



## Buriton Parish Council

Minutes of a meeting of Buriton Parish Council held at Buriton Village Hall at 7.00pm on Monday 28 November 2016

Present: Cllr K White (chair), Cllr A Bray, Cllr T Crew, Cllr T Concannon, Cllr D Gardner, Cllr M Johnston, Cllr AD Jones, Cllr S O'Donoghue.

In attendance: District Cllr R Mocatta,  
K Crookshank (clerk) and 6 members of public.

- 1 **To receive apologies for absence and declarations of interest** – Apologies from County Cllr Moon and Cllr T Newby received and accepted. Declaration of interest from Cllr Jones - as a Member of the South Downs National Park Planning Committee I wish to make it clear that any views which I express today are based on the information before me at this meeting, and might change in the light of further information and/or debate at the National Park's Committee meetings. This is to make it clear that I am keeping an open mind on the issues and cannot therefore be found to have predetermined any matter when it comes before the National Park's Planning Committee for decision. Cllr Mocatta made an identical declaration in relation to his role as an East Hants District councillor and as a member of SDNPA.
- 2 **Minutes of the last meeting held on 26 September 2016** – agreed and approved as accurate record.
- 3 **Matters arising from those minutes –**
  - Post box Kiln Lane. Cllr Johnston reported that Royal Mail has replied stating that they will not install a post box as it does not meet their criteria. Cllr Johnston to follow this up.
  - Dark Skies. Cllr Jones reported that a positive reply had been received from Police and no reactions from Fire or Ambulance Services. HCC are in the process of making the adjustments to the street lighting which will be helpful in regard to Dark Skies Community Status.
  - Devolution. Cllr Jones had sent a report and requested a further letter issued to EHDC. It was agreed that this should be sent as per his suggested draft.
  - Sustainability and Transformation Plan for Hampshire and Isle of Wight. Cllr O'Donoghue reported there is a summary on the web site.
  - Roll of Honour. Clerk has written to PCC, reply awaited. Chairman is obtaining quote for the display box.
  - Rights of Way. New cycle route Petersfield to QECP is open and the PC may wish to explore interpretation panels to encourage a circular route to retain passing trade for our pubs.. The Links/ footpath 14 is getting overgrown local volunteers will clear it on 16 December.
  - Greenway Lane roundabout. Shrubs etc to be planted by HCC soon.
  - A3 slip roads. Vegetation was cleared 16 and 17 November.
  - Bus route 94. The bus company has written to passengers in attempt to resolve the issue.
- 4 **County councillor's report** – None

- 5 **District councillor's report** – Cllr Mocatta reported that there has been encouraging consultation with local schools. He reported back on Community Forum. There has been an increase in fly tipping in some areas, phone number for reporting is on EHDC website.
- 6 **Village Hall** – Cllr Gardner had prepared report for members, which was circulated prior to meeting (attached). Cllr Gardner summarised the actions of the working group since the last Buriton Parish Council meeting and requested agreement of the following –
- An urgent meeting of the Village Hall working group, Finance & General Purposes working group, current hall accounts manager, hall manager and parish clerk was proposed. This will be in order to make financial arrangements from 1 January 2017, such as a separate bank account and cost centre code. The new bank account would be linked to the main account, with the same mandate and signatories. This was proposed and **AGREED** unanimously.
  - Request that the new Parish Council village hall account be populated with £3000 from the Parish Council main account, for a short period, in order to prevent the new account going into arrears. The funds to be returned to the main account as soon as possible. This proposal was **AGREED** unanimously.
  - Recommendation that the Village Hall become a standing item on the bi-monthly meetings of Buriton Parish Council. This was proposed and **AGREED** unanimously.
  - It was confirmed that any 'profits' from running the village hall would be available for use on other parish purposes and not ring-fenced solely for the village hall.
  - Cllr Gardner thanked all people, past and present who have been involved in the village hall charity. Chairman thanked Cllr Gardner for chairing the working party.
  - **Recreation Ground.** Cllr Crew reported that Network Rail representatives are visiting by the end of the week to investigate water leak.
- 7 **Finance & General Purposes**
- a) **Finance report** – See attached reports and list of payments received/cheques issued since last meeting which were circulated to councillors prior to meeting, unanimously **AGREED**. Items for consideration at this evening's meeting -
- CPRE Renewal gift membership £36.00 - unanimously **AGREED**
  - Donation in memory of John Morley £50.00 – unanimously **AGREED**
  - Draft precept for 2017/18 £17500 (no change from 2016/17) – unanimously **AGREED**
  - Allocation of up to £20000.00 (in addition to recent fundraising) to playground project - unanimously **AGREED**
  - Tree Survey of trees on Parish Council owned land £300.00 – unanimously **AGREED**

#### **OPEN FORUM 7:51pm**

- Route 94 bus service – there might still be problems. Request that residents monitor and report back to next meeting if difficulties are still being experienced.
- Bonfire evening – is there any feedback? Chairman reported that this event is not run by the parish council.

