

# Greatham Parish Council

## Parish Council Meeting

Wednesday 10<sup>th</sup> March 2021 at 8pm

To join the meeting please use this address: <https://us02web.zoom.us/j/86071203072>

Or by telephone: 0203 481 5240

Meeting ID: 860 7120 3072

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below. This meeting is being held remotely using the Zoom video conferencing platform.

*J Ives*

Jane Ives, Clerk to the Council

4<sup>th</sup> March 2021

### AGENDA

**1. Chair's Announcements**

**2. Apologies for Absence** – To note any apologies received from Councillors & to approve reasons for apologies

**3. Declarations of Interest**

*Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter*

**4. Approval of Minutes:** To approve minutes from the Parish Council meeting held on 10<sup>th</sup> February 2021

**5. Update on actions arising from Minutes of the Parish Council Meeting held as above**

**6. Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies

**7. Report from County Councillor:** To note a report from Cllr Russell Oppenheimer (Appendix 1)

**8. Report from Planning Chair:** To hear an update on any planning matters and to note existing planning applications (Appendix 2)

**9. Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions

**10. Parish Council Finances/Administration:**

a) **Clerk's Report including Financial Report:** To receive the current report (Appendix 3)

b) **Payment Schedule:** To approve current payments (Appendix 4)

c) **Asset Register:** To consider and approve the current list of assets (Appendix 5)

d) **Grass cutting:** To agree continuation of the current grass cutting contract (Appendix 6)

**11. Meetings:** To consider arrangements for the Annual Meeting and the Annual Parish Meeting

**12. SLR Costs:** To consider costs for works required for new locations for the SLR (Appendix 7)

**13. Neighbourhood Development Plan:** To hear an update and agree any actions

**14. Vision/Strategy for Old Church:** To consider a draft roadmap to produce a vision/strategy for the Old Church

**15. Policies:** To consider & approve a Data Management Policy

**16. SDNPA Camping & Glamping Technical Advice Note:** To consider and agree a response to the consultation

<https://www.southdowns.gov.uk/wp-content/uploads/2021/02/Final-Camping-Glamping-TAN.pdf>

**17. Costs to residents of telephone calls:** To consider a question raised by a resident regarding the cost of dialling in to remote Parish Council meetings (Appendix 8)

**18. To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups**

**19. Items for next agenda**

**20. Date of next meeting:** Wednesday 14<sup>th</sup> April 2021, 8pm. Planning Committee Meeting, Monday 22<sup>nd</sup> March 2021, 8pm (subject to planning applications)

## **Appendix 1: Report from County Councillor**

### **1. Supporting the Census this month**

Census day for England and Wales is 21st March 2021. I would be very grateful for Councillors' support with raising awareness of the Census and encouraging participation. By accurately recording our population in East Hampshire we can ensure that we get a fair allocation of resources in a wide range of areas, from school places to mobile signals.

Every 10 years the census gives us a picture of all the people and households in England and Wales. For the first time, there is a "digital first" approach. This means people can complete their census where and when they want to online. Paper forms are available for those who need them.

Everyone will receive a 16-digit code in the post which they can use to submit their Census response at [www.census.gov.uk](http://www.census.gov.uk). There is a process for requesting a new code in the event that someone does not get a letter for whatever reason. The new code can be sent by text. It would be great to ensure that everyone in our community knows that they need to look out for their code, go online and complete the questionnaire in the week ending 21 March.

### **2. Consultation on Walking and Cycling improvements to Petersfield**

In January of this year HCC was awarded £3.8m for Active Travel measures and they are proposing to spend some of that in Petersfield. A consultation is underway which invites public comment on the proposals. Here is a link:

<https://www.hants.gov.uk/News/22022021PetersfieldATFPR>

I am very conscious that Parishioners from across Petersfield Hangers Division use the shops and markets in Petersfield on occasion, and so I hope that the current consultation will be of wide interest. The consultation ends on 21 March 2021.

### **3. Supporting Families programme receives funding boost**

The Ministry of Housing, Communities and Local Government awarded £2m of funding to HCC on 12 February which will ensure that our successful Supporting Families programme continues for another year. The funding announcement from MHCLG is particularly significant this year, when the adverse impacts of the coronavirus pandemic are being keenly felt, especially by families who were already struggling to cope under normal circumstances.

