



Buriton Parish Council

Minutes of a meeting of Buriton Parish Council held at Buriton Village Hall at 6.56pm on Monday 26 March 2018.

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

In attendance: County and District Cllr R Mocatta, K Crookshank (clerk) and 10 members of public.

1 To receive apologies for absence and declarations of interest –

- a) Apologies from Cllr T Crew.
- b) 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 a Hampshire County Councillor and East Hants District Councillor and as a member of SDNPA. Cllr Jones wished to declare that he has been appointed to the South Downs Local Access Forum: a body which advises Hampshire County Council, SDNPA and others about their decisions in relation to Rights of Way and about making improvements to public access for outdoor recreation and sustainable travel. It is purely advisory and has no decision-making powers.
- c) Councillor vacancy update – An application from Lynne Ashcroft had been received and was read out by the chairman. Cllr Gardner proposed co-option of Lynne Ashcroft, seconded by Cllr Jones and **unanimously AGREED**.

2 Minutes of the last meeting held on 29 January 2018 – were **unanimously agreed** and approved as an accurate record.

3 Matters arising from those minutes –

- a) Councillors were disappointed not to have received a reply to a letter sent to Network Rail requesting contribution to playground fundraising. Reminder had been issued 15/01/18, and response received that the request has been forwarded to a colleague who will respond "if deemed appropriate".
- b) Buriton Primary School outside lights. Nothing new to report.
- c) Dark Sky Discovery Site. Cllr Jones reported that the application is in hand, there is a backlog of applications.
- d) Unauthorised use of Bollinge Hill/Petersfield Road by vehicles. The Chairman has written some words for a sign and for the Parish Magazine, but these have not yet been published.
- e) Sewage leak problem reported at last meeting. Letters were delivered to 5 dwellings 05/02/18. Letters and photos were sent to Southern Water, officers at EHDC, and The Environment Agency on 05/02/18. Response from EA 20/02/18, they visited site on 14/02/18 in heavy rain, no further leakage. Response from EHDC 07/02/18, the blockage has been cleared. Response from resident upset that a letter had been sent and not an informal phone call, chairman replied. Response from Southern Water - no further problems.
- f) Street party. Chairman reported this is not taking place.
- g) Pond tree felling and fence (land owned by Buriton Estates). Chairman and Cllr Mocatta reported the fence is very close to correct position.

- h) Man hole. Chairman will follow this up with the water company.
- i) Chairman attended very interesting and useful course on managing conflict.

4 County councillor's report and District Councillor's report –Cllr Mocatta reported that he has a County and District Councillor grant available annually to allocate to community organisations. This year he was able to support St Mary's PCC for the church wall repair, the local history group for a publication and a kissing gate at Weston. He welcomes applications for projects such as replacement chairs at the village hall.

The precept (amount a PC receives from Council Tax payers) for Buriton Parish Council has increased by 3% for 2018/19, but unfortunately the amount for a Band D property increased by 7%, this is because there are less Band D properties contributing. This could be due to some households no longer paying because of a change in circumstances. HCC council tax has increased, largely to pay for adult social care and also because the central government support grant has decreased.

Cllr Mocatta reported that some services that were at risk will be maintained. These include the bus service, Petersfield recycling centre and school crossing patrols.

There is a quarterly Community Forum. The next is due to be held at 6pm on 2nd May. Venue currently Penns Place, Petersfield, but may be changed to a central location. The subject will be services for the elderly and there will be several presentations. More Community Forums are planned with interesting items.

5 Finance & General Purposes –

- a) Bank accounts and financial summaries had been circulated to councillors prior to the meeting. The clerk brought councillors attention to a sum of money held by the Parish Council on behalf of the local fireworks group. Report prepared by the clerk (attached) listing payments received/cheques issued since last meeting which was circulated to councillors prior to meeting, **unanimously AGREED.**

Items for consideration at this evening's meeting –

£275.00 – Planning for pubs, unpaid invoice from 2014 regarding The Maple Inn (clerk has checked records available but can find no trace of earlier invoice or payment).

