

## HARTING PARISH COUNCIL

You are summoned to attend a meeting of Harting Parish Council in the Community Hall, South Harting on Thursday 20 February 2020 at 7.30pm.

The Press and Public are welcome to attend.

### AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** – to approve the Minutes of Meeting of the Parish Council held on 16 January 2020
- 4. Questions from the Public** – a maximum of 10 minutes will be allowed for this section of the meeting.
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Grass Cutting for 2020** (see supporting document for briefing note)  
*The following recommendation is made:*  
*That the Council accept the quote of £141.00 per cut for South Gardens from MH Kennedy & Son Ltd for the year 2020.*
- 8. Purchase of East Harting BT Phone box** (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. *that the Council agree the contract conditions for the purchase of the BT Phone Box at East Harting*
  - ii. *that the Council agree to purchase the BT Phone Box at East Harting for the sum of £1.*
- 9. Traffic Update** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report*
- 10. VE75 (Victory in Europe 75 years)** (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. *to decide whether to commemorate VE75 and if so how*
  - ii. *to consider whether to submit an event notification and grant request up to a value of £250 to CDC in respect of VE75*
  - iii. *to agree a time and date for any agreed commemoration*
- 11. Petersfield Utility Tip and cross county boundary issues** (see supporting document for briefing note)  
*The following recommendation is made:*  
*to note the report*
- 12. Tree Update** (briefing note to follow)  
*The following recommendations are made:*
  - i. *To note the report*
  - ii. *To propose that two members of the Council's Woodland and Tree Sub-Committee, Trish Walker and Sheridan Bowman, become additional tree wardens for the Parish.*

**13. Parish Online subscription** (see supporting document for briefing note)

*The following recommendation is made:*

*that the Council agrees to the 3 year subscription to Parish Online arranged by SSALC (Sussex, Surrey Association of Local Councils)*

**14. Annual Parish Meeting**

*The following recommendations are made:*

- i. to confirm the date, time and location for the Annual Parish Meeting*
- ii. to agree the format for the evening*

**15. West Harting Phone Box** (see supporting document for briefing note)

*The following recommendations are made:*

- i. to note the report.*
- ii. to agree a contractor to complete the refurbishment of the West Harting Phone box*
- iii. the offer from local residents to maintain the state of the Phone Box, once refurbished, is finalised, accepted and confirmed*

**16. Finance**

**16.1. To approve expenditure for February 2020**

Undisclosed	Clerk and RFO salary	857.50
BT Payphones	Adoption of East Harting Phone Box	1.00
Elancity	Speed Indicator Device	2,240.42
SSALC Limited	Annual Parish Online subscription	36.00
Mulberry &Co	Clerks year end account training	84.00
Mrs H Wilson	Lady Traill allotment/parish mag subs	18.03
Glasdon UK Ltd	Lifebuoy Buoy unit, rope and fittings	395.25
BT Payphones	Adoption of East Harting Phone Box	1.00

**16.2. To note income for February 2020 –**

Donation – replanting	150.00
Donation – Signage	1062.00
Sale of Timber	4639.36

**16.3. To note that the bank reconciliations for January 2020 have been scrutinised and signed by the Chairman of the Finance Committee and will be signed by the Chairman of the Council in accordance with the Financial Regulations**

**16.4. To note the bank balance as of 31 January 2020 – £45,947.85**

**16.5. To note the budget statement for January 2020**

**17. Planning** – To note the minutes of the Planning Meeting held on 16 January 2020

**18. POSAC-** To note the minutes (to follow) of the POSAC Meeting held on 11 February 2020

**19. Correspondence** – None

**20. Clerks report** – *(attached)*

**21. Items for future meetings** – Plan for the Parish in the event of a death in Royal Family

**22. Date of next meeting** – Council Meeting 19 March 2020 at 7.30pm.

**Supporting Reports**  
**Harting Parish Council 20 February 2020**

**Agenda Item 7 – Grass Cutting for 2020**

MH Kennedy & Son Ltd have cut the grass in South Gardens for some years. They have always provide a reliable and satisfactory service and have been particularly accommodating this year during the period of disruption caused by the tree works.

