

Greatham Parish Council

Parish Council Meeting

Greatham Village Hall

Wednesday 13th July 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

7th July 2022

AGENDA

1. **Chairman'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 council meeting held on 8th June 2022
5. **Minutes of meeting held 13th April 2022:** To note a correction to the minutes of the April 2022 meeting relating to councillor attendance
6. **Update on previous actions arising from council meetings** (Appendix 1)
7. **Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies
8. **Report from County Councillor:** To note a report from Cllr Russell Oppenheimer (Appendix 2)
9. **Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
10. **Parish Clerk:** To note the resignation of the Clerk
11. **Parish Council Finances/Administration:**
 - a) **Clerk's Report** (Appendix 3)
 - b) **Finance Report:** To note finance report for June 2022 (Appendix 4)
 - c) **Payment Schedule:** To approve current payments (Appendix 5)
12. **Planning Committee meeting dates for 2022/23:** To review the dates agreed and make any necessary changes
13. **Planning Application:** To provide a response to the following application:
SDNPA/22/02648/LDP Mill Cottage, Mill Lane, Greatham GU33 6HH
Lawful development certificate: Proposed conversion of roof space to habitable accommodation including roof lights, single storey extension and porch extension to front
14. **Grant Application Life Education:** To reconsider the decision to award a grant of £185 to Life Education based on new evidence (Appendix 6). Motion requested by Cllrs: Crick, Driver, Harris, Rodbert.
15. **Internal Auditor:** To appoint an internal auditor for 2022/23 (Appendix 7)
16. **Standing Orders & Financial Regulations:** To agree updated standing orders and financial regulations
17. **War Memorial:** To consider cleaning the war memorial and approve costs of a contractor to carry out the works at a cost of £120 + VAT (Appendix 8)

18. **Hampshire County Council Passenger Transport Services Consultation:** To agree a response to the consultation (Appendix 9)
19. **SDNPA Local Plan Review:** To note the review of the South Downs Local Plan review and agree any actions (Appendix 10)
20. **SDNPA Land Availability Assessment:** To agree any actions regarding the SDNPA Land Availability Assessment (Appendix 11)
21. **To note reports from Working Groups:**
 - a) **Old Church Strategy Working Group**
 - b) **Village Design Statement Working Group**
 - c) **Playground Working Group**
 - d) **Traffic & Transport Working Group** (Appendix 12)
 - e) **Policies & Compliance Working Group**
22. **To note reports from representatives of Organisations, Outside Bodies, Leads & Groups**
 - a) **Tree Warden report** (Appendix 13)
 - b) **To note any other reports**
23. **Items for next agenda**
24. **Date of next meeting: Wednesday 10th August 2022, 8pm**

25. EXCLUSION OF THE PUBLIC AND PRESS

The Motion: In accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

The exempt session is to carry out the following business:

To agree actions, contained in the confidential report dated 7th July 2022, relating to staffing matters and appointment of a new clerk

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 02/02 HCC Strategic Transport Team are reviewing study	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. 05/01 no planning permission required. 02/02 SE Water offered to set plinth; waiting for Highways approval. 07/04 DC grant applied for. 11/05 grant amount increased & legal work to be organised through HCC. 15/06 licences stalled due to input required from contractor, Cllr Rook will speak to contractor (Clerk has emailed).	Cllr Rook
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement 13/04 wood is currently seasoning and will be installed soon	Cllr Rook
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. 30/11 Contractor will be in contact to arrange site meeting. 10/02 purchase order placed. 11/05 contractor advised that installation is imminent. 05/07 Contractor has been unwell but now recovered, so work will be done soon.	Clerk
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 08/12 TB has approached landowner and will report back	Cllr Butler
21.207 12/21	Reapply for CIL funding for renewal of playground 05/01 Playground WG to action by end February 22/03 application submitted	Playground WG
21.226 01/22	To carry out the outstanding actions on the Risk Management Schedule	Clerk

