance of the meeting and are £65,053.16 deposit account (includes £50k contingency and £15k held from easement payment) and £21,402.02 current account. As agreed that clerk had transferred £50k from the current account to the deposit account as the interest rate is better. 32 day notice account for POR monies is £55,687.12. **(04/23) Minute to be removed next month.**

8103 Accounts for payment for April 2023 were circulated in advance of the meeting. 9 cheques have been raised totalling £13,520.79 of which 2 x cheque are greater than £500 as listed below. **(04/23) Minute to be removed next month.**

- 8104 The clerk confirmed that the VAT reclaim had been submitted and was reimbursed on 6th March 2023. **(04/23) Minute to be removed next month.**
- 8105 The clerk confirmed that the precept was received at the beginning of April in line with the precept request of £72,000 as determined by the PC. **(04/23) Minute to be removed next month.**
- 8106 POR reserves: councillors confirmed that the following monies should be moved from the 32 day notice account to the current account where they would be then paid to Natural England as agreed: £20,000 cost of extra boardwalk work, £2,895 etched dragon panel, £2,800 carved dragonfly bench, £500 to cover FOTC wardens and £295 to cover the cost of hanging the tile mural in the village hall. Once received into the current account from WBC, the £98,000 CIL monies would also be transferred to Natural England. **(04/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - APRIL 2023

Cheque no	Payee	Purpose	Amount
4704	Juliet Williams	GoDaddy SSL Renewal	£179.98
4705	Surrey ALC	2023-2024 subscription	£858.42
4706	1st Call Trees Ltd	Treework as per quotation	£11,688.00
4707	Imprint Colour Ltd	EVRS Road Survey Flyer	£162.00
4708	Hilary Hamlyn	OE planters	£24.00
4709	Hilary Hamlyn	OE planters	£30.69
4710	Castle Water	Feb to July 2023	£208.70
4711	Maxwell and Co Ltd	Payroll 3 months to end March 2023	£72.00
4712	The Play Inspection Company	Quarterly Inspection	£297.00
			£13,520.79

19.0 MATTERS RAISED BY MEMBERS

- 8107 Cllr Davidsen remarked that Hankley Common had been reopened but that crew were starting to assemble for filming. It was noted that the film crew would only be there for three weeks. **(04/23). Minute to be removed next month.**
- 8108 Cllr Mathisen advised the next HUG meeting would be on 25th April and HCCG on 18th April. Cllr Mathisen advised that he was happy to still attend the meetings once he had stepped down as councillor for continuity. The clerk advised that there should also be a councillor in attendance. **(04/23). Minute to be removed next month.**
- 8109 Cllr Rees advised that data from covid will be erased from May 2023 in line with GDPR regulations. **(04/23). Minute to be removed next month.**
- 8110 Cllr Jacobs noted that flares from the army had landed in her garden. Cllr Jacobs to send the date and time to Cllr Mathisen who will report it. **(04/23). Minute to be removed next month.**

Meeting closed at 9.30 pm



ELSTEAD PARISH COUNCIL
Minutes of the Annual Parish Meeting

Monday 22nd May 2023 at 7pm
Held at Elstead Youth Centre

Attendees:	Cllr P. Murphy (Chair) Cllr J. Collis Cllr J. Holroy	Cllr J. Jacobs Cllr A. Goundry Cllr M. Lass	Cllr L. Davidsen Cllr A. Hampshire Cllr R. Muir
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Mrs J. Williams (Clerk)
12 x MOP , Cllr G Long, Cllr D Harmer

1.0 ELECTION OF A CHAIR

8111 Cllr Davidsen nominated and Cllr Jacobs seconded. Cllr Murphy was duly elected chair. **(05/23). Minute to be removed next month.**

2.0 COMPLETION OF ACCEPTANCE OF OFFICE FORMS

8112 The Declaration and Acceptance of office form was signed by Cllr Murphy and passed to The Clerk. **(05/23). Minute to be removed next month.**

3.0 ELECTION OF A VICE CHAIR

8113 Cllr Davidsen nominated and Cllr Murphy seconded. Cllr Jacobs was duly elected Vice chair. **(05/23). Minute to be removed next month.**

4.0 COMPLETION OF ACCEPTANCE OF OFFICE FORMS

8114 The Declaration and Acceptance of office form was signed by Cllr Jacobs and passed to The Clerk. **(05/23). Minute to be removed next month.**

5.0 CO-OPTION – TO OPT TWO MEMBERS OF THE PUBLIC TO ELSTEAD PARISH COUNCIL

8115 The clerk advised that seven candidates had expressed an interest in joining the Parish Council. Of these two had decided not to submit application forms and a third candidate lived outside of the area. Interested applicants were asked to complete a brief application form which The clerk had shared with councillors in advance of the meeting. At the meeting candidates were given a maximum of three minutes to explain why they would like to stand and what qualities they would bring to Elstead Parish Council. One candidate was unable to attend and the clerk read aloud their application. Candidates stepped outside the hall whilst councillors debated who to co-opt. Following an open voting process Cllr Joan Holroyd and Cllr James Collis were duly co-opted and invited to join councillors at the council table. The two unsuccessful candidates were thanked sincerely for their

interest and it was agreed that they would be invited to join a working party / sub committee as and when the need arose. **(05/23). Minute to be removed next month.**

6.0 COMPLETION OF ACCEPTANCE OF OFFICE FORMS

- 8116 The Declaration and Acceptance of office form was signed by all remaining councillors. **(05/23). Minute to be removed next month.**

7.0 QUESTIONS FROM MEMBERS OF THE PUBLIC

- 8117 A resident voiced concern at a flyer that had been circulated about upgrading phone lines to digital voice by 2025. The resident was concerned that digital to analogue would not work and it was understood that BT will stop analogue calls. The resident asked what would happen therefore in a power cut as there is insufficient mobile coverage in this area. The resident also raised the issue that BT will not undertake the maintenance of cutting down branches. Cllr Murphy agreed that this matter should be discussed in detail at the June meeting. All councillors were asked to do some research on this matter before the meeting. **(05/23) Minute to be removed next month.**
- 8118 A resident voiced concern over the way that horses were being kept and the condition of the field opposite The Mill. Cllr Murphy noted that the clerk had written to the landowner who had not as yet responded. Cllr Murphy noted that the field also caused adjoining fields to flood and that if the current landowner cleared the ditches it would alleviate the problem. Cllr Murphy suggested that the neighbouring owner should approach SCC asking them to serve a notice on the landowner. **(05/23) Minute to be removed next month.**

8.0 APOLOGIES FOR ABSENCE

- 8119 There were no apologies for absence. **(05/23). Minute to be removed next month.**

9.0 DECLARATIONS OF INTEREST

- 8120 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. Councillors were reminded to send completed declaration of pecuniary interest forms to the clerk as soon as possible. **(05/23). Minute to be removed next month.**

10.0 ROLES AND RESPONSIBILITIES

- 8121 Cllr Murphy advised that the Parish Council had a number of roles as well as two sub committees; EVRS and Our Elstead that needed chairing. Cllr Goundry was accepted as chair of EVRS. It was agreed that the remaining roles and responsibilities would be deferred to the June meeting to allow time for the newly co-opted councillors to consider the different roles. **(05/23). Minute to be removed next month.**

11.0 ANNUAL REVIEW OF PARISH COUNCIL DOCUMENTATION

- 8122 it was agreed that standing orders, financial regulations and would be deferred to the June meeting to allow new councillors the opportunity to read them. The clerk noted that it was recommended that councillors adopt the LGA code of conduct to be in-line with the borough council as well as surrounding parish councils. The clerk to share both the current and new code of conduct versions with councillors. **(05/23). Minute to be removed next month.**

12.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th APRIL 2023 & EXTRAORDINARY PC MEETING HELD 2nd MAY 2023

- 8123 The minutes of the Parish Council meeting held on 17th April 2023 and extraordinary PC meeting held on 2nd May 2023 were agreed and signed by the Chairman. **(05/23). Minute to be removed next month.**

13.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 17th APRIL 2023

- 8124 The minutes of the Planning Committee meeting held on 17th April 2023 were agreed and were signed by the Chairman. **(05/23). Minute to be removed next month.**

14.0 MATTERS ARISING – only one item was updated. The rest were not covered as this was a shorter meeting due to the need to co-opt councillors and hold the annual Assembly immediately afterwards.

- 8125 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. The clerk to send a reminder to SCC prior to 22nd May. **(05/23).**

- 8021 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge. **(03/23).**

- 8022 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has followed up with Wellers Hedley and a solution and new legal adviser has been appointed. **(03/23).**

- 7975 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. The project will go out to tender in March with the aim of the works being completed in summer 2023. **(02/23)**.

- 8080 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 undertook a survey with the most popular name being Blackberry Way. The clerk is waiting for Witley to confirm their survey results. **(04/23)**
- 8026 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 and the clerk has followed this matter up again with Kompan. **(03/23)**.
- 8027 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 and having folloed up several times the clerk has been advised that the case will be closed on 1st April 2023. **(03/23)**.
- 8030 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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. **(03/23)**.
- 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)**.
- 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)**.
- 8032 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. The clerk is working with SCC Countryside on this. **(03/23)**.
- 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).**

- 7979 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 and works will be completed w/c 6th March 2023. 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 and work will be completed w/c 27th February 2023. **(02/23).**
- 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).**
- 8035 The clerk advised that the new defibrillator cabinet for the village hall has been delivered and will be installed on 27th March. The defibrillator is being protected in the meantime from the leak and is being checked regularly. **(03/23).**
- 8036 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC. **(02/23)**
- 8037 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC would take the matter up with the MoD. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. **(03/23).**
- 8044 The clerk has followed up the CIL payment with WBC. POR raised £50k for the boardwalk which is now complete. Natural England originally suggested that rather than paying for the boardwalk per se the funds should go towards new benches however now Natural England have suggested that they do not want to install benches after all. Cllrs Murphy and Mendelssohn have challenged Natural England on this decision. Natural England have now advised that there have been some additional costs incurred on the boardwalk build and POR support the use of POR funds for this expenditure with the overall agreement from both Elstead and Thursley Parish Council's. Elstead Parish Council agreed to this expenditure and Thursley PC is due to meet at the beginning of April and will agree this at that meeting. **(03/23). Minute to be merged with 8106**
- 8045 Cllr Davidsen had spotted an update on a website which reported that the Thursley Road was going to be resurfaced and therefore closed for three weeks from 1st April. The Clerk had contacted senior Highways offices at SCC who were unable to confirm the date for the work. Cllr Murphy stated that it was most unsatisfactory that different people were saying different things and asked Cllr Harmer to find out if and when the work is going to happen. Once the date has been confirmed the clerk to advise residents accordingly. **(03/23). Minute to be removed next month updated and covered under 8084.**

8072 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. **(03/23)**

15.0 WBC UPDATE

8126 Cllr Murphy welcomed Cllr Gemma Long, newly elected Waverley Borough Councillor for Elstead & Peper Harow. Cllr Long was congratulated on her election and Cllr Murphy hoped that she would be able to attend as many parish council meetings as feasible. **(05/23). Minute to be removed next month.**

8082 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a “consideration list”. Cllr Harmer explained that problems were fixed in order of severity. **(04/23).**

7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23).**

16.0 SCC UPDATE (no update in May 2023 meeting for timing reasons)

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).**

17.0 NEIGHBOURHOOD PLAN UPDATE

8127 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting to for confirmation that the letter has been sent. Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. At the April 2023 meeting it was reported that Michael Gove had responded giving contradictory information to that which the PC had received from WBC. Michael Gove advised that it was possible to get a new Examiner. It was agreed that it was necessary to wait for Counsel's advice

before suggesting this. Cllr Jacobs shared an email that the PC had received from WBC on 18th May which stated that there had been no further response from Mr Edge. Councillors were in agreement that an urgent meeting be convened with ME and the Head of Planning Policy at WBC. Councillors were also in agreement that the PC should state that WBC must write to Mr Edge robustly and that if they did not Elstead PC would be writing to Mr Gove highlighting WBC's failure to complete the NHP. Cllr Long was asked to attend where possible. **(05/23)**.

- 8040 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. At the clerks briefing it was noted that the due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23)**.

17.0 PLANNING

NMA/2023/01066	DENE END SANDS LANE TILFORD GU10 2BA	Amendment to wa/2019/0937 - title of this permission altered to read "erection of a new dwelling followed by demolition of existing dwelling" this permission was granted on 05/08/19 <i>Elstead Parish Council does not object to this application provided that the original dwelling is removed.</i>
SC/2023/01061	THAMES WATER UTILITIES LTD SEWAGE WORKS THE GREEN GODALMING GU8 6DA	Adoption by the county planning authority of a screening opinion under regulation 6 of the town & country planning (environmental impact assessment) regulations 2017 (as amended). Proposed upgrade works at elstead sewage treatment works. <i>Elstead Parish Council cannot comment.</i>
TM/2023/01052	WHINHURST PEAT COMMON ELSTEAD GODALMING GU8 6DX	Application for works to tree subject of tree preservation order wa297 <i>Elstead Parish Council cannot comment.</i>

WA/2023/00964	3 SILVER BIRCHES WAY ELSTEAD GODALMING GU8 6JA	Erection of extensions and alterations to elevations together with alterations to attached garage and workshop to provide habitable accommodation <i>Elstead Parish Council supports this application.</i>
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- 8128 Councillor Murphy advised that a planning application had been submitted to WBC regarding a site at Westbrook Hill which had previously been discussed with the Parish Council. The applicant had submitted a plan for 3 x 2 bed and 1 x 3 bed dwellings. WBC had responded that the plans be increased to three bed properties. It was noted that this went against the findings of the Housing Needs Survey as well as the NHP. **(05/23). Minute to be removed next month.**

17.0 TRAINING

- 8129 Councillors were reminded of the ethics training that was being organised by WBC on 30th May 2023. The clerk advised that she would be organising training for all new councillors for the beginning of September. **(05/23). Minute to be removed next month.**

18.0 OUR ELSTEAD UPDATE (OE) (not covered at May meeting)

- 8087 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. A planned letter to residents had not happened as the clerk was waiting for OE to provide a date for the planting however tree works notices had been publicised in the village news for the previous six months. Trees were removed following a survey by a professional and the PC has to maintain its duty of care especially given that this is a prime walking route for parents and children accessing school. **(04/23).**

19.0 ELSTEAD VILLAGE ROAD SAFETY (not covered at May meeting)

- 8043 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 six volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and the final version was circulated prior to the March meeting. A few amends have been proposed and the survey to be printed and door dropped asap. **(03/23).**
- 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).**
- 7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23)**.

- 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)**.

20.0 REPORTS AND CORRESPONDENCE (not covered at May meeting)

21.0 FINANCE

- 8130 Bank balances to end of April were circulated in advance of the meeting and are £65,053.16 deposit account (includes £50k contingency and £15k held from easement payment) and £75,1537.24 current account. 32 day notice account for POR monies is £55,766.21 **(05/23) Minute to be removed next month.**
- 8131 Accounts for payment for May 2023 were circulated in advance of the meeting. 9 cheques and 1 x DD have been raised totalling £3,218.07 of which 3 x payments are greater than £500 as listed below. **(05/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - MAY 2023

Cheque no	Payee	Purpose	Amount
c	Juliet Williams	Stamps and emergency 1st aid for coronation	£153.80
4720	Kate Miles	Coronation children's event	£42.51
4721	AMK private Hire	Coronation seniors event	£190.00
4722	Juliet Williams	admin and coronation event	£303.48
4723	Lynn Smithwhite	Coronation seniors event	£192.76
4724	Abacus Chauffeur	Coronation seniors event	£110.00
4725	Juliet Williams	salary May 1 of 2	£999.00
4726	Juliet Williams	salary May 2 of 2	£690.36
4727	Sarah Krelle	Coronation seniors event	£77.53
DD	SCC Pensions	Monthly pension	£521.63
			£3,281.07

22.0 MATTERS RAISED BY MEMBERS

- 8132 Cllrs Lass and Hampshire raised concern about the state of the potholes in and around Elstead. Council Harmer explained that potholes needed to be reported online and that they were then

inspected and colour coded as to the urgency of the repair required. Cllr Harmer advised that there had been a change in policy and that if the pot hole gangs saw other potholes near to the pothole they were filling they could take a photograph and fill those too. Cllrs Hampshire and Lass raised concern at the way that the potholes were being filled saying that the current method meant that the pothole was only fixed temporarily and then reappeared a few weeks later and that this was a waste of public money. **(05/23) Minute to be removed next month.**

- 8133 Cllr Lass asked whether there was any update to the sale of Bonfire Hill. Cllr Murphy advised that a local benefactor was still seeking to purchase the land on behalf of the community. Negotiations were on-going and no offers have been accepted yet. **(05/23) Minute to be removed next month.**

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

Meeting closed at 8pm



ELSTEAD PARISH COUNCIL
Minutes of the Parish Meeting

Monday 19th June 2023 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)
5 x MOP, Cllr G Long, Cllr D Harmer

1.0 QUESTIONS FROM MEMBERS OF THE PUBLIC

8134 There were no questions from members of the public. **(06/23). Minute to be removed next month.**

8.0 APOLOGIES FOR ABSENCE

8135 There were no apologies for absence. **(06/23). Minute to be removed next month.**

9.0 DECLARATIONS OF INTEREST

8136 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. Councillors were reminded to send completed declaration of pecuniary interest forms to the clerk as soon as possible. **(06/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 22nd MAY 2023

8137 The minutes of the Annual Parish Council meeting held on 22nd May 2023 were agreed and signed by the Chairman. **(06/23). Minute to be removed next month.**

4.0 MATTERS ARISING

8138 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. **(06/23)**.

