

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 19 January 2023 at 7.30pm

The Press and Public are welcome to attend.

Trish Walker
Clerk to Harting Parish Council

Published 14 January 2023

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 15 December 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. South Gardens Management Plan** (see supporting document for briefing report)
The following recommendations are made:
 - i. *That the Council agree the aims for the South Gardens Management Plan*
 - ii. *That the Council agree that Petra Billings, chartered ecologist, should be approached, in the first instance, with regard to creating the South Gardens Management Plan and, if she is able, that the Woodland and Tree Sub-Committee should commission this work on behalf of the Council up to the value of £2000*
 - iii. *If Petra Billings is not able or willing to carry out this work that the Woodland and Tree Sub-Committee gathers quotes from other chartered ecologists and brings them to a future Council meeting*
 - iv. *That the Council agrees to the WTSC advancing the recreational aspects of the Plan as proves necessary and, if a second specialist is required, to the Sub-Committee bringing quotes for that work to a future meeting*
- 8. Highways and Byways Advisory Committee (HABAC)** – To note the unconfirmed minutes (attached) of the HABAC held on 4 January 2023 and to approve the following recommendations:
 - i. *that the Council agree to a grant of £100 to Midhurst Area Cycling.*
 - ii. *that the Council agree to put forward a proposal to WSCC for two sets of bike racks by the phone box and on the pavement outside of Port and Starboard cottages.*
 - iii. *that the Council agree to hold the Annual Litter Pick on Saturday 18 March 2023.*
- 9. Tree Works Quotes** (see supporting document for briefing report)
The following recommendation is made:
That the Council agree to appoint a contractor to carry out the tree works in the Warren arising from the Tree Survey and storm damage.
- 10. Nyewood Hall grant application** - (see supporting document for briefing note)
The following recommendation is made:

That the Council considers the grant application from the Henry Warren Club for the sum of £1432.24 to cover the cost of the annual insurance premium on the Henry Warren Village Hall.

11. Durford Lane name plate - (see supporting document for briefing note)

The following recommendations are made:

- i. That the Council confirms it is happy for the Durford Lane nameplate to be erected*
- ii. That the Council consider the proposed location for the nameplate*

12. Coronation – verbal report to be provided at the meeting

The following recommendation is made:

To note the report.

13. Steering group for CDALC (Chichester District Association of Local Councils) (see supporting document for briefing note)

The following recommendation is made:

That the Council consider any comments to be submitted to Chichester District Association of Local Councils suggesting how to make its role more effective.

14. SDNPA Parish Workshop – 15 March 2023 (see supporting document for briefing report)

Recommendation:

That the Council nominate two representatives to attend the SDNPA parish workshop on Wednesday 15 March 2023.

15. All Parishes Meeting – Chichester District Council – 6 February 2023 (see supporting document for briefing report)

The following recommendation is made:

That the Council nominate two councillors/clerk to attend the CDC All parishes meeting on 6 February 2023

16. Finance

16.1. To approve expenditure for January 2023

Undisclosed	Clerk and RFO Salary	1,292.64
Debra Harknett-Godfree	Hall Bookkeeping	112.50
Trish Walker	Monthly zoom subscription	14.39
M H Kennedy & Son Ltd	Grass cutting	181.44

16.2. To agree the two banking signatories to authorise the online payments for January 2023.

16.3. To note income for January 2023.

£66.03 Interest

16.4. To note that the bank reconciliation for January 2023 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

16.5. To note the bank balance as of 31 December 2022 - £80,122.84 (earmarked funds £27k)

16.6. To note the budget statement to 31 December 2022

17. Planning - To note the minutes of the Planning Committees held on 15 December 2022 (attached).

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

19. Correspondence

20. Clerks report – (attached)

21. Items for future meetings

Restoration of water pump

Coronation

22. Date of next meeting – Parish Council Meeting 16 February 2023 at Henry Warren Hall, Nyewood at 7.30pm.

23. Confidential item - Clerks employment – to consider a report and recommendation

As the publicity of this item might be prejudicial to the public interest by reason of the confidential nature of the business to be transacted it is likely that the press and public will be excluded during consideration of this agenda item, under the Public Bodies (Admission to Meetings) Act 1960 s2.