21.299 04/22	Write to EHDC to request TPO is placed on oak trees on B3006 08/06 Cllr Butler will plot trees following clerk's meeting with Tree Officer 05/07 Trees have been mapped and EHDC advised; waiting now for TPO	Clerk
21.302 04/22	Seek advice from Andy Davidson (HCC) and Cllr Carew on planting at Old Church	Clerk/Cllr Harris
21.303 04/22	Seek quotes for works specified in tree survey 05/07 Tree surgeons contacted	Clerk
22.10 05/22	Amend standing orders for planning committee to allow substitution of councillors	Policies WG
22.18 05/22	Create snagging list for works required at junction of Longmoor Rd/Petersfield Rd	Cllr Rook
22.28 05/22	Add village events from the G15 meeting to our Facebook page and send out to mailing list. Establish costs for adding events to our website. 08/06 Cllr Driver to provide additional info to the Clerk	Cllr Driver
22.47 06/22	Clear village green path 05/07 Lengthsman has started work but soil compacted. Cllrs to complete work.	All councillors

Appendix 2: County Councillor's Report

1. Petersfield Ecofair to be held on Sunday 17 July – 10.00 to 16.30

The first ever Petersfield Ecofair takes place this month. There will be a multitude of stalls and activities on the Petersfield Heath and it promises to be a fun, informative day-out for all the family. Please come along and help spread the word! Here is the spiel about the fair:

Get tips and ideas for reducing your carbon footprint whether it be by saving energy in your home, upcycling those clothes you no longer want or by getting back on your bike. Learn how you can help increase biodiversity with good gardening practice or by letting your garden grow a little wilder. There will be talks, an art exhibition, children's activities and live music throughout the day, with a choice of food and drink and things to buy, all ethically-sourced and using minimum packaging. Entrance is free so come along on 17 July and have fun.

Stallholders:

East Hampshire Community Rail Partnership, Future Shoots, Hampshire and Isle of Wight Wildlife Trust, Hampshire Bat Group, Hepworth Cycles, Juniper, Liss Men's Shed, Petersfield Area Nappy Library, Petersfield Bicycle Buddies, Petersfield Town Council, Alton Climate Action Network, Proud Mary Soaps,

Refill and Replenish, Shine Radio, Southern Water, Wild Candles

Food and drinks provided by:

Jo's Kitchen, Earth to Oven, Langhams Brewery

2. Flood Alleviation works and closure of A32

I am very conscious that the closure of the A32 has caused great inconvenience for residents in many parts of the Hangers. I use the route through Farringdon frequently as I have children at school near Alton so I can personally testify to the annoyingness of this closure.

I would acknowledge that engagement with Parishes prior to the commencement could have been better. The reality is that the team did not have a long lead-in time and so they did not have the opportunity to do a more proactive engagement. They are now working hard to develop that dialogue with Parishes.

The aim of the flood alleviation scheme is to improve the management of both surface and groundwater conveyed by ordinary watercourses adjacent or near to the A32 highway through the village of Lower Farringdon, and by a main river to Chawton village. The scheme will achieve this by ensuring that the existing drainage system, which consists of ordinary watercourses (ditches and pipes), less well-defined overland flow paths, the main river and highway drainage can function to its maximum capacity. The flood alleviation scheme will benefit the communities of Farringdon and Chawton and enable a major highway to remain open if a similar flood event to that which occurred in the winter of 2013/14 were to occur again. This will of course bring benefits to a much wider area.

Hampshire County Council has appointed Milestones to carry out the drainage works and the work began on Monday 27th June. The construction phase is scheduled to last up to 15 weeks. Due to the nature of the work and for safety reasons it is necessary to close the A32, Gosport Road during this time. Some weekend working may be required to complete certain elements of the work.

There will be 24hr/7day road closure however there will be a period from 5th-16th August when the road will be open to allow increased traffic movements associated with the Jalsa Salana and Boomtown festivals. A signed diversion route via A31 and A272 is in place and a diversion route plan is available on the scheme website (see

link below). Further details and updates on the progress of the scheme are available on the County Council's webpage: <https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/strategies/scheme-a32-farringdon>

A letter was sent out to residents and businesses prior to works beginning. Subsequent to those, a meeting was held with the local Parish Councils to look at concerns about the volume of traffic that may occur through their villages from those drivers that choose not to follow the official diversion. The project team is carefully considering each point that has been raised and, where possible, implementing actions immediately. The effectiveness of the diversion routes will be closely monitored.

3. Rother River Flood Plans: Feedback sought

Councillors may be aware that flood management is now undertaken on a "catchment" basis. There are 12 catchments in Hampshire and here in Petersfield Hangers we are all within the Rother catchment area.