The quote for the grass cutting for the year 2020 has been provided at £141.00 + vat per cut, an increase of £2.50 per cut on the last year's cost. There would be one cut a fortnight depending on weather and growth.

The Financial Regulations state that three quotes do not need to be provided for "work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council" (Fin Regs 11.1 (a) iv).

This work is a continuation of a current contract and as the work has been satisfactory the following recommendation is made.

*That the Council accept the quote of £141.00 per cut for South Gardens from MH Kennedy & Son Ltd for the year 2020.*

**Agenda Item 8 - Purchase of East Harting BT Phone box**

At the meeting on 21 November 2019 the councillors considered the results of a questionnaire circulated among the residents of East Harting regarding the future of the BT phone box. This followed the notice from BT confirming a consultation to removal the facility.

The members considered three options:

- i. to justify a reason for the telephony to be retained
- ii. to take the option to purchase the kiosk for the sum of £1
- iii. to allow BT to remove both the kiosk and the telephony.

The results of the questionnaire were strongly in favour of option ii, and this was agreed by the councillors.

Chichester District Council was notified of the decision and started a consultation with BT.

This consultation has now been completed and BT have confirmed they are in a position to proceed with the proposed adoption. The standard contract for the purchase is attached.

*The following recommendations are made:*

- i. *that the Council agree the contract conditions for the purchase of the BT Phone Box at East Harting*
- ii. *that the Council agree to purchase the BT Phone Box at East Harting for the sum of £1.*

## **Agenda Item 9 - Traffic Update**

### **Speed Indicator Device**

The SID was installed on the Petersfield Road on January 26th with the kind assistance of Barry Mackay. Sample data will follow, although there are some reservations about accuracy owing to the fact that in this location the device is capturing information about speeds well outside the 30 limit. We are looking at altering the angle of the device in this location. It has also been pointed out that the speed indicated seems to be about 3 mph lower than that recorded inside a vehicle, and again, we are researching this with the makers. Otherwise, we have had a very positive reaction from parishioners, and the general impression is that speeds are being effectively reduced. The device is due to be moved to its second site at the southern entry to the village on February 16th. We have approached WSCC to discuss the identification of two sites in Nyewood where posts can be erected to take the SID.

### **Crossing to South Gardens**

We have put in an application to SDNPA for Community Infrastructure Levy funding of £25,000 for the crossing (copy attached). It is not clear when we may expect a response, and we plan to prepare an application to WSCC for a Community Highways Scheme as an alternative source of funds. To this end, we have been in contact with Adrian Collins, the leader of a bid for a scheme in Rake which was successful this year.

Sheila Bramley

*The following recommendation is made:  
to note the report*

## **Agenda Item 10 -VE75 (Victory in Europe 75 years)**

Friday 8 May 2020 will mark the 75th anniversary of the end of war in Europe. The day has been designated by Government as a Bank Holiday to enable communities to come together to join in the "VE75" celebrations.

Chichester District Council (CDC) are making grants available, of up to £250 per Parish, to assist with preparations. The grants are available on a first come first serve basis to a maximum of £10,000.

CDC is not encouraging a particular form of activity but is promoting the following areas:

- tree planting
- public benches
- community events/street parties

Unlike past celebrations there will be no chain of beacons lit.

The councillors were asked for suggestions regarding local VE75 celebrations and the following were put forward:

- tree planting – particularly as there has been a great deal of felling in the last year. It was suggested this may be tied in with the Canadian soldiers that stayed in the Scout Hut with the planting of Canadian maples

- commemorative bench – the bench previously sited behind the water pump in the Street was removed 2 years ago due to its rotten state. Currently, there is no place to rest in the Street other than outside the Parish Church.
- Gate – new gate for Playing Field or South Gardens. If a gate were needing to be made, the timing may be tight to prepare in time for 8<sup>th</sup> May.
- Festivities – link with the Festivities Day to commemorate

There are various events taking place across the country over on the 8<sup>th</sup> May and during the following weekend.

There is an opportunity for the Council to hold an event for the planting/unveiling of the agreed commemoration. The event may only need to be short but will bring together the community and the Parish Council.