Supporting Documents 19 January 2023

Agenda Item 7 - South Gardens Management Plan

Briefing note

At its meeting on 17 November 2022 the Council agreed the following recommendations:

- i. to commission a Management Plan for South Gardens*
- ii. that POSAC's Woodland and Tree Sub-Committee be tasked with drafting its aims and with bringing forward a proposal to a future Council meeting on the commissioning of the Plan.*

The Woodland and Tree Sub-Committee (WTSC) have produced the following draft aims for South Gardens (SGs). These take account of the need to carefully balance the of ecology versus leisure in the area.

Draft Aims for the South Gardens Management Plan

1. To provide an area for the recreational enjoyment of residents, including:
 - Continue to provide a children's play area, replacing equipment as necessary and as funds allow
 - Identify how the recreation area might be improved if funding allows
 - Provide seating where necessary especially near the play area
 - To identify and discourage activities potentially detrimental to the enjoyment of the majority of its users or detrimental to the ecology of the area as a whole
2. To improve the biodiversity of the non-recreational areas over the short term and to maintain that improvement over the long term, including:
 - Identify any actions or activities that would provide little or no ecological benefit
 - Identify those actions or activities which would provide the most ecological benefit and can be sustainably managed in the long term
3. To engage residents of all ages and abilities in caring for the area, including:
 - Identify ecological enhancement and maintenance activities which volunteers can safely carry out
 - Maintain up-to-date information on what is happening in the area as a whole
 - Identify ways for residents to learn about the history and ecology of the area.
4. To review the Management Plan as necessary but at least every four years

The next step once these aims are agreed is to commission a chartered ecologist to draw up a Management Plan for the area. Petra Billings has previously worked with the Council in relation to the Woodland Management Plan and the Warren Restoration Project. As there is already a good working relationship with her and given her knowledge of the area, it is suggested that Petra Billings is approached to provide a quote with a view to creating a Management Plan. If this is not possible, then other chartered ecologists with reasonably local knowledge will be contacted.

The SDNPA (South Downs National Park Authority) has been approached to see if they wish to have any involvement in the creation of the Management Plan, owing to staffing issues they are unable to provide material support until April.

The WTSC recognises that an ecologist is unlikely to be able to draft a Management Plan covering the recreational areas of SGs. The WTSC will draft an outline Plan for those areas, but it may be necessary to contract a second specialist.

There is a need to move reasonably swiftly with the Plan to ensure that measures are taken as soon as possible to benefit the South Gardens area.

The following recommendations are made:

- v. *That the Council agree the aims for the South Gardens Management Plan*
- vi. *That the Council agree that Petra Billings, chartered ecologist, should be approached, in the first instance, with regard to creating the South Gardens Management Plan and, if she is able, that the Woodland and Tree Sub-Committee should commission this work on behalf of the Council up to the value of £2000*
- vii. *If Petra Billings is not able or willing to carry out this work that the Woodland and Tree Sub-Committee gathers quotes from other chartered ecologists and brings them to a future Council meeting*
- viii. *That the Council agrees to the WTSC advancing the recreational aspects of the Plan as proves necessary and, if a second specialist is required, to the Sub-Committee bringing quotes for that work to a future meeting*

Agenda Item 9 – Tree Works Quotes

Briefing Note

As a result of the Tree Survey in June 2022 the following works were identified as being necessary in the area of South Gardens and the Warren:

06 – Common Beech (South Gardens) – Limb to be removed

07 – Crack Willow (South Gardens) – whole stem needs to be removed, one part has already fallen in the pond and will need to be removed

09 – Hazel (Warren) – on steep bank on the eastern side of the Warren

12- Common Beech (Warren) – failed and leaning against another beech, to be removed

In addition to the Survey there are some other identified works:

- A few metres to the South of 09 (Hazel) there is a further stool which was damaged in the storm, this would benefit from removal and as traffic management will need to be in place, it would be sensible to do this work at the same time.

- There is a large beech lying across footpath FP842 in the Warren, this needs cutting
- through to enable people to reuse the footpath.

At its meeting in November 2022 the Council was presented with two quotes for the work, a third contractor had not responded. There was a huge variance between the quotes and it was agreed that an effort should be made to gain a third quote. This has now been received and a summary is in the table below.

The following recommendation is made:

That the Council agree to appoint a contractor to carry out the tree works in the Warren arising from the Tree Survey and storm damage.