- 8139 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge however the legal representative has raised a query over the wording of the lease and has suggested that the clerk seek comments on this from WBC Legal. The clerk has contacted WBC legal. **(06/23)**.
- 8140 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has followed up with Wellers Hedley and a new legal adviser has been appointed and is working through the paperwork. **(06/23)**.
- 8141 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. The project will go out to tender with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works. **(06/23)**.
- 8142 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 undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer. **(06/23)**

- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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 and the clerk has followed this matter up again with Kompan. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**
- 8144 A claim had been received for damage to a vehicle on PC land that the clerk strongly refuted. The clerk has been advised that the case has not been upheld and has now been closed (1st April 2023). **(06/23). Minute to be removed next month.**
- 8145 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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 clerk has chased for wetpour quotes and is seeking alternative contractors. **(06/23).**
- 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).**
- 8146 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 replaced. **(06/23). Minute to be removed next month.**
- 8147 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. **(06/23).**
- 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).**
- 8148 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 and works will be completed w/c 6th March 2023. 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 and work will be completed w/c 27th February 2023. All treeworks have been completed. **(06/23). Minute to be removed next month.**

- 8149 The clerk shared photographs of unnecessarily strong lighting linked to a filming project where Skyfall was filmed. The clerk has written 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. **(06/23). Minute to be removed next month.**
- 8150 The clerk advised that the new defibrillator cabinet for the village hall has been delivered and installed. **(06/23). Minute to be removed next month.**
- 8151 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. **(06/23)**
- 8037 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC had taken the matter up with the MoD but so far without success. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. **(03/23).**
- 8152 The clerk has followed up the £98,000 CIL payment with WBC and the monies have now been received. The clerk to forward to Natural England along with the £20,000 from the 32 days notice account which will be credited into the PC's current account on 22nd June. **(06/23). Minute to be removed next month.**
- 8153 Cllr Davidsen had spotted an updated on a website which reported that the Thursley Road was going to be resurfaced and therefore closed for three weeks from 1st April. The works have been completed. **(06/23). Minute to be removed next month.**
- 8154 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. **(06/23)**

5.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING POLICY HELD 25TH MAY 2023

- 8155 Cllrs Jacobs, Murphy, Long and the clerk attended a meeting with ME and AL (WBC) on 25th May. Cllr Murphy explained that in light of the second piece of advice from Counsel, the Examiner stated (on 24th May) that he will accept Counsels advice. However, the examiner explained that he is unable to restart the examination for the immediate future for personal reasons. ME has written back to the examiner on 26th May to confirm in writing what the examiner had said. As it has now been one month since this meeting with no further response from the examiner, It was agreed that the clerk would write to WBC on behalf of the council explaining that the examiner should be given a one week and deadline after which it would be assumed that he had resigned. **(06/23). Minute to be merged with 8127.**

6.0 REPORT FOLLOWING THE MEETING WITH HUG AND HCCG HELD APRIL 2023

8156 Cllr Murphy reported that MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23).**

7.0 ROLES AND RESPONSIBILITIES

8157 The clerk had collated councillors responses before the meeting and Cllr Murphy and the clerk had nominally added councillor names where there were gaps. The clerk to share the updated spreadsheet with councillors and all to confirm that they are happy with the proposed allocation. **(06/23). Minute to be removed next month.**

8.0 ANNUAL REVIEW OF PARISH DOCUMENTS

8158 The clerk had circulated copies before the meeting. a) Standing orders – minor updates proposed following recommendations from NALC councillors confirmed their acceptance of the proposed changes, b) Financial regulations – no changes proposed councillors confirmed they accepted the financial regulations, c) Code of Conduct – councillors agreed with the clerk's recommendation to adopt the new LGA model as used by WBC and other local parishes. The clerk to upload the updated documents to the PC website. **(06/23). Minute to be removed next month.**

9.0 ANNUAL REVIEW OF POLICIES

8159 Current PC policies were circulated before the meeting. Equality, website and Woolfords Lane cemetery were all accepted with no changes. Regarding the floodlight policy it was noted that there were separate policies for Elstead Sharks and Elstead FC and it was agreed that these should be merged. The clerk to action. **(06/23). Minute to be removed next month.**

10.0 ANNUAL REVIEW OF TOR'S

8160 The clerk had circulated copies before the meeting. No changes were proposed and these were accepted by councillors. **(06/23). Minute to be removed next month.**

11.0 TO AGREE PC OBJECTIVES FOR 2023/2024

8161 Councillors proposed the following objectives for FY 2023/2024: a) complete the NHP, b) make a management plan for the land at Bonfire Hill (assuming the sale goes through and subject to the terms of the Charitable Trust), c) mowing policy including sight lines, verges, d) speed watch up and running e) improve traffic management outside St James Primary School e.g. introduction of 20mph, f) find a resolution to the drainage issue on the common. Progress with these objectives to be reviewed at the March 2024 meeting. **(06/23). Minute to be removed next month.**

12.0 WBC UPDATE

8162 Cllr Long explained that she had been dealing with the issue of some telegraph poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telegraph poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telegraph pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE having

been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23).**

8082 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a “consideration list”. Cllr Harmer explained that problems were fixed in order of severity. **(04/23).**

7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23).**

13.0 SCC UPDATE

8163 Cllr Harmer advised SCC has a community link officer who is keen to attend a parish meeting. **(06/23) Minute to be removed next month.**

8164 Cllr Harmer advised consideration would need to be given at the next Western Villages meeting as to how SCC vegetation budgets were allocated. **(06/23) 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)**

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).**

14.0 NEIGHBOURHOOD PLAN UPDATE

8165 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting for confirmation that the letter has been sent. Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. At the April 2023 meeting it was reported that Michael Gove had responded giving contradictory information to that which the PC had received from WBC. Michael Gove advised that it was possible to get a new Examiner. It was agreed that it was necessary to wait for Counsel's advice before suggesting this. Cllr Jacobs shared an email that the PC had received from WBC on 18th May which stated that there had been no further response from Mr Edge. Councillors were in agreement

that an urgent meeting be convened with ME and the Head of Planning Policy at WBC. Councillors were also in agreement that the PC should state that WBC must write to Mr Edge robustly and that if they did not Elstead PC would be writing to Mr Gove highlighting WBC's failure to complete the NHP. Cllr Long was asked to attend where possible. Covered under agenda item 5. **(06/23)**.

- 8040 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. At the clerk's briefing it was noted that due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23)**.

15.0 OUR ELSTEAD UPDATE (OE) (not covered at June meeting)

- 8087 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. A planned letter to residents had not happened as the clerk was waiting for OE to provide a date for the planting however tree works notices had been publicised in the village news for the previous six months. Trees were removed following a survey by a professional and the PC has to maintain its duty of care especially given that this is a prime walking route for parents and children accessing school. **(04/23)**.

16.0 ELSTEAD VILLAGE ROAD SAFETY

- 8166 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 six volunteers have stepped forward. A road survey questionnaire has been circulated to all residents and there are a large number that have been filled in by hand. Cllrs Collis, Holroyd, Jacobs and the clerk will input the data. Once the data has been input, the clerk will pull off a report which details all the responses. The data report will be studied by the EVRS sub committee and circulated to all councillors. **(06/23)**.
- 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)**.
- 7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported

the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23)**.

- 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)**.

17.O ELSTEAD SHARKS – REQUEST TO EXTEND PLANNING PERMISSION FOR THE STORAGE CONTAINER ON BURFORD LODGE

- 8167 Planning permission for the container expired in 2022. Elstead Sharks have asked for permission to apply to extend the planning permission for the container. Councillors agreed to an extension for a further three year period maximum starting from June 19th 2023. Elstead Sharks would be asked to attend the parish council meeting in June 2024 to provide a progress report on funding and plans for a replacement pavilion. **(06/23) Minute to be removed next month.**

18.O ELSTEAD FC – PROPOSAL TO REFURBISH CURRENTLY DEFUNCT BURFORD LODGE PAVILION

- 8168 Elstead FC had circulated their proposal in advance of the meeting. The proposal included the reinstatement of the loos and the building would be refurbished to such a level as to make it useable for storage and changing. Works would be carried out by a team of volunteer trade people. JH would be lead contractor and would ensure that all relevant certifications were obtained. The Parish Council supported the proposal but asked that the loos were only made available to those attending training and matches. Zurich had confirmed that the Parish Council's public liability could be extended to cover this building at no extra charge. The clerk noted that there should be a new user agreement to cover the pavilion with which Elstead FC were in agreement. It was also agreed that the PC would pay for the standing charge of the electricity but that usage over and above this would be charged back to Elstead FC who would split it pro rata with the Elstead Sharks should they use the pavilion. The Parish Council sincerely thanked JH and CH for their work in organising this project and agreed to provide a grant of £1,000 towards the project which it does under the PC's powers to provide a wide range of recreational facilities (Local Government Act Miscellaneous Provisions 1976, s.19).

19.O BACKLAND FIELD – TO AGREE TENANCY ARRANGEMENT

- 8169 Following a request from the and agent it was agreed that the tenant may pay quarterly. The clerk to liaise with the land agent. **(06/23) Minute to be removed next month.**

20.O NO MOW MAY - EFFECTIVENESS OF THIS POLICY

- 8170 Cllr Jacobs reported that she had read articles regarding the fact that during 'No Mow May' wildlife is encouraged to flourish only to be decimated when the grass is cut the following month. The clerk had reported areas in Broomfield and Springfield that had not been cut and SCC had checked the area and said that they would be cut as per SCC policy which was up to four cuts a year. The SCC website said that the next cut was w/c 4th July. There ensued a lengthy discussion and it was agreed that the EVRS committee would draw up a list of areas/sight lines that needed to be cut immediately. Cllr Hampshire to check with the Peper Harow clerk to see if the WMP contractor can cut by the WMP sightlines. **(06/23)**.

21.O DIGITAL VOICE – IMPACT ON RESIDENTS – deferred until July

22.O POR MONIES TRANSFER REQUEST TO FRIENDS OF THURSLEY COMMON

- 8171 A request has been received from the FOTC for £480 to support the volunteers by covering clothing and website costs. Elstead PC accepted the proposal which had also been agreed by Thursley Parish Council at its June meeting, as per the terms of the working party. The clerk to arrange for the monies to be transferred. FOTC had shared a financial update which the clerk had shared with councillors prior to the meeting. **(06/23) Minute to be removed next month.**

23.0 COUNCILLOR TRAINING

- 8172 The clerk advised that the provisional training date for all councillors is 4th September 2023. Councillor from other parishes will also be in attendance. **(06/23) Minute to be removed next month.**

24.0 REPORTS AND CORRESPONDENCE

- 8173 The clerk reported broken wooden railings and encroaching vegetation along the narrow pathway leading from Thursley Road into West Hill to WBC. **(06/23) Minute to be removed next month.**
- 8174 The clerk reported visibility issues associated with encroaching vegetation to SCC Highways. **(06/23) Minute to be removed next month.**
- 8175 Information has been received on the public consultation for the federation of St James Primary School and Shackleford Infant School. An email was also received on the new name of the federation. **(06/23) Minute to be removed next month.**
- 8176 Information on Surrey Hills National Landscape was received and will be circulated by the clerk. **(06/23) Minute to be removed next month.**
- 8177 Open Spaces and paths – a new guide to protection. The clerk to circulate to councillors. **(06/23) Minute to be removed next month.**
- 8178 Information from Farnborough Noise was received regarding the lack of public consultation. The PC has decided not to comment. **(06/23) Minute to be removed next month.**
- 8179 The clerk has responded to various cemetery requests. **(06/23) Minute to be removed next month.**

26.0 FINANCE

- 8180 Bank balances to end of May were circulated in advance of the meeting and are £65,083.78 deposit account (includes £50k contingency and £15k held from easement payment) and £67, 867.82 current account. 32 day notice account for POR monies is £29,356.52 as at end May NB The clerk has transferred monies for Preserve our Reserve boardwalk contributions as agreed previously. The PC has finally received the £98k CIL monies from WBC on 15.6.2023 and these will be transferred to Natural England this week. **(06/23) Minute to be removed next month.**
- 8181 Accounts for payment for June 2023 were circulated in advance of the meeting. 19 cheques and 1 x DD have been raised totalling £9,533.11 of which 6 x payments are greater than £500 as listed below. **(06/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - JUNE 2023

Cheque no	Payee	Purpose	Amount
4728	VOID	VOID	£0.00
4729	Hilary Hamlyn	OE planters	£40.28
4730	Absolute Security Ltd	Annual Service and Maintenance	£209.11

4731	SSE	1/4ly charges for Burford Lodge Pavilion	£132.76
4732	Imperative Training Ltd	Annual Service	£397.20
4733	Richard Knight	Maintenance	£554.20
4734	Richard Knight	maintenance	£300.00
4735	Grasstex Ltd	Mowing as per contract	£3,430.50
4736	Juliet Williams	Salary 1 of 2	£999.00
4737	Juliet Williams	Salary 2 of 2	£690.16
4738	HMRC	HMRC months 1 to 3	£1,557.92
4739	HMRC	interest charged for a late payment	£10.68
4740	Walter Bates	Smiths charity reissue a chq to replace 4624	£157.00
4741	Sharon Stokes	receipts from the coronation	£110.95
4742	Juliet Williams	office use, expenses	£149.93
4743	VOID	VOID	£0.00
4744	Elstead Village Hall	Hall Hire June	£18.50
4745	Tim Davies	Duplicate key for EPC noticeboard	£8.00
4746	Richard Knight	maintenance boundary markers	£159.00
4747	Kate Clipsham Miles	medals for children's coronation event	£6.82
4748	Elstead Village Hall	Hall Hire May	£18.50
4749	Ruth Glenister	crafts for coronation event	£80.89
DD	SCC Pensions	Monthly pension	£521.71
			£9,553.11

- 8182 To review previously circulated finance review and update to June 2023. To include income, expenditure and bank reconciliations. The clerk advised that Cllr Jacobs had checked the reconciliation and signed it off. **(06/23). Minute to be removed next month.**
- 8183 Councillors reviewed the previously circulated amended fixed asset register and approved the new format which is easier to track new and replaced assets. The clerk to share with Zurich to confirm that everything is insured at the correct level. **(06/23).**
- 8184 To agree bank mandate and new signatories: with the change over of councillors it was agreed that Cllrs James Collis, Joan Holroyd, Martin Lass and Richard Muir would be signatories alongside Cllrs Pat Murphy and Jane Jacobs. All previous signatories would be removed as they are no longer councillors. **(06/23). Minute to be removed next month.**
- 8185 To review previously circulated internal audit report 2022-23 - report was noted and the main points are listed below:
- A cheque had been raised against a statement. The clerk to ensure payment is raised against an invoice and not a statement. Action: The clerks and councillors to ensure that they double check that they are paying against an invoice and not a statement. *The clerk noted that invoices are already spot checked by a cllr who does not sit on the finance committee.*
 - VAT must be calculated correctly and may only be claimed against an invoice and not a proforma. Anyone reclaiming expenses must ensure they have a receipt for Elstead Parish Council. *(The clerk had noted to the auditor that she does remind councillors / working groups of this fact frequently).* Action: the clerk will remind those claiming expenses to obtain a VAT receipt made FAO Elstead Parish Council.
 - Ensure agenda is sent out on the requisite number of days beforehand – one agenda had been circulated later. Action: ensure agendas are circulated in good time.

- Ensure pecuniary interests are clearly visible on the website. Action: following the May election and May co-option, all new councillors details are on the website along with their pecuniary interest forms.
- The PC should adopt an investment strategy policy. Action: Investment strategy to be added to the July 2023 agenda.
- Ensure once it has been received that the external auditor's report is minuted in full. Action: ensure this happens when reporting back at the September meeting.
- Pay outstanding HMRC interest of £5.34 (The clerk would like to note that she had not been informed of this value until the audit meeting). Action: this amount of money has been paid.
- Fixed Asset Register: ensure that value of new items are correctly added to the fixed asset register. Action: the format of the fixed asset register has been amended and will be easier to keep updated.

8186 To review and approve previously circulated Statement of Internal Control. This was approved and adopted by councillors. **(06/23). Minute to be removed next month.**

8187 To review and approve previously circulated 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. **(06/23). Minute to be removed next month.**

8188 Councillors agreed that Maxwells should be re-appointed internal auditors for 2023-2024 reporting period. **(06/23). Minute to be removed next month.**

8189 To review and approve previously circulated Annual Governance Statement 2022-2023. This was considered by Members and it was resolved that the Annual Governance Statement 2023-2023 be approved with a statement added regarding the fixed asset register. **(06/23). Minute to be removed next month.**

8190 To note that the exercise of the public rights (unaudited accounts) will start on Monday 26th June with the notice to be placed on noticeboard and on the village website on Friday 23rd June. **(06/23). Minute to be removed next month.**

8191 To review and approve previously circulated Accounting Statement 2022-2023. This was considered by Members and it was resolved that the Accounting Statement 2022-2023 be approved. **(06/23). Minute to be removed next month.**

26.0 MATTERS RAISED BY MEMBERS

8192 Cllr Davidsen advised that there have been people fishing at The Moat. This has been reported to the police via 101 and the clerk to report to Natural England. **(06/23) Minute to be removed next month.**

8193 Cllr Holroyd noted that she would like to hold refresher defibrillator training sessions for residents in the Autumn. The clerk to discuss with Cllr Holroyd and training to be added to the July agenda. **(06/23) Minute to be removed next month.**

8194 Cllr Murphy reported that a resident has 4m cubed left over top soil that they are happy to donate to the Thursley Road rec. It was agreed that the top soil can be placed on an agreed location on the rec and will be spread in the Autumn in order to level out some low areas. **(06/23) Minute to be removed next month.**

8195 Cllr Goundry asked what the procedure was for dealing with abandoned vehicles. Cllr Murphy explained that any vehicles that were untaxed and not MOT'ed should be reported to WBC. **(06/23) Minute to be removed next month.**

- 8196 Cllr Lass advised that for the first time the EA may not give the marathon permission to cross the River Wey. Elstead Parish Council have agreed to write in support if required. **(06/23) Minute to be removed next month.**
- 8197 Cllr Lass asked what the procedure was for vehicles parked on the pavement. It was noted that if it is causing an obstruction it can be reported to 101. **(06/23) Minute to be removed next month.**
- 8198 Cllr Lass noted that the surface of the Elstead to Rodborough cycleway was very rough and poor beyond Borough Farm. A map of the relevant section to be given to Cllr Harmer to follow up. **(06/23)**

Meeting closed at 10pm



ELSTEAD PARISH COUNCIL
Minutes of the Parish Meeting

Monday 17th July 2023 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr J. Jacobs Cllr A. Hampshire
Cllr J. Collis Cllr A. Goundry Cllr R. Muir
Cllr J. Holroy Cllr M. Lass

Mrs J. Williams (Clerk)
Cllr G Long, Cllr D Harmer

1.0 QUESTIONS FROM MEMBERS OF THE PUBLIC

8200 There were no questions from members of the public. **(07/23). Minute to be removed next month.**

2.0 APOLOGIES FOR ABSENCE

8201 Apologies for absence were given by Cllr Davidsen which members accepted. **(07/23). Minute to be removed next month.**

3.0 DECLARATIONS OF INTEREST

8203 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. Councillors were reminded to send completed declaration of pecuniary interest forms to the clerk as soon as possible. **(07/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PC MEETING HELD 19th JUNE 2023

8204 The minutes of the Parish Council meeting held on 19th June 2023 were agreed and signed by the Chairman. **(07/23). Minute to be removed next month.**

5.0 MATTERS ARISING

8205 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. (July 2023) SCC advised that the landowner has queried the surveyors report. SCC are obtaining permission to send the whole of the surveyors report to the landowner. SCC will then respond to the query and see whether the objection is withdrawn. If it is not then SCC will respond to the Secretary of State. **(07/23)**.