The HCC Supporting Families programme brings together a wide range of Hampshire agencies including local councils, the Police, voluntary sector, Health and Criminal Justice. Between January 2015 and December 2020, the Programme engaged with 7,696 vulnerable families with multiple and complex needs. To date, positive outcomes have been recorded for 1,923 families, who have accepted and engaged with support and achieved sustained changes within the family as a result, such as sustained employment or improved school attendance. Independent evaluation by Solent University demonstrated that between 2015-19, the support given to families to get back on their feet successfully translated into savings of £27million to the public purse.

### **4. Revamp of the South Downs Partnership**

Following the launch of its new Partnership Management Plan for the period 2020-25, the South Downs National Park Authority is relaunching its South Downs Partnership. If you are interested, or anyone you know is interested, please could you let me know by 3 March 2021 so that I may put your name forward.

In line with the Glover Review of Protected Landscapes, the SDP will have a crucial role to broaden and deepen the participation of individuals, communities and organisations in in the National Park and to bring its benefits to a much wider audience. As Julian Glover said in his report:

“We need to reignite the fire and vision which brought this system into being in 1949. We need our finest landscapes to be places of natural beauty which look up and outwards to the nation they serve. More must be done for nature and natural beauty. More must be done for people who live in and visit our landscapes.”

The diverse membership of the new SDP will increase the breadth of experience and skills available to the SDNPA and help to expand and develop the networks which will be needed to make the long-term outcomes of the National Park a reality. Members of the South Downs Partnership will:

- Be champions and advocates for the National Park,
- bring with them, or rapidly build up, strong networks in particular sectors or parts of the community – both inside and outside the Park
- use their own expertise and their networks to broaden and deepen the participation in the NP and help deliver its Partnership Management Plan,
- provide constructive advice and feedback to the Authority and to the rest of the SDP.

SDP Members will be expected to attend at least four meetings a year plus sub-groups. This will require preparation beforehand and follow through afterwards. Members will receive payments for all reasonable expenses incurred in delivering the role. Members will be appointed for a three or four-year term, at the end of which they may be considered for reappointment.

**RUSSELL OPPENHEIMER**

**County Councillor for Petersfield Hangers**

**Appendix 2: Planning Applications as at 3<sup>rd</sup> March 2021** (decisions since last meeting highlighted in yellow)

Reference	Address	Proposal	Consultation Expiry Date	Determination Date	GPC Comments	Decision
SDNP/21/00667/APNB	Land off Church Lane, Greatham	Application to determine if prior approval is required for agricultural barn	19/02/21	05/03/21	Objection	
SDNP/20/05587/TEL	Street Record, Mill Lane, Hawkley	Prior notification- 9m medium pole and 8m light pole	28/12/20	08/01/21	No objection	No objection
SDNP/20/05065/FUL	Land off Church Lane, Greatham GU33 6HB	New stable block attached to existing barn following demolition of existing stable building	05/01/21	08/03/21	Comments re materials and construction	
SDNP/20/05028/HOUS	1 Oak Tree Cottages, Petersfield Road, Greatham GU33 6EZ	Single storey extension to rear following removal of sunroom	24/12/20	14/01/21	No objection	Approved
SDNP/18/06111/FUL	Liss Forest Nursery, Petersfield Road, Greatham GU33 6HA	Development of 37 dwellings (including affordable homes), alterations to existing access onto Petersfield Road, hard and soft landscaping, drainage and all other associated works	17/12/20	21/03/19	Objection	
SDNP/20/05707/APNB	Land off Church Lane, Greatham	Application to determine if prior approval is required for an agricultural barn	01/01/21	14/01/21	Comments re prior approval being required	Prior approval refused
SDNP/10/04605/HOUS	Heath Cottage, Stairs Hill, Empshott GU33 6HR	Erection of a garden building to comprise a family/gym room, office & bathroom	26/11/20	22/12/20	No objection	Approved
SDNP/20/02705/FUL	The Coach House, Greatham Moor, Forest Road GU33 6HE	Conversion of existing integral double garage & store into home office. Detached triple garage, log store & general garden store	24/11/20	21/12/20	No objection	
SDNP/20/04367/TPO	84 Newfield Road, Liss GU33 7BW	Oak (T1) - 17m in height, remove 7m height leaving 10m. Crown spread to 12m, remove 1.5m on each aspect	19/11/20	15/12/20	No objection	Approved
SDNP/20/03813/CND	Copse House, Church Lane, Greatham GU33 6HB	Variation of condition 2 of SDNP/19/05129/FUL to allow substitution of plans showing minor changes to windows/doors and material finishes to elevations	19/10/20	03/11/20	No objection	Approved
SDNP/20/02768/HOUS	Manor Cottage, Petersfield Road, Greatham GU33 6HF	Detached outbuilding for use as office	19/10/20	12/11/20	No objection	Approved
SDNP/20/04149/HOUS	New House, Longmoor Road, Greatham GU33 6AG	Single storey wrap around extension following demolition of flat roof porch	03/11/20	27/11/20	No objection	Approved