Contractor Ref	Previous work	Detail of quote	Cost	Vat
A	Previously carried out work for the Council in 2021 & 2022	<ul style="list-style-type: none"> • Work to 06, • removal of 07, • removal of 12, • removal of fallen dead stump by southern pond. • Cutting through fallen beech to clear pathway • Removal of 09 and additional hazel stool. Work will need road traffic management arranged with WSCC (cost not known at this time) <p>Cost = daily rates of £845 to include 3 workmen to cover banksmen and hire of small cherry picker.</p>	<p>£1690.00</p> <p>£845.00 Plus Traffic management</p>	No
B	Not previously carried out work for the Council	<ul style="list-style-type: none"> • Work to 06, • removal of 07, • removal of 12, • removal of fallen dead stump by southern pond. • Cutting through fallen beech to clear pathway • Removal of 09 and additional hazel stool. <p>This contractor had only visited the site the afternoon the quote was made and had not correctly identified tree 12. There was no mention of the need for traffic management or how public access will be managed. Further enquiries confirmed that traffic management will be required and will be in additional to this quote.</p>	£690.00	Yes
C	Not previously carried out work for the Council	<ul style="list-style-type: none"> • Work to 06, • removal of 07, • removal of 08 – not requested • removal of 12, • removal of 10 – already removed • removal of fallen dead stump by southern pond. • Cutting through fallen beech to clear pathway – not included in quote • Removal of 09 and additional hazel stool. Work will need road traffic management included in the quote 	£2500.00	Yes

Agenda Item 10- Nyewood Hall grant application

A grant application has been received from the Henry Warren Village Club in Nyewood. The Hall Trustees are asking the Parish Council to provide a grant to reimburse the cost of the annual insurance for the Henry Warren Village Hall. Further details can be seen in the application copied below.

The Harting Parish Council Grant policy lists the Henry Warren Club as an affiliated group which may receive Council support.

Historically, the Parish Council paid the insurance premium for the old village hall, the last payment being £472 in the financial year 2017/18.

The following recommendation is made:

That the Council considers the grant application from the Henry Warren Club for the sum of £1432.24 to cover the cost of the annual insurance premium on the Henry Warren Village Hall.

Harting Parish Council Grant & Indirect Financial Assistance Application Form

Please read the Parish Council's policy on Award and Administration of Grants and Indirect Financial Assistance before completing this form.

Name of Organisation	HENRY WARREN VILLAGE HALL
Name, Address and Position of Contact in Organisation	SYN TAYLOR, TOLCROFT, NYEWOOD GOSISH CHAIRMAN OF TRUSTEES
Telephone Number(s) of Contact	
IS the Organisation a Registered Charity? If Yes, please give the Charity Number	Yes
For what purpose(s) is the grant or indirect financial assistance requested? Please provide a separate list if there is more than one use	ANNUAL INSURANCE FOR HENRY WARREN VILLAGE HALL - A VILAGE COMMUNITY FACILITY
Amount requested from the Council If there is more than one purpose, show the individual costs against purpose on the list; show VAT separate	£1432.24
When will the money be spent?	THE INSURANCE HAS JUST BEEN PAID (3-1-23)

will benefit from the project? Please be as specific as possible.	THE VILLAGERS AND HOUSEHOLDERS IN MEWOOD AND THE HARTINGS. THIS IS FOR COMMUNITY BENEFIT.
What other means of funding are available to you for the amount requested from the Council?	None other than personal FUNDING
Have you tried any Of these means? If not why not?	Yes/No WE HAVE CONSIDERED THIS BUT FEEL THAT HPC MAY WISH TO SUPPORT THIS COMMUNITY PROJECT
If the total cost is more than the donation you are seeking from the Council, what will the total cost be?	PLEASE NOTE THAT WE NEGOTIATED A SIGNIFICANT DISCOUNT FROM THE INSURERS!
Do you already have the balance available? If No, please indicate how you intend to raise the balance and how long it is to take	Yes/NO WE SEEK RE-IMBURSEMENT OF THE INSURANCE PREMIUM!

DECLARATION

By submitting this form to the Clerk to Haring Parish Council, I declare that I have read the Council's policy on Award and Administration of Grants and Indirect Financial Assistance and have provided all the required information accurately.

In the event of the application being successful. I accept the Council's Successful Applications Conditions. In particular, I acknowledge that the award made will be used solely for the purpose(s) outlined in the application form and I understand that the Council reserves the right to reclaim the award in the event of it not being used for the purpose specified. I also understand that the Council reserves the right to reclaim any residual funds if the actual cost incurred for the specified purpose(s) is less than the award allocated.