- 8206 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge however the legal representative has raised a query over the wording of the lease and has suggested that the clerk seek comments on this from WBC Legal. The clerk has contacted WBC legal again. **(07/23)**.
- 8207 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has followed up with Wellers Hedley and a new legal adviser has been appointed and is working through the paperwork and the clerk reported in July that the final case documents were being drawn up. **(07/23)**.
- 8208 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. The project will go out to tender with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works and WBC have attended with their contractors to pull together tender documents. **(07/23)**.
- 8209 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 undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer and at the Western Village the

- clerk was advised that the council must make a protocol to say that they agree to the renaming. The clerk noted that this has already been evidenced in the minutes. **(07/23)**
- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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 and the clerk has followed this matter up again with Kompan. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**
- 8145 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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 clerk has chased for wetpour quotes and is seeking alternative contractors. **(06/23)**.
- 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)**.
- 8210 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. The clerk followed this up with JB (SCC) at the July Western village meeting. **(07/23)**.
- 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)**.
- 8151 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. **(06/23)**
- 8037 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The

provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC had taken the matter up with the MoD but so far without success. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. **(03/23).**

8211 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. The clerk asked if this has been resolved at the Western Village meeting. SCC to advise. **(07/23)**

8212 Cllr Murphy reported that MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23).**

8213 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a "consideration list". Cllr Harmer explained that problems were fixed in order of severity. The clerk/EVRS to take over following this matter up. **(07/23).**

8214 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. The clerk to take over following this up. **(07/23).**

8087 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. A planned letter to residents had not happened as the clerk was waiting for OE to provide a date for the planting however tree works notices had been publicised in the village news for the previous six months. Trees were removed following a survey by a professional and the PC has to maintain its duty of care especially given that this is a prime walking route for parents and children accessing school. **(04/23). Minute to be removed next month.**

8215 Burford Lodge Pavilion: Cllr Holroyd advised that the reinstatement work had been excellent with electrics refitted, changing rooms painted, loos repaired and the roof cleared. Cllr Holroyd advised that Elstead FC were unsure what to do with the kitchen area and were not able to provide a disabled toilet as the aperture was not wide enough. It was highlighted that loos would only be open for training and matches and must be locked afterwards and professionally cleaned weekly. Councillors noted their thanks and appreciation for the work that had been undertaken. **(07/23) Minute to be removed next month.**

6.0 REPORT FOLLOWING THE WESTERN VILLAGE MEETING HELD JULY 12th 2023

8216 The clerk advised that the meeting had been collaborative and that representatives from each parish council had reviewed their priority projects. The list will go back to SCC for costing and then the western villages will reconvene in Autumn to agree projects for the next fiscal. **(07/23) Minute to be removed next month.**

- 8217 The Frensham clerk has been part of a focus group led by SCC looking at how to improve communications and working methodologies between the county and parish councils as the mechanism for reporting highways issues has been overly complex. A debrief following this engagement is expected on 19th October 2023. **(07/23). Minute to be removed next month.**

7.0 WBC UPDATE

- 8162 Cllr Long explained that she had been dealing with the issue of some telegraph poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telegraph poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telegraph pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE have been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23).**

- 8218 Cllr Long has seen the enforcement notice on the caravans that are sited at Red House farm and has asked that the Parish Council be informed. **(07/23).**

- 8219 Cllr Long was asked by Parish Councillors to find out whether the six monthly Town and Parish meetings were to be reinstated by Waverley BC. The last one was held in December 2019. **(07/23).**

8.0 SCC UPDATE

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

- 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).**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 8220 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting to for confirmation that the letter has been sent.

Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. At the April 2023 meeting it was reported that Michael Gove had responded giving contradictory information to that which the PC had received from WBC. Michael Gove advised that it was possible to get a new Examiner. It was agreed that it was necessary to wait for Counsel's advice before suggesting this. Cllr Jacobs shared an email that the PC had received from WBC on 18th May which stated that there had been no further response from Mr Edge. Councillors were in agreement that an urgent meeting be convened with ME and the Head of Planning Policy at WBC. Councillors were also in agreement that the PC should state that WBC must write to Mr Edge robustly and that if they did not Elstead PC would be writing to Mr Gove highlighting WBC's failure to complete the NHP. Cllr Long was asked to attend where possible. Cllrs Jacobs, Murphy, Long and the clerk attended a meeting with ME and AL (WBC) on 25th May. Cllr Murphy explained that in light of the second piece of advice from Counsel, the Examiner stated (on 24th May) that he will accept Counsel's advice. However, the examiner explained that he is unable to restart the examination for the immediate future for personal reasons. ME has written back to the examiner on 26th May to confirm in writing what the examiner had said. As it has now been one month since this meeting with no further response from the examiner, it was agreed that the clerk would write to WBC on behalf of the council explaining that the examiner should be given a one week and deadline after which it would be assumed that he had resigned. (July 2023) Cllr Murphy advised that Mr Edge had been stood down and Mr Ashcroft, a very experienced Examiner, has been appointed in his place. It was agreed that Cllr Murphy will draft a letter of complaint regarding the conduct of Mr Edge and allow WBC to co-sign the letter. The clerk to advise DV, the E&W NHP consultant that Mr Ashcroft has been appointed. **(07/23).**

- 8040 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. At the clerk's briefing it was noted that due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23).**

10.0 NO MOW MAY EFFECTIVENESS

- 8221 Cllr Jacobs stated that she felt that the policy on grass cutting was not well considered and proposed that Elstead should be responsible for cutting the grass throughout the whole of the village. It was noted that there are currently four contractors who cut different sections of grass on different days of the week in Elstead which was clearly not ecologically sound. Cllr Lass asked who would pay for the grass cutting and it was questioned whether some funding could come from the borough/district council. Cllr Long advised that there was to be a meeting between SCC and WBC to discuss this matter and was asked by Councillors to request that funding and responsibility for this be passed down to the parishes. A quotation to be sought from Grasstex. **(07/23).**

11.0 ELSTEAD VILLAGE ROAD SAFETY

- 8222 Cllr Goundry summarised the meeting which had been held on 10th July 2023. The meeting had outlined their course of action and the next meeting to be held in August. The EVRS committee had identified the following issues: 1) highways defects, 2) sightlines grass and physical impediments 3) speeding to be dealt with via speedwatch - there are currently twelve volunteers 4) surveys latest speed data is from 2015 so up to date data would be beneficial 5) pedestrian crossing improvement 6) footpaths: lack of footpath via the road from Water Meadow Place to the centre of the village. Cllr Murphy advised that the original planning consent did require a footpath to be constructed following the road however SCC had no legal authority across the triangle and the crossing would have been unrestricted i.e no belisha beacons etc on a known traffic accident hot spot. It was also a more circuitous route. SCC agreed to upgrade FP61 instead and received £27k for the works (NB The

Spar footpath upgrade cost £30k and the overall cost of FP61 upgrade was estimated at £250k), 7) parking around the school – school to buy into parking at the village green, village hall and pavilion and walking from there. Cllr Murphy explained that use of the BT land had been explored in depth and was not feasible owing to the charges they wished to levy to the school as well as the restrictions. **(07/23). Minute to be removed.**

8166 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 six volunteers have stepped forward. A road survey questionnaire has been circulated to all residents and there are a large number that have been filled in by hand. Cllrs Collis, Holroyd, Jacobs and the clerk will input the data. Once the data has been input, the clerk will pull off a report which details all the responses. The data report will be studied by the EVRS sub committee and circulated to all councillors. **(06/23).**

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).**

7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online and has been advised that it has been fixed however it does still not illuminate the crossing sufficiently. **(01/23).**

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).**

12.0 USER AGREEMENTS

8223 User agreements to be adopted at the September meeting. The clerk had tried several times unsuccessfully to meet with the cricket club who had been unavailable. In the meantime councillors were asked to advise the clerk if they have any comments on the agreements. **(07/23). Minute to be removed next month.**

13.0 FLOODLIGHT AGREEMENT

8224 Revised floodlight was approved. **(07/23). Minute to be removed next month.**

14.0 REQUEST FOR FUNDING

- 8225 A request for funding was received from CAW along with a copy of their annual report which documented the number of residents who had been supported by their services. Councillors agreed to donate £1,000. **(07/23) Minute to be removed next month.**

15.0 DIGITAL VOICE

- 8226 It was noted that it was proposed that conventional phone lines would be discontinued by 2025. Whilst councillors cannot affect this Elstead PC can ask SCC and WBC what steps they will take to ensure that vulnerable residents have a telephone connection. Cllr Hampshire advised that currently 999 will route from any mobile signal. Cllr Harmer noted that technology existed to ensure that power was retained to routers even in power outages. Cllr Hampshire agreed that fibre call could still work in a power cut via a battery back up for the router. It was agreed that this should be publicised to help residents and Cllr Hampshire to write an article for the EVN and website which the clerk would circulate. Cllr Jacobs questioned what would happen with personal alarms and asked how long the battery back up would last. **(07/23) Minute to be removed next month.**

16.0 COUNCILLOR TRAINING DATES

- 8227 The clerk advised that general councillor training would take place on 4th September and planning training on 2nd October. **(07/23) minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

- 8228 Cllr Murphy advised that he had contacted Natural England and the Environmental Agency regarding the ditch on Ockford and Elstead Commons. A site visit has been arranged for 28th July 2023 and all are welcome to attend. **(07/23) minute to be removed next month.**
- 8229 The clerk confirmed that general councillor training would take place on 4th September and planning training on 2nd October. **(07/23) minute to be removed next month.**
- 8230 Information from Surrey FA was received re pitch funding. The clerk to share with the sharks and Elstead FC. **(07/23) minute to be removed next month.**
- 8231 The RBL have advised that they will be applying for a road closure permit from WBC for Remembrance. **(07/23) minute to be removed next month.**
- 8232 A resident asked whether Back Lane is a footpath and/or maintained highway. In such matters the parish council is unable to give legal advice and the clerk to refer the resident to ask their solicitor. **(07/23) minute to be removed next month.**
- 8233 20 is plenty: councillors noted that travelling at 20mph can increase pollution. EVRS to consider the the PC's position on this. **(07/23) minute to be removed next month.**
- 8234 A letter thanking Preserve our reserve for the donation towards the boardwalk has been received from natural England. **(07/23) minute to be removed next month.**
- 8235 The clerk advised that there has been much communication between local agencies and residents regarding Bonfire Hill. **(07/23) minute to be removed next month.**
- 8236 The clerk confirmed that Cllr Holroyd's submission to stand on the S and GP Committee had been submitted. **(07/23) minute to be removed next month.**
- 8237 A complaint regarding the appearance of the Croft Play Area had been received and the clerk had instructed RK to undertake some work. **(07/23) minute to be removed next month.**

8238 SWT are holding a community event on 3rd August. Councillors to advise if they would like to attend. **(07/23) minute to be removed next month.**

8239 The clerk has received quite a few emails from horse riders requesting passes. The clerk has referred them to the MoD. **(07/23) minute to be removed next month.**

8240 A resident notified the clerk of plans to build houses along Waverley Lane which appears to be in contradiction with Farnham's NHP. The clerk has shared with councillors. **(07/23) minute to be removed next month.**

18.0 FINANCE

8241 Bank balances to end of June were circulated in advance of the meeting and are £65,162.26 deposit account (includes £50k contingency and £15k held from easement payment) and £188,359.26 current account. 32 day notice account for POR monies is £29,406.51 as at end June. To note that the current account include the £98k CIL payment and £20k PoR payment for Natural England for the boardwalk. **(07/23) Minute to be removed next month.**

8242 Accounts for payment for July 2023 were circulated in advance of the meeting. 11 cheques and 1 x DD have been raised totalling £3,117.45 of which 3 x payments are greater than £500 as listed below. **(07/23) Minute to be removed next month.**

Cheque no	Payee	Purpose	Amount
-			
4753	Hilary Hamlyn	Our Elstead Plants	£12.00
4754	Richard Knight	general maintenance RK0644	£135.00
4755	Richard Knight	general maintenance RK0647	£90.00
4756	Hilary Hamlyn	Our Elstead Plants	£10.50
4757	Elstead Village Hall	Hall Hire July 2023	£37.00
4758	juliet Williams	Salary 1 of 2	£999.00
4759	juliet Williams	Salary 2 of 2	£690.36
4760	juliet Williams	expenses July and room use	£34.83
4761	Maxwell and Co Ltd	payroll	£72.00
4762	SSE	electricity charges BL Rec	£35.05
4763	Friends of Thursley Common	fund for volunteers as agreed 19.6.2023	£480.00
DD	SCC Pensions	Monthly pension	£521.71

8243 Reconciliations were circulated to councillors to the end of June 2023. A monthly review of expenditure was shared with councillors. **(07/23) Minute to be removed next month.**

8244 To note that the exercise of the public rights (unaudited accounts) started on Monday 26th June and the notice was placed on the noticeboard and on the village website on Friday 23rd June. **(07/23). Minute to be removed next month.**

19.0 MATTERS RAISED BY MEMBERS

8245 Cllr Goundry advised that there would be full fibre in the youth centre / village hall within the month. **(07/23). Minute to be removed next month.**

8246 Cllr Goundry asked whether there would be a fete as there were a number of vintage cars that would like to form a display. The clerk advised that she would advertise a meeting in

September 2023 to gauge interest and to seek volunteers. **(07/23). Minute to be removed next month.**

8247 Cllr Lass noted that FP64 was overgrown in both directions. The clerk to report. **(07/23). Minute to be removed next month.**

8248 Cllr Lass notified councillors of an EA petition regarding pollution. **(07/23). Minute to be removed next month.**

8249 Cllr Holroyd advised that she was running some free defibrillator training sessions on 16th and 30th September. Cllr Holroyd will also run a training session for the sharks and cricket team coaches. **(07/23). Minute to be removed next month.**

8250 Cllr Jacobs reminded councillors that the PC will receive 25% CIL on new dwellings once the NHP is ratified. All councillors to consider what CIL could be spent on as and when it is received e.g. Parish office, replacement pavilion at Burford Lodge, extension to the village hall lay-by etc. **(07/23). Minute to be removed next month.**

8251 Cllr Murphy advised that the junior cricket club is expanding and it was suggested by one of the coaches that a small artificial pitch be installed at Burford Lodge. Some investigative work to be done on this. Cllr Lass noted that it would be positive to have the opportunity of cricket as well as football at Burford Lodge. **(07/23). Minute to be removed next month.**

Meeting closed at 10pm



ELSTEAD PARISH COUNCIL
Minutes of the Parish Meeting

Monday 18th September 2023 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)
Cllr G Long, 3 x MOP's

QUESTIONS FROM MEMBERS OF THE PUBLIC

- 8252 A resident asked for an update on Bonfire Hill and was concerned at the debris that was currently on the land. Cllr Murphy advised that he understood that contracts had been signed for the land and that it was the new owner's intention to pass the land over to the Parish Council. The land was in a terrible state and that the landowner should have taken responsibility for monitoring this. **(07/23). Minute to be removed next month.**
- 8253 A resident asked for an update on the proposed bike park. The clerk advised that the committee were in the process of ascertaining what the overall cost would be and whether planning permission was going to be required. The resident noted that there was a covenant on the land that prevented anything that caused a nuisance. Cllr Murphy noted that the PC had given their approval in principle to make the land available subject to several conditions being met. **(09/23). Minute to be removed next month.**
- 8254 A member of the sharks committee asked whether it was possible to provide further parking space to help with the match parking problem and suggested that a protective cover could be put on the grassed recreational area which would allow more parking space. It was noted that other solutions were being sought to ameliorate the situation including asking Tanshire Park for access to their parking (which away teams could use) and the use of volunteers to work as parking marshalls. Councillors agreed that increasing the parking space by using the rec was not a solution and that there would never be enough parking. It was also noted that for safeguarding reasons any extension to the parking area would cause a hazard to the nearby play area and noted that the gate must be kept clear for emergency access. **(09/23). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

- 8255 Apologies for absence were given by Cllr Collis which members accepted. Cllr Harmer also tendered apologies for the meeting. **(09/23). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

- 8256 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. **(09/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th JULY 2023

- 8257 The minutes of the Parish Council meeting held on 17th July 2023 were agreed. The Chair signed the minutes. The clerk advised councillors that she had spotted an error on the June minutes with the agenda item numbering of 2 points on the first page. This has been rectified and a fresh set of minutes has been signed. **(09/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 17th JULY 2023 & 23rd AUGUST 2023

- 8258 The minutes of the planning meeting held on 17th July 2023 & 23rd August were agreed. The Chair signed the minutes. **(09/23). Minute to be removed next month.**

5.0 REPORT FOLLOWING BLUG MEETING HELD 30th AUGUST 2023

- 8259 Burford Lodge User Group (BLUG) comprises representatives from The PC, Sharks, EVTC and EVAA. Meetings are held once or twice a year to discuss any common issues. At the meeting on 30th members discussed: fixtures, parking, vandalism/security, floodlights, vegetation, No Dogs on rec, defibrillator training, paddle tennis and miscellaneous dates/events. It was agreed that it had been a very positive meetings and a good way of ensuring users knew who to contact in the event of their being a problem. **(09/23). Minute to be removed next month.**

6.0 MATTERS ARISING

- 8260 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 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. (July 2023) SCC advised that the landowner has queried the surveyors report. SCC are obtaining permission to send the whole of the surveyor's report to the landowner. SCC will then respond to the query and see whether the objection is withdrawn. If it is not then SCC will respond to the Secretary of State. (September 2023) The clerk followed up with SCC who advised that the resident had been away and was due to respond imminently to previous SCC communications. The

clerk suggested that perhaps now was time to issue a deadline which SCC confirmed would be the case should there be no further progress in the next few weeks. **(09/23)**.