#### **MEETING RECONVENED 7:56pm**

## 7 Finance & General Purposes (continued) –

Councillors questions – When is Buriton Tennis Club licence due? Clerk to follow up. When are HCC payments due? They are paid automatically and all but one has been received. Clerk to follow up.

**b) Web site** – Cllr Jones prepared report, which was circulated to members prior to meeting (attached). Three quotes had been obtained. After discussion members unanimously **AGREED** to ask Mr A Martin to upgrade the web site. The parish council previously worked with Mr Martin when the current web site was set up in 2011. Total cost £2100, which has been precepted for in 2016/17.

## 8 Planning-

Minutes of meetings 25 October and 7 November 2016 circulated to members. Date of next meeting 19 December 2016, if required. Cllr Johnston updated members on current planning applications, which were circulated prior to meeting and can be viewed on SDNPA web site.

- a) Plan 'B'** – Report and draft of Village Design Statement (VDS) prepared by Cllr Jones (attached) circulated to members before meeting. Cllr Jones reported that the task was almost complete, he recommended that the final text should be agreed by Chairman and Vice Chairman so that a submission could be made to SDNP by the end of 2016,. This was unanimously **AGREED**
- b) Assets of Community Value** – Cllr Jones reported that the Maple Inn has a new owner and suggested that he draft a welcome letter. He thanked the group of villagers who have worked on the project and volunteered to liaise with EHDC to ensure that the property remain an Asset of Community Value. Unanimously **AGREED**. Cllr Concannon reported that a valuation has been obtained for the rhombus of land adjacent to the war memorial because the new owners of Manor Lodge would like to purchase it. Buriton Parish Council has already agreed in principle that it may be willing to sell the land. Further valuations are to be obtained by Cllr Concannon for consideration at meeting in January, or an extraordinary meeting if required.

## 9 Playground –

- Working party report circulated to members prior to meeting and attached. Further funds for replacement have been raised and donated.
- Application for s106 developers contributions funding to replace swings unanimously **AGREED**.

## 10 War memorial update

Chairman reported that 18 applications have been received. They will be on display at forthcoming village events, along with ballot papers. The final decision will be made by a group consisting of the Chairman, Vice Chairman and 3 villagers, guided by the result of the public ballot.

Cllr Mocatta asked if the war memorial is a listed building. Listing requirements have changed, may require planning permission and there may be funds available from county and district councillors.

**11 Dates of other meetings:** EHATPC 29 November 2016 and EHDC planning 1 December 2016. Agendas for both have been forwarded to members via email.

## 12 Correspondence:

List of correspondence has been sent to members and is attached.

**13 Date of next meeting: 30 January 2017**

Meeting closed at 8:35pm

THESE ARE AN ACCURATE ACCOUNT OF THE MINUTES OF THE MEETING

Signed.....K White..... Dated .....30/01/17.....

## **BURITON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

#### **Report for the period 1 September – 31 October 2016**

#### **Bank accounts and financial summary**

Please see attached and sent via email to councillors.

#### **Payments received**

£200.00 - Anonymous donation for playground fundraising  
£ 20.00 – HCC, school plot  
£2500.00 - EHDC precept  
£202.00 – Playground fund raising, film night  
£7000.00 – anonymous donation for playground project