Policies have been identified to tackle flooding issues and information has been provided for producing more detailed Action Plans in the future. The [draft Catchment Plans](#) are now available for view on the County Council's website and the Authority is inviting people to comment on those plans via an [online survey](#) before it closes at midnight on Thursday 21 July.

The proposed policies that could be applied in priority areas involve stricter measures for consenting works on rivers, ditches and streams and surface water drainage in planning applications; lowering the threshold for significant flood investigations (known as Section 19 Reports); and identifying where new flood defences could be needed. We aim, with the final plans, to establish an efficient, effective, and consistent approach to address flood risk within Hampshire.

4. Tackling Loneliness with our Libraries

In my new role as Executive Member for Recreation, Heritage and Rural Affairs I am keen to promote Libraries as community hubs which bring people together and reduce isolation. Our libraries offer a welcoming environment where people can meet, relax, or learn in a safe and welcoming environment. Some examples of the services from Hampshire libraries include:

- Book Clubs and [Digital Readers](#) - keen readers can join groups that meet in person and online.
- [Classes and courses](#), including wellbeing classes, baby rhyme time, story time, baby play, construction club, yoga, computer skills, knit and natter, scrabble club, craft clubs and more.
- The [Home Library Service](#) for those who can't get to the library due to ill-health, disability or caring responsibilities - books are delivered to homes on a regular basis.
- Ukraine connections - local libraries are hosting events where Ukrainians can meet for a friendly chat and find out about library services.
- [Volunteering](#) opportunities.
- Free public Wifi and [help to get online](#)

Loneliness is an important issue that can affect both mental as well as physical health and affects people of all ages. Being able to connect with others can help enormously and our libraries offer a fantastic way to do this. If any resident or someone they know is feeling lonely or isolated, I would urge them to contact their local library or go online to find out what is available.

I was delighted that Emma Noyce, Hampshire County Council's Assistant Director of Culture and Information Services, was awarded a British Empire Medal in The Queen's Jubilee Honours in recognition of her role in how public libraries supported communities throughout the Covid-19 pandemic.

5. Community preparedness

Councillors may be interested to learn more about local incident response during emergencies. There are three free Zoom webinars taking place this month which I would like to bring to your notice. These take place at the following times:

6.00pm Monday 4 July

2.00pm Thursday 14 July

6.00pm Thursday 21 July

This module is an introduction to what you can expect from the emergency services when responding to emergencies in your community. You will gain an overview and understanding of the structure and roles that are undertaken, to allow you to understand where your role fits in and who you should be communicating with on the ground. This module also provides tips and guidance on setting up procedures for community volunteers to cope with a variety of scenarios.

This free training comes thanks to funding from Scottish & Southern Electricity Network's (SSEN) Resilient Communities Fund.

To Register for one of the events please visit this link:

<https://www.communitiesprepared.org.uk/online-events/>

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers

Appendix 3: Clerk's Report

Telephone Box

No further progress has been made on the telephone box and no response received from SE Water. Cllr Rook has agreed to contact the contractor and progress matters but the council may need to consider funding the installation of the telephone box from general reserves.

Yew Tree

As previously reported, the yew tree suffered some damage recently due to someone potentially climbing into the tree and breaking a branch in the upper canopy. I met with Adele Poulton, the EHDC Tree Officer, who agreed that works needed to be carried out straight away as the branch posed a potential threat.

I contacted two tree surgeons (one based in Greatham, one in Liphook who had previously worked on the yew tree) and both inspected the tree.

One tree surgeon did not feel the branch posed an immediate threat, but he also gave advice that we needed to remove all the deadwood from the canopy. This goes against all previous advice we have received from both tree surgeons, tree surveyors and the ancient yew tree specialist.

The second tree surgeon, Liphook Tree Surgeons, carried out the works for us following the previous tree survey. Their director, came out to inspect the tree and said that the branch does need to be removed as, although it is still partly attached, it is liable to fail at any time and fall.

I also arranged for our tree surveyor, Arbspec Consultancy, to inspect the damage. We know that someone tried to climb into the tree and he suspected that someone has stood on the branch and it has failed. He was very concerned that the branch would cause more damage to the trunk when it finally breaks and falls away so he suggested we remove it as soon as possible. He also advised that, as this branch had failed, there could be other branches in the canopy that are decaying and may need further works. He suggested we have an aerial inspection carried out. It is important to note that this damage was not there when the survey was carried out in February.