- 8261 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge however the legal representative has raised a query over the wording of the lease and has suggested that the clerk seek comments on this from WBC Legal. The clerk has contacted WBC legal several times on this matter however and has now found someone who has promised to expedite this matter. **(09/23)**.
- 8262 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 which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has followed up with Wellers Hedley and a new legal adviser has been appointed and is working through the paperwork and the clerk reported in July that the final case documents were being drawn up. The clerk confirmed that the papers have been signed and returned to Wellers to submit to the land registry. **(09/23)**.
- 8263 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. The project will go out to tender with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works and WBC have attended with their contractors to pull together tender documents. The clerk printed out and distributed further letters to affected residents on this matter in August and fielded a few telephone calls on this matter too. The clerk has been advised that there is an issue obtaining access which WBC are trying to resolve. **(09/23)**.
- 8264 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 undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer and at the Western Village the clerk was advised that the council must make a protocol to say that they agree to the renaming. The clerk noted that this has already been evidenced in the minutes. Cllr Harmer has agreed to speak to SCC Countryside. **(09/23)**
- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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 and the clerk has followed this matter up again with Kompan. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**
- 8265 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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 clerk has chased for wetpour quotes and is seeking alternative contractors. The clerk has followed this up and tried alternative contractors. Most contractors won't repair wetpour – the clerk has suggested that as it is deemed low risk the work is deferred to next fiscal at which point the see saw and roundabout will need to be replaced. **(09/23)**.
- 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)**.
- 8266 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. The clerk followed this up with JB (SCC) at the July Western village meeting and emailed SCC in September. **(09/23)**.
- 8267 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. Update covered in public question section. **(09/23)**. **Minute to be merged with minute 8254**
- 8268 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. The clerk has written to WBC in September and is awaiting an update. **(09/23)**
- 8269 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC had taken the matter up with the MoD but so far without success. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme.

- (September 2023). Cllr Goundry advised that there had been a notice from F&W networks advising that they could not complete their network installation in the village. They are pausing work in Elstead (plus other parts of the country) and need to see 100-150 residents sign up. Cllr Goundry advised that it was not clear how much F&W had completed as their communication was not clear however they had done a lot of work in obtaining licenses for poles and were close to connecting properties in Ham Lane and Red House Lane. Cllr Goundry to follow up with F&W. **(09/23)**.
- 8270 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. The clerk asked if this has been resolved at the Western Village meeting. Cllr Harmer is in contact with SCC Engineers to see if the matter has been resolved. **(09/23)**
- 8212 Cllr Murphy reported that MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23)**.
- 8213 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a "consideration list". Cllr Harmer explained that problems were fixed in order of severity. The clerk/EVRS to take over following this matter up. **(07/23)**.
- 8214 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. The clerk to take over following this up. **(07/23)**.
- 8271 Cllr Jacobs stated that she felt that the policy on grass cutting was not well considered and proposed that Elstead should be responsible for cutting the grass throughout the whole of the village. It was noted that there are currently four contractors who cut different sections of grass on different days of the week in Elstead which was clearly not ecologically sound. Cllr Lass asked who would pay for the grass cutting and it was questioned whether some funding could come from the borough/district council. Cllr Long advised that there was to be a meeting between SCC and WBC to discuss this matter and was asked by Councillors to request that funding and responsibility for this be passed down to the parishes. The clerk and Cllr Lass met Grastex in September who advised that some councils pay for Grastex to provide top up cuts in between visits by borough/county contractors. Grastex advised that they could provide a quote but would need to know the size of the area in square metres. **(07/23)**.

7.0 WBC UPDATE

- 8162 Cllr Long explained that she had been dealing with the issue of some telephone poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telephone poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telephone pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE have been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23)**.
- 8272 Cllr Long advised that she had been contacted by concerned residents regarding notices and letters from Gigaclear which appeared to give notice of their intention to dig up unadopted roads. Cllr Long

contacted enforcement to understand if another contractor could share the use of telecoms. Cllr Long was advised that a ward councillor can object to permitted development rights. Cllr Long to post on facebook encouraging members of the public to object. Cllr Murphy to contact Gigaclear. **(09/23).**

8218 Cllr Long has seen the enforcement notice on the caravans that are sited at Red House farm and has asked that the Parish Council be informed. **(09/23). Minute to be removed next month.**

8273 Cllr Long was asked by Parish Councillors to find out whether the six-monthly Town and Parish (T&P) meetings were to be reinstated by Waverley BC. The last one was held in December 2019. The CEO of WBC has advised that a clerk's briefing will be held soon but made no mention of the T&P meetings. Cllr Long to follow up. **(09/23).**

8274 Cllr Long had looked into Surrey Connect as Tilford and Shackleford villages are serviced by Hoppa but not Elstead. Surrey Connect advised that they monitor searches and out of area requests. Cllr Murphy advised Cllr Long that Hoppa is free for Farnham residents to use but not for anyone else. Cllr Muir was concerned with the Surrey Connect scheme and questioned whether this would make the future of the no 46 bus vulnerable. **(09/23). Minute to be removed next month.**

8275 Cllr Long advised that she had requested that WBC note Elstead PC's concerns about mowing. Cllr Long advised that there had been a meeting of leaders and many had complained about the service for the following reasons: resumption of the use of pesticide, disability for those living in social houses, that it had taken a while to resolve the issue and contractors were not environmentally friendly as they were working across the county rather than in localities. Cllr Long advised that WBC are seeking to make changes to the way that grass is being cut. Cllr long has raised the issues of sightlines, verges, the need for mown paths etc and was encouraged to ask the PC to send these concerns to SCC Highways. WBC have confirmed that they would be happy to engage with Elstead PC and it was noted that EVRS have undertaken a lot of work in identifying sight lines and areas that need to be kept tidy all of the time. **(09/23). Minute to be removed next month.**

8276 Cllr Murphy explained that he had written to the CEO of WBC concerning how unfairly Elstead was being treated. Cllr Murphy noted that the village generated income of c £300k but received £100k in identifiable services. Cllr Murphy to write an article on this matter for the village news. **(09/23).**

8.0 SCC UPDATE

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

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).**

9.0 NEIGHBOURHOOD PLAN UPDATE

8277 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 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. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting to for confirmation that the letter has been sent. Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. At the April 2023 meeting it was reported that Michael Gove had responded giving contradictory information to that which the PC had received from WBC. Michael Gove advised that it was possible to get a new Examiner. It was agreed that it was necessary to wait for Counsel's advice before suggesting this. Cllr Jacobs shared an email that the PC had received from WBC on 18th May which stated that there had been no further response from Mr Edge. Councillors were in agreement that an urgent meeting be convened with ME and the Head of Planning Policy at WBC. Councillors were also in agreement that the PC should state that WBC must write to Mr Edge robustly and that if they did not Elstead PC would be writing to Mr Gove highlighting WBC's failure to complete the NHP. Cllr Long was asked to attend where possible. Cllrs Jacobs, Murphy, Long and the clerk attended a meeting with ME and AL (WBC) on 25th May. Cllr Murphy explained that in light of the second piece of advice from Counsel, the Examiner stated (on 24th May) that he will accept Counsels advice. However, the examiner explained that he is unable to restart the examination for the immediate future for personal reasons. ME has written back to the examiner on 26th May to confirm in writing what the examiner had said. As it has now been one month since this meeting with no further response from the examiner, it was agreed that the clerk would write to WBC on behalf of the council explaining that the examiner should be given a one week and deadline after which it would be assumed that he had resigned. (July 2023) Cllr Murphy advised that Mr Edge had been stood down and Mr Ashcroft, a very experienced Examiner, has been appointed in his place. It was agreed that Cllr Murphy would draft a letter of complaint regarding the conduct of Mr Edge and allow WBC to co-sign the letter. The clerk advised DV, the E&W NHP consultant that Mr Ashcroft has been appointed. (September 2023) The new Examiner read through the draft and was largely complementary about the plan. The Examiner has come back to the parish council with some generic questions to which the PC and Steering Group have sent a detailed and comprehensive response. A letter of complaint concerning the former Examiner's conduct has been drafted and the clerk has been advised that WBC do not wish to sign the letter. The clerk is waiting for WBC to confirm how the PC can submit the complaint to NPIERS the body responsible for the register of examiners. **(09/23).**

- 8040 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. At the clerk's briefing it was noted that due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23).**

11.0 ELSTEAD PARISH COUNCIL STRUCTURE

- 8278 Following the training that councillors attended on 4th September councillors discussed the merits of some of the current sub committees being "committees" or "working parties". After a discussion it was agreed that the finance and Smiths Charity sub committees would remain a committee but that

OE and EVRS would become working parties. The clerk to redraft the ToR for the October meeting. **(09/23). Minute to be removed next month.**

- 8279 Councillors co-opted RR to become DPO and join the EVRS. **(09/23). Minute to be removed next month.**

11.0 ELSTEAD VILLAGE ROAD SAFETY (EVRS)

- 8280 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 six volunteers have stepped forward. A road survey questionnaire was completed by residents and paper responses were input electronically by councillors and the clerk and this has given useful feedback to the EVRS team. Cllr Goundry has liaised with the police and noted that there are eight volunteers who are happy to be part of the community speedwatch team. A training session has been organised for 27th September. 2 speedwatch sites have been proposed and these need approval from the police. Cllr Goundry noted that the current VAS was not very effective and had circulated proposals for a solar powered version which would cost c £2,200 the same price as a one off road survey. Cllr Goundry to speak to the police to see if they will utilise the evidence and the clerk to arrange from SCC Highways to meet with the EVRS team. It was agreed that the cost should be added into next year's budget. **(09/23).**

- 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. **(09/23). Minute to be removed next month as will fall under the speedwatch program.**

- 8281 Sightlines: members of the EVRS team have been assessing conditions of the roads and are due to meet on 9th October to discuss this further. Once all areas have been reviewed this will result in a snagging / defects list. It was agreed that footpaths would be brought into this list too as well as the Milford Road pavement where much is being lost to encroaching vegetation. Cllr Hampshire added that there had been a huge puddle outside Water Meadow Place believed to be caused by a blocked access to the ditch. It was unclear if the roads had been sprayed this year as there was much evidence of weeds growing – Cllr Long to ask WBC. **(09/23).**

- 7948 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online and has been advised that it has been fixed however it does still not illuminate the crossing sufficiently. **(01/23).**

- 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).**

12.0 OUR ELSTEAD

8282 Cllr Lass advised that the current team were wishing to continue alongside Cllrs Collis and Lass and the working group will meet again on 6th October. **(09/23). Minute to be removed next month.**

8283 Christmas tree lighting: it was agreed that the PC would spend £1,200 on Christmas tree lights which should again be stored and erected by an external company for safety reasons. The tree will be put in situ on 30th November and the lights will be switched on 2nd December 2023. **(09/23). Minute to be removed next month.**

8284 Planting: it was noted that OE had a budget of £1,000 for the year 23/24. £102 has been spent to date. The clerk advised that work for Staceys Farm Road would come out of the general Elstead PC maintenance budget and that tree works had been completed following the survey of last year. **(09/23). Minute to be removed next month.**

8285 Litter picking: it was noted that these would work better with more timely advertising and made into a more social event. The clerk reminded councillors that a risk assessment would need to be completed. A litter pick to be arranged for the weekend before Remembrance Sunday. **(09/23). Minute to be removed next month.**

13.0 FARNBOROUGH AIRPORT CONSULTATION ON PROPOSED EXPANSION

8286 A few residents had asked for this matter to be discussed in light of the pending consultation to increase the airport capacity from 50,000 flights to 72,000 flights per annum. Currently 28,000 flights operate to and from Farnborough annually. In addition to the increased capacity the airport would like to fly heavier aircraft and extend the operating hours by an hour in the morning and an hour in the evening. Cllr Hampshire to draft a response on this matter and to circulate to councillors. **(09/23). Minute to be removed next month.**

14.0 CONSULTATION ON DRAFT RECOMMENDATIONS TO DIVISION BOUNDARIES IN SURREY

8287 The consultation on draft recommendations had been shared prior to the meeting. The clerk advised that the draft recommendations sought to change the name from Western Villages to Frensham-Elstead-Hindhead. Councillors agreed that the name Western Villagers should be retained. The clerk to respond to the consultation. **(07/23). Minute to be removed next month.**

15.0 VANDALISM AT BURFORD LODGE

8288 It was noted that there had been a spate of vandalism at Burford Lodge. Councillors agreed that the clerk should meet with Absolute Security to assess the quality of the CCTV images. Cllr Murphy advised that it was imperative to obtain the registration details of vehicles in the area at the time at which vandalism had occurred. Councillors agreed to replace both benches which had been vandalised beyond repair as these had been kindly donated by families in memorial of long-standing residents. The expenditure is made under the council's power to acquire and maintain land for public recreation (Public Health Act 1875 s. 16). **(09/23). Minute to be removed next month.**

16.0 QUARTERLY PLAYGROUND INSPECTION REPORT

8289 The clerk circulated the inspection reports for each playground prior to the meeting. The clerk advised that repairing wetpour was proving to be impossible and as it was a low risk item proposed that the repairs be made when the roundabout and seesaw were replaced. One item was regarded as moderate risk (the broken bench) and the clerk informed councillors that this had been removed already. Councillors agreed that the litter bin should be replaced as per the report recommendations

which it does under its powers to provide bins (Litter Act 1983 ss5.6). It was agreed that this needed to be a substantial bin. Cllr Muir voiced concern about the spire net and the clerk advised that as it was considered low risk the advice on the report was to monitor however the clerk would go and check the spire net. **(09/23)**

17.0 SURREY ALC AGM & CONFERENCE

- 8290 The clerk advised that this would take place on 19th October 2023. A motion was passed to allow the clerk and councillors to attend the AGM and to vote if required. **(09/23) minute to be removed next month.**

18.0 COUNCILLOR TRAINING

- 8291 Councillors advised that the generic training had been useful and had been well delivered. The clerk advised that there were two further training opportunities coming up; 25th September WBC online planning training and 2nd October external planning training in person from 7-9pm. Councillors were welcome to attend both sessions. **(09/23) minute to be removed next month.**

19.0 REPORTS AND CORRESPONDENCE

- 8292 An email regarding an out of control dog on Hankley Common was received and the clerk referred the resident to the MoD. **(09/23) minute to be removed next month.**
- 8293 Witley PC asked for information regarding the village sign which the clerk shared. **(09/23) minute to be removed next month.**
- 8294 An enquiry for the allotments was received and forwarded to EVAA. **(09/23) minute to be removed next month.**
- 8295 A resident asked for help in getting some overhanging trees cut back. The clerk is liaising with SCC on this matter. **(09/23)**
- 8296 A resident asked for help with regards a neighbour dispute. The clerk referred this matter to the ward councillor who was already involved. **(09/23) minute to be removed next month.**
- 8297 Two queries were received regarding land ownership. The clerk referred the residents to ask their conveyancing solicitors. **(09/23) minute to be removed next month.**
- 8298 A resident asked for help in getting some accommodation for a long-standing resident. The clerk referred the resident to contact WBC housing. **(09/23) minute to be removed next month.**
- 8299 Two requests were received to use Burford Lodge pitches the clerk advised (following discussion with The Sharks and Elstead FC) that due to the increased usage and the need to protect the pitches the pitches were not available for non village groups to rent on a regular/irregular basis. **(09/23) minute to be removed next month.**
- 8300 Information was received on greener futures – 20% off bus journeys for under twenty year olds and regarding an on demand bus service from Farnham which serves local villages of Shackleford and Tilford but not Elstead. **(09/23) minute to be removed next month.**
- 8301 A delivery truck damaged the notice board at the spar towards the end of July. The clerk obtained repair and replacement costs which she has forward to Blakemore. Blakemore have explained that they will need to refer the replacement costs to their insurance company. **(09/23) minute to be removed next month**

20.0 FINANCE

- 8302 Bank balances to end of August were circulated in advance of the meeting and are £65,254.77 deposit account (includes £50k contingency and £15k held from easement payment) and £62,339.54 current account. 32 day notice account for POR monies is £29,6524.89 as at end August. **(09/23) Minute to be removed next month.**
- 8303 Accounts for payment for September 2023 were circulated in advance of the meeting. 10 cheques and 1 x DD have been raised totalling £8930.57 of which 6 x payments are greater than £500 as listed below. **(07/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - September 2023

Cheque no	Payee	Purpose	Amount
-			
4773	Grasstex	grass cutting	£4,109.76
4774	Play Inspection Company Ltd	quarterly inspection	£297.00
4775	Maxwell and Co Ltd	payroll	£96.00
4776	HMRC	HMRC months 4 to 6	£1,557.92
4777	Juliet Williams	September salary 1 of 2	£999.00
4778	Juliet Williams	September salary 2 of 2	£690.36
4779	Juliet Williams	Expenses September	£15.00
4780	Elstead Village Halls	Hall Hire: 4 sessions	£98.50
4781	PKF Littlejohn	External Audit	£504.00
4782	SSE	SSE	£41.32
DD	SCC Pensions	Monthly pension	£521.71
			£8,930.57

- 8304 Reconciliations were circulated to councillors to the end of August 2023. All months reconciled exactly. A monthly review of expenditure was shared with councillors prior to the meeting. The clerk advised that at almost 50% time gone the PC had received £77,817.42 in income versus its budget of £94,844. Still to be received were £2,475 in rent, £10,000 VAT reclaim, £3,000 Smiths charity and likely some cemetery payments. Expenditure was currently £43,837.55 v £94,844.07 budget. **(09/23) Minute to be removed next month.**
- 8305 PKF Littlejohn completed their external audit on 13th September and the Notice announcing the Conclusion of Audited Accounts will be advertised on the website and noticeboard before the 30th September deadline. The report was shared with councillors. It noted that the PC has confirmed that it has not complied with the governance Assertion in Section 1, Box 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to Internal Control Objective H in respect of the fixed asset register. This was also raised in the prior year. The smaller authority must ensure that action is taken to address this area of weakness in a timely manner. The clerk advised that a new fixed asset recording sheet had been created which would alleviate this in the future. **(09/23). Minute to be removed next month.**