£274.43 – K Crookshank clerk salary March 2018

£47.80 - HMRC (PAYE for clerk Jan – March 18)

The above were **unanimously AGREED.**

- b) Updates regarding HCC Agreements/payments. Easement – Email received from legal department at HCC, regarding a drainage easement which was agreed and carried out in 1996 though the actual agreement was never completed. All works have been completed but the agreement had not been finalised. It was also agreed that HCC were to pay £200 to the Parish Council for the easement. Many of the terms relate to the carrying out of the works, though some relate to any future works needed to the pipes and access for this purpose. HCC asked for confirmation that PC is willing for HCC to go ahead and get this matter completed. The clerk requesting an increase in the £200 charge in line with RPI/interest, this was rejected. School car parking lease – 18/07/18 – 17/07/28, licence fee £490.00p.a. to be increased in accordance with RPI (by BPC) on 3rd, 6th and 9th anniversaries. Agreed at previous meetings. Documents now signed by Vice Chair and HCC, and retained by BPC. School playing field meadow – 17/11/18 – 16/11/28, rent £425.00p.a. to be increased in accordance with RPI (by BPC) on 3rd, 6th and 9th anniversaries. Agreed at previous meetings. Documents signed this evening and will be returned to HCC.
- c) Approval of General Data Protection Regulation training courses (when/if available) for clerk and councillors. Cost approximately £40 plus travel and time. **AGREED**
- d) Tree survey – Cllr Crew and chairman are taking this forward.
- e) Internal Auditor. Cllr White has asked a qualified bookkeeper if she would be prepared to undertake this role. Fee will be £150.00. **AGREED.**
- f) Donation to Buriton Church Music Fund in memory of Gordon Bray. Cllr White proposed £200.00 **AGREED.** Cllr Bray thanked the community for their support following his family's bereavement.

6 Planning – Cllr Johnston reported that the planning committees last formal meeting was 15/01/18, since then **SDNP/17/05801/HOUS** (Old Spot Cottage North Lane, GU31 5RT, detached double garage) has been withdrawn. Cllr Johnston also reported that applications **SDNP/17/00554/FUL and SDNP/17/00595/LIS** (Manor House North Lane, GU31 5RT, proposed conversion of Tithe Barn, Monks Walk and garage building to form 5 dwellings) were granted permission in April 2017. A judicial review was sought by B2C3, a local consortium, and the approval has been quashed. As a result the planning applications are being reconsidered, the Parish Council objected and it is expected that the application will be heard at South Downs National Park Planning meeting on 12/04/18. A representative of the parish council will be able to speak at that meeting, a volunteer is required. The clerk can attend if the item is in the afternoon. It was unanimously AGREED that she be asked to do this. Mrs Tricia Newby volunteered to help if the item is heard in the morning. Cllr Johnston thanked Mrs Newby. Discussions have taken place with the planning enforcement officers as a large hole was dug outside Old Spot Cottage and a septic tank was installed, which it is claimed is for Old Spot Cottage. During the laying of water pipes the ancient church yard wall was damaged. On the SDNPA website there is a response to the Parish Council objection to the application, the committee will be writing a response. There is strong support from Historic England for saving the barn. **SDNP/17/05563/OUT** Outline dwelling at High Banks, North Lane has been approved. More details of the proposed dwelling would require a further, detailed application. **SDNP/17/06322/FUL** (Cobwebs, 43A North Lane, GU31 5RS, detached dwelling and detached garage) has been withdrawn. **SDNP/17/06157/HOUS** (15 Kiln Lane, GU31 5SG). Granny annexe has been approved. The Old Rectory, High Street, latest applications for minor revisions have been approved. There are two new applications for tree work at The Old Rectory (**SDNP/18/01667/TPO and SDNP/18/01501/TCA**) which will need to be considered by the planning committee. Cllrs Jones and Johnston considered amendments to **SDNP/17/05563/OUT** (High Banks) and **SDNP/17/06473/FUL** (Ditcham Park School) as the planning committee had been unable to schedule a quorate meeting. The clerk had been asked to submit comments objecting to both and those comments are attached to these minutes for ratification. The planning committee are proposing no objection to **SDNP/18/01094/LIS** (21 High Street, GU31 5RX) replacement of non- condensation gas boiler flue outlet with a new condensation boiler. When Cllr Johnston began to speak about **SDNP/17/03890/FUL** (Windy Ridge, Bones Lane, GU31 5SE) Cllr Jones warned that if there were any discussion about this application he would need to leave the room. Cllr Johnston simply reported that the application had been refused and asked councillors to allow the planning committee to add any further items if needed. This was AGREED with Cllr Jones not taking part in this matter.

