

**Greatham Parish Council**  
**Parish Council Meeting**  
**Greatham Village Hall**  
**Wednesday 9<sup>th</sup> March 2022 at 8pm**

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below.

*J Ives*

Jane Ives, Clerk to the Council

3<sup>rd</sup> March 2022

**AGENDA**

- 1. Chair's Announcements**
- 2. Apologies for Absence:** To note any apologies received from Councillors
- 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 & votes on the matter*
- 4. Approval of Minutes:** To approve minutes from the Parish Council meeting held on 9<sup>th</sup> February 2022.
- 5. Update on previous actions arising from council meetings** (Appendix 1)
- 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 2)
- 8. Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
- 9. Parish Council Finances/Administration:**
  - a) **Clerk's Report** (Appendix 3)
  - b) **Finance Report & Payment Schedule:** To note the finance report & approve current payments (Appendix 4)
- 10. Planning Applications:** To note planning matters outside the parish boundary (Appendix 5)
  - a) **APP/M1710/C/21/3288365: Enforcement appeal - Land at Stairs Hill, Empshott**
  - b) **SDNP/22/00850/TEL: Telephone mast, Longmoor Road**
  - c) **Apple Pie Depot, Longmoor Road**
- 11. Communication with residents:** To consider how to communicate with residents not on email/online (Appendix 6).
- 12. Old Church Strategy Working Group Terms of Reference:** To consider and agree terms of reference (Appendix 7).
- 13. Old Church maintenance works:** To consider quotations and approve a contractor to carry out maintenance works at the Old Church as set out in the Conditions Report (August 2021).
- 14. Telephone box:** To consider the following costs regarding the renovated telephone box (Appendix 8):
  - a. To approve retrospective costs of storage of £62 for the phone box from David Redman and ongoing costs of £1 per day
  - b. To approve retrospective costs of £50 from David Redman for moving the phone box to storage location
  - c. To approve costs of Hampshire County Council licences 115 & 171 for installation of the phone box at the junction of Petersfield Road/Longmoor Road for approximate cost of £900 (this does not include installation costs); *or*,
  - d. To consider other locations for the phone box

15. **Glover Landscape Review consultation:** To consider a response to the consultation ending 12<sup>th</sup> April 2022 (Appendix 9).
16. **To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups**
17. **Items for next agenda**
18. **Date of next meeting: Wednesday 13<sup>th</sup> April 2022, 8pm**

## Appendix 1: Action List

Minute ref	Action	Who
2020/21	Bridleway 11 funding – discuss funding improvements at a council meeting potentially sourcing from Parish Partnership Fund	Clerk/All
2020/21	HCC Traffic Study – ask HCC to continue study after lockdown <b>02/02 HCC Strategic Transport Team are reviewing study</b>	Clerk
2020/21	Telephone box – liaise with neighbours & relevant organisations such as EHDC to see if planning permission is required. Services underground need to be investigated and marked up. The panes in the telephone box need to be replaced. <b>05/01 no planning permission required. 02/02 SE Water offered to set plinth; waiting for Highways approval. 09/03 agenda item</b>	Clerk
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement	Clerk
21.39 07/21	The school had emailed the Council seeking help with parking as the pub car park could no longer be used. The Traffic Working Group will contact the school to see if any assistance can be given with their park and stride scheme.	Traffic WG
21.39 07/21	A member of the public commented that parking spaces for the school drop off are available at Eurotec. She also commented that some parents park in Bakers Field but can cause a nuisance by parking near the junction of Petersfield Road.	Traffic WG
21.39 07/21	Concerns raised about school parents parking on the no parking area in the village hall car park. Cllr Harris reported that lines would soon be painted in the car park.	Traffic WG
21.39 07/21	A member of the public informed the council of a recent accident at the Longmoor roundabout where a car had overturned. Cllr Rook noted this was in Whitehill & Bordon parish and not Greatham. Cllr Cheesman was aware of a second accident and would forward details to the Clerk. The Council will report their concerns to Highways.	Traffic WG
21.39 07/21	Concerns raised about the parking at Bakers Field near the bungalows. The Traffic Working Group would investigate.	Traffic WG
21.42 07/21	FOI - Councillors recommended that a disclosure log containing information that was in the wider public interest should be published.	Clerk
21.42 07/21	Councillors recommended that a working group is formed consisting of the Clerk, Cllr Crick and Cllr Harris to clarify how the disclosure log will work and to make decisions on future freedom of information responses and whether they should be published.	Clerk/Cllr Crick/Cllr Harris
21.48 & 21.100 07/21	Village gateways – source oak posts and advise supplier that design B had been selected. Get costs for installation and bring back to Council. <b>30/11 Contractor will be in contact to arrange site meeting. 10/02 purchase order placed</b>	Clerk
21.51 07/21	Tree survey outstanding works – OCWG to complete works by end of September <b>30/11 no further update from working group, 02/02 no further update</b>	Clerk/OCWG
21.87 09/21	A member of the public raised a question about an email from the parish council relating to management of the Old Church and interaction between the PC and the working group which he didn't feel is working well. The Chair advised that the council will respond in writing and will liaise with the working group. <b>30/11 waiting for dates for a meeting 08/03 meeting arranged</b>	Clerk/Council
21.99 09/21	Seek quotes for required works following Julian Livingstone's report. <b>01/03 1 quote received: awaiting 2<sup>nd</sup> quote</b>	Clerk
21.138 10/21	Old Church trees:	Clerk