21.0 MATTERS RAISED BY MEMBERS

- 8306 Cllr Jacobs advised that she had been contacted regarding damage to wooden posts in a gap at Burford Lodge Rec. It was explained that this had been caused by the tree surgeon of the resident raising the issue. The PC to contact the tree surgeon responsible. **(09/23). Minute to be removed next month.**
- 8307 Cllr Holroyd had advised that she had delivered a successful defibrillator / CPR training session to residents and the EVAA. A further session was due to be held on 30th September. Cllr Holroyd was thanked by councillors for running these sessions. **(09/23). Minute to be removed next month.**
- 8308 Cllr Murphy noted that he thought that the oak tree in the centre of Burford Lodge rec was not looking very healthy. The clerk to check the latest tree survey. **(09/23). Minute to be removed next month.**

Meeting closed at 10pm



ELSTEAD PARISH COUNCIL
Minutes of the Parish Meeting

Monday 16th October 2023 at 7.30pm
Held at Elstead Youth Centre

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

Mrs J. Williams (Clerk)
Cllr G Long, 15 x MOP's

QUESTIONS FROM MEMBERS OF THE PUBLIC

- 8310 Prior to the October meeting a lengthy email had been received from the EVAA regarding proposals for a bike track on PC land behind the allotment area. Members of the EVAA asked what the PC policy was. Cllr Murphy explained that when resident's come forward with a proposal that it deems reasonable the PC will look to assist and this was the very same approach adopted when the EVAA, ERT and EVTC approached the PC with their respective proposals. In the case of EVAA the PC had spent £12,000 in order to set up EVAA and this had come directly from the PC's own funds. The same principal was being adopted with the idea of the mountain bike area and Cllr Murphy advised that conditions will be determined once the proposals have been formalised. Similar conditions would be imposed on this scheme as have been applied elsewhere i.e in terms of nuisance. Cllr Murphy noted that it was not the PC's role to dictate what recreational activities residents would want to do therefore it was not reasonable to tell teenagers that they should just play cricket, football or tennis. Equally we cannot tell people to go to other villages for recreational experiences. In response to a question regarding the covenant on the grazing land, Cllr Murphy noted that any conditions would have to be similar to those which have been applied to other groups e.g. with regards floodlights, the football groups and EVTC have had to sign usage agreement. Cllr Murphy noted that at the moment there had been no formal plans provided and when formal plans were proposed the PC would study them and consult on them. In response to comments from the EVAA the PC made it quite clear that all residents are able to approach the PC with ideas and that councillors had made a decision on this in a transparent and non prejudiced manner. **(10/23).**
- 8311 Members of the EVAA asked when the grazing field would be up for tender. It was noted that the field was not re-advertised every year and that the current tenant had the option to renew. **(10/23). Minute to be removed next month.**
- 8312 A resident noted that there had been increased levels of ASB including the height barrier being damaged. The clerk advised that she and councillors had met with Absolute Security to discuss the effectiveness of the CCTV system and that in the meantime all ASB incidents should be reported to the police on 101. **(10/23). Minute to be removed next month.**

8313 A resident asked if the hedges could be trimmed at Burford Lodge Rec. The clerk advised that she had instructed RK. **(10/23). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

8314 Apologies for absence were given by Cllr Jacobs which members accepted. **(10/23). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

8315 Councillor Lass declared a (a) Personal, (b) Prejudicial interests in agenda item 13 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. No other councillors declared any personal or prejudicial interests. **(10/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th SEPTEMBER 2023

8316 The minutes of the Parish Council meeting held on 18th September 2023 were agreed. The Chair signed the minutes. **(10/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th SEPTEMBER 2023

8317 The minutes of the planning meeting held on 18th September 2023 were agreed. The Chair signed the minutes. **(10/23). Minute to be removed next month.**

5.0 REPORT FOLLOWING HUG MEETING HELD 20th SEPTEMBER 2023

8318 Cllrs Murphy and Hampshire attended the HUG meeting and advised that there had been two main points of discussion; a) a proposal for an electronically activated gate at the Westbrook Lane entrance to the common. The purpose of the gate was to deter illicit use of the common by motor vehicles. It was explained that this would be funded by the Billmeir Trust and Hankley Golf Club will cover its' annual maintenance cost and b) The MoD expressed their appreciation for resident's understanding and restraint in accessing the common during the recent intensive troop training programme. Cllrs Murphy and Hampshire advised that there had not been much progress or measures to improve the drainage on the common. Cllr Murphy had met with NE and MoD however they were resistant to clearing out the main drains and instead have raised the surface to BW 504. Councillors were disappointed with this response as unless the MoD clear the ditches out the water levels will rise and the hydrostatic pressure will force the water over the rights of way. All agreed that ditch clearance would be beneficial. **(10/23). Minute to be removed next month.**

6.0 MATTERS ARISING

8319 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. (July 2023) SCC advised that the landowner has queried the surveyors report. SCC are obtaining permission to send the whole of the surveyor's report to the landowner. SCC will then respond to the query and see whether the objection is withdrawn. If it is not then SCC will respond to the Secretary of State. (September 2023) The clerk followed up with SCC who advised that the resident had been away and was due to respond imminently to previous SCC communications. The clerk suggested that perhaps now was time to issue a deadline which SCC confirmed would be the case should there be no further progress in the next few weeks. (October 2023) SCC responded to the clerk's update request agreeing that deadlines were important and that if further negotiation was not successful with the landowner SCC would have to refer the order to the Secretary of State. **(10/23).**

- 8320 Village Green and Church Green Lease: The clerk confirmed that the application has been submitted to the land registry. **(10/23).**
- 8321 Staceys Farm Road registration: The clerk confirmed that the papers have been signed and returned to Wellers who have submitted them to the land registry. **(10/23).**
- 8322 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. The project will go out to tender with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works and WBC have attended with their contractors to pull together tender documents. The clerk printed out and distributed further letters to affected residents on this matter in August and fielded a few telephone calls on this matter too. The clerk has been advised that there is an issue obtaining access which WBC are trying to resolve. (October 2023) WBC advised that they are still waiting on advice from their legal team in order to progress. Engineers are meeting the contractor on site with the aim of starting the Orchard Close section in the coming weeks. **(10/23).**
- 8264 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 undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer and at the Western Village the clerk was advised that the council must make a protocol to say that they agree to the renaming. The clerk noted that this has already been evidenced in the minutes. Cllr Harmer has agreed to speak to SCC Countryside. **(09/23)**
- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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 and the clerk has followed this matter up again with Kompan. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**
- 8265 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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 clerk has chased for wetpour quotes and is seeking alternative contractors. The clerk has followed this up and tried alternative contractors. Most contractors won't repair wetpour – the clerk has suggested that as it is deemed low risk the work is deferred to next fiscal at which point the see saw and roundabout will need to be replaced. **(10/23). Minute to be removed next month.**
- 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).**
- 8323 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. The clerk followed this up with JB (SCC) at the July Western village meeting and emailed SCC in September. SCC advised before the October meeting that they were still intending on putting up signage. **(10/23).**
- 8267 Bike track: 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. (September 2023) The clerk responded to a resident asking for an update that the committee were in the process of ascertaining what the overall cost would be and whether planning permission was going to be required. The resident noted that there was a covenant on the land that prevented anything that caused a nuisance. Cllr Murphy noted that the PC had given their approval in principle to make the land available subject to several conditions being met. **(09/23).**
- 8324 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. The clerk has written to WBC in September and is awaiting an update and this was still the case at the October meeting. **(10/23)**
- 8325 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of

interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC had taken the matter up with the MoD but so far without success. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. (September 2023). Cllr Goundry advised that there had been a notice from F&W networks advising that they could not complete their network installation in the village. They are pausing work in Elstead (plus other parts of the country) and need to see 100-150 residents sign up. Cllr Goundry advised that it was not clear how much F&W had completed as their communication was not clear however they had done a lot of work in obtaining licenses for poles and were close to connecting properties in Ham Lane and Red House Lane. Cllr Goundry has been following up progress with F&W. **(10/23).**

8326 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. The clerk asked if this has been resolved at the Western Village meeting. Cllr Harmer is in contact with SCC Engineers to see if the matter has been resolved and th clerk has followed this matter up with Cllr Harmer. **(10/23)**

8212 Cllr Murphy reported that MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23).**

8213 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a "consideration list". Cllr Harmer explained that problems were fixed in order of severity. The clerk/EVRS to take over following this matter up. **(07/23).**

8214 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. The clerk to take over following this up. **(07/23).**

8271 Cllr Jacobs stated that she felt that the policy on grass cutting was not well considered and proposed that Elstead should be responsible for cutting the grass throughout the whole of the village. It was noted that there are currently four contractors who cut different sections of grass on different days of the week in Elstead which was clearly not ecologically sound. Cllr Lass asked who would pay for the grass cutting and it was questioned whether some funding could come from the borough/district council. Cllr Long advised that there was to be a meeting between SCC and WBC to discuss this matter and was asked by Councillors to request that funding and responsibility for this be passed down to the parishes. The clerk and Cllr Lass met Grasstex in September who advised that some councils pay for Grasstex to provide top up cuts in between visits by borough/county contractors. Grasstex advised that they could provide a quote but would need to know the size of the area in square metres. **(07/23).**

- 8327 It was noted that there had been a spate of vandalism at Burford Lodge. Councillors agreed that the clerk should meet with Absolute Security to assess the quality of the CCTV images. Images of the camera quality were shared with councillors prior to the October meeting and Cllr Holroyd, a representative from EVTC and the clerk met with Absolute Security on 11th October to look at what further security measures could be employed – a report with recommendations to be shared once it is received. Councillors agreed to replace both benches which had been vandalised beyond repair as these had been kindly donated by families in memorial of long-standing residents. The expenditure is made under the council's power to acquire and maintain land for public recreation (Public Health Act 1875 s. 16). **(10/23)**.
- 8289 The clerk circulated the inspection reports for each playground prior to the meeting. The clerk advised that repairing wetpour was proving to be impossible and as it was a low risk item proposed that the repairs be made when the roundabout and seesaw were replaced. One item was regarded as moderate risk (the broken bench) and the clerk informed councillors that this had been removed already. Councillors agreed that the litter bin should be replaced as per the report recommendations which it does under its powers to provide bins (Litter Act 1983 ss5.6). It was agreed that this needed to be a substantial bin. Cllr Muir voiced concern about the spire net and the clerk advised that as it was considered low risk the advice on the report was to monitor however the clerk would go and check the spire net. The clerk has asked a contractor to check the spire net and is waiting on a quote to do the works. **(10/23)**
- 8295 A resident asked for help in getting some overhanging trees cut back. The clerk is liaising with SCC on this matter. **(09/23)**
- 8328 Cllr Murphy noted that he thought that the oak tree in the centre of Burford Lodge rec was not looking very healthy. The clerk has noted that there is likely honey fungus at the base of the tree and has asked First Call to inspect it. **(10/23)**.
- 8330 A delivery truck damaged the notice board at the spar towards the end of July. The clerk obtained repair and replacement costs which she has forward to Blakemore. Blakemore have explained that they will need to refer the replacement costs to their insurance company and there has been no update – the clerk to follow up. **(10/23)**

7.0 WBC UPDATE

- 8162 Cllr Long explained that she had been dealing with the issue of some telephone poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telephone poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telephone pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE have been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23)**.
- 8331 Cllr Long advised that she had been contacted by concerned residents regarding notices and letters from Gigaclear which appeared to give notice of their intention to dig up unadopted roads. Cllr Long contacted enforcement to understand if another contractor could share the use of telecoms. Cllr Long was advised that a ward councillor can object to permitted development rights. Cllr Long to post on facebook encouraging members of the public to object. A meeting has been held with Gigaclear – see agenda item 12. **(10/23)**. **Minute to be removed next month.**
- 8332 Cllr Long was asked by Parish Councillors to find out whether the six-monthly Town and Parish (T&P) meetings were to be reinstated by Waverley BC. The last one was held in December 2019. The CEO of WBC has advised that a clerk's briefing will be held soon but made no mention of the T&P meetings. Cllr Long advised that there would be a T&P meeting on 1st November to discuss the new local plan. **(10/23)**. **Minute to be removed next month.**

8276 Cllr Murphy explained that he had written to the CEO of WBC concerning how unfairly Elstead was being treated. Cllr Murphy noted that the village generated income of c £300k but received £100k in identifiable services. Cllr Murphy to write an article on this matter for the village news. **(09/23).**

8333 Cllr Long advised that the deadline for CIL applications has been extended to 30th October 2023. **(10/23). Minute to be removed next month.**

8.0 SCC UPDATE

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

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).**

9.0 NEIGHBOURHOOD PLAN UPDATE

8334 Regulation 16: Cllrs Jacobs, Murphy, Long and the clerk attended a meeting with WBC Planning Officials on 25th May. Cllr Murphy explained that in light of the second piece of advice from Counsel, the Examiner stated (on 24th May) that he will accept Counsels advice. However, the examiner explained that he is unable to restart the examination for the immediate future for personal reasons. ME has written back to the examiner on 26th May to confirm in writing what the examiner had said. As it has now been one month since this meeting with no further response from the examiner, it was agreed that the clerk would write to WBC on behalf of the council explaining that the examiner should be given a one week and deadline after which it would be assumed that he had resigned. (July 2023) Cllr Murphy advised that Mr Edge had been stood down and Mr Ashcroft, a very experienced Examiner, has been appointed in his place. It was agreed that Cllr Murphy would draft a letter of complaint regarding the conduct of Mr Edge and allow WBC to co-sign the letter. The clerk advised DV, the E&W NHP consultant that Mr Ashcroft has been appointed. (September 2023) The new Examiner read through the draft and was largely complementary about the plan. The Examiner has come back to the parish council with some specific questions to which the PC and Steering Group have sent a detailed and comprehensive response. A letter of complaint concerning the former Examiner's conduct has been drafted and the clerk has been advised that WBC do not wish to sign the letter. The clerk has submitted the complaint to NPIERS the body responsible for the register of examiners. The new Examiner has scheduled a hearing for 16th November at which he will focus on the allocation of sites and the Green Gap. Attending the Hearing will be members of the PC, WBC, Developers (both those whose sites have been selected and those whose sites have not been selected). The NHP SG has asked that The Water Meadow Management Committee should be able to be represented because they control the access routes to the former VAM land and they weren't set up at the time of the last consultation. NHP SG to look at responses to the last consultation to demonstrate support from the locality. **(10/23).**

8040 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. At the clerks briefing it was noted that the due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23).**

10.0 ELSTEAD VILLAGE ROAD SAFETY (EVRS)

- 8335 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 six volunteers have stepped forward. A road survey questionnaire was completed by residents and paper responses were input electronically by councillors and the clerk and this has given useful feedback to the EVRS team. Cllr Goundry has liaised with the police and 8 people were trained at a session held on 27th September. 3 sites have been identified for speedwatch; Burford Lea, Springhill and Bacon View Road. Cllr Goundry noted that the current VAS was not very effective and had circulated proposals for a solar powered version which would costs c £2,200 the same price as a one off road survey. Cllr Goundry to speak to the police to see if they will utilise the evidence and the clerk to arrange from SCC Highways to meet with the EVRS team. It was agreed that the cost should be added into next year's budget. **(10/23)**.
- 8336 Cllr Goundry advised that he along with Cllr Lass and the clerk had met with AS (SCC) on 12th October 2023. AS had advised that much of what EVRS had proposed might not be allowed as did not conform with SCC policy. For example SCC only use VAS signs from one supplier (Westcotec) and would not use solar powered signs. Cllrs had seen that there were solar powered signs in Normandy and Norney and it was agreed that the PC should take this matter up with Cllr Harmer. **(10/23)**.
- 8281 Sightlines: members of the EVRS team have been assessing conditions of the roads and are due to meet on 9th October to discuss this further. Once all areas have been reviewed this will result in a snagging / defects list. It was agreed that footpaths would be bought into this list too as well as the Milford Road pavement where much is being lost to encroaching vegetation. Cllr Hampshire added that there had been a huge puddle outside Water Meadow Place believed to be caused by a blocked access to the ditch. It was unclear if the roads had been sprayed this year as there was much evidence of weeds growing – Cllr Long to ask WBC. **(09/23)**.
- 8337 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online and has been advised that it has been fixed however it does still not illuminate the crossing sufficiently. At the site meeting with SCC on 12th October 2023 AS proposed that when the belisha beacon on the Farnham Road is upgrade the current halo light will be installed on the Elstead crossing which will help to improve its illumination. DK advised the clerk that he had proposals for a CIL application that would include the current zebra crossing being upgraded to a table top and for other road calming ideas. **(10/23)**.
- 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)**.

