

**A Council Meeting of the Elstead Parish Council  
was held in the United Reformed Church Hall, Elstead  
Monday 1 December 2008, commencing at 7.30pm**

Present: Messrs D Holmes (Chairman) A Jones, M Jeffery,  
R Holroyd, B Morgan R C Terry, Mrs S Place, Mrs A Thomas  
Also attending, Cllr D Harmer SCC, 5 members of the public.

Apologies for absence: P Murphy

**1.0 MINUTES:**

The minutes of the last meeting were agreed and signed.

**2.0 MATTERS ARISING**

- 1450 Emergency Committee Meeting – The Clerk handed a copy of the proposed plan to the Chairman prior to the issue to WBC and Members. A number of clarifications to the plan would be needed to be approved by WBC.
- 1517 Village Litter Bins – The additional litter bins have been installed. Mr Murphy agreed to contact Veolia on the emptying of the bins at Thursley Road recreation ground, as clearly this was still causing a problem due to the fact that they were not being emptied.
- 1519 Burford Lodge Management – The Tennis Club have again been asked to make good the damage caused by the ground works contractor now that the courts have been completed. In addition they would be asked to cut back the pipes that protrude into the ditch, as this would help the water flow. This has been reviewed and the Tennis Club will carry out the remedial works as soon as practicable.
- 1630 Pedestrian Crossing on Milford Road – Mrs Thomas has prepared a traffic survey and a questionnaire for the provision of a crossing on Milford Road. It was noted that the school was also reviewing the matter associated with the School travel plan. It was also agreed to enlist the help and support of the local MP Jeremy Hunt and a site visit would be arranged. Those members to attend would be Mr Holmes, Mr Morgan and Mrs Thomas. In addition, Cllr Harmer again suggested that the matter be raised at the Local Highway task group meeting to be held on the 2 December 2008. Mr Holroyd would attend to progress the matter.
- 1663 Burford Lodge – Car park extension. The Clerk reported that he had passed on the comments to the Tennis Club and they would be drawing up the plans for the Parish Council. A planning application would be submitted in due course by the Parish Council.
- 1665 Settlement Hierarchy Audit - Mr Holmes, in consultation with Mr Jones, undertook the completion of the questionnaire. A number of additional comments have been made by various members and these have been incorporated into the response to be submitted back to WBC.

- 1672 Recycling issues – WBC have asked the Parish Council to investigate the possible location of recycling bins. The Parish Council would review this at its January 2009 meeting.

### **3.0 BURFORD LODGE RECREATION GROUND FLOODLIGHTS.**

- 1678 Mr Terry gave a review of the recent residents meeting wherein only Mrs Cook attended. He explained the Parish Council's position, which was as noted in the previous minutes under number 1662. Mr Holmes has now received a response from the Principal Planning Officer and the Environmental Health Enforcement Officer at WBC. All members have received a copy and it was agreed to review the contents at the next meeting.

### **4.0 ALLOTMENTS**

- 1679 Further to the costs submitted for the supply of water to the proposed two sites offered by WBC and having reviewed the matter in further detail, it was agreed to move forward on the use of the part of backland at Burford Lodge. Mr Morgan agreed to set up a meeting with the applicants who have shown interest in having an allotment. The other members associated with the sub-group would also attend. The matter of planning would also be investigated via WBC, relative to the entrance re-siting and car parking issues. It was agreed that the scheme, once set up, should be self funded with appropriate rents being charged, following a business being set up. Mr Morgan agreed to review this.

### **5.0 FINANCE COMMITTEE**

- 1680 The minutes of the meeting held on 19 November 2008 were agreed subject to the comments made previously by Mr Morgan on the possible changes that WBC may impose related to the capping of compensatory grants. The precept for 2009/10 was agreed at £26,451.00

### **6.0 PLANNING MEETING**

- 1681 The minutes of the meeting held on the 20 November 2008 were noted.