OPEN FORUM 7:48pm

- A resident read the following statement – *“I would like to thank the Parish Council for raising their objections to the planning application of Ditcham Park School to build a nursery school at the school which already has 370 pupils. I did not meet the deadline for objecting to this plan as the planning notice was not apparent even to residents as it was on the estate which is private property, in positions which would be accessible to members of the public. This has been taken up with the South Downs Planning Department but thus far I have not had a response. As I have not had the opportunity to express my views on record I want to make the concerns of a number of residence of Ditcham about this plan particularly those who have to oppose the traffic in order to carry out their day to day activities and work. I share the concerns expressed by my neighbours and the Parish Council. I would urge the Parish Council to insist on a traffic assessment as the school traffic has increased exponentially with every plan which is approved. The pupil numbers have more than doubled since I moved to Ditcham in 1983 and not only at drop off and pick up times but also from 7am to 6pm + with wrap around care. In addition there are numerous sporting fixtures and after school activities which add to the traffic burden. Out of school hours there are evening meetings, cycling events and now it is being used for running events at the weekend and closure of the road has recently taken place without any notice being given. The roads around Ditcham simply were not built to carry this traffic, including coaches and mini buses and well as delivery lorries to the school and this is visible with verges destroyed and telephone cables lying on the ground where the ground*

has been eroded along parts of the South Downs Way which runs along part of the road. On the subject of traffic another plan at Old Ditcham Farm the diversion of the school road to a very narrow footpath was approved in November 2014 with conditions, only one of which has been removed. This was opposed by residents who feared being cut off and particularly because of the width issues and access by fire appliances in the event of the fire and lack of passing places in the right places which would make it nigh on impossible for residents to get out or in against the traffic. The three year period passed in November 2017 and they have stated that no work has started. An application regarding the conditions has recently been withdrawn. As the Parish Council did not clearly object to this plan at the time I think that it it should reconsider its position given that the conditions have not been met and the 3 year period has now expired. As the applicants have has 3 years to address the conditions I feel this application should be considered to have ended due to non-compliance and I would like to think that the Parish Council will take a look at this. The reason I raise both plans is because there are complications with access to Ditcham as in recent years there has been serious flooding year on year to the South at Woodcroft Farm and flooding to the North at the precise point the proposed diversion would leave the existing road. There have been periods of weeks and months in recent years where Ditcham can only be accessed from the North and insufficient attention has been given to this issue. This would also mean traffic would be even heavy across this stretch of road which includes the South Downs Way. Over the years Ditcham residents have seen a huge sports building put up, more spaces converted into classrooms and now a nursery is proposed. There is little indication given of the wider plans of DPS and I am pleased to note that this has been raised in the objection of the Parish Council. As we have repeatedly been told there would be no increase in pupil numbers I am puzzled as to how these numbers have in fact more than doubled in 30 years. Before any decision is made DPS must be asked to be clear about there long term plans. After all it is the biggest business in the parish. I am also pleased that there is reference to the Dark Sky Status in the Parish Council's objection. The lights are on 365 days a year until midnight. There are too many to count but there are at least 20 on the outside of the building but there are many more in the interior quad. The South Downs National Park and residents of Buriton and surrounding hamlets have worked hard to make this happen and it is being destroyed by DPS. I used to be able to see the Milky Way on any clear night. This has become less visible and there is a corona around the school every night. The lights are visible from the Chalton Road and from Finchdean. It is a blot on the South Downs National Park. The chairman asked the clerk write to SDNPA regarding the advertising of the planning application, and Cllr Jones offered to make enquires regarding the discharge of planning conditions.

- A resident reported that she remains disappointed about the decisions made regarding the Halls Hill triangle and car parking issue. She and other residents feel that the enlargement of the car park should be a planning issue to which residents would have the opportunity to comment on. She feels that Buriton will not benefit from enlargement of the car park, and further traffic problems will occur. She thanked the chairman for forwarding details of suggested notices, but stated that nowhere else in the SDNP has she seen similar notices. She feels posts should be installed to prevent parking on the verges. The chairman said that this matter is on tonight's agenda and will be discussed again later in the meeting.
- A resident reported that a hedge in Petersfield Road has gaps in it, is very untidy and needs to be sorted out. The hedge backs on to Sumner Road and is thought to belong to EHDC. The clerk will report this.
- A resident reminded the chairman that he had written regarding a power cable in Kiln Lane which he believed to be hanging dangerously low. The clerk will report this to Open Reach (BT).
- A village hall user reported that the bowls club has had to cancel two meetings because the hall was too cold. This will be covered in next agenda item.