Liphook Tree Surgeons advised that they could carry out the removal of the branch for £250 + VAT. An aerial inspection would cost £200 + VAT. However, they further advised that if they do both at the same time then the cost would be £250 + VAT in total for the inspection and branch removal. The inspection would measure the depth of decay in any branches and identify if any other failures are possible.

Liphook Tree Surgeons and Arbspec Consultancy discussed the issue and the aerial inspection would be passed back to the surveyor so he could give us further advice. The surveyor stressed that he wants to see absolutely minimal work performed on the yew tree and I believe this is very much in line with how the council would like to manage the tree.

In accordance with our financial regulations, I am permitted to spend up to £250 for any emergency works in a revenue budget (which this is) but I did also seek Cllr Harris's approval which was given and the works were carried out.

The surveyor has reported that the broken branch was a piece of deadwood. The cavity at the top of the crown has a shell of around 3-4cm in which some growth is attached. Whilst in the tree, the tree surgeon did not note any outwardly visual active decay, and the remaining deadwood in this area is reasonably stable.

The partially detached piece of deadwood was removed.

Owing to the characteristics of the species wood substrate, it is likely that the tree has been climbed and the weaker dead branch has been damaged while taking the load.

Aside from the recommendations specified in February's tree hazard assessment, there will be no need for further action at this time. It is likely that at the next inspection a subsequent aerial assessment of the cavity in the crown will be required in order to assess if there is any further degradation at this location.

Separately, a member of the public has suggested that we might want to place a 'Do Not Climb' sign near the yew tree. My recommendation would be that the fencing is installed as per the suggestion of the tree surveyor and the council consider then whether any signage is needed.

There has also been a request for the ancient yew tree specialist to look at the tree but as there are no substantive works suggested in the survey for the tree, I would recommend that this could be done at the time of the next survey in two years.

TPOs

Cllr Butler kindly carried out the mapping of the oak trees along the B3006 and the EHDC Tree Officer is now progressing the TPOs.

Appendix 4: Financial Report as at 30th June 2022

Receipts 1st June to 30th June 2022

EHDC Grant	£ 310.43
Credit Interest	£ 26.12
Total Receipts	£ 336.55

Balances as at 30th June 2022

Current Account	£10,924.76
Deposit Account	£30,290.37
Total at bank	£41,215.13

Earmarked Funds held

Old Church (inc. CIL, £2k grants)	£14,229.00
Community Engagement	£ 250.00
Tree works	£ 1,000.00
Elections	£ 3,500.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
Total Earmarked Funds	£24,781.00

General Reserves Balance	£16,434.13	(total at bank less earmarked funds)
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Appendix 5: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
21/06/22	Clerk	Reimbursement of costs for bat/bird boxes	£309.42	£ 0.00	£309.42
27/06/22	HMRC	Tax/NI liability mth 3	£184.29	£ 0.00	£184.29
27/06/22	Clerk	Salary mth 3	£679.44	£ 0.00	£679.44
		PAYMENTS TO BE MADE			
13/06/22	Petersfield Town Council	Grass cutting Old Church March	£130.00	£26.00	£156.00
13/06/22	Petersfield Town Council	Grass cutting April/May	£135.00	£27.00	£162.00
08/06/22	Greatham Village Hall	Room Hire	£ 6.88	£ 0.00	£ 6.88
04/07/22	Greatham Village Hall	Room Hire	£ 6.88	£ 0.00	£ 6.88
01/06/22	David Redman	Storage fee for phone box	£ 31.00	£ 0.00	£ 31.00
28/06/22	Liphook Tree Surgeons	Works to ancient yew tree & survey	£250.00	£50.00	£300.00
		TOTALS	£1,732.91	£103.00	£1,835.91

Signed by Chairman of Meeting:

Date:

Appendix 6: Grant for Life Education

At the May council meeting, council resolved to give a grant to Life Education for £185 who were providing a workshop for children at the school.

New information has since come to light that the PTA pay a subscription to Life Education and this workshop comes as part of the package. It therefore seems that there is no benefit to the school in giving a grant as they will be getting the workshop anyway.

I have now received requests from Cllrs. Crick, Driver, Harris and Rodbert to rescind the previous decision.