Name (BLOCK CAPITALS):

S): SYM TAYLOR

Of
Position in the organisation (if not the

n (if not the contact): CHAIRMAN OF TRUSTEES
HENRY WARREN VILLAGE HALL

Signed (if sent by

SYL
7-1-2023

contact):

post):

Send the completed form, most recent accounts and, in the case of Harting Community Hall and the War memorial Playing Fields, a rolling five-year plan for new or replacement capital items and major maintenance to:

Trish Walker, Clerk to Harting Parish Council

Email: clerk@harting-pc.gov.uk
By post: Trish Walker
Clerk to Harting Parish Council
The Old Post Office

~~Elsted~~ Road South Harting
GU31 5PX

All applications must be submitted by the end of September or as notified by the Clerk.

Agenda Item 11 – Durford Lane name plate

The following correspondence (shown in blue italics) has been received from Chichester District Council:

Dear Harting and Rogate Parish Council

New Street Nameplate request: Durford Lane

I have received a request for a new nameplate at DURFORD LANE

The reason for the request stated within the application is “On the A272 at the junction signposted to Durford Mill / Harting / Sky Park Farm. The lane is called Durford Lane but there is no street sign on the road to state this”.

Therefore please can the Parish confirm the following:

1. Does the Parish want the new nameplate(s) erected?

2. If so, please confirm that the position noted on the attached plan is satisfactory?

I must ask that your Council let me have any comments or alternative suggestions you may wish to make within 21 days. If a reply is not received within 21 days, I shall assume that your

Council does not wish to make any comments and I will process the application accordingly.

As can be seen from the figure 1 below, Durford Lane runs through the parishes of Rogate and Harting, although the proposed position for the nameplate is in the Rogate parish. Figure 2 show the possible positions for the nameplate marked by ‘*’ and ‘**’.

Rogate parish council have confirmed they have no concerns about the proposals and no preference as to which of the suggested locations the sign should be located.



Figure 1: Durford Lane



Figure 2: Asterisks show possible position

The following recommendations are made:

- iii. That the Council confirms it is happy for the Durford Lane nameplate to be erected
- iv. That the Council consider the proposed location for the nameplate

Agenda Item 13 - Steering group for CDALC (Chichester District Association of Local Councils)

The following briefing (shown below in blue italics) has been received. It has been drafted by Cllr Andrew Shaxson, Vice Chair of CDALC, regarding the potential of a Steering Group for CDALC.

A Steering Group for CDALC?

A briefing and discussion paper

The area covered by CDALC is not only physically large but many of the interests, concerns and priorities of parishes in the south of it are quite different to those located within and north of the South Downs. Up until about 20 years ago this was catered for by the area being split into three, with separate Chichester, Midhurst and Petworth sub-branches. The latter two effectively faded away for several reasons. These included a lack of people to chair them, the alternative of Parish Forums being provided by CDC, and the changes in communication provided by the internet and email. For some years thereafter the parishes that had been in the former Midhurst and Petworth branches had only a tenuous relationship with the Chichester Branch – did it, or did it not represent them? There has been a more positive move to include them since the organisation changed in 2020, but the poor attendance at meetings by parishes north of the A 27 indicates that alternatives need to be considered. And it isn't only the needs of the northern parishes that need evaluation; if there is to be change there can and must be benefit to all the CDALC area parishes

In the light of this, at the meeting of CDALC held on 26th October 2022 it was agreed that there is the need to consider ways that the organisation can be made more relevant and representative to all the area it exists to represent. One way, that is used by other DALCs, is to create a steering group. This could meet between meetings to help the Chair ensure the business of CDALC runs smoothly, and for example to help the Chair by acting in concert with him or her as spokesmen / spokeswomen for the whole of CDALC – to act as a pressure group when tackling issues with the County, District, Police and SDNPA, and conceivably the likes of Southern Water who by their actions - and inaction - have such an impact on our parishes.

If drawn from a cross-section of parishes across the area a steering group could also aim to ensure that any relevant good ideas and practices benefitting one parish, or group of parishes, can be disseminated to others. Conversely any adverse issues and problems could be shared. The discussion at the meeting of northern parishes held at Lodsworth on 1st September highlighted how some parishes are already benefitting from working together. Perhaps an outcome might be to semi-formalise larger sub-groups? Something for a steering group to consider?