	<ul style="list-style-type: none"> <li>a) To check with the working party if all ivy removal is complete <b>Work not done</b></li> <li>b) To source additional mulch for the yew tree <b>02/02 Feb agenda item</b></li> <li>c) To consider newly planted trees as part of the Old Church strategy</li> <li>d) To obtain costs for a new tree survey including a separate survey on the yew tree <b>10/02 survey ordered</b></li> </ul>	
21.139 10/21	Playground: Arrange zip wire survey and get quotes for any other work identified in inspection report. Liaise with volunteer group regarding any work they could do.	Clerk
21.167 11/21	Transport & Traffic WG to approach landowners re permissive footpath/right of way <b>08/12 TB has approached landowner and will report back</b>	Cllr Butler
21.172 11/21	The Clerk to provide code of conduct training for all councillors <b>02/22 dates circulated to councillors</b>	Clerk/All
21.207 12/21	Reapply for CIL funding for renewal of playground <b>05/01 Playground WG to action by end February 22/03 application submitted</b>	Playground WG
21.220 01/22	Report issues to Highways with grass verge on corner of Church Lane and posts outside a property on Petersfield Road.	Clerk
21.225 01/22	Add Cllrs Crick & Godby to the bank mandate <b>01/03 bank mandate completed, awaiting signature &amp; id evidence</b>	Clerk
21.226 01/22	To carry out the outstanding actions on the Risk Management Schedule	Clerk
21.247 02/22	Write to Highways re doughnutting at Digby Way roundabout <b>10/02 reported – Highways advised no action can be taken</b>	Clerk
21.260 02/22	Apply for HCC cultivation licence for verge opposite Longmoor Road junction <b>10/02 licence applied for</b>	Clerk
21.263 02/22	Make arrangements to add a donate button to website, including opening PayPal account <b>23/02 action complete</b>	Clerk
21.264 02/22	Chase Highways and escalate to Cllr Oppenheimer the installation of the phone box <b>10/02 emailed Cllr Oppenheimer; March agenda item</b>	Clerk
21.265 02/22	Write to HCC re 20's Plenty campaign <b>23/02 emailed HCC</b>	Clerk

## Appendix 2: Report from County Councillor

### 1. Ukraine: HCC Leader's Statement

Hampshire County Council has expressed solidarity with the people of Ukraine and has stated its preparedness to support the UK Government, if called on, to help with the unfolding humanitarian crisis.

Leader of Hampshire County Council, Councillor Keith Mans said: "As the world watches events in Ukraine, across Hampshire we all send our thoughts and prayers to the Ukrainian people, including those who are living in Hampshire. None of us would have expected to have seen such hostilities in Europe in these modern times, and we condemn the attacks on Ukraine's innocent citizens.