11.0 OUR ELSTEAD

8338 Christmas light switch on: Cllr Lass to update the risk assessment. The clerk to confirm that the PC insurance covers the event as the PC has a new insurance provider. Cllrs Murphy, Holroyd, Collis and JE to act as marshalls for the evening - hi viz jackets will be needed. Any donations received at the event should be given to Help in Elstead and Elstead Foodbank. **(10/23).**

8339 Litter Pick: the next community litter pick will be held on 11th November after the 2 minutes silence. All to meet at the village green where equipment, coffee and cake will be provided. Cllrs Lass, Collis, Goundry, Murphy and Hampshire plus the clerk to attend. **(10/23). Minute to be removed next month.**

12.0 FIBRE BROADBAND UPDATE

8340 F&W have installed fibre broadband network for c 70% of Elstead however they will not be extending their system to cover the remaining 30% of the village. Cllr Murphy, Goundry, the clerk and NG held a teams meeting with Gigaclear on 9th October 2023. Gigaclear advised that they are planning on replicating the F&W system but don't know the area of the village that will be covered as of yet. F&W are pulling back and are finishing off some projects including Woolfords Lane which it is anticipated will be switched on within a month and the fibre broadband team are trying to get F&W to cover Thursley Road as well. During the Teams meeting with Gigaclear the PC told them that they had not engaged with residents and the village in the correct way and had certainly not helped their cause with the incorrect installation of a three-way traffic management scheme on the Milford Road (16th October 2023). Gigaclear appear to be well funded. Cllr Murphy felt that it was beneficial in having a competitor fibre broadband company in the village as well as being able to provide full village coverage. Cllr Goundry added that whilst the PC does not want residents to face unnecessary disruption it will work with Gigaclear and press for proper public consultation. Cllr Long noted that to date she had not received any permitted development requests. Cllr Murphy added that Gigaclear had been invited to make a public presentation at an upcoming monthly PC meeting. The clerk was asked to find out from SCC why the three-way lights were removed. A resident asked what happened to the vouchers and it was explained that Gigaclear were not using the vouchers to support their scheme. **(10/23). Minute to be removed next month**

13.0 FARNBOROUGH AIRPORT CONSULTATION ON PROPOSED EXPANSION

8341 A few residents had asked for this matter to be discussed in light of the pending consultation to increase the airport capacity from 50,000 flights to 72,000 flights per annum. Currently 28,000 flights operate to and from Farnborough annually. In addition to the increased capacity the airport would like to fly heavier aircraft and extend the operating hours by an hour in the morning and an hour in the evening. Cllr Muir attended one of the public consultation sessions but advised that it did not provide much additional information. Cllr Hampshire had drafted a response to the consultation objecting to the proposed changes which was circulated to councillors before the meeting and which councillors approved. The Clerk to submit the response before the deadline on 18th October 2023. **(10/23). Minute to be removed next month.**

14.0 INTERPARISH ENVIRONMENTAL GROUP

8342 Information had been shared on the interparish environmental group. Cllrs Murphy and Goundry agreed to attend the next meeting being held on 8th November 2023. The clerk to confirm meeting time and location. **(10/23). Minute to be removed next month.**

15.0 TERMS OF REFERENCE FOR WORKING PARTIES OE AND EVRS

8343 The previously circulated, amended ToR's for both OE and EVRS working groups were approved. **(10/23). Minute to be removed next month.**

16.0 COUNCILLOR TRAINING DEBRIEF FROM TRAINING HELD ON 2nd OCTOBER 2023

- 8344 Councillors note that the planning training had been useful although a little lengthy. **(10/23) Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

- 8345 Congratulations were given to Cllr Holroyd for being accepted onto the WBC Standards Committee in a monitoring capacity to check that the correct standards and behaviours are being followed. **(10/23) Minute to be removed next month.**
- 8346 A resident asked whether their child could volunteer for twelve weeks littering pick on behalf of the PC for their Duke of Edinburgh bronze award. Councillors have agreed to this and The clerk has arranged this with the family. **(10/23) Minute to be removed next month.**
- 8347 A resident had complained about the siting of a contractor's advertising banner which had been spotted on Hankley Common. The clerk had advised that this was legally allowed. **(10/23) Minute to be removed next month.**
- 8348 A resident had complained about the noise of recycling being collected from The Pavilion. The clerk referred this to the ERT who have managed to change the time of the collection. **(10/23) Minute to be removed next month.**
- 8349 Information had been shared on the Surrey Hill's Symposium being held 29.11.2023. **(10/23) Minute to be removed next month.**
- 8350 A resident had complained about sight lines along The Croft. Cllrs Muir and The Clerk have investigated and the clerk has logged it with SCC although ownership of that stretch of road is unclear. **(10/23) Minute to be removed next month.**
- 8351 A resident had asked for hedging to be cut back at Burford Lodge. The clerk has briefed RK. **(10/23) Minute to be removed next month.**

18.0 FINANCE

- 8352 Bank balances to end of August were circulated in advance of the meeting and are £65,315.73 deposit account (includes £50k contingency and £15k held from easement payment) and £53,289.97 current account. 32 day notice account for POR monies is £29,583.24 as at end September. **(10/23) Minute to be removed next month.**
- 8353 Accounts for payment for October 2023 were circulated in advance of the meeting. 6 cheques and 1 x DD have been raised totalling £3551.05 of which 3 x payments are greater than £500 as listed below. The Clerk has contacted Castle Water and will send an actual meeting reading – Castle Water have advised that the difference will be refunded. **(10/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - October 2023

Cheque no	Payee	Purpose	Amount
-			
4785	Juliet Williams	October salary 1 of 2	£999.00
4786	Juliet Williams	October salary 2 of 2	£690.16
4787	Juliet Williams	Expenses October	£54.79
4788	Elstead Village Halls	Hall Hire October	£38.50
4789	VOID	VOID	£0.00

4790	Castle Water	1.8.2023-31.1.2024 estimate water B Lodge	£1,246.89
DD	SCC Pensions	Monthly pension	£521.71
			£3,551.05

8354 Reconciliations were circulated to councillors to the end of September 2023. All months reconciled exactly and have been independently checked by Cllr Jacobs. A monthly review of expenditure broken down by cost centre was shared with councillors prior to the meeting. At just over 50% time gone income was £77,817.41 v a forecast of £94,844.07. The clerk noted that the VAT claim for 2022-2023 had been submitted. Still to be received are cemetery fees and Smiths charity funds the latter is usually received in January. Expenditure was currently £52,973.71 versus a budget of £94,844.07. **(10/23) Minute to be removed next month.**

8355 The Clerk reminded councillors about how to submit expenses claims and highlighted that any receipts must have Elstead Parish Council on them in order for any VAT to be reclaimed. **(10/23) Minute to be removed next month.**

8356 The Clerk confirmed that the Notice of the Conclusion of Audit was posted before 30th September 2023 on the PC's noticeboard and on the PC's website. **(10/23) Minute to be removed next month.**

8357 It was agreed that the finance committee would convene on 26th October 2023 at 7.30pm at the youth centre to review the draft budget for 24/25. **(10/23) Minute to be removed next month.**

19.0 MATTERS RAISED BY MEMBERS

8358 Cllr Holroyd advised that she had attended the St James Primary School open day. Cllr Holroyd noted that Mrs Elliott was Executive Head of both St James and St Mary's Shackleford schools. **(10/23). Minute to be removed next month.**

8359 Cllr Holroyd advised that two new batteries had been installed in the defibrillators. **(10/23). Minute to be removed next month.**

8360 Cllr Goundry asked what was happening regarding the proposed site for the Care Home. Cllr Hampshire advised that CHD had apparently bought the site in May 2023. Cllr Hampshire to set up a meeting with the project Manager. **(10/23). Minute to be removed next month.**

8361 Cllr Davidsen asked what was happening in the old retail outlet at the former Honeypot Antiques. It was noted that the office had been shut councillors to keep an eye on it. **(10/23). Minute to be removed next month.**

8362 Cllr Hampshire asked what had been agreed regarding the WMP bus stop as the location was on WMP land. It was noted that this had been referred to the Clerk at Peper Harow to follow up given that this was a Peper Harow matter. **(10/23). Minute to be removed next month.**

Meeting closed at 9.35pm



ELSTEAD PARISH COUNCIL
Minutes of the Parish Meeting

Monday 20th November 2023 at 7.30pm
Held at Elstead Youth Centre

Attendees:	Cllr P. Murphy (Chair) Cllr A. Goundry Cllr J. Holroyd	Cllr J. Jacobs Cllr A. Hampshire Cllr M. Lass	Cllr L. Davidsen Cllr R. Muir
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Mrs J. Williams (Clerk)
Cllr G Long, 4 x MOP's

QUESTIONS FROM MEMBERS OF THE PUBLIC

8364 A resident noted the poor surface at the Thurley Road car park and a drain that needed to be cleared out. The clerk advised that it as the responsibility of the Recreational Trust. Cllr Murphy to advise the ERT committee. **(11/23) Minute to be removed next month.**

8365 A resident noted the drain outside Overgreen on the village green needed to be cleared. The clerk to report to SCC. **(11/23) Minute to be removed next month.**

8366 A resident asked whether there was an update regarding the bike track. The clerk advised that there was no update. **(11/23) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

8367 Apologies for absence were given by Cllr Collis which members accepted. **(11/23). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

8368 No councillors declared a (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2018. **(11/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th OCTOBER 2023

8369 The minutes of the Parish Council meeting held on 16th October 2023 were agreed. The Chair signed the minutes. **(11/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 18th SEPTEMBER 2023

8370 The minutes of the planning meeting held on 16th October 2023 were agreed. The Chair signed the minutes. **(11/23). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF FINANCE MEETING HELD 26th OCTOBER 2023

- 8371 The minutes of the finance meeting held on 26th October 2023 were agreed. The Chair signed the minutes. **(11/23). Minute to be removed next month.**

6.0 REPORT FOLLOWING THE TOWN & PARISH MEETING HELD 1st NOVEMBER 2023

- 8372 Cllr Murphy attended the meeting in person at WBC offices and the clerk attended via zoom. The objective of the meeting was to bring towns and parishes together and to share an update on the next local plan. The current local plan part 2 has just been adopted and the aim is to finalise the next local plan within five years. The new plan will just be in one part and will focus on strategic policies and site specifics. Cllr Murphy asked what would happen if there were NHP's in the process of being adopted and if the new plan came with further site allocations what policies will planning officers operate under? It was felt that it was likely that the new plan would supersede our NHP. WBC were waiting on a new government planning policy framework to be delivered. **(11/23). Minute to be removed next month.**

7.0 REPORT FOLLOWING THE CLERKS AND SENIOR WBC OFFICERS MEETING HELD 6th NOVEMBER 2023

- 8373 The clerk advised that this was a very short meeting. The planning lead provided an update on changes to the planning portal. Clerks asked for an update on all the things that had been requested previously such as the clerks being able to upload council responses directly to the portal and for the plans to be shown current and proposed side by side. WBC explained that these changes were not planned for the upgrade which was very frustrating. The Finance director gave a brief overview. The clerk asked how the council could afford £31m on the new Cranleigh leisure centre and was advised that this money was coming from historic receipts. **(11/23). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE WESTERN VILLAGE INTERPARISH ENVIRONMENTAL GROUP MEETING HELD 8th NOVEMBER 2023

- 8374 Cllrs Murphy and Goundry attended the meeting which was a large meeting with a number of councillors from across the borough as well as from Guildford Borough. Cllr Murphy reported that there were some interesting exchanges of information regarding Farnborough airport expansion and road safety however there were too many items to cover effectively and some things were somewhat parochial. It was agreed that the parish council would keep an active interest in the group. **(11/23). Minute to be removed next month.**

9.0 MATTERS ARISING

- 8319 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. (July 2023) SCC advised that the landowner has queried the surveyors report. SCC are obtaining permission to send the whole of the surveyor's report to the landowner. SCC will then respond to the query and see whether the objection is withdrawn. If it is not then SCC will respond to the Secretary of State. (September 2023) The clerk followed up with SCC who advised that the resident had been away and was due to respond imminently to previous SCC communications. The clerk suggested that perhaps now was time to issue a deadline which SCC confirmed would be the case should there be no further progress in the next few weeks. (October 2023) SCC responded to the clerk's update request agreeing that deadlines were important and that if further negotiation was not successful with the landowner SCC would have to refer the order to the Secretary of State. **(10/23).**

- 8320 Village Green and Church Green Lease: The clerk confirmed that the application has been submitted to the land registry. **(10/23).**
- 8321 Staceys Farm Road registration: The clerk confirmed that the papers have been signed and returned to Wellers who have submitted them to the land registry. **(10/23).**
- 8322 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. The project will go out to tender with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works and WBC have attended with their contractors to pull together tender documents. The clerk printed out and distributed further letters to affected residents on this matter in August and fielded a few telephone calls on this matter too. The clerk has been advised that there is an issue obtaining access which WBC are trying to resolve. (October 2023) WBC advised that they are still waiting on advice from their legal team in order to progress. Engineers are meeting the contractor on site with the aim of starting the Orchard Close section in the coming weeks. **(10/23).**
- 8264 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 undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer and at the Western Village the clerk was advised that the council must make a protocol to say that they agree to the renaming. The clerk noted that this has already been evidenced in the minutes. Cllr Harmer has agreed to speak to SCC Countryside. **(09/23)**
- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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 and the clerk has followed this matter up again with Kompan. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**

- 8265 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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 clerk has chased for wetpour quotes and is seeking alternative contractors. The clerk has followed this up and tried alternative contractors. Most contractors won't repair wetpour – the clerk has suggested that as it is deemed low risk the work is deferred to next fiscal at which point the see saw and roundabout will need to be replaced. **(10/23). Minute to be removed next month.**
- 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).**
- 8323 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. The clerk followed this up with JB (SCC) at the July Western village meeting and emailed SCC in September. SCC advised before the October meeting that they were still intending on putting on signage. **(10/23).**
- 8267 Bike track: 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. (September 2023) The clerk responded to a resident asking for an update that the committee were in the process of ascertaining what the overall cost would be and whether planning permission was going to be required. The resident noted that there was a covenant on the land that prevented anything that caused a nuisance. Cllr Murphy noted that the PC had given their approval in principle to make the land available subject to several conditions being met and this was echoed in the October meeting when EVAA representatives had asked the same point. **(09/23).**
- 8324 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. The clerk has written to WBC in September and is awaiting an update and this was still the case at the October meeting. **(10/23) Minute to be removed as covered under agenda item 11a.**
- 8325 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was

noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC had taken the matter up with the MoD but so far without success. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. (September 2023). Cllr Goundry advised that there had been a notice from F&W networks advising that they could not complete their network installation in the village. They are pausing work in Elstead (plus other parts of the country) and need to see 100-150 residents sign up. Cllr Goundry advised that it was not clear how much F&W had completed as their communication was not clear however they had done a lot of work in obtaining licenses for poles and were close to connecting properties in Ham Lane and Red House Lane. Cllr Goundry has been following up progress with F&W. **(10/23).**

- 8326 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. The clerk asked if this has been resolved at the Western Village meeting. Cllr Harmer is in contact with SCC Engineers to see if the matter has been resolved and th clerk has followed this matter up with Cllr Harmer. **(10/23)**

- 8212 Cllr Murphy reported that at the last HUG meeting the MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23).**

- 8213 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a "consideration list". Cllr Harmer explained that problems were fixed in order of severity. The clerk/EVRS to take over following this matter up. **(07/23).**

- 8214 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. The clerk to take over following this up. **(07/23).**

- 8271 Cllr Jacobs stated that she felt that the policy on grass cutting was not well considered and proposed that Elstead should be responsible for cutting the grass throughout the whole of the village. It was noted that there are currently four contractors who cut different sections of grass on different days of the week in Elstead which was clearly not ecologically sound. Cllr Lass asked who would pay for the grass cutting and it was questioned whether some funding could come from the borough/district council. Cllr Long advised that there was to be a meeting between SCC and WBC to discuss this matter and was asked by Councillors to request that funding and responsibility for this be passed down to the parishes. The clerk and Cllr Lass met Grastex in September who advised that some councils pay for Grastex to provide top up cuts in between visits by borough/county contractors. Grastex advised that they could provide a quote but would need to know the size of the area in square metres. **(07/23).**

- 8327 It was noted that there had been a spate of vandalism at Burford Lodge. Councillors agreed that the clerk should meet with Absolute Security to assess the quality of the CCTV images. Images of the

camera quality were shared with councillors prior to the October meeting and Cllr Holroyd, a representative from EVTC and the clerk met with Absolute Security on 11th October to look at what further security measures could be employed – a report with recommendations to be shared once it is received. Councillors agreed to replace both benches which had been vandalised beyond repair as these had been kindly donated by families in memorial of long-standing residents. The expenditure is made under the council's power to acquire and maintain land for public recreation (Public Health Act 1875 s. 16). **(10/23)**.

8289 The clerk circulated the inspection reports for each playground prior to the meeting. The clerk advised that repairing wetpour was proving to be impossible and as it was a low risk item proposed that the repairs be made when the roundabout and seesaw were replaced. One item was regarded as moderate risk (the broken bench) and the clerk informed councillors that this had been removed already. Councillors agreed that the litter bin should be replaced as per the report recommendations which it does under its powers to provide bins (Litter Act 1983 ss5.6). It was agreed that this needed to be a substantial bin. Cllr Muir voiced concern about the spire net and the clerk advised that as it was considered low risk the advice on the report was to monitor however the clerk would go and check the spire net. The clerk has asked a contractor to check the spire net and is waiting on a quote to do the works. **(10/23)**

8295 A resident asked for help in getting some overhanging trees cut back. The clerk is liaising with SCC on this matter. **(09/23)**

8375 Cllr Murphy noted that he thought that the oak tree in the centre of Burford Lodge rec was not looking very healthy. The clerk has noted that there is likely honey fungus at the base of the tree. First Call have checked the tree and confirmed that it was honey fungus. The tree will slowly die but does not need to be removed immediately. The clerk to ask for clarification about how long before it needs to be removed and whether it poses any risk as it is. **11/23**.

8330 A delivery truck damaged the notice board at the spar towards the end of July. The clerk obtained repair and replacement costs which she has forward to Blakemore. Blakemore have explained that they will need to refer the replacement costs to their insurance company and there has been no update – the clerk to follow up. **(10/23)**

10.0 WBC UPDATE

8376 Cllr Long reported that residents have been concerned about a number of vehicles parking along verges on Hookley Lane adjacent to The Croft and Hookley Close and have requested that bollards be installed to deter this. It was noted that one untaxed vehicles was being dealt with by Waverley BC. Cllr Harmer to confirm whether this is SCC land. **(11/23)**.

8162 Cllr Long explained that she had been dealing with the issue of some telephone poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telephone poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telephone pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE have been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23)**.

8276 Cllr Murphy explained that he had written to the CEO of WBC concerning how unfairly Elstead was being treated. Cllr Murphy noted that the village generated income of c £300k but received £100k in identifiable services. Cllr Murphy to write an article on this matter for the village news. **(09/23)**.