If a Steering group is to be created thought must be given to its size and function, and what changes need to be made to the Constitution to enable it work well. This paper aims to sow a seed, not produce a ready-made body. Please can your Councils give some consideration not only to it but the wider question 'How do we make the role of CDALC more effective'? It is intended that the matter will be considered the next meeting of CDALC, but in the meantime can you please contact us before the meeting, making Alastair Spencer, Anna Beams and me aware of any thoughts you or your parish might have in order that the meeting is not surprised by them. Andrew Shaxson

The following recommendation is made:

That the Council consider any comments to be submitted to Chichester District Association of Local Councils suggesting how to make its role more effective.

Agenda Item 14 - SDNPA Parish Workshop

The upcoming South Downs **West Sussex** Parish workshop will be held on **Wednesday 15 March 2023** at **The Memorial Hall, Midhurst** from 6:00-8:30pm.

The agenda is copied below. Tea and coffee will be served on arrival from 6:00pm and the meeting will commence at 6:30pm, ending with a question and answer session. Parishes are invited to send two representatives to the workshop.

Draft Agenda (tbc)

1. Tea/Coffee
2. Welcome and Parish Member update

Update on Key Projects

3. Parish Priority Statements (as part of Local Plan Review)
4. Using community greenspaces to benefit nature and people
5. Sharing information and best practice across the National Park

Q&A

6. Q&A (Panel led by SDNPA Parish-nominated Members)
7. Close (20:30)

The following recommendation is made:

That the Council nominate two representatives to attend the SDNPA parish workshop on Wednesday 15 March 2023

Agenda Item 15 - All Parishes Meeting – Chichester District Council – 6 February 2023

The All Parishes Meeting, organised by CDC will take place via Zoom on Monday 6 February 2023 at 5.30pm. Two members of the Council are invited to attend.

The agenda is copied below. The main item of the session will be an opportunity for parishes to hear more about the Regulation 19 Submission Local Plan and how parishes can get involved in the process. However, it is important to note the CDC Local Plan does not affect Harting Parish Council directly.

Agenda

- 5.30pm Welcome - Chairman
5.50pm Elections Update - Sarah McKellar, Senior Electoral Services Officer
5.50pm Local Plan - Tony Whitty, Divisional Manager

This session will be an opportunity for parishes to hear more about the Regulation 19 Submission Local Plan and how parishes can get involved in the process. The session will provide an outline of the key elements of the local plan, including the proposed plan strategy and policies for managing housing and other development over the next 15 years, together with the associated infrastructure Delivery Plan.

- 8.00pm Meeting Close - Diane Shepherd, Chief Executive

The following recommendation is made:

That the Council nominate two councillors/clerk to attend the CDC All parishes meeting on 6 February 2023

Clerk's Reports - Harting Parish Council –19 January 2023

Agenda Item 20

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
Tree Works	Tree works resulting from Tree Survey & storm damage	Clerk	See agenda item 9
HABAC November 2020	South Downs Safer Roads Task Force Broken South Harting sign in North Lane Flooding in South Harting	WSCC	No further update Reported to LoveWestSussex – reported to new WSCC system Awaiting further information about the date for the 4 yearly gulley clearance.
POSAC/Woodland and Tree Sub committee (minute 172 – 2022/23)	Commission Management Plan for South Gardens	Woodland & Tree Sub Committee (WTSC)	WTSC preparing draft aims and objectives for the Plan. See agenda item 8.
Traffic Working Group	To consider the possibility of applying for a Community Highways Scheme (CHS) to improve		WSCC have been notified that an additional £25k is available as a result of the successful CIL application for a crossing point to South Gardens. Confirmation has been received that the CHS has been shortlisted and will be considered by WSCC in January.

	safety for pedestrians and to reduce the speed of traffic in the village		
Water Pump restoration	June 2022		<u>Village pump restoration project</u> Information to be sought on potential grants and follow up further quotes. Local stone mason ha been approached and is happy to take a look and advice, they may or may not quote.
Community Hall Freehold (Minute 264 2021/22)	To register the freehold of the Village with land registry.	TW	Awaiting confirmation of Land Registry.
Insurance Claim	Claim from Hastings Direct for damage to a car from a tree falling from Council land on 28 February 2020	TW	A claim had 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. Insurers maintain the Council is not at fault. The statute of limitation is 7 years (injury 3 years) so the case cannot be fully closed until that time.
Concrete bus shelter base May 2022	The concrete base is breaking up and needs attention	TW	Contractor needed to make safe.

Trish Walker - Clerk