"Hampshire County Council, in common with the rest of the country, is watching the concerning situation in Ukraine and stands in solidarity with the Ukrainian people and communities affected by this conflict. Should Government seek our support, we will assist as needed - building on our experience of supporting refugees and evacuees from previous conflicts."

I am sure all Councillors will share this sentiment from the Leader. Incidentally Keith Mans will be standing down in May 2022 and this has been reported in local newspapers. HCC will therefore be under new leadership in May following an election process within the Conservative Group.

### 2. Storms put Hampshire Highways to the test

The consecutive Storms Eunice and Franklin in February were extremely challenging for everyone at Hampshire Highways. We had over 2,000 incident reports and over 1,000 trees down. The clean-up operation is ongoing and may take another week or two. The bill for the response will run to seven figures.

When the ground is wet, it is always more likely that trees will come down in storms. Councillors will be aware that the ground is still unusually saturated and so we are currently vulnerable in the event of further high winds. I would advise people to be very cautious about driving during storms when the ground is so wet.

Sadly there was a fatality in Alton which shows how dangerous these storms are. The bravery and commitment of our Highways teams cannot be overstated. We all rely on our highways to live our lives and these frontline workers are doing a great job this winter, showing considerable resilience. We owe them our profound thanks.

### 3. 2022/23 Budget is approved by Council

Hampshire County Council's council tax precept for the financial year beginning 1 April 2022 will increase by a total of 2.99%, of which 1% will go specifically towards adults' social care. This equates to an annual charge of £1,390.86 for a Band D property – an increase of just over £40 per year. This recommended increase will generate an extra £21m towards delivering essential County Council services in the next financial year, especially in the care of the vulnerable.

Hampshire still has one of the lowest Council Tax rates in the UK, alongside Somerset. This year's increase has to be seen in that context. Price inflation and demand growth in social care (both adults and children) have put pressure on budgets and mean that a Council Tax rise is the most responsible decision.

Alongside revenue budget plans, the County Council has approved a capital programme worth £556.2m over the next three years to boost jobs, build schools and cycle paths, and improve the quality of the environment. This provision for Hampshire's infrastructure brings the County Council's four-year total investment in the fabric of Hampshire, to £832.6m. Our prudent financial management and strong reserves has made this investment possible. Very few County Councils in the UK have the capacity to embark on such a substantial capital programme.

Nevertheless, the financial challenge facing Hampshire County Council over the coming years looks to be considerable. At HCC we are lobbying the Government to use its review of Local Government Finance to increase funding and to provide a multi-year settlement so that we can plan services effectively.

**RUSSELL OPPENHEIMER**

**County Councillor for Petersfield Hangers**

### **Appendix 3: Clerk's Report**

#### **EHDC District Councillor Grants**

The grants for the Old Church totalling £1,800 from Cllrs Davies and Carew have been applied for. I have received a remittance advice for £1,000 from Cllr Davies grant pot and awaiting the balance from Cllr Carew's grant pot.

#### **CIL Application for Playground**

The CIL application for playground funds of £90,000 has been applied for as agreed. We will hear the outcome later this year although the expectation is this may not be successful as we are not yet affected by any significant development. In discussions with Liss Parish Council it appears the SDNPA tend not to provide CIL funds until they have started to collect CIL monies from a developer so we may find that we are not successful until the nursery site is in progress.

#### **Code of Conduct training**

Dates for training have been circulated to all councillors. I am awaiting responses before we can confirm a date.

#### **Tree survey**

This was carried out on Saturday 26<sup>th</sup> February and the report will be circulated in due course.

#### **Village gateways**

These have been ordered and I will advise councillors when they are going to be installed.

#### **End of Year VAT reclaim**

The VAT reclaim has been submitted to HMRC for 01/02/21-31/01/22.