Appendix 7: Quote for internal audit services

The council are required to appoint an internal auditor each year and we have used the services of Lightatouch for the last 3 years. Lightatouch are aware that a new clerk will need to be appointed and are happy to stay on as internal auditor for a further year to support the council and the new clerk as they go through this period of change.

As well as providing an audit service, Lightatouch also provide advice and regular updates to the clerk and council during the year.

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits, collection of records or working Remotely by arrangement

Matters arising and recommendations will be discussed with the Parish Clerk/Responsible Finance Officer and a

QUOTATION FOR THE INTERNAL AUDIT FOR 2022/2023

STANDARD INTERNAL AUDIT FEE:

£240 based on a one year-end visit.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Appendix 8: War Memorial quote for cleaning

We have received a request from Peter Sutton to clean the war memorial situated in St John's churchyard. I initially contacted the War Memorial Trust and they advised the following:

In relation to cleaning the Trust would never expect any project to take stone back to its original as new appearance, it is historic stone which needs to retain some of the patina of age to protect it.

The Trust only recommends cleaning:

- *where the surface build up is damaging the fabric by chemical action;*
- *where there is so much dirt on the memorial that it must be removed to assess the extent of the work needed;*
- *in order to read the inscriptions.*

Where a need for stone cleaning has been established, the least aggressive method should always be the starting point to minimise risk of damage to the memorial. In this case consideration could be given to either:

- *Water washing by hand used in conjunction with manual bristle brushing, with natural or nylon brushes;*
- *Steam cleaning which uses heated water to loosen surface bound dirt, causing it to swell and become detached. You should be aware that this should only be undertaken by a specialist contractor.*

Quotation

There are very few companies that carry out this type of work but I received a recommendation for a specialist company and they have provided a quotation of £120.00 + VAT to carry out the work.

They commented that the cross is quite clean and it seems that only the granite bases and marble panels required cleaning.

We have an allocated budget of £500 for maintenance works and I would recommend that this work is agreed by the council.

As the cost is below our thresholds for 3 quotations and it is specialist work, I have not sought other quotes.

Appendix 9: Hampshire County Council consultation on proposed changes to passenger transport services

Hampshire County Council (HCC) are carrying out a consultation on passenger transport services which is open now and closes on 24th July.

The consultation can be found here: <https://www.hants.gov.uk/News/20220606PassTrspConsultation>

Residents are encouraged to respond as well as the parish council.

The working group have made the following recommendations to council for approval in response to the consultation:

Hampshire County Council needs to reduce funding of Passenger Transport Service. The Consultation explores two principal concepts

- *Whether HCC should charge more to maintain services or maintain existing charges and reduce services*
- *Whether bus services should be prioritised over community transport services (Dial-a-Ride, Call & Go, and Taxishares), or vice versa.*

Whilst recognising that none of the outcomes are ideal, on the basis that funding has to be reduced the Working Group felt that it was better to

- *Maintain services by modest increases in charges – as any reduction in services would make public transport unusable*
- *Prioritise community transport over bus services – as community transport services benefit the most infirm and needy in the community*

*The Consultation involves answering many questions. **We would therefore like the Parish Council's delegated authority to complete and submit the Consultation on behalf of the Council, based on the broad principles outlined above.***

Appendix 10: SDNPA Local Plan

Greatham Parish Council have received the following correspondence from the SDNPA and should now agree any response.

Dear Colleagues

Review of the South Downs Local Plan

I am writing to you about the review of the South Downs Local Plan and to ask for your help in preparing it. The National Park Authority would like to work collaboratively with its town and parish councils to deliver the Local Plan Review. The South Downs National Park needs properly managed development that conserves and enhances the natural beauty, wildlife and cultural heritage for which it was designated. The original Local Plan was adopted in July 2019. The National Park Authority has made the decision to start a review in line with Government policy and in order to deliver more through planning on its corporate priorities of addressing the Climate Emergency, Nature Recovery and creating a National Park for All. It will be a review and not a completely new plan. It will be done under a challenging financial environment, with a three year flat cash settlement from the Government for the National Park Authority at a time of inflation and fast rising costs. It will also be done at a time of national changes to planning with the recent publication of the Levelling Up and Regeneration Bill. [Here is a link](#) to the full Authority report on the Local Plan Review.