MEETING RECONVENED 8.11pm

- 7 Village Hall sub-committee report** – report from Cllr Gardner, attached to these minutes, was circulated to councillors prior to the meeting. Cllr Gardner summarised the report for the public present. Radiators are due to be balanced on 10/04/18, it is hoped that this will resolve the heating problems, although the Parish Council should be aware that the boiler may need replacing in the near future. The sub-committee requested that the Parish Council approve possible expenditure of up to £400 to commission an energy audit, this

was **unanimously AGREED**. The village hall manager has been checking that all users are covered by the hall's insurance, or have their own where necessary.

- 8 Recreation Ground and assets of community value** – Nothing to report, Cllr Crew had given his apologies.
- 9 Rights of Way** – report from Cllr Jones, attached to these minutes, was circulated to councillors prior to the meeting. Cllr Jones summarised the report for the public present.
- a) Kissing gate in Weston – will be installed after 22 April. Cllr Jones thanked Cllr Mocatta, who has supported the cost in full from his District Council grant.
- b) Update regarding appeal against non-determination of the application to record BOATs (Byways Open to All Traffic) 19 (Milky Way) & 47 as bridleways. Cllr Jones reported that a reply had been received from The Planning Inspectorate, and the Parish Council's application had been moved up the list of decisions waiting. Cllr Jones proposed a further letter to The Planning Inspectorate to request the council's application is moved even further up the waiting list and to request a temporary TRO, see report attached.
- Unanimously AGREED**. The chairman wished to record his thanks to the Rights of Way working group for their work.
- Cllr Johnston reported that when driving on Greenway Lane she has noticed people walking in the road. She suggested that the Parish Council should remind bus users that it is much safer to use Petersfield Road to access bus services. The chairman will write some words for Parish Magazine.
- 10 Playground** –
- a) Cllr White had prepared a report, which is attached to these minutes, and circulated it to councillors prior to the meeting. It is hoped that the playground will be finished the week after Easter. The working group has explored the options for a path to the site and concluded that the best route is via the existing right of way (see map attached to report). Some materials have been offered free of charge and it is hoped to enlist volunteers. Initially the path will consist of road plannings; rubber matting would be preferred but is very expensive. The plannings will provide a flat smooth surface suitable for push chairs and wheelchairs. The position of the proposed path was **unanimously AGREED**. A fence will be constructed from donated posts, as a hedge will be planted it is considered that stock wire will be sufficient. The working group requested up to £150.00 for the fence, this was **unanimously AGREED**.
- b) The working group will be meeting later in the week and will discuss ideas for the opening event, which they will report to the Parish Council.
- 11 Commemorative bench** – Cllr Johnston reported that the working group is still fundraising. The chairman reported that residents had requested a demonstration of the location of the bench, but Cllrs Johnston and White reported that this request had now been satisfied
- 12 Pond car park** – the work has been completed and invoice received. However, payment withheld pending the contractor returning to rectify some of the work.
- 13 Halls Hill signage and car park** – Cllr Bray suggested that logs could be placed on the verges to prevent car parking. These are in keeping with the area as used in the pond car park. Cllr Mocatta said that if signs are to be used there will be restrictions as to what can be done. He has suggested a temporary solution such as dragons teeth or logs for a period of 6 months to see how it goes. It was **unanimously AGREED** to ask Cllr Mocatta to speak to HCC officers regarding this option. Meanwhile, Cllr Bray will attempt to source some logs.
- 14 General Data Protection Regulations** – the new regulations come into force on 25/05/18. Parish Councils and other organisations must comply. It is recognised that the regulations will apply to individual's personal information held by the council, councillors and village hall manager. Cllr Jones had provided a report for councillors and the clerk had also obtained

some information. The council must audit its information and have a policy in place to deal with any data breaches. It is recognised that these tasks are huge for small organisations with limited resources, also that more information is being released as the date approaches. Cllr O'Donoghue was asked if she take a look at the information available. The clerk will forward a document to councillors.

15 Lengthsman Scheme

- a) In between meetings the clerk had received request for participation in the scheme for 2018/19. Councillors had responded positively so the clerk has confirmed that the Parish Council wishes to continue with the scheme.
- b) The clerk asked councillors to consider new work for the lengthsman. She asked Cllr White if the lengthsman could assist with the fence and path at the playground. This was AGREED.