#### **Cheques issued since last meeting**

£ 74.62 - K Crookshank office expenses (as agreed at Sept 2016 meeting)  
£ 45.00 – Open Spaces Society annual subscription (as agreed at Sept 2016 meeting)  
£2149.20 – Came & Company insurance renewal (as agreed at Sept 2016 meeting)  
£2232.00 – Butser Farms Ltd 6 months rec maintenance (as agreed at Sept 2016 meeting)  
£ 243.00 – K Crookshank Sept salary  
£ 42.00 – HALC clerk training course (as agreed at July 2016 meeting)  
£144.00 – Meon Valley News advert for car boot (playground fundraising)  
£109.20 – The Landscape Group dog bins  
£ 12.00 – HMRC PAYE  
£431.20 – J Moss Buriton Fireworks insurance  
£ 64.80 – K Crookshank training courses travel expenses (as agreed at July 2016 meeting)  
£302.80 – K Crookshank October salary  
£100.00 – Royal British Legion poppy wreath donation  
£ 22.59 - K Crookshank office expenses (stamps, ink cartridge, diary)  
£ 90.00 – HALC clerk training courses (as agreed at July 2016 meeting)  
£ 9.77 – HCC printing  
£300.00 – C Styles work at pond

#### **Cheques for issue at November 2016 meeting**

£90.00 – HALC clerk training course (as agreed at July 2016 meeting)  
£23.45 - K Crookshank training course travel expense (as agreed at July meeting)  
£374.80 – K Crookshank November salary

#### **For consideration at meeting 28 November 2016**

CPRE – invitation to renew annual gift membership received. Renewal date 06/01/17. Last year's membership gift was £36.00. NB £40 has been precepted for 2016/17.

John Morley – consideration of donation to chosen charity of £50.00.

Draft precept 2017/18 – details sent to councillors by email prior to meeting.

Playground project – the working party recommend that councillors consider use of £20000.00 from reserves to part fund this project.

Tree survey – to consider survey of all trees owned by Buriton Parish Council, expected cost will not exceed £300.00

Update from Buriton Village hall sub Committee

1. This report updates on progress since the September meeting of the Parish Council(PC) and seeks approval to a number of actions to effect a smooth handover of the management and running of the village hall to the Parish Council. It is hoped this will be on 31 December.

(i) Closure of the existing charity

2. At our September meeting, the Parish Council agreed to ask the trustees of the existing village hall charity to wind up the charity and pass the management and running of the hall to the Parish Council as requested by the trustees. Councillors will recall that there is a legal process which has to be adhered to in order to wind up the charity. This involves calling a formal public meeting of inhabitants of the Parish, which has to be properly advertised in the press and on notice boards at least 14 days in advance, and those notices have to include a draft resolution with respect to the future of the charity. At the public meeting, at least three-quarters of those present have to vote in favour of the resolution in order for the Trustees to seek the consent of the Charity Commission to proceed with the closure.

3. A public meeting, duly organised and advertised in accordance with this process, was held on 15 November. At the meeting, Wendy Shone explained the position with respect to the charity and the impossibility of recruiting new trustees, and I explained the Parish Council's position, including our working draft objectives for the village hall. A number of helpful comments and questions were received, ranging from queries about use of equipment and facilities, to the inclusivity of our objectives, and future arrangements for liaison with users and non-users. These points are all being taken on board by the Village hall sub committee.

4. The following draft resolution was voted upon and agreed:

'Buriton Village Hall Management Committee resolves to wind up the charity due to a lack of trustees and no new trustees being forthcoming. It is also proposed that Buriton Parish Council, which owns the building, be asked to assume the operation and management of Buriton Village Hall to ensure its continued success and popularity as a venue for village groups and other hirers. Buriton Parish Council has indicated that it is willing so to do. '

21 people attended the public meeting, including some regular hall users and two trustees; 19 people voted, and all 19 voted in favour of the resolution. This enables us to proceed with bringing together all aspects of the management and operation of the village hall under the auspices of the Parish Council for the benefit of the community.

5. Wendy Shone has subsequently applied to the Charity Commission with a view to closing the charity by 31 December and transferring any remaining funds to the Parish Council for use on the village hall; at the time of writing this report a response is awaited from the Commission. In the meantime, the Village hall sub committee, in liaison with Wendy, is preparing for the handover. Application has been made to transfer the events license to the Parish Council and to disapply the Designated Premises Supervisor provisions; booking forms, web-site details etc are being reviewed and updated; and application has been made to EHDC as business rates will become payable on the hall.

