

MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held
at Harting Community Hall on
Thursday 17 February 2022 at 7pm

The Press and Public are welcome to attend.

Face masks will be required and social distancing will be observed. Where possible,
attendees are requested to take a lateral flow test prior to the meeting.

Trish Walker
Clerk to Harting Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 20 January 2022.
- 4. Questions from the Public (limited to 15 minutes in total)** *This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to ask questions for up to 3 minutes, raising concerns or making comments on matters affecting Harting parish. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Eroica Cycling event**
*The following recommendation is made:
That the Council agree the response in relation to the arrangement for the Eroica Britannia Cycling Event taking place on 7 August 2022.*
- 8. Annual Parish Meeting** (see supporting document for briefing note)
The following recommendations are made:
 - i. to agree the preferred date, time and potential location for the Annual Parish Meeting*
 - ii. to agree the format of the Annual Parish Meeting*
 - iii. to form a group to work with the Clerk to arrange the Annual Parish Meeting*
- 9. Traffic Working Group update** (see supporting document for briefing note)
*The following recommendation is made:
To note the report*
- 10. Platinum Jubilee update** (see supporting document for briefing note)
*The following recommendation is made:
To note the report*
- 11. Grass cutting contract 2022-23** (see supporting document for briefing note)
*The following recommendation is made:
That the Council accept the quote of £148.05 + vat per cut for South Gardens from MH Kennedy & Son Ltd for the year 2022.*

12. Annual Parish Litter pick

The following recommendation is made:

- i. to agree a date for the annual litter pick
- ii. to appoint a councillor to co-ordinate the event with assistance from the clerk

13. Harting Community Hall advice (see supporting document for briefing note)

That the Council agree to gift the Harting Community Hall advice provided by Action in Rural Sussex at a cost of up to £1000.

14. Repair of brook fencing (see supporting document for briefing note)

The following recommendation is made:

That the Council agree a contractor to complete the repairs to the fencing running alongside the brook footpath.

15. Tree survey of South Gardens and the Warren (see supporting document for briefing note)

The following recommendation is made:

That the Council appoint Mark Welby, arboricultural consultant, to carry out a 'leaf on' survey of South Gardens and the Warren at a cost of £550 + vat

16. Donated fingerpost finial (see supporting document for briefing note)

The following recommendation is made:

That the Council agree Ralph Restorations should refurbish and fit the donated finial to the fingerpost situated at Manor Farm, West Harting at a cost of £210.

17. Finance

17.1. To approve expenditure for February 2022

Undisclosed	Clerk and RFO Salary	1,262.52
WMPF	Annual grant	2,300.00
Petersfield Fencing Services	Nyewood noticeboard fitting	240.00
Mr T P A Ralph	Fingerpost restoration - part payment	3,535.00
Trish Walker	Monthly Zoom subscription	14.39

17.2. To agree the two banking signatories to authorise the online payments for February.

17.3. To note income for January 2022.

None.

17.4. To note that the bank reconciliation for February 2022 has 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

17.5. To note the bank balance as of 31 January 2022 - £85,993.25

17.6. To note the budget statement to 31 January 2022

18. Planning - To note the minutes of the Planning Committees held on 12 January 2022

19. Feedback from WMPF and HCH representatives (verbal reports)

WMPF

The following recommendation is made:

That the Parish Council contact West Sussex County Council to investigate the potential to extend the layby at the War Memorial Playing Fields.

20. Correspondence –

21. Clerks report – (attached)

22. Items for future meetings

Communication to residents about the Platinum Jubilee events

23. Date of next meeting - Council Meeting 17 March 2022 at Harting Community Hall, time to be agreed

Supporting Documents 17 February 2022

Agenda Item 7 – Eroica Britannia Cycling event

The circulated information provides an overview of the cycle ride taking place on 7th August. The consultation session held on 26th January confirmed that the event will not require road closures save in two areas some distance away from Harting Parish. The organisers experience of previous events held in the Peak District indicates that about 50% of those taking part will cycle the short route, and the rest the other two routes that will come through Harting Parish. The total number of cyclists coming through the parish is likely to be between 2,000 and 3,000.

Cyclists will enter Harting Parish via the B 2141 from Chilgrove. They will pass through the centre of S Harting, up North Lane and turn to West Harting at Pays Farm. Bearing right at the Old Greyhound, they will pass the road to Hill Ash and arriving at the foot of the Hill, turn left up the hill past Quebec, Putnams and at Dell Cottage bear right around the western side of Torberry Hill. At the B 2146 they will turn left and then right up Foxcombe Lane. They will take the South Downs Way east on the B 2141 Compton Road, where they will turn right and travelling towards Compton when they will leave the parish.

We are invited to identify issues to be considered and if necessary, addressed.