In some parishes the church bells will be “Ringing out for peace” as a collective celebration of the day. It is currently unknown if this is happening in Harting, but if it were to be the case, an event starting at 6.30pm ending with the bell ringing may be a good idea.

*The following recommendations are made:*

- iv. *to decide whether to commemorate VE75 and if so how*
- v. *to consider whether to submit an event notification and grant request up to a value of £250 to CDC in respect of VE75*
- vi. *to agree a time and date for any agreed commemoration*

### **Agenda Item 11 - Petersfield Utility Tip and cross county boundary issues**

The Petersfield tip, used by the majority of residents in the Harting parish, is requiring users to register in order to use the services for free. Currently, registration can only be completed if you are resident in a property registered for Hampshire council tax.

It is still possible to use the tip without registration, however from 1 April 2020 a charge of £5 a visit will be levied.

There is a smaller facility located in Midhurst which is open to all parish residents, but this is a longer distance to travel and is closed 2 days a week. Some items cannot be taken to the Midhurst facility, so customers are then required to travel to the utility tip at Westhampnett, Chichester.

Local residents are concerned about the proposed changes and have raised the issue with the Parish Council and the local District and County Councillor, Dr Kate O’Kelly.

Dr O’Kelly has confirmed that the possibility of an arrangement for cross boundary usage has been raised at a recent CDC meeting and it was agreed that WSCC would be contacted for further information.

WSCC will be meeting on 14 February and Dr O’Kelly will be raising the issue to the cabinet member responsible.

It seems that WSCC have made an arrangement with Surrey CC to allow cross boundary usage at Billingshurst.

It is hoped that a similar arrangement will be managed in this area.  
Further information will be provided as it becomes available.

*The following recommendation is made:  
to note the report*

### **Agenda Item 12 - Tree Update**

Briefing note to follow

### **Agenda Item 13 - Parish Online subscription**

Parish Online is a system that is used by Parish Council, it is an extremely useful tool which can help Councils produce local maps which can be layered using information from many agencies.

Previously, WSCC provided a free group licence to all West Sussex Local Councils but this will expire in February 2020.

SSALC has negotiated with WSCC and Geosphere (the owners of Parish Online) to agree a three year arrangement which will provide councils with a 70% discount if sufficient councils sign up for Parish Online. It appears there is a sufficient level of interest and the cost for Harting Parish council will be in the region of £30 per year.

The Parish Online is an extremely important tool for the Council and so the following recommendation is made:

*that the Council agrees to the 3 year subscription to Parish Online arranged by SSALC (Sussex, Surrey Association of Local Councils)*

### **Agenda Item 14 - Annual Parish Meeting**

Following discussion at the meeting on 16 January 2020 the Council agreed to try a different format for the Annual Parish Meeting, the intention being to increase community awareness of the Council work and that of local organisations.

The clerk has contacted the local organisations usually invited to the meeting to gauge their reaction to the potential new format. The initial reaction from those that have responded has been very positive and like the suggested format where they have a small area or table to display information about their organisations.

The Village Hall is not available on the suggested date of Wednesday 13<sup>th</sup> May 2020, however the British Legion Hall is available to use.

The PCSO Keen has made contact with the Parish Council and may be attending the Annual Meeting.

The members are now invited to discuss the format and timings for the meeting.

The following format is suggested:

- 7pm Doors open and attendees invited to read reports, circulate around the different organisation displays
- 7.30pm PCSO Keen invited to give a brief overview of his work and answer any questions.
- 7.45pm Parish Council provides statutory reports on the work of the Parish Council
- 8.00pm Open questions to the Council
- 8.20pm Opportunity to talk to organisations.

There is also a suggestion that refreshments might be served, this will need to be considered.

The councillors are invited to discuss the arrangements.

*The following recommendations are made:*

- iii. to confirm the date, time and location for the Annual Parish Meeting*
- iv. to agree the format for the evening*

### **Agenda Item 15 - West Harting Phone Box**

#### **Background and context**

The future of the disused telephone box in West Harting was discussed at the Council meeting in December 2019, when it was noted that the telephone box, which is owned by Harting Parish Council, had fallen into disrepair. A "straw poll" of local residents indicated that whilst a minority were happy to see the phone box removed and possibly sold, the majority of residents surveyed supported a renovation of the box, and some expressed willingness to help maintain it once refurbished.