The South Downs National Park covers 1,600 km² of England's most iconic lowland landscapes and the National Park Authority is grateful for the local expertise provided by its town and parish councils. There are three evidence based studies supporting the Local Plan Review, which we are asking your input on:

1. We are launching a Call for Sites in July 2022 and would be grateful if you sent in details of sites you have local knowledge of, which may be available and suitable for a range of uses including new homes, employment and renewable energy. Full details will be posted on our website shortly about the sort of sites we are interested in and how to make a submission.
2. We will be starting work on reviewing our Settlement Facilities Study, which lists the number and type of facilities and services provided in individual settlements across the National Park. This study helps to inform the Authority of the sustainability of individual settlements. A proforma for you to fill out and return to us will be sent out shortly.
3. A large number of Local Green Spaces are already designated in the Local Plan and Neighbourhood Development Plans (NDP). If you think there are any further green spaces in your town or parish that merit designation please fill out the Local Green Space proforma that will be sent out shortly.

As part of the Local Plan Review, we will be looking at development need across the National Park and for individual settlements. We will then be seeking development sites to meet this need through our Land Availability Assessment (LAA). Government policy states that we do not have to meet our objectively assessed development need in full, because we are a National Park, but we should not leave any stones unturned looking for suitable sites. We will allocate sites for a range of uses in our Local Plan Review and will work collaboratively with you in a number of ways. We will arrange 121 meetings with the town and parish councils of the following main settlements: Lewes, Petersfield, Midhurst, Easebourne, Liss, Petworth and Lewes. We will also arrange a virtual workshop for all our town and parish councils with optional 121 sessions (resources permitting) this winter to talk specifically about housing provision figures and the findings of the LAA. This workshop will be open to all town and parish councils both wholly and partly in the National Park. Following on from this we will invite town and parish councils to submit relevant local information on sites that officers can take into consideration in the allocation process.

Your comments will help shape potential allocations in your parishes.

There are forty NDPs currently made part of the development plan of the National Park. Regrettably we will only be able to offer feedback at the statutory stages of preparing an NDP namely pre-submission and submission. Some technical support and funding is available from Locality and details can be found on their [website](#). Rather than prepare an NDP for your parish/town we would encourage you to work collaboratively with us on our Local Plan Review. If your parish/town council is designated as a qualifying body, you may also be interested in preparing a Neighbourhood Priorities Statement to summarise the principal needs and prevailing views of your local community. These were identified in the Levelling Up and Regeneration Bill and further details are awaited on these from the Government. In the interim, we will provide a proforma for town and parish councils.

The intention is to publish the draft Local Plan Review with allocations in autumn 2023 when all the town and parish councils will be encouraged to submit formal representations. There will also be a formal Pre-Submission consultation the following year.

Leading up to the first consultation here are the main opportunities for you to feed into the Local Plan Review:

- ☐ Up to 30 September 2022 to respond to the Call for Sites, Settlement Facilities Study and Local Green Spaces
- ☐ Larger settlement meetings (virtual) to be held in November 2022
- ☐ Workshop for all town/parish councils with optional 121 surgeries to discuss development provision figures, interim findings of the LAA, Settlement Facilities Study and Local Green Spaces to be held in December 2022
- ☐ Up to 31 January 2023 to feedback on the workshop

I do look forward to working with you on the Local Plan Review. Please contact us on planningpolicy@southdowns.gov.uk if you have any queries about this letter.

Yours faithfully

Lucy Howard
Planning Policy Manager

Appendix 11: SNDPA Land Availability Assessment

The following email has been received from the SDNPA:

Dear Consultee,

Land Availability Assessment (LAA) Draft Methodology – opportunity to comment.

The South Downs National Park Authority will be undertaking a Land Availability Assessment and has produced a draft methodology for this. **We would like to hear your views on this document.**

The LAA is an essential part of the evidence base for the Local Plan Review. The LAA identifies potential land and assesses the availability, suitability and achievability of potential sites. This evidence will help the National Park Authority (NPA) to understand what sites are theoretically available to provide opportunities for development, what sites have permission and to provide detailed information on past development. This will help identify potential locations for development, to be allocated in the emerging South Downs Local Plan Review and neighbourhood development plans. The methodology provides an overview of the approach the SDNPA will take in undertaking the LAA.