16 Other reports - none

17 Dates of other meetings – 12/04/18 South Downs National Park planning.

18 Correspondence –

The list of correspondence received since last meeting is attached, all relevant communications are forwarded to councillors and many have appeared as agenda items. The clerk highlighted some items that had not already been discussed during this meeting -

- Annual litter pick did not take place in 2017. This is a community event and the chairman was asked if he was aware of anyone who could co-ordinate it this year. The chairman will take this forward.
- Overgrown hedge on footpath 17 (email received day before meeting), the chairman will investigate to see if anything can be done.
- Manor Lodge land transfer, the clerk reported that the consent form was returned on 21/02/18.
- ROSPA inspections, notification had been received that inspections of playground and skate park are due May/June. As the new playground will be inspected prior to opening in April the clerk has cancelled the ROSPA inspection of the old playground.

19 Date of next meeting – 21 May 2018 (Annual General Meeting).

Meeting ended 9.12pm

THESE ARE AN ACCURATE ACCOUNT OF THE MINUTES OF THE MEETING

Signed.....M Johnston..... Dated21 May 2018.....

FINANCE AND GENERAL PURPOSES WORKING GROUP

Report for the period 30 January to 26 March 2018

Bank accounts and financial summary

Financial reports to end of February 2018 sent to councillors via email.

Payments received since last meeting

£725.81 – Kiln Lane Wayleave.
£18901.00 – EHDC cabinet approved grant for playground
£260.00 – Andrews Newby Partnership for car parking at village hall

Cheques issued since last meeting

£49.24 – K Crookshank – reimbursement for stationery and ink – agreed Jan 18 meeting
£21.10 – South East Water – cricket square standing charge only – agreed Jan 18 meeting
£326.00 – K Crookshank – clerk salary Jan 2018 – agreed Jan 18 meeting
£800.00 – St Marys PCC for church and cemetery – agreed Jan 18 meeting
£370.00 – St Marys PCC - reimbursement publishing Parish Magazine winter 2017 edition – agreed Jan 18 meeting
£35.00 – EHDC - Councillor training course – agreed Jan 18 meeting
£119.84 – website hosting for buriton.info for 2 years – agreed by Finance & General Purposes (as per standing orders)
£348.08 – K Crookshank – clerk salary Feb 2018
£19.33 – K Crookshank - reimbursement for postage and mobile phone top up (agreed by F&GP chairman)
£474.00 – Waltet Materials Ltd (planings for Village Hall Car Park repairs) as agreed Jan 18 meeting
£31102.30 – Sutcliffe Play Ltd - First invoice for playground supply as agreed Nov 17 meeting
£1073.59 – EHDC – Car park repairs as agreed Nov 17 meeting (payment withheld for work to be completed)

Cheques for issue at 26 March 2018 meeting

£275.00 – Planning for pubs, unpaid invoice from 2014 regarding The Maple Inn (clerk has checked records available but can find no trace of earlier invoice or payment).
£274.43 – K Crookshank clerk salary March 2018
£47.80 - HMRC (PAYE for clerk Jan – March 18)

For consideration/note at 26 March 2018 meeting

New Data Protection rules – possible course for clerk £40 plus salary, travel time and expenses. Note currently all courses are full, but more may be run.

HCC Agreements/payments -

Easement – Email received from legal department at HCC, regarding a drainage easement which was agreed and carried out in 1996 though the actual agreement was never completed. All works have been completed but the agreement had not been finalised. It was also agreed that HCC were to pay £200 to the Parish Council for the easement. Many of the terms relate to the carrying out of the works, though some relate to any future works needed to the pipes and access for this purpose. HCC asked for confirmation that PC are willing for HCC to go ahead and get this matter completed. I replied requesting an increase in the £200 charge in line with RPI, this was rejected.

School car parking lease – 18/07/18 – 17/07/28, licence fee £490.00p.a. to be increased in accordance with RPI (by BPC) on 3rd, 6th and 9th anniversaries. Agreed at previous meetings. Documents now signed by Vice Chair and HCC, and retained by BPC.

School playing field meadow – 17/11/18 – 16/11/28, rent £425.00p.a. to be increased in accordance with RPI (by BPC) on 3rd, 6th and 9th anniversaries. Agreed at previous meetings.

Documents now need to be signed by chairman and returned to HCC.