6. One important area of preparation is that of the financial arrangements e.g. for budgeting and accounting for the hall, issuing invoices, paying bills, banking, dealing with direct debits etc., as this will all become the responsibility of the Parish Council and it is important we try to ensure a seamless transition. Following discussion with the Chairman of the Parish Council, we recommend that:

- that a separate bank account is set up for the village hall with its cheque book and direct debits, standing orders etc;
- that there is a separate cost centre for the village hall within the PC accounts with clear lines for income, expenditure and balances for the hall
- that Janet Crew, Ian Garrard and the Parish clerk liaise closely to identify direct debits and standing orders which will need to be transferred to the new PC bank account
- that existing PC signatories sign cheques for village hall payments but that the efficacy of this is kept under review
- that an urgent joint meeting of members of the Village hall sub committee and the Finance sub committee (to include Janet Crew, Karen Crookshank and Ian Garrard) is held to decide how to deal with other relevant financial issues, such as invoicing and dealing with deposit cheques, to ensure a smooth transition of responsibility and to enable the charity's village hall bank account to be closed at the appropriate time.

7. The Parish Council is also asked to give the sub committee delegated authority, in consultation with the Chairman of the PC as appropriate, to deal with any other issues that may arise as a result of the transfer of responsibility for the hall, for example with respect to booking conditions.

(ii) Other current matters and next steps

8. The sub committee is also continuing with a range of ongoing actions including:-

- Ian Garrard and I are continuing to meet all the regular users of the hall;
- Ian is dealing with maintenance issues, including health and safety matters;
- Ian has also prepared a key inventory;



- a co-ordinated approach to rationalisation of storage
- investigating installation of a key box
- In liaison with Wendy, the committee has sanctioned some expenditure on new cleaning equipment for the hall;
- Janet Crew is continuing to manage the hall accounts and prepare financial projections for the year end - she currently projects a working balance of £xxxx (to be confirmed) as at 31 Dec.

9. Looking ahead to after the transfer of the responsibility for the hall, the committee proposes to review the following matters with a view to reporting our recommendations to future Parish Council meetings:-

- a service schedule to ensure regular and appropriate servicing of equipment is undertaken in accordance with health and safety requirements and service needs
- a review of conditions of hire, hire charges and fees for the hall, the recreation ground and the changing rooms, including a review of conditions and charges at other, similar, local venues; we have committed to giving users a minimum of 3 months notice of any changes
- making arrangements for a formal Liaison Forum for regular users to be held at least annually, perhaps in advance of the Annual Parish meeting, in addition to other ways of keeping in touch with them.

10. The Parish Council is asked to:

- a) agree the recommendations in paras 6 and 7 above;
- b) note progress on current matters and to note proposed future actions (paras 8 and 9);
- c) agree that there is a standing item on all future Parish Council agendas to receive an update report with respect to the village hall and the state of its accounts.
- d) thank all those people, past and present, who have been involved in the running of the village hall charity for their insight in proposing the charity and their hard work in making the village hall the success it is today.

Daphne Gardner,

Chairman, Village hall sub committee

## **Report to Buriton Parish Council: 28 November 2016**

### **Update about work towards an up-grade of the Buriton Community Website**

#### **Introduction**

At its May meeting the Parish Council agreed to commence work towards an upgrade of the community website (established early in 2011) and responses to an outline brief / request to tender for consultants (reproduced at Appendix 1) were reported at the September meeting of the Council.

It was agreed that a third quotation should be sought from an organisation called "Parish Council Websites". Following a series of email exchanges with 'Parish Council Websites' a quotation has recently been obtained (25<sup>th</sup> November).

This report provides current details of all three organisations so that Councillors can consider providing a steer with regard to next steps.

#### **Wizbit replied with the following information:**

- you seem to have a great website that is regularly updated and must be a very useful local resource
- advantages of combining your community and Village Hall sites would allow you to save hosting costs (by only hosting one single site), only having to login to one site to edit either the main or village hall content and would allow your site visitors to find all of the contents that you manage within a single site that should help to aid navigation
- we have done a few similar websites for Bramdean & Hinton Ampner ([www.bhapc.org.uk](http://www.bhapc.org.uk)), Corhampton & Meonstoke Parish Council ([www.candm-pc.gov.uk](http://www.candm-pc.gov.uk)) and Southwick Village Hall ([www.southwickvillagehall.co.uk](http://www.southwickvillagehall.co.uk))
- whilst none of the other local sites that we have produced are as large as your site, we have produced much larger sites for other organisations and companies, so the scale certainly wouldn't be an issue.
- other sample responsive sites that we have produced can be viewed from our portfolio: <https://www.wizbit.net/portfolio/clients/> -
- the main issue is that we are not Drupal specialists, we focus on WordPress instead as a content management system.
- to be able to give you best value for money, I would recommend migrating your data across into WordPress for which there are tools available to help easily move all of your content across into the new custom responsive width site templates that we could build for you
- we believe that the work involved in migrating from Drupal 6 to 8 would be of a similar magnitude to moving from Drupal 6 to WordPress, so the costs are likely to be fairly similar
- the question is whether your editors would be prepared to move to a completely different content management system (although WordPress is by far the most popular CMS system for updating websites and is used by 51% of all sites worldwide, whereas Drupal is only used by 2%)
- I would completely understand if you do decide to stick with Drupal though, in which case your best option would probably be to work with a company that specialises in Drupal development.
- if you do decide to go with us then your development timescale would be no problem at all and to give you an initial guide, you would be looking at about £1600+VAT in total for the complete redesign with custom responsive-width templates for all desktop and mobile devices, migration of all your data and site launch and up to 2 hours of training here in our offices
- if you also wished to incorporate the contents from the village hall site within the main site, then this would add about £325+VAT. Our payment terms would be for a 30% deposit and the remainder only upon completion and site launch.