The LAA will consider the availability of the following land uses: new homes, 100% affordable housing sites, specialised care (C2) for example for older persons, self and custom build homes, economic development including offices, manufacturing and warehousing, permanent and transit accommodation for travellers and travelling showpeople, renewable energy, biodiversity net gain offsetting sites and nutrient offsetting sites.

We would welcome feedback from you on the draft methodology (attached) and if you do wish to make comments, please send them to consultations@southdowns.gov.uk **by Thursday 21st July.**

Any comments received will be considered in reviewing the methodology prior to publication.

The draft methodology statement has been sent to councillors as a separate appendix.

Appendix 12: Traffic & Transport Working Group report from meeting held 20th June 2022

HCC Consultation on Proposed Changes to Passenger Transport Services

Hampshire County Council needs to reduce funding of Passenger Transport Service. The Consultation explores two principal concepts

- Whether HCC should charge more to maintain services or maintain existing charges and reduce services
- Whether bus services should be prioritised over community transport services (Dial-a-Ride, Call & Go, and Taxishares), or vice versa.

Whilst recognising that none of the outcomes are ideal, on the basis that funding has to be reduced the Working Group felt that it was better to

- Maintain services by modest increases in charges – as any reduction in services would make public transport unusable
- Prioritise community transport over bus services – as community transport services benefit the most infirm and needy in the community

The Consultation involves answering many questions. **We would therefore like the Parish Council's delegated authority to complete and submit the Consultation on behalf of the Council, based on the broad principles outlined above.** The Consultation must be submitted by 24th July.

Speedwatch

The current Speedwatch coordinator is now working and cannot manage Speedwatch for the village.

The Working Group have proposed that the initiative is suspended until a volunteer can be found to take on this role.

Community Funded Initiative Scheme

The Working Group has been advised by the Clerk that the release of funds from SDNPA is imminent. We are the first parish to benefit from this funding which is why the process is taking longer than expected.

Traffic Working Group Items on Parish Council Action List

Actions are proposed as follows

21.39 07/21 – assist school with Park and Stride scheme. The Working Group decided that it is not well placed to help with this and would like it removed from the Action List

21.39 07/21 – nuisance of school parking in Bakers Field. The Working Group decided that it is not well placed to help with this and would like it removed from the Action List

21.39 07/21 – school parents parking on 'no parking' area in village hall car park. New lines have been painted in the car park and this can therefore be removed from the Action List

21.39 07/21 – reporting accident at Longmoor roundabout. A member of the Working Group mentioned this to Ian Janes. He advised that the police only report accidents that involve serious injury. There is no further action needed and this should now be removed from the Action List

21.39 07/21 – concern about parking at Bakers Field near the bungalows. The Working Group would like to investigate this further as it appears that the parking is causing a nuisance to residents. However, there will not be an opportunity to deal with it until after the summer.

Appendix 13: Tree Warden report

The parish tree warden, Phil Beenham, has provided the following report:

The Clerk has asked me to do a report to keep you updated on my tree warden activities but please bear in mind now is the busiest time of year for me so this report will be brief!

I have been taking part in online training modules as they have become available from the tree council which include trees and the law, tree biology and i have watched various podcasts about the importance of hedges via Hedgelinek.

I have reported some dangerous limbs and damaged trees over Church Lane public rights of way and liaised with Highways and Southern Electric, which have now been dealt with. The Clerk is aware of those details should you need more info.

Represented the Tree Warden scheme alongside the previous long standing tree warden at the Nature festival in April at the GVH, although i was mostly there to represent scything as a ideal tool for wildflower meadow management. Thanks to the previous tree warden for helping with this!

I recently went to the Alice Holt research centre for some citizen science training to take part in a pilot study for tree health walks (Tree alert) in order to monitor tree health and look out specifically for a number of diseases that are threatening existing mature populations of trees such as oak, ash and chestnut.

I have further information and handouts on these should anyone wish for more information. I intend to conduct a tree health walk once a month as time allows in specific areas, mostly likely to be near my location, as part of this commitment for the next 6 months and submit the data to the project, which they hope to roll out next year across the TW network.

I hope that quick report will suffice as i said now is the busiest time of year for me but I do hope to commit more time in the future. Tree/hedge planting season is from October onwards if anyone has any good ideas they want to run past me i will have more time then?

Please keep an eye out for any unlawful hedge cutting that may disturb nesting birds until the end of August. Please report it to the wildlife crimes unit or liaise with me if you are unsure on best course of action.