SDNP/20/04230/FUL	Land off Church Lane, Greatham	Retrospective application for a replacement mobile home, one skid-mounted stable and two skid-mounted field shelters.	10/11/20	01/02/21	Objection	Refused
SDNP/20/03362/HOUS	April Cottage, Longmoor Road, Greatham GU33 6AE	Detached garden shed	07/10/20	28/10/20	No objection	Approved
SDNP/20/03908/OHL	Land at Ham Barn roundabout, Farnham Road, Liss GU33 6LB	Installation of new pole for transformer	12/10/20	23/10/20	No objection	Approved
SDNP/20/03691/HOUS	2 Greatham Green Cottages, Forest Road, Greatham GU33 6HD	Proposed 2 storey side extension and single storey rear extension following demolition of existing pitched and flat roof extensions and demolition of existing concrete garage	15/10/20	10/11/20	No objection, request local brick used	
SDNP/20/03198/HOUS	Pilgrims Way, Church Lane, Greatham GU33 6HB	Replacement garden shed following removal of existing shed	22/09/20	19/10/20	No objection	Approved
SDNP/20/03070/CND	5 Bakers Field, Greatham GU33 6EX	Variation of Condition 2 of permission SDNP/19/05738/FUL to allow external walls to be built with facing brickwork	02/09/20	21/09/20	No objection, comment re solar panels	Approved
SDNP/20/02763/TCA	The Hermitage, Petersfield Road, Greatham GU33 6HA	Row of Leyland Cypress (G1) - fell row of trees (approx 12) as they add little in environmental and amenity value and their removal will allow the planting of more beneficial species.	06/08/20	19/09/20	No objection	Approved
SDNP/20/02417/FUL	West Fork, Farnham Road, Liss GU33 6LA	Creation of new access road and use of existing access road for additional caravan storage, relocation of building and 2 additional holiday pods.	10/08/20	02/09/20	Objection	
SDNP/20/02812/HOUS	Willow Lea, Church Lane, Greatham GU33 6HB	Two-storey rear extension, enlargement of the front porch and removal of the timber shed.	20/08/20	15/09/20	No objection	Approved
SDNP/20/02572/HOUS	Longmoor Lodge, Longmoor Road, Greatham GU33 6AP	Clad only the existing red grey brickwork on the right hand side of the front elevation and right side elevation to match the cladding at the rear extension.	21/08/20	10/09/20	No objection	Approved
SDNP/20/02282/HOUS	Darley, 1 Longmoor Road, Greatham GU33 6AE	Relocation of an existing garden storage shed to an existing concrete hardstand forward to the front façade of the main dwelling	09/07/20	05/08/20	No objection	Approved

SDNP/20/01023/HOUS	Lindisfarne, Longmoor Rd, Greatham GU33 6AG	Single storey rear extension following demolition of existing conservatory	13/04/20	08/05/20	No objection	Approved
SDNP/20/01507/HOUS	Bower Cottage, Longmoor Rd, Greatham GU33 6AQ	New vehicular access, widen pedestrian kerb and single storey side extension	15/05/20	11/06/20	No objection	Approved

## Appendix 3: Clerk's Report

### Grant Applications

I have written out to all local organisations as agreed to promote the grant funding opportunity and this has also been promoted via our Facebook page and mailing list. To date, I have only received one application and the closing date is 26<sup>th</sup> March. Please could councillors promote this opportunity when speaking to local residents/groups.