### **The response from *Ali Martin* included the following points:**

- buriton.info is built on the Drupal 6 platform. This platform is no longer in development and support from drupal.org will cease early 2017. Drupal 6 has been superseded by Drupal 7 and Drupal 8. Drupal 7 is highly established with, arguably another estimated four years of support; it has a wide range of tried and tested community modules which extend the functionality of the core software – something which is essential to any development.
- Drupal 8 was released November 2015; it brings many new features with a longer life span but the module support is still in its infancy. However, this module support is improving on a near daily basis as the Drupal community embraces the new platform.
- nevertheless, it is anticipated Drupal 8 will be a suitable platform for the upgrade given the current requirements and specification of the current site, although a period of due diligence to research and study its feasibility is highly recommended. Drupal 7 will provide all the required tools as a backup alternative so it's more an issue of protecting the Parish Council's long term investment
- regardless, the new website will consolidate and build on the current website's success for the next four to six years. The rest of this document assumes Drupal 8 as the chosen platform.
- the current website is currently hosted on virtual private server (VPS) provided by Flynn Computing. VPSs are extremely common, sharing memory, processor and storage resources between numerous different websites hosted on the one virtual server
- as with many other major software upgrades, the migration from Drupal 6 to Drupal 8 will require additional server resources and it is recommended the Parish Council considers relocating its hosting to a more resilient environment. Hosting packages change as often as mobile phone packages but indicative costs can be seen at <https://www.lcn.com/webhosting>. This migration can be managed as part of the upgrade process
- with regard to visual design, it is notable that the current website does not support mobile devices but there are two possible paths here: (1) either choose a pre-made theme off-the-shelf for about £75 which broadly meets requirements and then customise (this was how the current website's look was developed), or (2) build a custom theme based on the common "Twitter Bootstrap" framework. Both take about the same time and cost to develop but it should be pointed out that it won't be possible to develop an exact match of the current website. For example, the rolling banner headline feature would need to be adapted to work on mobile devices
- with regard to Buriton Village hall, it makes perfect business sense to migrate the functionality and content of the current village hall website to the new main website. Not only will this save annual hosting costs and ease administrative overheads, but also the village hall element will theoretically gain increased publicity and exposure by being part of the more popular main website. It is recommended to still maintain ownership of the domain name buritonvillagehall.co.uk but to point to a special area on the new website which could either be a subdomain (e.g. villagehall.buriton.info) or off the main website (e.g. buriton.info/village-hall). Either way, functionality and development costs will be the same and the exact name can be confirmed at a later date
- the Parish Council is absolutely correct to identify the issue of data migration and, in essence, this won't be an issue. Although the tools to migrate from Drupal 6 to Drupal 8 are still in active development, many other websites have already gone through this process and their methods can be identified and reused. User accounts and passwords will also be preserved and a secure, reference archive copy of the website made prior to any work. However, some community modules may no longer be available in Drupal 8, or there may now be better ways of doing things. As many of these will be identified in the feasibility study previously mentioned and discussed with the Parish Council prior to development
- total cost would be £2,100 and work could commence in Q4 of 2016.