The following response is recommended:

Noting that there will be no road closures, Harting Parish Council have no issue with the principle of the event and thank the organisers for inviting us to submit comments. We would however like you to consider the following issues (in route order), noting that the roads around Harting on a Sunday in August can be very busy.

- At the foot of Harting Hill cyclists have to give way to traffic using the B 2146. We strongly recommend that marshalls are in attendance.
- You should be aware that there are always large numbers of cars parked both in the centre of South Harting village and North Lane. The latter is effectively a one-way street.
- The C 46 road to and through West Harting is narrow, and adjacent to the Old Greyhound road junction the road twists and turns and visibility is poor. This needs to be taken into account.

- Noting where the route north of West Harting turns from a northerly to southerly direction on road 58/06, there is a short cut along very narrow Collins Lane avoiding the hill. Are you aware of this and will take it into account?
- West Harting is the centre of two large farming enterprises. If grain harvesting is taking place in early August, large agricultural machinery could be using many of the same roads as this event. We can provide contact details.
- The route meets the B 2146 south-west of Torberry Hill, turns left and then RIGHT across opposing vehicular traffic coming over the brow of a hill with poor visibility. We flag this up as a definite hazard area. We trust that adequate signage and stewarding will be put in place, noting that it is habitually a very busy and fast stretch of road.
- The track at the top of Foxcombe Lane, running in an easterly direction back to the B 2146, is the South Downs Way. It can be very busy on summer Sundays, enjoyed by walkers, cyclists and horses riders. You have stated that the South Downs Way would be not be used; we therefore bring this to your attention.
- There is a RIGHT hand turn from the SDW onto the B 2146 above South Harting. The route therefore crosses the northbound stream of traffic.

The following recommendation is made:

That the Council agree the response in relation to the arrangement for the Eroica Britannia Cycling Event taking place on 7 August 2022.

Agenda Item 8 – Annual Parish Meeting

Parish Councils throughout England are required by law to hold an Annual Parish Meeting. This meeting must take place between 1st March and 1st June (inclusive) and are not able to commence before 6pm. (*Local govt act 1972 s14 (1)(2)*)

The meeting is a democratic annual point of communication enabling the Parish Council to explain what it has been doing over the last year as well as providing an opportunity for the electors to have their say on anything they consider is important to the people of the Parish. The Chair of the Parish Council chairs the meeting, or the Vice Chair if they are absent.

Historically, the format of this meeting has remained the same for many years and the attendance has dropped. In February 2020 the Council agreed to a new format, the intention being to increase community awareness of the work of the Council and other local organisations and groups. The various groups had been asked for views and had responded positively to the idea of having a small area to display information about their organisations and what they have to offer.

The following format was agreed for the meeting in 2020:

- | | |
|--------|--|
| 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.

However, sadly the Covid pandemic hit in March 2020 and the Annual Parish Meeting has since been held online in 2020 and 2021.

It will be permissible for the 2022 Annual Parish Meeting to be held face to face and the members are asked to consider the arrangements, taking into account the change of format agreed in 2020.

The following recommendations are made:

- i. to agree the preferred date, time and potential location for the Annual Parish Meeting*
- ii. to agree the format of the Annual Parish Meeting*
- iii. to form a group to work with the Clerk to arrange the Annual Parish Meeting*

Agenda Item 9 – Traffic Working Group (TWG) update

Notes from the meeting with Mike Dare (MD) of WSCC Highways Department – 4 February 2022

TWG explained the proposal to make a Community Highways Scheme (CHS) application for traffic calming measures in South Harting and showed him Laurence Shaw's plans produced in 2018, the key points being:

- a 20 mph zone covering most of the village including Tipper Lane, The Street, the southern section of North Lane, the western end of the Elsted Road and the eastern end of the Petersfield Road
- pedestrian crossings to South Gardens, at the North Lane junction in The Square and across the Petersfield Road to the War Memorial Playing Field.
- extending the existing 30mph zone to provide the required 400 metre distance between speed zone changes
- a possible pinch point on the Petersfield Road. This would need to meet current engineering guidelines of 6-7 metres width to allow large vehicles to pass freely.

MD's reaction was supportive and he indicated that Mr Shaw's plans are adequate to support our application (though since we bought the South Gardens parking area that pedestrian crossing would be further south than shown).

He said that we should emphasise pedestrian safety, especially for the South Gardens crossing which will link the playground to the school and housing estate.

The absence of pavements/footways by the parish church and the Congregational church makes walking very dangerous for pedestrians, a point which was repeatedly made in the 2009 Conservation Area Appraisal.

If possible we should include a letter of support from the SDNPA.

We should also indicate whether we have any CIL funding available.

An extension to the lay-by outside the WMPF would not be suitable for inclusion in the application, but it may be possible to request an upgrade of the pathway leading to the playing fields to make it more accessible for buggies and mobility vehicles. Accessibility is an important factor for CHS schemes, as are safety and sustainable travel.