### Bench at the Old Church

The Diocese of Portsmouth have agreed to the siting of the oak bench at the Old Church. The only restriction is that no inscription may be placed on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor.

### Council Meetings

We are still bound by the current legislation regarding remote meetings which ends on 7<sup>th</sup> May 2021, meaning face to face meetings will have to happen beyond that date. I will keep councillors informed should there be any change to this.

### Financial Report as at 28<sup>th</sup> February 2021

The financial records as at 28<sup>th</sup> February 2021 are as follows:

#### Receipts 1<sup>st</sup> February to 28<sup>th</sup> February 2021

VAT repayment	£ 760.09
---------------	----------

#### Balances as at 28<sup>th</sup> February 2021

Current Account	£13,119.68
Deposit Account	£25,044.68
<b>Total at bank</b>	<b>£38,164.36</b>

#### Earmarked Funds held

CIL fund	£ 8,229.00
Community Engagement	£ 500.00
NDP	£ 1,000.00
Election costs	£ 500.00
Tree works	£ 40.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
<b>Total Earmarked Funds</b>	<b>£16,071.00</b>

<b>General Reserves Balance</b>	<b>£22,093.36</b>	<b>(total at bank less earmarked funds)</b>
---------------------------------	-------------------	---

**Appendix 4: Payment Schedule**

<b>Invoice Date</b>	<b>Payee</b>	<b>Description</b>	<b>Net Total</b>	<b>VAT</b>	<b>Total</b>
		<b>PAYMENTS MADE</b>			
26/02/21	Clerk	Salary month 11	£809.37	£0.00	£809.37
26/02/21	HMRC	Tax/NI liability month 11	£14.15	£0.00	£14.15
		<b>TOTALS</b>	<b>£823.52</b>	<b>£0.00</b>	<b>£823.52</b>

**Signed by Chair of Meeting:**

**Date:**

--

**Appendix 5: Asset Register as at 03/03/21**

Asset Details					Purchase Details		Payment		Insured value
Date entered on Register	Item	Make	Serial Number	Location	Supplier	Purchase Price (ex VAT)	Invoice Date	Sub Totals	
14/08/06	Greatham Old Church			Petersfield Rd		£1.00		£1.00	£1
14/08/06	War Memorial			St John the Baptist Church		£14,060.69		£14,060.69	£16,619.75
30/03/20	Village Green			Petersfield Rd/Forest Rd		£1.00		£1.00	
20/03/18	Speedwatch equipment			Elly Butler	CA Traffic	£2,258.40	07/09/15	£2,258.40	£2,258.40
	<b><u>OFFICE EQUIPMENT</u></b>								
14/03/12	Cupboard			Village Hall	Surrey Office Supplies	£85.00	06/01/12		£85.00
14/03/12	Laminator	Fellowes Mars A3	110909vd0065685	Clerk	Viking Direct	£53.49	15/03/12		£53.49
14/03/12	Projector Screen	Metroplan Budget Tripod Screen 240x240 ET1005		Village Hall	AV Partsmaster Ltd	£116.75	05/03/12		£116.75
20/03/18	Colour printer/scanner	Samsung C480FW Colour Laser Printer	08GRB8KJGB026VW	Clerk	Amazon	£209.99	07/11/17		£209.99
20/03/18	External hard drive	Bipra 1TB 2.5" USB 2.0 FAT 32	BOOP81QTJ	Clerk	Amazon	£54.95	16/01/18		£54.95
30/03/20	Laptop computer	Lenovo S340 1415BL		Clerk	Currys PC World	£479.00	11/03/20		£479.00
30/09/20	HDMI cable			Clerk	Amazon	£26.21			£26.21
30/09/20	Extension cable			Clerk	Amazon	£11.68			£11.68
30/09/20	Post Box			Village Hall	Amazon	£24.19			£24.19
30/09/20	Fire extinguisher/blanket			Old Church	Fire Safety Store	£31.95			£31.95
						<b>Sub Total for Office Equipment</b>		<b>£1,093.21</b>	