### **Information from *Parish Council Websites* is as follows:**

- We specialise in creating beautiful, easy-to-use websites for Town and Parish Councils. We have over 16 years experience of designing and building websites and can help plan, build and promote your site. We can build you a site from scratch or update and modernise your existing site.
- We provide pages to meet the Transparency Code: Home; Council Members; Meetings (Minutes & Agendas); Finance; Documents.
- You can view some recent sites we have done here: <http://strattonaudley.org>; <http://killinghallparishcouncil.co.uk>; <http://heyshott.org.uk>; <http://kirbyhillpc.org.uk>; <http://questling.org.uk>
- We offer a complete website package: design, hosting, domain name & emails.
- We pride ourselves on customer service: delivery on time and within budget.
- We are a small company which means that we are able to give all our customers a personal service and individual attention.
- We provide full instructions on how to update your website as well as videos taking you through the process step-by-step. We are on hand 5 days a week to offer advice and help by email.
- The site will be fully optimised for search engine placement with your Parish Council name.
- We use Wordpress which is a very widely used and well-maintained Content Management System. In addition, as part of the hosting, we guarantee to keep your site up to date with the latest version of the Wordpress core and plugin files, so you will not find yourself in a situation where you don't have the latest version of Wordpress and major updates are required.
- All our designs are responsive, meaning that they display correctly across all screen sizes, from a phone to a pc.
- You will have full access to add items to, or rearrange, your menus.
- The initial estimate for setting up the website was £399 with a £10 per month support / back-up charge. Fees for each additional user would be £60 one-off plus an additional £2 per month hosting for each additional user. There would also be a fee of £185 to copy over content from our existing site (including the ten most recent news stories) provided we supplied all pdf or word files by disc or email. The extra cost of an extra 20 pages would be £100 with an additional £50 to copy this information over to the new site.
- It was difficult to align this response with the brief so as to be very clear about the total costs likely to be incurred to obtain a website comparable to today's.
- Following further exchanges of emails a revised quotation has been received: The fee for setting up the website is £1,200. Reliable, secure web hosting with 99.9% uptime, weekly database backups and a domain name is £22 per month. This quote is subject to being provided with administrator access to current site and also having ftp access to the current site to download files. If you can't provide ftp access I will be happy with a download zip file containing all files (pdf, word, images etc) contained in the current site. This will need to be provided by Dropbox (or similar) or posted on a disc or memory stick.

## **Up-grading the Buriton Community Website: Request to tender**

Buriton Parish Council established a community website ([www.buriton.info](http://www.buriton.info)) early in 2011 and is now considering an upgrade so as to keep the facility (and convenience to users) up to date.

The website is built on the Drupal 6 content management system which, we understand, is no longer maintained either in terms of functionality or security updates.

We understand that Drupal 8 is now available, tried and tested – and this would be our preferred choice.

There may also be considerations for the server elements of the installation. We understand that Drupal runs on the PHP programming language and this, in turn, is continually evolving.

The Parish Council would like to consider taking this opportunity to consider a new visual design, i.e. one that works on mobile screens.

In addition, the Council is likely to be taking over responsibility for Buriton Village Hall which currently has its own website: <http://www.buritonvillagehall.co.uk/> We are considering the advantages and disadvantages of merging the two sites and we would like this to be borne in mind in your response.

The main 'community website' has been designed so that a number of users can log-in and add, amend or delete content of 'their' pages (Cricket Club, Church, School etc) with permissions for a website editor to have access to all content. We would like this format and arrangements to continue.

We are also generally content with the structure of the site, with 'News', 'What's On' and rolling banner headline features. It is possible that some changes to some of the contents of some of the drop-down menus may need to be changed.

We envisage that a large part of this piece of work will be migrating data to the new database structure / format although we recognise that a new visual design is likely to be required for use on mobile screens.

We would want the new site to be built and prepared ready for a seamless switch-over, perhaps around the beginning of 2017.

Notwithstanding any of the foregoing, the Parish Council is not necessarily opposed to doing anything differently and would welcome any ideas or advice at this stage. Examples of other sites may be of interest to us.

We would welcome your reaction to this brief and an initial estimate of the likely costs involved.

The next meeting of the Parish Council is on Monday 25<sup>th</sup> July and it would be helpful to receive an initial reaction to this brief by then.

If, in the meantime, you have any queries, please contact Doug Jones:

## **Report to Parish Council: November 2016**

### **Progress with "Plan B for Buriton": With revised Village Design Statement for consideration**

Discussions at Parish Council meetings at the beginning of 2015 led to the explanation and launch of the *Plan B* project at the 2015 Annual Parish Meeting and progress reports have been produced for subsequent Council Meetings.

Responses to the *Plan B* 'pop-in' event held at the end of April were circulated to Parish Councillors early in June and were attached to the Plan B Report to the Parish Council Meeting in July for formal consideration.