At its meeting in December, the Parish Council agreed that the financial implications of a renovation were required, so that the matter would then be properly considered.

This paper therefore reports on the work undertaken, and makes a recommendation to the Council.

#### **Findings**

A search was undertaken by the Parish Clerk and myself to establish whether there were any specialists in the business of renovating red phone boxes. A specialist business (Supplier A) was identified and the proprietor wrote that "I have been buying, restoring and converting Telephone kiosks for thirty-three years, and I have literally painted thousands of them, sending hundreds of restored ones across the globe. There is not a lot we don't know about them".

A local tradesman with a good reputation and widespread experience of renovation projects, was also identified. (Supplier B).

Both were invited to put forward their proposals and pricing for the project.

The outcomes and proposals were as follows:

**Contractor A** – Proposed “a repaint by hand and replacement of the two broken windows”.  
Not registered for VAT.  
Price £950

This supplier also noted that the box would benefit from four new “Telephone” transom signs at an additional cost of £120

**Contractor B** – Proposed “removal of two broken panes of glass and replacement with toughen glass, plane off side of door for it to shut, prepare phone box for painting inside and out, paint box with weathershield undercoat and gloss”.  
Price £743

#### Conclusions and Recommendations

Both contractors should be able to undertake this repair and repainting competently and to a good standard.

Whilst Contractor A has significant experience in telephone box restoration, Contractor B has the advantages of being a local business, with a good reputation in Harting and beyond for renovation and painting projects to a high standard. Supplier B’s quotation is also more than 20% cheaper.

John Miller

*The Council is invited to agree on the following:*

- i. To note the report.*
- ii. To agree a contractor to complete the refurbishment of the West Harting Phone box*
- iii. The offer from local residents to maintain the state of the Phone Box, once refurbished, is finalised, accepted and confirmed*

**Clerk's Reports - Harting Parish Council – 20 February 2020**

**Agenda Item 20**

Items raised at previous meetings:

<b>Date first raised</b>	<b>Item Detail</b>	<b>Action by</b>	<b>Status</b>
Furze Meadow/Hyde Homes June 2016 (Minute 86)	Possible purchase of the play area at Furze Meadow, Nyewood	Chairman/ S Br	There has been no further news of the Asset Review. The site manager has confirmed that a budget has been agreed for replacement equipment although details of which items are to be replaced is not known at this stage.
Tree Works March 2016 (Minute 252)	Tree survey and associated tree works, and development of tree management plan	SB/ Clerk/AS Tree Working Group (TWG)	See agenda item 12 and supporting document  Bund at loading bay - The Council has been advised by the Planning Department that planning permission will be required for the bund securing the area to the loading bay. A retrospective planning application will be submitted. Planning permission would not be required for a fence and gate; however this would leave the area less secure and potentially vulnerable to travellers.
Traffic Working Group (Minute 153)	A working group was created to address the problems of traffic and speeding in the village of South Harting	Traffic working group	See agenda item 9 and supporting document  CIL application for South Gardens crossing submitted January 2020.

Drop in sessions (Minute 127 – Sept 2019)	To hold monthly Saturday morning drop-in sessions at the White Hart	AOAC	There were 3 enquiries at the February Drop in session regarding issues with planning, traffic and signage issues. An anonymised version of the queries has been passed to the councillors and to the appropriate committees for further action if required.
Online Banking	To investigate online banking to enable the setup and operation of a deposit account	Clerk	Pending the further change of bank signatories
Operation London and Forth Bridge (Minute 210 – Dec 2019)	The call sign to signify when a senior member of the Royal Family dies	Clerk	SSALC have circulated details of recommended procedures that Council's should follow in the event of the death of a senior member of the Royal Family. Clerk to liaise with local churches over these recommendations. A condolence book has been purchased.
Petersfield Utility Tip Charges February 2020	From 1 April 2020 only registered users will be able to use the tip free of charge. Registration can only be completed if resident in Hampshire		See agenda item 11 and supporting document
Allotments and ash trees February 2020	The ash trees to the north of the allotments are to be felled		It appears that a felling licence is being requested to fell up to 80 ash trees north of the allotment site. This is due to ash dieback. The clerk is trying to gather further information from the owner of the land.