Tree survey update

Appoint internal auditor - £150.00 fee

Consider donation to Buriton Church Music Fund in memory of Gordon Bray - £50 suggested

Comments submitted on planning applications on 07/03/18.

SDNP/17/05563/OUT: High Banks, North Lane, Buriton

Parish Councillors have reconsidered this matter in the light of the applicant's email of February 26th and other recent correspondence.

It is noted that the applicant has not submitted a new application specifying reduced scale (specifically single storey) as advised by the planning officers.

In this situation the Parish Council would like all the 14 points in its original letter of objection (16 January) to remain unaltered and to be taken into account in the determination of this application.

SDNP/17/06473/FUL: Ditcham Park School

The Parish Council objects to this application at this stage because of a lack of adequate information.

Although seemingly only an application for one new class room, the application is actually to create a new school (a Nursery School) in addition to all the existing facilities and activities on this site.

This will have a number of wider implications (not least traffic volumes) and yet there appears to be no such information provided. It should be noted that part of the vehicular route to and from the school runs along the increasingly popular South Downs Way.

It is admitted in the application that the nursery element is a new use on the site as the documentation describes the school as "a highly successful Independent day school for boys and girls aged 4-16 years" [ie no Nursery Age Range] and elsewhere it is stated that "The building will demonstrate a statement of intent that the school wishes to expand their overall teaching and development by offering more inspiring spaces".

The Planning Authority will already be aware of the particular traffic considerations for this relatively remote site and it is, therefore, surprising to see that this issue is not addressed at all.

The Parish Council would also point out that there seem to have been many, piecemeal, planning applications for new buildings etc at this school over the last few years and we request that some sort of masterplan is provided as part of this application so that it can be considered in an overall context.

This 'masterplan' approach is now commonly adopted elsewhere in the National Park both on farming estates (Whole Estate Plans) and at colleges and schools. It would be good practice for the Planning Authority to adopt this approach at this school which sits in a very visible and sensitive location on the very top of the South Downs ridge.

The 'statement of intent' in this application "that the school wishes to expand their overall teaching and development" suggests that more development proposals may yet be in the pipeline and these matters should be aired at this time rather than continuing with a piecemeal approach of the planning system.

Once further information has been received from the applicant, the Parish Council is likely to have more comments to make, in particular any concerns about impact on the Dark Night Skies Reserve. Planning Officers are urged to give adequate consideration to any comments submitted by neighbours.

1. Finances:

The financial report is being circulated under separate cover. The running balance continues to improve and as at the end of February was £6402. We are continuing to pay for various regular maintenance and servicing of items - see below. Expenditure on maintenance, however, remains within budget and as agreed previously by the Parish Council, we continue to incur expenditure on essential maintenance items only.

2. VAT will need to be balanced at the end of the financial year as part of the Parish Council's normal accounting procedures.

3. Maintenance and Servicing:

The PAT testing, maintenance of the intruder alarm and sound and lighting equipment and servicing of the dishwasher have all recently been completed. Further work is required to the heating system as it is still not working efficiently despite servicing of the boiler and some routine maintenance work. The intention has been to get the system into balance during the Easter holidays.

4. However the Committee is increasingly of the view that boiler and heating system may no longer be fit for purpose. We have sought some quotes for a full energy audit of the village hall to help identify the most cost effective options for the boiler and heating system going forward and also to identify how else we might save energy and hence costs. The most cost effective quote appears to be from Green Deal who would charge £400, and no VAT. We may be able to get a grant for a study from Carbon Smart's Rural Community Energy Fund and are investigating the feasibility of this.

5. The committee would like to seek

in principle approval from the Parish Council to enable us to seek any further quotes and/or apply for a grant and then commission an energy audit in advance of the next meeting, at a cost not exceeding £400.

6. Marketing of the Hall:

Approval was given at the last PC meeting for the committee to action a marketing strategy to promote use of the village hall. We have already put an item in the Parish magazine and placed information on the website about the hall's availability, and promoting its use. We have prepared a flier that will be made available to potential users such as sports groups or clubs. Hard copies will be made widely available but we will also target individuals or groups by email. I will have a copy of the draft flier available at the meeting.

7. Insurances:

As part of our ongoing work on the management and maintenance of the village hall, the Village Hall manager has been reviewing the insurance cover held by our (more commercial type) regular users and the cover provided by the Parish Council's own insurance for ad hoc community users, to ensure that we have the correct insurance cover in place for everyone. He has received copies of their insurance from our regular users and has liaised with the Council's own insurers to provide them with a list of other community uses or users for which we require appropriate cover. I will forward the record of this action under separate cover for the PC's perusal and approval.