Rather than an elaborate presentation the application should use simple bullet points and WSCC engineers will do the feasibility, design and costing.

WSCC takes into account the various elements put forward and scores them. If possible MD will share their scoring grid. He suggested that the elements would score well.

He will also advise whether the end of July is a fixed deadline or whether there is a rolling programme to consider CHS applications.

Next steps to consider:

- Contact Rogate Parish Council for advice as they had a successful CHS application for traffic calming in Rake.
- Ask SDNPA for support.
- Hold an open meeting to show possible plans in order to demonstrate community support.
- Assuming positive community feedback submit CHS application.

The following recommendation is made:

To note the report

Agenda Item 10 – Platinum Jubilee update

Water pump refurbishment

The Working group met at the water pump and assessed the scope of the work to be undertaken. The top piece of the pump that had fallen off some years ago has been recovered and it is hoped can be refixed to the pump when work is undertaken.

A number of stonemasons have been approached to provide a quote for the works, care will be taken to ensure they are competent conservation specialists.

Confirmation has been received from SDNPA that listed building consent will not be required as the works to fix the original finial in place are deemed to constitute a minor repair.

It is also considered that a bench should be purchased and sited behind the pump (the previous one had deteriorated and was removed in 2019).

A further update and proposal will be given to the March meeting.

Beacon Lighting

Conversations are taking place between the clerk, National Trust, Natural England and the local farmer regarding the necessary arrangements and permissions required to enable the Beacon lighting on Thursday 2nd June 2022 at 9.45pm. A further update will be given at the March Council meeting, or verbally at the February meeting if more information is available.

Communication to residents

It would be advisable to produce a flyer to be delivered to households in May 2022 outlining the events over the Jubilee weekend and encouraging groups to hold 'The Big Lunch' with neighbours and friends on Sunday 5th June.

The following recommendation is made:

To note the report

Agenda Item 11 – Grass cutting contract for 2022

MH Kennedy & Son Ltd have cut the grass in South Gardens for some years. They have always provided a reliable and satisfactory service.

The quote for the grass cutting for the year 2022 has been provided at £148.05 + vat per cut, this is an increase of £7.05 per cut on the 2021 prices. It should be noted there was no increase to prices in 2021.

These contractors aim to cut once 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.

The following recommendation is made:

That the Council accept the quote of £148.05 + vat per cut for South Gardens from MH Kennedy & Son Ltd for the year 2022.

Agenda Item 13 – Harting Community Hall (HCH) advice

The HCH is seeking guidance from Action in Rural Sussex regarding the future management of the Community Hall. The HCH trustees have requested that the cost of the advice is gifted by the Council, thereby enabling VAT to be reclaimed. The final cost will depend on the number of hours required, and this is currently known. HCH is therefore asking the Council to approve the a sum up to £1000.

The following recommendation is made:

That the Council agree to gift the Harting Community Hall advice provided by Action in Rural Sussex at a cost of up to £1000.

Agenda Item 14 – Repair of brook fencing

The fencing that runs along the village footpath has a broken post and a number of rotting rails. Although the land is not owned by the Parish Council, the fencing is owned by the Council and is an important barrier alongside the brook.

Quotes for the repairs were initially sought from four contractors, two of whom were unable to provide a quote.

The following quotes have been received for the replacement of the post and rails. Both contractors come with local references.

Contractor Ref	Detail	Cost	Vat
A	To strip out old post and replace with new. Replace 15 rotten rails. Remove old materials off site	725.00	Yes
B	To strip out old post and replace with new. Replace 17 rotten rails. Remove old materials off site	Quote to follow	

The following recommendation is made:

That the Council agree a contractor to complete the repairs to the fencing running alongside the brook footpath.

Agenda Item 15 – Tree survey of South Gardens and the Warren

The case of Cavanagh vs Witley Parish Council confirms that an eighteen-month cycle for tree surveys is essential for owners of mature trees adjacent to highways. The last tree survey (leaf off) was undertaken on 22 January 2020 at a cost of £550 + vat.

The next survey (leaf on) will be due in June or July 2022.

Due to the nature of the survey and the various works that have been undertaken in the Warren over the last few years it is desirable to maintain continuity with the survey. It is therefore recommended that Mark Welby, arboricultural consultant, who carried out the previous survey should be contracted to carry out the 'leaf on' survey.

The quote for the survey remains at the same level.

The following recommendation is made:

That the Council appoint Mark Welby, arboricultural consultant, to carry out a 'leaf on' survey of South Gardens and the Warren at a cost of £550 + vat

Agenda Item 16 – Donated fingerpost finial

A member of public has recently donated a finial (see picture below) that had been purchased in an auction lot some years ago. The item was received after all the preparation for the current fingerpost restoration work was underway, and all the necessary replacement finials had been cast.