**Trish Walker - Clerk**

## **Agenda Item 12 Tree Update – Briefing Note February 2020**

### **Tree Council Planting Day, 6 February 2020**

About 25 people from various organisations – the Tree Council, DEFRA, South Downs National Park Authority (SDNPA), Forestry Commission and Network Rail – were present on the day, the primary aim of which was to show DEFRA policy-advisors the real impact of ash dieback and the issues involved in recovery and regeneration in badly affected areas. A total of 445 saplings of native species, including beech, yew, spindle, field maple, dog rose and hawthorn, were planted at the southern end of the Warren.

The planting was supervised by Dr Petra Billings, a chartered ecologist contracted by the Council to create a replanting scheme and apply for relevant grants.

The trees and shrubs were all kindly donated by the Tree Council. The tree shelters, developed by Ezee Tree, are made from recycled materials and are bio-degradable with a life of 3-4 years. The company's owners drove down from the Midlands to participate in the day.

The organisations present are all keen to help with the recovery process, whether in an advisory or practical capacity, it being acknowledged that the Council had no option but to fell all of the ash in the Warren and had been extremely unlucky with the exceptionally bad weather during the works.

On behalf of the Council, the Clerk has sent thanks to all who came on the 6<sup>th</sup>, in particular the Tree Council for its generosity in providing the saplings and much of the planting manpower, both their own staff and those from DEFRA. Matthew Woodcock, Programmes Manager for the Forestry Commission, was instrumental in putting the Tree Council in touch with the Council, and has been very helpful and supportive throughout.

### **Replanting & Natural Regeneration**

There has been contradictory advice on the number of new tree saplings needed. Initial advice was 1600-1800 trees per hectare, but 1100 per hectare is now considered to be more sensible given the expected level of natural regeneration. For the 3.7 ha of the Warren which must be replanted as a condition of the felling licence, this is equivalent to about 4000 saplings.

The natural regeneration in the spring will need to be protected with tree shelters: without regular use, particularly by dog walkers, deer activity has increased in the Warren. The shelters will have to be purchased in the near future: the small surplus from sale of the timber can be used for this as grant funding is only available towards the cost of replanting. Petra Billings is creating the replanting scheme to ensure a more diverse and resilient woodland is created. There will be major planting in November 2020, including during National Tree Week (23 November – 1 December).

It is hoped that volunteers will be found from within the community to form Working Parties for planting and, in particular, for maintenance of replanted areas. The SDNPA Ranger is willing to help with planting days and would be happy to work with local schools and the scout group if they wish to be involved. The Tree Council and DEFRA staff also

seemed keen to return. Nevertheless, there will have to be some professional planting due to the difficulty of some of the terrain and the large number of trees to be planted. Petra Billings is calculating the budget for the replanting and this will form the Council's bid for a Tree Health Grant from the Forestry Commission. It is likely that a grant will cover about 75% of the cost of requisite planting of the 3.7ha and that the remainder might be covered by the small amount of income from the timber sales. Selective replanting in other areas will need to be considered in the future. Other possible sources of income are being investigated.

## **Tree Wardens**

The Clerk met with the two current Tree Wardens last week and they have confirmed they are happy to keep an eye on the newly planted trees and shrubs to ensure the shelters remain in place, particularly after high winds. They are also happy to help the Council promote the replanting work and to be involved in planting days.

The Council's Woodland & Tree Sub-Committee (formerly the Tree Working Group) will continue to liaise with the various organisations who have offered on-going support, one being the Tree Council (TC) which sponsors the Tree Warden scheme. The TC is keen to promote the scheme and to demonstrate the breadth of the role within communities; hence two members of the Sub-Committee have volunteered to become additional Tree Wardens for the Council, with responsibility for liaison with the TC on future cooperation regarding the restoration of the Warren.