11.0 SCC UPDATE

8377 Cllr Harmer reported that it was budget setting time at SCC. Looking at the draft proposals for 24/25 Cllr Harmer noted that it was going to be a tricky budget. There was increased pressure on adult

social care and there was also a large shortage of Education Psychologists which then delayed pupils being assessed for EHCP's. **(11/23) Minute to be removed next month.**

- 8378 Cllr Harmer advised that the PC should notify him of which single highways issue they would like to see addressed. Cllr Goundry proposed the zebra crossing as it required urgent attention – the anti skid surface had disappeared and the white lines were all but faded. It was explained that DK (SCC) had suggested that he had a scheme in mind for Elstead and would submit a CIL bid to secure funding for it. As part of the scheme included the zebra crossing it was important that all parties were working collaboratively. It was agreed that the crossing needed to be made safe immediately, further improvement could be made via the DK's plan once CIL had been confirmed. Cllr Harmer to discuss with DK. **(11/23)**
- 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).**

12.0 NEIGHBOURHOOD PLAN UPDATE

- 8379 Regulation 16: (July 2023) Cllr Murphy advised that the first Examiner, Mr Edge had been stood down and Mr Ashcroft, a very experienced Examiner, has been appointed in his place. A letter of complaint concerning the former Examiner's conduct was submitted to NPIERS the body responsible for the register of examiners. A response has been received from NPIERS which explained that the first Examiner had not been well. Cllr Murphy noted that NPIERS had not explained why it had taken two years to come to this decision and equally there had been no comment regarding the first Examiner's refusal to accept Counsel's advice. It was agreed that a follow up letter would be sent to NPIERS. Cllr Murphy to draft the letters and the clerk to circulate to all councillors for their approval. **(11/23).**
- 8380 Report following meeting with WBC re Springfield Redevelopment held 6th November: Cllrs Jacobs, Murphy, Long and The clerk attended the zoom meeting at which LB (WBC) shared an update of the plans. LB advised that the proposal was working its way through the various committees in WBC and it had been given the go-ahead to go to the Executive. LB is confident that the scheme will be realised and financing is available. Slightly amended plans of the proposal were shared and Cllrs fed back comments on building scale and parking allocation. **(11/23).**
- 8381 Report following meeting with agents for Sunray Farm & Four Trees held 6th November: Cllrs Jacobs, Murphy, and The clerk attended the meeting which was beneficial given that Elstead Parish Council is having to attend the Hearing without a professional Consultant. The agents shared technical support and advice which helped focus the Parish Council on what would be asked at the Hearing. **(11/23).**
- 8382 Report following the NHP Hearing held 16th November: Cllrs Jacobs, Murphy, Davidsen, Hampshire, Long and The clerk attended the hearing. The examination started with Cllr Jacobs introducing why the PC had decided to develop an NHP and that it had stemmed from the locality act which gave local communities the chance to say where new housing will go and what it will look like. Emphasis was given to explaining that the sites that had been chosen were as a result of much detailed public consultation and following research and advice from independent professional advisers. There was interesting representation from the two opposing sites. During the Hearing the PC agreed to change a few things such as reduce the number of self-build from 20% to 5% which would be in-line with current legislation, remove the buffer zone on Four Trees. The Examiner is going to make suggestions with regards the Green Gap policy. Cllr Hampshire explained that the Examiner was not opposed to the Green Gap policy just that the wording needed to be tweaked. Cllr Jacobs added that the employment site at Sunray would be reduced in size marginally. It was argued that Springfield should

not be perceived as a windfall site as the call for sites had to be above 5 dwellings. A revised map of Four Trees to be sent to the examiner as soon as possible. Cllr Jacobs highlighted by explaining how supportive ME (WBC) was during the hearing and it was agreed that a letter of thanks should be written to him. A fact checked report will be circulated imminently and then the formal report should follow quickly. It is expected that the Referendum can be held in Easter 2024. **(11/23)**.

- 8040 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. At the clerk's briefing it was noted that due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23)**.

13.0 ELSTEAD VILLAGE ROAD SAFETY (EVRS)

- 8383 Speeding Watch: a community speedwatch team has been set up. To date there have been eight speed watch sessions mostly conducted in rush hour and early mornings. 43 vehicles were caught exceeding 36mph with the fastest travelling at 48mph. All who had speeded will receive letters from the police. Cllr Goundry reported that 90% of people will not reoffend. Those that do reoffend will receive an escalating process. The speedwatch team are operating on three different sites; Burford Lea, Springhill and Beacon View Road junction. Most speed offences were captured by Burford Lea, only one was captured at Beacon View Road and at Springhill motorists were captured speeding in both directions along the Milford Road. **(11/23)**.
- 8384 Cllr Goundry advised that he along with Cllr Lass and the clerk had met with AS (SCC) on 12th October 2023. AS had advised that much of what EVRS had proposed might not be allowed as did not conform with SCC policy. For example SCC only use VAS signs from one supplier (Westcotec) and would not use solar powered signs. Cllrs had seen that there were solar powered signs in Normandy and Norney and it was agreed that the PC should take this matter up with Cllr Harmer. An email was sent to Cllr Harmer asking for support in this matter. The email to be resent due to technical issues with Cllr Harmer's computer. **(11/23)**.
- 8385 Thursley Road Surface Snagging: Cllrs Lass and Muir have completed a large piece of work documenting all the defects along the road which are mostly as a result of inadequate sealing following repairs. The clerk to share the list with Cllr Harmer, AS (SCC), PG (SCC). **(11/23)**
- 8386 Traffic speed signs: It was noted that there was no speed-reminder along the Thursley Road for 300 yards beyond the chicane. The clerk to find out the statutory space between speed reminders. **(11/23)**.
- 8281 Sightlines: members of the EVRS team have been assessing conditions of the roads and are due to meet on 9th October to discuss this further. Once all areas have been reviewed this will result in a snagging / defects list. It was agreed that footpaths would be brought into this list too as well as the Milford Road pavement where much is being lost to encroaching vegetation. Cllr Hampshire added that there had been a huge puddle outside Water Meadow Place believed to be caused by a blocked access to the ditch. It was unclear if the roads had been sprayed this year as there was much evidence of weeds growing – Cllr Long to ask WBC. **(09/23)**.
- 8337 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online and has been advised that it has been fixed however it does still not illuminate the crossing sufficiently. At the site meeting with SCC on 12th October 2023 AS proposed that when the belisha beacon on the Farnham Road is upgrade the current halo light will be installed on the Elstead crossing which will help to improve its illumination. DK advised the clerk that he had proposals for a CIL application that would include the current zebra crossing being upgraded to a table top and for other road calming ideas. **(10/23)**.

- 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)**.

14.0 OUR ELSTEAD

- 8387 Christmas light switch on: Cllr Lass has updated the risk assessment. The clerk confirmed that the PC insurance covers the event and up to 2,000 attendees. Cllrs Murphy, Collis and JE to act as marshalls for the evening - hi viz jackets will be needed and Cllr Holroyd to act as safety co-ordinator. It was reaffirmed that any donations received at the event must only go to village organisations and this year it was agreed that Help in Elstead and Elstead Foodbank would be supported. **(11/23)**.

15.0 FIBRE BROADBAND UPDATE – REPORT FOLLOWING MEETING WITH LANSE-I LTD HELD 31ST OCTOBER 2023

- 8388 It was first stated that it was unclear how far F&W were going to cover within the village – they had been recently observed working in Guinea Common. In terms of Gigaclear for whom Lanse-I Ltd are providing the infrastructure, they are not clear how much of the village they will cover but are intending to install the network using a lot more civil engineering methods compared to F&W. It was agreed that a follow up letter be written to Gigaclear asking when they intended to hold the public meeting and when they would be sharing more precise details of their scheme. Cllr Goundry reported that there had been communication from SCC digital regarding a scheme to help VHTR (very hard to reach) premises and that the aim was to achieve 85% coverage. Cllr Goundry felt that F&W had achieved 60% coverage and added that VHTR does not essentially apply to Elstead. Cllr Goundry added that F&W have left ad hoc locations where there are no connections but that dwellings either side have been connected. It was agreed that it would be important to have a completed spreadsheet from Gigaclear of connectable properties. **(11/23)**.

16.0 VILLAGE FETE

- 8389 An inaugural meeting had been held to discuss the village fete for 2024. A provisional date of 22nd June had been agreed and the committee are waiting for the cricket club to advise if there are fixtures on that day. Once this has been confirmed either way planning can progress. **(11/23) Minute to be removed next month.**

17.0 MEETING DATES FOR 2024

- 8390 The clerk circulated the meeting dates for 2024. All agreed to the dates. The July date will be confirmed after Christmas. **(11/23) Minute to be removed next month.**

18.0 REPORTS AND CORRESPONDENCE

- 8391 An email was received from EVTC requesting permission to install a padle tennis court. Cllr Murphy highlighted that ten years or so ago the Parish Council had adopted a green space policy at Burford Lodge which specified that no further land should be taken. Councillors noted that there were five tennis courts already in Elstead which it was felt were not being utilised to their full capacity. It was agreed that this would be an agenda item in December. Cllrs Murphy, Jacobs, Holroyd and the clerk to meet with EVTC and a separate meeting to be held with the Elstead Football Team and Elstead Sharks (junior football team). **(11/23) Minute to be removed next month.**
- 8392 Information was received from Waverley BC inviting the PC to comment on a minerals and waste local plan. **(11/23) Minute to be removed next month.**
- 8393 An email was received from the Lower Ham Lane resident's Association asking for advice re Gigaclear. The matter is being dealt with by Cllr Goundry. **(11/23) Minute to be removed next month.**
- 8394 Farnborough Noise circulated information about the planning application for Farnborough airport that has now been submitted to Rushmoor. **(11/23) Minute to be removed next month.**
- 8395 Information was received regarding changes to the pothole fixing arrangement with Ringway. **(11/23) Minute to be removed next month.**
- 8396 Details on a rural prosperity grant have been received and applications are invited for funding requests of between £25k-£250k. **(11/23) Minute to be removed next month.**
- 8397 An email was received sharing details of an improvement in planning determinations at WB. WBC advised that the planning department is no longer in special measures. **(11/23) Minute to be removed next month.**

19.0 FINANCE

- 8398 Bank balances to end of October were circulated in advance of the meeting and are £65,375.86 deposit account (includes £50k contingency and £15k held from easement payment) and £49,296.31 current account. 32 day notice account for POR monies is £29,650.75 as at end October. **(11/23) Minute to be removed next month.**
- 8399 Accounts for payment for November 2023 were circulated in advance of the meeting. 5 cheques and 2 x DD have been raised totalling £3602.34 of which 4 x payments are greater than £500 as listed below. **(11/23) Minute to be removed next month.**
- 8400 Reconciliations were circulated to councillors to the end of October 2023. All months reconciled exactly and have been independently checked by Cllr Jacobs. A monthly review of expenditure broken down by cost centre was shared with councillors prior to the meeting. **(11/23) Minute to be removed next month.**
- 8401 Draft budget 24/25: The draft budget had been circulated to councillors in advance of the meeting. In brief the finance sub-committee were proposing to increase the precept from £72,000 to £77,187.87. Whilst this represented a less modest increase compared to last year the PC had run down its reserves. The increase in precept was also as a result of having to do more work for WBC and SCC> Cllr Murphy advised that if the compensatory grant had not been phased out it would now be worth c £12,000. The council was also having to finance a lot more tree work. All agreed to accept the budget 24/25 proposals. The clerk to submit the precept request to Waverley BC. **(11/23) Minute to be removed next month.**
- 8402 EPC investment strategy: it was agreed that as much money as possible should be transferred to the deposit account and that in reality the PC should only hold 2-3 months worth of expenditure in its current account. It was agreed that a basic account in Lloyds should be opened for funding linked to

Bonfire Hill as this was the quickest and easiest option. Once Bonfire Hill has received charitable status a new bank account will be opened under that trust's name. **(11/23) Minute to be removed next month.**

8403 Clerks annual pay: the annual payscales effective April 2023 have just been accepted by unions. Councillors agreed that the clerk's hourly rate will increase as per the national pay award backdated to April 2023. **(11/23) Minute to be removed next month.**

8404 Mandate: to confirm that Cllrs Mathisen, Snape and Reynolds have been removed from the bank mandate. Cllr Holroyd has been added although Lloyds have queried the mandate. Once Cllr Holroyd has been processed, Cllrs Muir, Lass and Collis to be added. **(11/23) Minute to be removed next month.**

20.0 MATTERS RAISED BY MEMBERS

8405 Cllr Jacobs recalled the discussion about analogue switch off and asked whether any action had been taken? It was agreed that Cllr Jacobs would write to JH (MP) on this matter. **(11/23). Minute to be removed next month.**

8406 Cllr Davidsen advised that an SE van had been working at the substation. There had been power blips as a result of a fault on the line. **(10/23). Minute to be removed next month.**

Meeting closed at 9.40pm



ELSTEAD PARISH COUNCIL
Minutes of the December Meeting

Monday 11th December 2023 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr L. Davidsen Cllr J. Holroyd	 Cllr J. Jacobs Cllr A. Goundry Cllr M. Lass	 Cllr J. Collis Cllr A. Hampshire Cllr R. Muir
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Mrs J. Williams (Clerk)
Cllr G Long, 4 x MOP's

QUESTIONS FROM MEMBERS OF THE PUBLIC

8408 A resident asked whether any monies raised by Our Elstead could be used to support charities/support groups used by residents outside of the village and not just in the village. Cllr Murphy advised that it had been agreed that this year Help in Elstead and Elstead Food Bank would be supported. It was noted that there were other groups and organisations within the village who would benefit from financial support however the Parish Council would be happy to accept a recommendation to consider. It was agreed that Our Elstead would present some ideas at the May meeting which would be ratified by the Parish Council. **(12/23) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

8409 There were no apologies for absence. **(12/23). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

8410 No councillors declared a (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2018. **(12/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th NOVEMBER 2023

8411 The minutes of the Parish Council meeting held on 20th November 2023 were agreed. The Chair signed the minutes. **(12/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th NOVEMBER 2023

8412 The minutes of the planning meeting held on 20th November were agreed. The Chair signed the minutes. **(11/23). Minute to be removed next month.**

5.0 MATTERS ARISING

- 8413 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. (July 2023) SCC advised that the landowner has queried the surveyors report. SCC are obtaining permission to send the whole of the surveyor's report to the landowner. SCC will then respond to the query and see whether the objection is withdrawn. If it is not then SCC will respond to the Secretary of State. (September 2023) The clerk followed up with SCC who advised that the resident had been away and was due to respond imminently to previous SCC communications. The clerk suggested that perhaps now was time to issue a deadline which SCC confirmed would be the case should there be no further progress in the next few weeks. (October 2023) SCC responded to the clerk's update request agreeing that deadlines were important and that if further negotiation was not successful with the landowner SCC would have to refer the order to the Secretary of State. The clerk followed up again but there was no response in time for the December meeting. **(12/23)**.
- 8320 Village Green and Church Green Lease: The clerk confirmed that the application has been submitted to the land registry. **(10/23)**.
- 8321 Staceys Farm Road registration: The clerk confirmed that the papers have been signed and returned to Wellers who have submitted them to the land registry. **(10/23)**.
- 8414 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. The project will go out to tender with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works and WBC have attended with their contractors to pull together tender documents. The clerk printed out and distributed further letters to affected residents on this matter in August and fielded a few telephone calls on this matter too. The clerk has been advised that there is an issue obtaining access which WBC are trying to resolve. (October 2023) WBC advised that they are still waiting on advice from their legal team in order to progress. Engineers are meeting the contractor on site with the aim of starting the Orchard Close section in the coming

- weeks. The clerk followed this up for the December meeting. One of the key engineers involved with the project has left WBC. **(12/23).**
- 8264 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 undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer and at the Western Village the clerk was advised that the council must make a protocol to say that they agree to the renaming. The clerk noted that this has already been evidenced in the minutes. Cllr Harmer has agreed to speak to SCC Countryside. **(09/23)**
- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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 and the clerk has followed this matter up again with Kompan. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**
- 8265 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw £6.5k. (Costs for new were 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 clerk has chased for wetpour quotes and is seeking alternative contractors. The clerk has followed this up and tried alternative contractors. Most contractors won't repair wetpour – the clerk has suggested that as it is deemed low risk the work is deferred to next fiscal at which point the see saw and roundabout will need to be replaced. **(10/23). Minute to be removed next month.**
- 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).**
- 8415 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. The clerk followed this up with JB (SCC) at the July Western village meeting and emailed SCC in September. SCC advised before the October meeting that they were still intending on putting up signage. The clerk followed up for the December meeting but the officer was on leave. **(12/23).**
- 8267 Bike track: 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. (September 2023) The clerk responded to a resident asking

for an update that the committee were in the process of ascertaining what the overall cost would be and whether planning permission was going to be required. The resident noted that there was a covenant on the land that prevented anything that caused a nuisance. Cllr Murphy noted that the PC had given their approval in principle to make the land available subject to several conditions being met and this was echoed in the October meeting when EVAA representatives had asked the same point. **(09/23).**

- 8324 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. The clerk has written to WBC in September and is awaiting an update and this was still the case at the October meeting. **(10/23) Minute to be removed as covered under agenda item 11a.**

- 8325 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provider had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC had taken the matter up with the MoD but so far without success. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. (September 2023). Cllr Goundry advised that there had been a notice from F&W networks advising that they could not complete their network installation in the village. They are pausing work in Elstead (plus other parts of the country) and need to see 100-150 residents sign up. Cllr Goundry advised that it was not clear how much F&W had completed as their communication was not clear however they had done a lot of work in obtaining licenses for poles and were close to connecting properties in Ham Lane and Red House Lane. Cllr Goundry has been following up progress with F&W. **(10/23).**

- 8326 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. The clerk asked if this has been resolved at the Western Village meeting. Cllr Harmer is in contact with SCC Engineers to see if the matter has been resolved and th clerk has followed this matter up with Cllr Harmer. **(10/23)**

- 8212 Cllr Murphy reported that at the last HUG meeting the MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23).**

- 8213 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. Cllr J Else advised that she had spoken to SCC and that it is on a "consideration list". Cllr Harmer explained that