The July and September reports to the Parish Council also set out the proposed timetable for next steps with the *Plan B* work:

- August: consultation at Village Show
- September: produce draft text for new VDS document
- October: hold a 'workshop event' with draft text followed by a period for comments / responses
- November: final VDS text to Parish Council for agreement
- December: submit to SDNPA so that it might be adopted by about February 2017

#### Progress and next steps

Since the last report to the Parish Council the *Plan B* team has hosted another consultation event in the village hall on Saturday 15<sup>th</sup> October followed by a period for further comments via the website and is still 'on track' in relation to the timetable above.

The consultation event attracted dozens of visitors with a good spread of residents: from Glebe Road, Sumner Road, Greenway Lane, Kiln Lane, Heatherfield, Bones Lane, High Street, South Lane, North Lane and Nursted. Revised guidelines for the Village Design Statement, drawing upon points people had said thus far, were on display and attracted lots of supportive reactions. There were also a number of helpful comments on individual Guidelines within the draft document and more were received during the period of on-line consultation. A number of amendments were subsequently made to parts of the text.

Buriton has had a Village Design Statement (covering the whole parish) since 1999/2000 and it was updated as part of the community's Parish Plan exercise in 2008/9. The *Plan B* exercise is producing an updated version following advice received from the Planning Authority (SDNPA) that it needs to be kept up to date again. This will need to be formally approved and adopted by SDNPA.

The *Plan B* team has taken the opportunity to obtain an informal 'technical check' from a range of officers at SDNPA, to identify any wording with which they may not be comfortable and which may lead to problems with adoption. Unfortunately not all of this informal feedback has been received on time but all comments received to date have been considered by the *Plan B* team and amendments made where appropriate. There are some suggested changes (generally small-scale wording) which the team is not recommending for change.

Attached to this report is (a) a pdf document illustrating the proposed layout and illustrations for the VDS (but containing the text as submitted to SDNPA); (b) a 'word' document containing the latest version of the text, incorporating a number of changes suggested by SDNPA officers and (c) a pdf 'appendix' about our local landscapes.

The Parish Council is asked to (i) endorse and approve the direction of this work and the documents produced thus far, (ii) to note that more changes to the text and layout (including captions for some of the images) will need to be made in the light of comments yet to be received from SDNPA and (iii) to agree that the Chairman and Vice-Chairman of the Council be given delegated powers to approve the final text in December (with Councillor Jones acting as liaison point as a member of the *Plan B* team) so that the document can still be submitted to SDNPA around the turn of the year.

Subsequent steps would then include: a formal six-week period of consultation organised by SDNPA and involving advertisements on websites and posters around the parish; production of a schedule of potential changes (drawn up by SDNPA) for discussion with the *Plan B* team / Parish Council and for consideration / approval by the SDNPA Planning Committee. If the SDNPA Planning Committee is happy with changes being suggested they would be able to adopt the VDS as a Supplementary Planning Document which would carry material weight in all planning applications. The document would also act as a guide for prospective developers and for the Parish Council when considering planning applications etc. It will also offer advice and guidance to parishioners on a number of topics covered by Permitted Development Rights.

In due course (likely to be 2018) when the SDNPA Local Plan is adopted, it may be necessary to revisit the VDS to check that it is still in conformity with the new Development Plan and to make any changes to improve it again.

## BURITON PARISH COUNCIL

### Asset of Community Value update report: November 2016

#### Background

As a result of applications made by the Parish Council in 2014, both the Five Bells and the Maple Inn were accepted by EHDC as 'Assets of Community Value' in September 2014.

This status meant that the 'Community Right to Bid' regulations (2011 Localism Act) apply to both these premises, should they ever be up for sale.

After receiving formal notification from EHDC on 9 October 2015 that the owner of the Maple Inn (Village Inn) was intending to sell the premises, the Parish Council triggered the moratorium periods so that the community could explore the potential and merits of making a bid.

A group of parishioners have subsequently worked very hard to produce a comprehensive Business Plan drawing upon thorough market assessments, cost structures and financing requirements. Following discussions with a number of major local investors and with banks, funding was also assembled for the project with the potential for extra 'crowd funding' to enable wider levels of involvement from across the community.

Had a genuine purchaser not been found, the community stood ready to make a bid and to run the premises in close cooperation with the Five Bells.