#### **Appendix 4: Financial Report as at 28<sup>th</sup> February 2022**

The financial records as at 28<sup>th</sup> February 2022 are as follows:

#### **Receipts 1<sup>st</sup> February to 28<sup>th</sup> February 2022**

PayPal £ 0.01

#### **Balances as at 28<sup>th</sup> February 2022**

Current Account £ 4,139.50  
Deposit Account £30,248.84  
**Total at bank £34,388.34**

#### **Earmarked Funds held**

CIL fund £ 8,229.00  
Community Engagement £ 500.00  
Tree works £ 500.00  
S106 project £ 4,802.00  
CFI Scheme £ 1,000.00  
**Total Earmarked Funds £15,031.00**

**General Reserves Balance £19,537.34 (total at bank less earmarked funds)**

#### **Payment Schedule**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
11/02/22	Hampshire County Council	Cultivation licence	£133.00	£0.00	£133.00
25/02/22	HMRC	Tax/NI liability mth 11	£188.62	£0.00	£188.62
25/02/22	Clerk	Salary mth 11	£676.76	£0.00	£676.66
28/02/22	Clerk	Repayment of expenses	£217.56	£30.23	£247.79
		<b>TOTALS</b>	<b>£1,215.94</b>	<b>£30.23</b>	<b>£1,246.17</b>

Signed by Chair of Meeting:

Date:

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## Appendix 5

### **APP/M1710/C/21/3288365: Enforcement appeal - Land at Stairs Hill, Empshott**

Hawkley Parish Council informed us of enforcement action regarding a mobile home that is being used for residential use at Spring House, Stairs Hill, Empshott. An appeal has been lodged and they are awaiting the outcome.

### **SDNP/22/00850/TEL: Telephone mast, Longmoor Road**

Whitehill Town Council informed us of this application as it is in Longmoor Road. I contacted the EHDC planning officer dealing with the application who advised that we were not consulted as the site was more than 100m outside of our boundary (it is in fact 448m from our boundary).

Whitehill Town Council's deputy clerk has agreed to keep me informed of any future applications that might be relevant to Greatham.

### **Apple Pie Depot, Longmoor Road**

Again, Whitehill Town Council have approached us about an impending application at this site inviting us to attend a meeting with the developer. However, since then I have been in direct contact with the developer who has offered to attend a meeting in Greatham with parish councillors.

***Decision required: Councillors need to decide who would like to attend this meeting and propose some dates. Cllrs Godby, Harris & Rodbert have also expressed interest in attending. The meeting could be part of a formal meeting or we can arrange an informal meeting (note the clerk should be in attendance to take notes).***

### **SDNPA planning applications**

I have contacted both SDNPA and EHDC regarding planning applications that fall just outside our boundary that we are not being notified of. I have received a response from EHDC who have said that we are only informed when the application is within 100m of our boundary. This is why we are not a consultee for the Apple Pie Depot even though it significantly affects Greatham. I will follow this up with the SDNPA as I have not received a response from them.

## **Appendix 6: Communication with residents**

In the Annual Report, distributed to all residents at Christmas, the council asked residents to let us know if they wish to be kept informed of updates through their letterbox.

Four residents have now contacted us to say that they would like to receive hard copy information. Three residents live in the same road, and one lives in a separate road. (Seven residents contacted us to ask to be added to our email list)

The council now need to decide how they propose keeping in contact with these residents, and what type of information they are going to supply. We could supply a summary of our meetings for example.

Our email list is regularly contacted with news items that are likely to affect residents and it may be that councillors want this type of information to also be printed out and delivered to these four residents. The mailing list also receives copies of all agendas and invites to our meetings.

The following are ideas to consider:

- Produce a regular newsletter (3 or 4 times per year)
- Use the neighbourhood reps to distribute information
- Contact the residents concerned to ask if they have an email address we could use instead as this would reduce costs

In all cases, time and cost should be considered as the request has come from a very small minority of residents.