- problems were fixed in order of severity. The clerk/EVRS to take over following this matter up. **(07/23)**.
- 8214 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. The clerk to take over following this up. **(07/23)**.
- 8271 Cllr Jacobs stated that she felt that the policy on grass cutting was not well considered and proposed that Elstead should be responsible for cutting the grass throughout the whole of the village. It was noted that there are currently four contractors who cut different sections of grass on different days of the week in Elstead which was clearly not ecologically sound. Cllr Lass asked who would pay for the grass cutting and it was questioned whether some funding could come from the borough/district council. Cllr Long advised that there was to be a meeting between SCC and WBC to discuss this matter and was asked by Councillors to request that funding and responsibility for this be passed down to the parishes. The clerk and Cllr Lass met Grasstex in September who advised that some councils pay for Grasstex to provide top up cuts in between visits by borough/county contractors. Grasstex advised that they could provide a quote but would need to know the size of the area in square metres. **(07/23)**.
- 8416 It was noted that there had been a spate of vandalism at Burford Lodge. Councillors agreed that the clerk should meet with Absolute Security to assess the quality of the CCTV images. Images of the camera quality were shared with councillors prior to the October meeting and Cllr Holroyd, a representative from EVTC and the clerk met with Absolute Security on 11th October to look at what further security measures could be employed – a report with recommendations to be shared once it is received. Councillors agreed to replace both benches which had been vandalised beyond repair as these had been kindly donated by families in memorial of long-standing residents. The expenditure is made under the council's power to acquire and maintain land for public recreation (Public Health Act 1875 s. 16). The clerk has followed up with Absolute Security asking for their proposals. **(12/23)**.
- 8289 The clerk circulated the inspection reports for each playground prior to the meeting. The clerk advised that repairing wetpour was proving to be impossible and as it was a low risk item proposed that the repairs be made when the roundabout and seesaw were replaced. One item was regarded as moderate risk (the broken bench) and the clerk informed councillors that this had been removed already. Councillors agreed that the litter bin should be replaced as per the report recommendations which it does under its powers to provide bins (Litter Act 1983 ss5.6). It was agreed that this needed to be a substantial bin. Cllr Muir voiced concern about the spire net and the clerk advised that as it was considered low risk the advice on the report was to monitor however the clerk would go and check the spire net. The clerk has asked a contractor to check the spire net and is waiting on a quote to do the works. **(10/23)**
- 8295 A resident asked for help in getting some overhanging trees cut back. The clerk is liaising with SCC on this matter. **(09/23)**
- 8417 Cllr Murphy noted that he thought that the oak tree in the centre of Burford Lodge rec was not looking very healthy. The clerk has noted that there is likely honey fungus at the base of the tree. First Call have checked the tree and confirmed that it was honey fungus. The tree will slowly die but does not need to be removed immediately. The clerk asked for clarification about how long before it needs to be removed and whether it poses any risk as it is and was advised by the tree surgeon that the tree is still stable but that as part of the tree inspection the tree should be checked – the ideal time being in September. The clerk to arrange as part of the two yearly survey. **12/23)**. **Minute to be removed next month.**
- 8330 A delivery truck damaged the notice board at the spar towards the end of July. The clerk obtained repair and replacement costs which she has forward to Blakemore. Blakemore have explained that they will need to refer the replacement costs to their insurance company and there has been no update – the clerk to follow up. **(10/23)**

8418 An inaugural meeting had been held to discuss the village fete for 2024. A provisional date of 22nd June had been agreed however ECC have confirmed that there are matches on that date and so the pavilion area would not be available. The fete committee have requested 23rd June as an alternative. It was suggested that the fete committee might need to consider working towards a 2025 date and the parish council will advise ECC of the 2025 date accordingly. **(12/23)**

8388 It was first stated that it was unclear how far F&W were going to cover within the village – they had been recently observed working in Guinea Common. In terms of Gigaclear for whom Lanse-I Ltd are providing the infrastructure, they are not clear how much of the village they will cover but are intending to install the network using a lot more civil engineering methods compared to F&W. It was agreed that a follow up letter be written to Gigaclear asking when they intended to hold the public meeting and when they would be sharing more precise details of their scheme. Cllr Goundry reported that there had been communication from SCC digital regarding a scheme to help VHTR (very hard to reach) premises and that the aim was to achieve 85% coverage. Cllr Goundry felt that F&W had achieved 60% coverage and added that VHTR does not essentially apply to Elstead. Cllr Goundry added that F&W have left ad hoc locations where there are no connections but that dwellings either side have been connected. It was agreed that it would be important to have a completed spreadsheet from Gigaclear of connectable properties. **(11/23).**

6.0 WBC UPDATE

8376 Cllr Long reported that residents have been concerned about a number of vehicles parking along verges on Hookley Lane adjacent to The Croft and Hookley Close and have requested that bollards be installed to deter this. It was noted that one untaxed vehicles was being dealt with by Waverley BC. Cllr Harmer to confirm whether this is SCC land. **(11/23).**

8162 Cllr Long explained that she had been dealing with the issue of some telephone poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telephone poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telephone pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE have been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23).**

8276 Cllr Murphy explained that he had written to the CEO of WBC concerning how unfairly Elstead was being treated. Cllr Murphy noted that the village generated income of c £300k but received £100k in identifiable services. Cllr Murphy to write an article on this matter for the village news. **(09/23).**

7.0 SCC UPDATE

8378 Cllr Harmer advised that the PC should notify him of which single highways issue they would like to see addressed. Cllr Goundry proposed the zebra crossing as it required urgent attention – the anti skid surface had disappeared and the white lines were all but faded. It was explained that DK (SCC) had suggested that he had a scheme in mind for Elstead and would submit a CIL bid to secure funding for it. As part of the scheme included the zebra crossing it was important that all parties were working collaboratively. It was agreed that the crossing needed to be made safe immediately, further improvement could be made via the DK's plan once CIL had been confirmed. Cllr harmer to discuss with DK. **(11/23)**

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).**

8.0 NEIGHBOURHOOD PLAN UPDATE

- 8379 Regulation 16: (July 2023) Cllr Murphy advised that the first Examiner, Mr Edge had been stood down and Mr Ashcroft, a very experienced Examiner, has been appointed in his place. A letter of complaint concerning the former Examiner's conduct was submitted to NPIERS the body responsible for the register of examiners. A response has been received from NPIERS which explained that the first Examiner had not been well. Cllr Murphy noted that NPIERS had not explained why it had taken two years to come to this decision and equally there had been no comment regarding the first Examiner's refusal to accept Counsel's advice. It was agreed that a follow up letter would be sent to NPIERS. Cllr Murphy to draft the letters and the clerk to circulate to all councillors for their approval. **(11/23).**
- 8419 Report following meeting with WBC re Springfield Redevelopment held 6th November: Cllrs Jacobs, Murphy, Long and The clerk attended the zoom meeting at which LB (WBC) shared an update of the plans. LB advised that the proposal was working its way through the various committees in WBC and it had been given the go-ahead to go to the Executive. LB is confident that the scheme will be realised and financing is available. Slightly amended plans of the proposal were shared and Cllrs fed back comments on building scale and parking allocation. The clerk advised that the plans were being presented to the Committee on 11th December where funding would be confirmed or otherwise. Cllr Long will be speaking at the Committee. **(12/23).**
- 8381 Report following meeting with agents for Sunray Farm & Four Trees held 6th November: Cllrs Jacobs, Murphy, and The clerk attended the meeting which was beneficial given that Elstead Parish Council is having to attend the Hearing without a professional Consultant. The agents shared technical support and advice which helped focus the Parish Council on what would be asked at the Hearing. **(11/23). Minutre to be removed next month.**
- 8420 Report following the NHP Hearing held 16th November: Cllrs Jacobs, Murphy, Davidsen, Hampshire, Long and The clerk attended the hearing. The examination started with Cllr Jacobs introducing why the PC had decided to develop an NHP and that it had stemmed from the locality act which gave local communities the chance to say where new housing will go and what it will look like. Emphasis was given to explaining that the sites that had been chosen were as a result of much detailed public consultation and following research and advice from independent professional advisers. There was interesting representation from the two opposing sites. During the Hearing the PC agreed to change a few things such as reduce the number of self-build from 20% to 5% which would be in-line with current legislation, remove the buffer zone on Four Trees. The Examiner is going to make suggestions with regards the Green Gap policy. Cllr Hampshire explained that the Examiner was not opposed to the Green Gap policy just that the wording needed to be tweaked. Cllr Jacobs added that the employment site at Sunray would be reduced in size marginally. It was argued that Springfield should not be perceived as a windfall site as the call for sites had to be above 5 dwellings. A revised map of Four Trees to be sent to the examiner as soon as possible. Cllr Jacobs highlighted by explaining how supportive ME (WBC) was during the hearing and it was agreed that a letter of thanks should be written to him. The fact checked report has been received and as a result a few minor elements have been updated following the Examiner's recommendations. The Examiner has endorsed the parish Council's choice of sites and endorsed the policy of the Green Gap preservation. There followed a vote and all councillors raised their hand and voted to accept the Examiner's report and his modifications. The clerk has contacted Peper Harow Parish Meeting asking for them to write to ratify it too. It is expected that the Referendum can be held in Easter 2024. Councillors were reminded that once the plan is made Elstead PC will receive 25% CIL rather than 15%. Following the vote of acceptance it was agreed that the clerk would write to WBC informing Planning Policy that councillors had unanimously agreed to accept the plan and the recommendations of the Examiner. It was agreed that the draft plan must be proof read as soon as possible as there are some minor updates that need to be made e.g. 172 has become South Downs Coffee. The clerk has contacted Nexus who have said that they can make the amends and the charge is approximately £750 for one days work. **(12/23).**

8040 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. At the clerks briefing it was noted that the due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23)**.

9.0 ELSTEAD VILLAGE ROAD SAFETY (EVRS)

8421 Speeding Watch: a community speedwatch team has been set up. To date there have been eight speed watch sessions mostly conducted in rush hour and early mornings. 43 vehicles were caught exceeding 36mph with the fastest travelling at 48mph. 59 letters have been sent out by the police. The maximum speed recorded was 48mph which was not an unusual speed. It was noted that in 2019 one vehicle was recorded exceeding 70mph. Cllr Goundry to share the date with Cllr Hampshire. Cllr Goundry reported that traffic flow was 10,000 movements per day with c. 1200 / hr in the morning rush hour. **(12/23). Minute to be removed next month.**

8422 Cllr Goundry advised that he along with Cllr Lass and the clerk had met with AS (SCC) on 12th October 2023. AS had advised that much of what EVRS had proposed might not be allowed as did not conform with SCC policy. For example SCC only use VAS signs from one supplier (Westcotec) and would not use solar powered signs. Cllrs had seen that there were solar powered signs in Normandy and Norney and it was agreed that the PC should take this matter up with Cllr Harmer. An email was sent to Cllr Harmer asking for support in this matter. There has been no response on this matter. **(12/23)**.

8423 Thursley Road Surface Snagging: Cllrs Lass and Muir have completed a large piece of work documenting all the defects along the road which are mostly as a result of inadequate sealing following repairs. The clerk has shared the list with Cllr Harmer, AS (SCC), PG (SCC). **(12/23)**

8386 Traffic speed signs: It was noted that there was no speed-reminder before the chicane. The clerk shared information on the statutory space between speed reminders with councillors. **(12/23)**.

8281 Sightlines: members of the EVRS team have been assessing conditions of the roads and are due to meet on 9th October to discuss this further. Once all areas have been reviewed this will result in a snagging / defects list. It was agreed that footpaths would be brought into this list too as well as the Milford Road pavement where much is being lost to encroaching vegetation. Cllr Hampshire added that there had been a huge puddle outside Water Meadow Place believed to be caused by a blocked access to the ditch. It was unclear if the roads had been sprayed this year as there was much evidence of weeds growing – Cllr Long to ask WBC. **(09/23)**.

8337 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 has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online and has been advised that it has been fixed however it does still not illuminate the crossing sufficiently. At the site meeting with SCC on 12th October 2023 AS proposed that when the belisha beacon on the Farnham Road is upgrade the current halo light will be installed on the Elstead crossing which will help to improve its illumination. DK advised the clerk that he had

proposals for a CIL application that would include the current zebra crossing being upgraded to a table top and for other road calming ideas. It was noted that remedial action was required as the orange beacons were all but invisible. The new halos were expected March 2024. It was noted that the conversion to a raised table could help with the issue of speeding along this stretch of road. To replace the zebra crossing with a pelican crossing would cost in excess of £100k. The clerk to contact JR (SCC) regarding refreshing the lines. AG to draft a letter for JH and Cllr Murphy to contact Cllr Harmer (SCC). **(12/23)**.

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)**.

8424 Parking: Cllr Goundry advised that there is a new casualty reduction officer for this area and he has already visited the school twice. **(12/23)**. **Minute to be removed next month.**

8425 Encroachment: Cllr Lass advised that there was significant encroachment on the Milford Road and requested that the width be reinstated. There were a lot of leaves and detritus that needed to be cleared – the clerk to log with WBC. There was also a lot of leaves that needed to be cleared in front of St James Church which the clerk would also log. Cllr Murphy noted that when the Gala Lane needed to be cut back the council usually asked its contractor for speed although the entrance is highways land. **(12/23)**.

10.0 OUR ELSTEAD

8426 Christmas light switch on: The Parish Council commented on how good the Christmas tree looked and felt that the event had been well attended. It was noted that c £900 of donations had been raised and ten sponsors had generously contributed towards the event which had covered provisions etc. A huge vote of thanks was offered to the working party. OE were politely reminded to reference The Parish Council in all their adverts as the cost of the tree and lights were paid for by the Parish Council and OE is a working party of the Parish Council. OE to meet on 11th and debrief following the event. The date for the Christmas light switch on for 2024 would be agreed earlier. **(12/23)**.

11.0 ELSTEAD VILLAGE TENNIS CLUB & ELSTEAD FOOTBALL AND SHARKS PROPOSAL

8427 EVTC had written to Elstead Parish Council requesting space to erect a padle court. Members of the Parish Council met with EVTC on site. The original location that EVTC were considering for the padle court would require the movement of the sharks storage container, an extension of courts 4 and 5 into the car park and was on the site of a proposed new pavilion for the football club. An alternative location (where the Burford Lodge pavilion currently stands) was suggested for the padle court. Councillors agreed that the installation of a new pavilion was important as an improvement to the facilities offered at Burford Lodge was long overdue. It was noted that there are a number of funding bodies who might be able to support a new pavilion funding application. Cllr Murphy advised councillors that in 2012 Elstead Parish Council had adopted a sport and recreational policy for Burford Lodge which stated that no further green space should be taken. The only issue with the pavilion proposal is the amount of time that the sharks and football will need in order to raise the monies for the new pavilion. EVTC noted that they had funds available and would like to have the padle court in situ for summer 2024 however the old Burford Lodge pavilion could not be demolished until the new pavilion had been built. Councillors asked whether one of the existing tennis courts could be turned into a padle court as it was noted that for much of the time not all five courts were in use and given that EVTC wanted the padle court sooner rather than later. Elstead PC to write to the football clubs asking them to come forward with an initial project plan with costs and timings in the Spring 2024. Cllr Murphy also questioned why the EVTC AGM minutes referenced that EVTC would oppose ECC erecting a padle court at Burford Lodge as this idea has never been proposed. EVTC were unsure why this was in the minutes. **(12/23)**. **Minute to be removed next month.**

12.0 SPRINGHAVEN WARDENS OFFICE

8428 WBC have advised that HiE and Elstead Parish Council will not be able to access the warden office.

- a) The Village Hall Committee have kindly agreed that Elstead PC can use a room for the storage of their papers. It was noted that this would be free of charge at the moment but the space might be charged for in the future. The clerk to move the papers for the new year.
- b) Cllr Goundry has arranged for the HiE telephone to be connected at the village Hall. A small lockable cabinet has been purchased for the phone/answer machine. The council has agreed to pay for the cabinet to support HiE. Should there be further costs associated with the installation The Parish Council has agreed that it will fund these. **(12/23). Minute to be removed next month.**

13.0 CLERKS COMPUTER

8429 It was advised that the clerk is using her own computer which is now quite old. It was proposed that the Parish Council should purchase it's own computer. The clerk to bring a proposal to the PC meeting in January. **(12/23). Minute to be removed next month.**

14.0 ELSTEAD PARISH COUNCIL CHRISTMAS DRINKS

8430 Owing to a busy month and people's availability it was agreed that drinks would be held after Christmas. Our Elstead, ward and borough councillors as well as the PC's contractor would be invited. **(12/23). Minute to be removed next month.**

15.0 REPORTS AND CORRESPONDENCE

8431 A letter was received from SSEN requesting a wayleave for a dwelling on peat Common. There will be a compensatory fee of £40 payable to the PC for this. Councillors agreed to this request. **(12/23). Minute to be removed next month.**

16.0 FINANCE

8432 Bank balances to end of November were circulated in advance of the meeting and are £65,448.04 deposit account (includes £50k contingency and £15k held from easement payment) and £54,339.62 current account. 32 day notice account for POR monies is £29,714.17 as at end November. **(12/23) Minute to be removed next month.**

8433 Accounts for payment for December 2023 were circulated in advance of the meeting. 2 cheques and have been raised totalling £1667.58 of which 2 x payments are greater than £500 as listed below. The clerk to invoice Frensham and Tilford for their participation at the councillor training sessions. 39 x Smiths charity cheques @ £145 each have also been raised. The clerk to submit the paper for the reimbursement of the Smiths Charity monies. **(12/23) Minute to be removed next month.**

8434 Reconciliations were circulated to councillors to the end of December 2023. All months reconciled exactly and have been independently checked by Cllr Jacobs. A monthly review of expenditure broken down by cost centre was shared with councillors prior to the meeting. **(12/23) Minute to be removed next month.**

8435 Draft budget 24/25: To confirm that the draft budget will be submitted to WBC before the deadline of 5th January 2024. **(12/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - November 2023

Cheque no	Payee	Purpose	Amount
4806	QLS	Bin Emptying April to November	£707.58
4807	Mulberry and Co	2 x training to be recharged	£900.00
			£1,607.58

17.0 MATTERS RAISED BY MEMBERS

- 8436 Cllrs asked whether there was an update from Gigaclear. The clerk to write Gigaclear for an update as it was anticipated that the cabinet at Hookley Lane was being installed imminently. **(12/23). Minute to be removed next month.**
- 8437 It was reported that the Elstead sign on the approach from Farnham was 'wonky' by The Mill. The clerk to report. **(12/23) Minute to be removed next month.**

Meeting closed at 9.40pm