Representatives of the Parish Council also met with planners at EHDC to confirm the planning situation with regard to any potential application for change of use.

All this work would be helpful in the future, even if not required on this particular occasion

#### Update

The group of parishioners has maintained close contact with the Agents selling the premises and has ensured that, amongst any other interest from other parties, the level of interest from the community was well known.

It has now been confirmed that a sale is proceeding to a Mr Chris Cooper and the Group has recently received a personal letter of introduction (copy **attached**).

Representatives of the group of parishioners were able to meet Mr Cooper on 14 November and a note of that meeting is **attached**.

#### Discussion and next steps

It is suggested that the Parish Council considers these developments and agrees any appropriate actions, perhaps including:

- (a) welcoming Mr Cooper and his team to the community
- (b) thanking the group of parishioners for their hard work in assembling a viable community bid; and
- (c) confirming with EHDC that the premises remains as an Asset of Community Value in case any of this ground needs to be covered again in the future.



Playground report for Buriton Parish Council meeting on 28 November 2016

We have now received the £7000 donation as promised.

I would like to thank the members of the film committee who have very kindly given us the proceeds of £202, from the showing of the Jungle book. This brings us to a total of £15,985.00. If we are to carry out the whole project as one, we will need a further £52,000 so we still have a long way to go.

While we have been fundraising, the question has been asked how much is the PC putting in. I would like to ask the parish council to consider giving a matched donation to a maximum amount of £20,000, from our reserves.

The reasoning behind this is we haven't spent anything on youth since the skate park and it would help us when we apply for grants in the future.

## Correspondence received between 26/09/16 and 28/11/16

- Service 94 bus route email from Cllr Moon
- Network Rail and playground - Email from resident. Chair responded.
- SDNP Parish Council Two Way Communication Survey
- Southern Water's stakeholder workshop - Invitation to attend
- Land at Kiln Lane - Email from planning consultant regarding. Holding response sent pending SDNPA update
- SDNPA Town and Parish Workshops - Invitation. Cllrs Jones and Johnston attending
- Buriton Parish Magazine request for articles
- Logs in car park. Chair has made arrangements to resolve
- Devolution in Hampshire - Acknowledgement from Damian Hinds re email sent
- Came & Co Autumn newsletter
- Dark Skies action. Positive response email from Police
- Pre-application consultation removal of public payphones - email from EDHC. Discussed at planning and response sent, circulated to all.
- Plunkett foundation – invitation to Rural Community Ownership event 12 Nov
- East Hampshire Sports Awards 2017 - Email from EHDC
- 'Plan B' Feedback from Workshop email from Doug Jones
- NHT Public Representative Survey 2016 email from HCC
- Queen Elizabeth Country Park, Ditcham Wood, Head Down Plantation and West Harting Down Consultation – planning committees response sent and circulated to all
- CPRE – monthly email newsletter
- Local List Review invite to Parish Councils – email from SDNPA
- Crime Prevention Advice – from neighbourhood alert, various
- HALC November e-update
- Notification of Public consultation on revisions to the Hampshire Statement of Community Involvement – email from Strategic Planning at HCC
- Hampshire County Council Parish and Town Council Consultation Workshops - September 2016 – summary of key messages and contributions from HALC
- Petersfield Society Autumn 2016 Newsletter
- Rail Crossing Extinguishment Order 2015 Buriton Footpath 3 – email from HCC notifying public enquiry 13/12/16
- Manor Lodge A problem of damp – email from prospective purchaser. Cllr Concannon responded
- EHAP&TC Meeting in conjunction with EHDC - 29th November at Penns Place - from 7.00 p.m. – email with agenda. Cllr Jones attending
- CPRE – invitation to renew annual membership
- Royal British Legion – thank you for donation
- Footpath workshops 2017 – email from Hampshire County Council Access Teams forwarded to ROW WG.
- Negotiate a better Outcome in Planning Training Session – HALC email
- Promotion of Animal Welfare Seminar (PAWS 2017) – EHDC email
- Grit bins – email from EHATPC regarding checking bins ready for winter
- Minutes for Planning Committee, Thursday, 10th November, 2016 – email from EHDC
- Agenda for Planning Committee, Thursday, 1st December, 2016 – Emails from EHDC

- Councillor Commission Interim Report – Email from HALC
- News for Local Councils – email from HCC
- Hampshire County Council Priority Cutting List Consultation – email from HCC forwarded to ROW WG
- Monthly e news from CPRE - email