## **Old Church Strategy Working Group**

### **Terms of Reference**

1. The Working Group will consist of **a minimum of two** councillors, determined by the **Council** and the **Clerk** in an advisory capacity. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council or Committee meeting.
2. The working group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
3. At its first meeting of the working group members shall appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
4. In line with the task set by the Council, the purpose and remit of the working group is to :
  - a. **Produce a strategy in line with the framework strategy document agreed by council in February 2022**
  - b. **Consider future use of the Old Church and its' environs**
  - c. **Work within the limits of the restrictive covenants set out by the Church Commissioners in the deeds**
  - d.
5. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference
6. The group reports to the **council**.
7. The group shall provide timely reports to the parent body in the following manner:
  - a. **Progress should be reported either verbally or by way of a report on a monthly basis**
8. Meetings of the working group are not usually but may be public meetings

## **Appendix 8: Telephone Box**

- a. To approve retrospective costs of storage of £62 for the phone box from David Redman and ongoing costs of £1 per day
- b. To approve retrospective costs of £50 from David Redman for moving the phone box to storage location
- c. To approve costs of Hampshire County Council licences 115 & 171 for installation of the phone box at the junction of Petersfield Road/Longmoor Road for approximate cost of £900 (this does not include installation costs); **or**,
- d. To consider other locations for the phone box

### **Retrospective costs of storage and collection**

I have been contacted by David Redman, who is currently storing the phone box, to advise that Cllr Rook had agreed for collection and storage costs for the phone box. Whilst there was an indication that a cost for collection might be made, the council were not made aware previously of any storage costs being applied.

Councillors are not permitted to enter into contracts on behalf of the council and therefore the council now need to decide whether or not to approve the retrospective costs, and whether to approve ongoing storage costs of £1 per day.

### **Hampshire County Council licences**

HCC have now advised that the telephone box will require two licences. For any structure to be placed on the highway a licence is required to cover future maintenance and liabilities should it be damaged (section 115 licence). Additionally, the works will require a road opening licence (section 117 licence). The total cost for these licences will be approximately £900.

The council have no budget set aside for these costs so any cost would need to be taken from existing projects and this will impact next year's budget. When making the decision the council will need to agree which budget line to take funds from.

### **Alternative locations**

The council could consider alternative locations for the phone box. The original idea was to install the phone box at the village hall and this could still be an option. However, it would not be visible to most residents.

Other verges in the village would be subject to the same licence costs as above.

The council could consider locating the phone box on the village green and Highways have advised that no licence costs would be applicable here as the land belongs to us. However, one of the uses for the phone box was as a noticeboard. We do need to buy a new noticeboard for this end of the village as the church noticeboard is not big enough and it is in a poor location. If this option is chosen, then a new noticeboard could be purchased for the Longmoor Road/Petersfield Road junction and, provided it is set as far back on the verge as possible, it would not incur a licence cost.

## **Appendix 9: Glover Landscape Review Consultation**

The following email was received on 1<sup>st</sup> February 2022 from Chris Paterson, SDNPA:

As I am sure you are already aware, on 15 January the Government published its much-awaited response to recommendations made in the Landscape Review of Protected Landscapes led by Julian Glover. The Government's response to these recommendations will have far-reaching, long-term impacts on the South Downs National Park, the other 9 English National Parks and the 34 Areas of Outstanding Beauty (AONBs) in England.

The South Downs National Park will be considering these proposals in detail over the coming weeks and will be responding in full to the consultation, but you can find our initial response [here](#)

We strongly encourage all partners, organisations, businesses, communities, individuals and all who care for the South Downs National Park to feed into this important Government consultation to decide on key issues affecting the future of the South Downs National Park and its fellow protected landscapes.

### **Consultations deadline:**

The consultation will run for **12 weeks, closing on 9 April 2022**.

You can find and respond to the consultation [here](#).

Important information:

### **Glover Landscape Review (2019):**

- A really helpful summary of the Review and its key recommendations can be found [here](#).
- The full Review can be found [here](#).

### **Government's Response (15 January 2022):**

- The full Defra press release announcing the consultation is available to view [here](#).
- The Government's response to the Landscapes Review can be found [here](#).
- The consultation can be found [here](#).

We will share our consultation response in full and would welcome a copy of your consultation response.

I would encourage all Town and Parish Councils to consider this important Government Consultation and to respond as a key stakeholder in the future of the National Park.