<b><u>PLAYGROUND EQUIPMENT</u></b>									
14/08/06	Village Playground (including playsurfaces)			Recreation Ground		£47,156.21			£51,779.32
07/09/15	Zipwire			Recreation Ground	GB Sport & Leisure	£7,613.04	07/09/15		£11,055.42
						<b>Sub Total for Playground Equipment</b>		<b>£54,769.25</b>	
<b><u>STREET FURNITURE</u></b>									
	Flagpole			Village Green		£421.79			£421.79
	Bench			Village Green		£1,193.82			£1,193.82
03/12/12	Bench			Bakers Field	Donation	£400.00			£400.00
03/03/21	Bench			Old Church	Hemington Rustics	£250.00	06/06/20		£250.00
	Fences			Playground		£2,785.59			£2,785.59
2011	Telephone box			D Rudd		£1.00			
14/08/06	Bus Shelters x 3			2 @ Greatham Inn, 1 @ Digby Way		£14,581.48			£25,000.00
14/08/06	Litter Bins			Bakers Field, bus shelter, playground, school, Hopeswood	Trevor Iles Ltd	£455.76	20/03/06		£455.76
						<b>Sub Total for Street Furniture</b>		<b>£20,089.44</b>	
						<b>£92,272.99</b>		<b>£92,272.99</b>	<b>£113,314.06</b>

## **Appendix 6: Grass Cutting**

Petersfield Town Council have been carrying out grass cutting at the playground for 3 years and do an excellent job. They have also now started to cut the grass twice yearly at the Old Church.

The costs for the service they provide are as follows:

Playground £25 per cut (no price increase since 2019)

Old Church £120 per cut (twice yearly September and March)

As there is no price increase for the coming year, I am proposing we continue with this contractor. If councillors would like me to find alternatives then I can do so and bring this back to Council for a decision.

## **Appendix 7: SLR**

At February's Council meeting, I was tasked with establishing the costs for work required on new SLR locations. Highways have quoted costs as follows:

Petersfield Road: near Eurotec – this would require a short extension post. Location 51.077892,-0.8845277

**Cost of extension post: £200**

Selborne Road: SLR cannot be attached to speed limit terminal sign posts. However, there are a number of 30mph repeater signs to the south east of the terminal signs which could be used. Some of these posts are adjacent to accesses, so short extension posts may be required to ensure clear visibility from these accesses. Location 51.0673839,-0.9029191

**Cost of extension post: £200**

Forest Road – Similar to Selborne Road, SLRs cannot be attached to speed limit terminal sign posts. However, to the north-west of the terminal signs on the north-east side of the road, there is an area of verge where a ground socket with temporary post could be provided. Location 51.0638845,-0.8934455

**Cost of ground socket: £600**

**Cost of temporary post: £100**

Total cost of works: £1,100 + VAT. Highways have indicated that these costs are approximate so Council should budget for slightly more than the figure quoted if they would like to proceed.

### **Appendix 8 : Costs of dial in to remote meetings**

A question was raised at last month's Council meeting by a member of the public regarding the cost of dialling in to remote meetings. It appears that the resident concerned has a telephone plan which means after 60 minutes they are charged per minute. If a meeting goes on for 2 hours or so they are incurring some costs. They wanted to know whether the Council would be willing to adjourn the meeting after 1 hour to allow them to hang up and dial back in thereby resetting the 60 minutes of free telephone call allocation.

My advice to Council is as follows:

1. Residents will have differing mobile phone/landline calling plans and we cannot cater to all of these individually
2. Residents may join the meeting at any time and therefore stopping after 1 hour may only suit some people on a call and not others
3. The resident suggested adjourning the meeting for 5-10 minutes to allow them to dial back in - this is excessive as it would take less than a minute to redial
4. Our meetings are not public meetings but meetings held in public. We offer residents the opportunity to dial in/join online or in normal circumstances attend in person. We are not responsible for ensuring they can attend and/or provide any additional facilities to help them do so other than those specified in law
5. A resident can end the call and dial back at any point in the meeting so could do so when there is a less interesting agenda item being discussed as the particular resident was concerned about missing something
6. We do not pay residents costs for attending in person meetings and there is no power that we have as a parish council that allows us to do this