There are a couple of fingerposts in the Parish that have a ball fitting on the top rather than a finial. It is proposed the donated finial is refurbished and fitted to one of these posts which is situated by Manor Farm in West Harting.

Ralph Restorations, carrying out the current work, has supplied a quote for this additional work as follows:

To strip/repaint the finial and adapt to fit the fingerpost, remove existing ball and secure finial to post

£210 if work is agreed to take place immediately as it can be carried out alongside the work on the other fingerposts.

£260 if work is commissioned outside current schedule of works as additional journeys would need to be made.

The clerk will, once a decision has been made, thank the donor and confirm where the finial has been placed.

The following recommendation is made:

That the Council agree Ralph Restorations should refurbish and fit the donated finial to the fingerpost situated at Manor Farm, West Harting at a cost of £210.

Agenda Item 19 – War Memorial Playing Field feedback

WMPF Committee ask the PC to apply for an extension to the layby at the War Memorial Playing Field for these reasons:

1. Traffic now moves so fast an incident is becoming increasingly likely
2. Football team is now so successful there are more attendees at matches requiring more parking
3. The recent water (weather and flooding) has reduced the size of the usable area for parking
4. The playing fields are used by people with low mobility who need to drive
5. There is no safe footpath to the playing fields so folk have to drive there (can we also have a footpath)

The following recommendation is made:

That the Parish Council contact West Sussex County Council to investigate the potential to extend the layby at the War Memorial Playing Fields.

Clerk's Reports - Harting Parish Council – 17 February 2022

Agenda Item 21

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
Tree Works March 2016 (Minute 252)	Woodland restoration	SB/ Clerk/AS Tree Working Group (TWG)	Community planting days are taking place on 17, 19 and 20 February. 1500 saplings and shrubs will be planted by volunteers with the help of SDNPA rangers and Petra Billings. This will mark the final portion of planting in the Restoration project.
HABAC November 2020	Fingerpost refurbishment	Clerk	Work is progressing extremely well. The project will likely be completed by the end of March 2022.
	South Downs Safer Roads Task Force.		No further update
	East Harting Flood Pond.	WSCC	Reported to LoveWestSussex
	Fence repairs		Contractors have been approached to provide quotes
	Flooding in South Harting		A useful site meeting was held between officers from WSCC and CDC and Kate O'Kelly and parish councillors. WSCC will be placing an ad hoc request for the jetting of drains in and around the Square and in North Lane. Further investigation of the drains is in hand, this may lead to the need for an Operation Watershed grant application.
Traffic Working Group	To consider the possibility of applying for a Community Highways Scheme to improve safety for pedestrians and to		Group had a positive meeting with Mike Dare, WSCC on 4 February 2022. Various potential options for the Scheme, using drawings already produced for the Council in 2019, will be detailed for future consideration by the Council, consultation by the community and ultimately an application for CHS.

	reduce the speed of traffic in the village		
Footpath lights (Minute 89 – Sept 2020)	To disconnect and remove the footpath lights	Clerk	The lights were not removed on 5 February as planned. They will now be removed on Thursday 17 February
Jubilee	The Queen's Platinum Jubilee is being held between Thursday 2 June to Sunday 5 June 2022		<p><u>Village pump restoration project</u> Advice regarding potential listed building consent has been sought. Quotes will be requested once the planning position is known. Potential placement of new bench behind the pump. Details and proposals to come to future Council meeting.</p> <p><u>Beacon lighting</u> on Harting Hill – Thursday 2 June 2022 at 9.45pm. Consultation with National Trust and local farmer underway</p> <p><u>Harting Festivities</u> – Friday 3 June 2022 – Festivities committee organising the day. Parish Council has applied for the road closure as usual.</p> <p><u>Big Lunch</u> – National celebration Sunday 5 June 2022- Council to encourage people to join with friends and neighbours to celebrate this event.</p>
PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	The group is not currently active
Insurance Claim	Claim from Hastings Direct for damage to a car from a tree falling from Council land on 28 February 2020	TW	<p>A claim has been received from Hastings Direct, on behalf of a client, regarding alleged damage to a car from a tree falling from Council land in February 2020.</p> <p>The claim has been passed to the Council insurers who will be investigating the claim. Various information about the tree surveys and subsequent tree work has been requested and supplied.</p> <p>The insurers denied liability in April 2021 and no further contact has been received from claimants' insurers.</p>
Drop ins		AOAC	The Drop In was held on 5 February 2022.
Climate Group			The insurers have confirmed the Council policy will not cover the Repair shop due to the nature of the work, but also as the group is not working

			<p>under the direction of the Council. Information has been passed to the group about an insurer that will provide such cover directly. The group has been informed of the potential for grants from the Council once they have a formal bank account set up.</p>
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Trish Walker - Clerk