### **7.0 WAR MEMORIAL GRANT**

- 1682 Mr Jones representing the British Legion sought the support from the Parish Council for a grant to undertake cleaning and repairs to the War Memorial. Whilst the principle was agreed, Mr Jones was asked to provide at least three quotations before the Parish Council could give its agreement.

### **8.0 INFORMATION COMMISSIONER – MODEL PUBLICATION SCHEME**

- 1683 Under the current legislation a model publication scheme needs to be adopted by the Parish Council by 1 January 2009. This is in addition to the Freedom of Information Act 2000 that gives rights of public access to information held by

public authorities. The new model publication commits the authority to provide the following information:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by the authority
- To specify the information which is held by the authority
- To proactively publish or otherwise make available as a matter routine, information in line with the statements contained within the scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can easily be identified and accessed by members of the public
- To review and update information on a regular basis
- To produce a schedule of any fees charged for access to information which is made proactively available.

Classes of information are set out in Annexe 1 attached.

The Parish Council agreed to adopt the Model Publication Scheme.

## **9.0 REPORTS, CONSULTATIONS AND REVIEW OF DOCUMENTS**

1684 The reports received were noted.

1685 Town/Parishes meeting would be held at WBC on 12 December 2008. Mr Jones and Mr Morgan would attend.

1686 Town/Parishes meeting held back in September - An issue was raised relative to recycling issues and for the Parish Council to advise any possible sites that might possibly be suitable. The Parish Council would review this at its next meeting.

## **10.0 ACCOUNTS FOR PAYMENT**

1687 Accounts for payment:

The following accounts for December were passed for payment: £

* <b>C P Newman</b> - Salary December, meeting, copies, mileage,	573.48
* <b>Mr D Holmes</b> - Chairman's allowance	100.00
* <b>Mr A Jones</b> – Maintenance plants for war memorial	32.98
* <b>Southern Electric</b> – Burford Lodge pavilion costs	13.33
* <b>British Legion</b> - Poppy appeal	80.00
* <b>Smith's Charity</b> – Donations 26 @ £61.00	1,586.00

## 11.0 CORRESPONDENCE

1688 A local resident has written with regard to fallen leaves at the recreation ground at Thursley Road asking what could be achieved. The matter would be reviewed generally to see what could be done. The matter of household waste removal was also raised and again this would be reviewed as noted above.

## 12.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

1689 Mr Holmes reported that he, together with Mr Jeffery and Mrs Thomas, met Ian Fowler SCC Highway Inspector on 21 November 2008 to review outstanding maintenance in the village which have remained unresolved within an unacceptable time. The maintenance schedule has been adjusted accordingly. Mr Fowler would attend a Parish Council meeting in due course to be agreed.

1690 Mrs Thomas requested that a phase 2 for traffic calming be considered based on the STAR concept. It was felt that the Parish Council should review the situation when the current proposals have been implemented.

## 13.0 MATTERS RAISED BY PARISHIONERS

1691 A number of maintenance items have been noted and are included on the village maintenance schedule.

1692 Concerns have been raised on issues associated with waste collections and recycling generally. Mr Holmes pointed out that this would be followed up based on WBC's request for a possible site for recycling bins.

1693 The question was raised as to why the recreation grounds needed treatment of fertilizers. It was pointed out that the grounds needed maintenance due to their usage and for the protection of each ground, so that it could used for years to come without the need for replacement.

## 14.0 PLANNING APPLICATIONS

1694 A number of planning applications have been received to date

WA08/2006	Erection of double garage and garden store
4/11/2008	2 Moorside Cottages, Elstead
	Easting: 490183                                  Northing: 142131

**The Parish Council object to the application the grounds of size and its location, it was noted that it would be front of the building line.**

WA08/1967 Retention of and alterations to boundary fences (revision to  
11/11/2008 WA08/0596)  
Crossways. Milford Road, Elstead  
Easting: 490965 Northing: 143634

**The Parish Council have no objection.**

WA08/2059 Retention of fence and gates  
11/11/2008 22 West Hill Close, Elstead  
Easting: 490380 Northing: 143240

**The Parish Council have no objection.**

**Meeting closed 22.45**

The following lists are added to at each Parish meeting. Various items are withdrawn or included as the case may be, for clarification items omitted at this meeting are as follows:

Completed items	Withdrawn

Category    0 – No further action   1 – Notification   2 – Outstanding   3 – In Progress    4 – Complete

**ELSTEAD PARISH COUNCIL**

**Village Maintenance – July 2008**

**Next Review: February 2009**

<b>Item</b>	<b>Location</b>	<b>Category</b>	<b>Description of works</b>	<b>Responsibility</b>	<b>Date Notified</b>	<b>Action</b>
301	Burford Lodge entrance road	1	Drainage appears blocked by carpark	EPC/SCC	01/07	
309	Woolfords Cemetery	1	Trees removed, Area needs general upkeep.	EPC	10/08 08/09	Order given, works almost complete
312	Numerous properties	1	Overgrown hedges	EPC	06/07	Write to owners
314	Burford recreation	1	Moles have returned	EPC	07/08	Returned again by tennis club
317	Woolfords Cemetery	1	Review fire break	EPC	10/08	
318	Woolfords Cemetery	1	Review island planting	EPC	10/07	
328	Redhouse lane	1	Fencing and area needs tidy up	Owners	01/08	
340	Burford rec, btm Hazelwood	1	Ditch needs clearing	EPC	07/08	
343	Picnic area	4	Needs cutting and general tidy up	EPC	08/08	complete
348	Burford Lodge Pavilion	1	Door needs refixing again	EPC	10/10	Instruction given
351	Spar notice boards	1	Extra keys wanted	EPC	10/10	

<b>Item</b>	<b>Location</b>	<b>Category</b>	<b>Description of works</b>	<b>Responsibility</b>	<b>Date Notified</b>	<b>Action</b>
226	Sandford Corner, Thursley Rd,	1	Manhole covers raised or gullies	Water Board	07/06	<i>No action would be taken by SCC to justify a repair</i>
310	Guardian court	1	Rubbish bin missing	WBC	06/07	
323	Old cemetery	1	Fence to be made good Tree splitting	WBC WBC	02/08 06/08	
326	Seale Road	1	40mph sign missing	SCC	01/08	<i>SCC to replace</i>

337	Village green	1	Kerb dislodged	SCC	06/08	
338	Telephone Exchange	1	Remove vegetation	SCC	07/08	<i>SCC would cut back EPC to maintain after the cut</i>
339	Milford Road (May Cottage)	1	Ditto	SCC/Owner	07/08	
341	Broomfield entrance to green space between 11 & 13	1	Ditto	SCC/WBC	07/08	
342	Seale Road	1	Verges need cutting and overhanging bracken	SCC	08/08	
344	Thursley Road post box by the green	1	Grass needs cutting	SCC	08/08	<i>EPC to include under its grounds contractor</i>
345	Springfield Bus shelter	4	Hedge overgrown	WBC	09/08	<i>Vegetation has been cut back</i>
346	Truxford Corner	1	General review of area	SCC	09/08	<i>SCC aware and will be carried out in due course</i>
347	Gunners lane	1	Manhole cover/ tarmac breaking up.	SCC	09/08	<i>Agreed action to be taken for early repair</i>
349	Honey Pot	1	Area subject to flooding	SCC	10/10	<i>Mr Jeffery would follow it up</i>
350	Milford Road	1	Various areas subject to flooding	SCC	10/10	<i>Ditto</i>
352	Salina Thursley Road	1	Hole in pavement	SCC	10/10	<i>No action would be taken by SCC to justify a repair</i>
General	Meeting to review outstanding SCC highway issues to be held with Mr Fowler, Mr Holmes, Jeffery and Mrs Thomas.		Meeting held on 21 November 2008  <i>Responses added in italics</i>			