8. Other matters requiring the Parish Council's attention:

We were asked by the PC to investigate the provision of a defibrillator. As previously reported, defibrillators cost in the order £900 plus approx £2000 for a cabinet to keep them secure. We have only been able to identify potential funding for the installation(from Councillor Mocatta). The two village pubs do not want to participate in provision of a defibrillator and the school are not currently pursuing the provision of one either.

9. We are concerned at the potential ongoing costs and maintenance of the equipment which will not only need to be suitably sited but constantly monitored. This is clearly not within the responsibilities of the Village hall committee so we suggest it is a matter for the PC itself to keep under review for the future.

10. We would also like to draw the PC's attention to the fact that one or more of the windows in the top corner of the hall may need resealing or replacing to prevent future ingress of water. The Village hall sub committee is responsible for the day-to-day management and routine maintenance of the hall whilst the PC retains responsibility for the fabric of the building - hence we are drawing it to the attention of the full Council.

Daphne Gardner, Chairman, Village Hall Sub Committee, Buriton Parish Council

<u>CONSOLIDATED VILLAGE HALL ACCOUNT</u>							<u>Financial Year 2017/18</u>
Month	Received	Paid	Balance	Run. Bal.	Deposits	Owing	Notes
31-Mar-17			£5,153.24				Opening Balance
April	£1,242.75	£3,237.88	- £1,995.13	£3,158.11			No Invoice income - still paying into old hall account
May	£472.74	£1,046.64	- £573.90	£2,584.21			No Invoice income - still paying into old hall account
June	£1,765.25	£1,999.37	- £234.12	£2,350.09			
July	£4,534.20	£1,198.29	£3,335.91	£5,686.00			£3,567.95 received from 'old' Hall Charity Account
August	£2,071.00	£1,061.65	£1,009.35	£6,695.35			
September	£1,076.00	£930.51	£145.49	£6,840.84			
October	£4,875.12	£1,088.18	£3,786.94	£10,627.78			
November	£1,547.75	£1,225.36	£322.39	£10,950.17			
December	£1,681.50	£1,725.25	-£43.75	£10,906.42			

January	£2,310.00	£1,761.63	£548.37	£11,454.79	£500.00	£460.50	Waggy Tails & Clanfield Football Club
February	£840.75	£327.00	£513.75	£11,968.54	£800.00	£1,152.62	January Invoices issued 07 February
March							February Invoices issued 05 March
TOTAL	£22,417.06	£15,601.76	£11,968.54	£10,627.78	£1,300.00	£1,613.12	Bank Balance as at 28 February 2018 = £13,556.97
Reconciled Balance					£6,402.04		Runnning Balance <u>Plus</u> February Amount Owing <u>Less</u> Deposits, Amount Owing to PC & Changing Room Insurance Payment

Rights of Way report for PC Meeting: 26th March 2018

Request for a kissing gate at Weston

It will be recalled that requests had been received from parishioners for us to ask a landowner to consider a kissing gate, instead of a stile, on Footpath 34 (Weston), at its junction with Weston Lane (near to the telephone kiosk). The Parish Council wrote to the landowner who replied confirming that he would be happy to agree to the installation of a kissing gate, provided the total costs are covered.

The Parish Council considered making an application for 50% of the costs from HCC's Countryside Access Small Grants Scheme, with the remaining 50% to be drawn from the reserved funds held by the Parish Council for Weston.

However, HCC's Small Grants Scheme has been replaced by its 'Rural Communities Fund' which includes a 'Countryside Access' theme. As in the past, HCC seeks 50% match funding but applicants have to be asking for £500 or more. Our quote (from Leydene fencing) is for £540.00 (excluding VAT) and so we would be seeking less than £500 from HCC and so would be ineligible.

Instead, we have managed to obtain 100% of the costs from HCC via a County Councillor Grant from Cllr Mocatta.

It has been agreed with the landowner that the work will not be done before week commencing 22 April because of a family wedding.

After the passage of one year, the landowner may be willing to consider the replacement of the one remaining stile on the same footpath and so there may yet be a call upon the reserved funds held by the Parish Council for Weston.

Byways Open to All Traffic

It will be recalled that in February 2016 the Parish Council applied to HCC to downgrade BOATs 19 and 47 and subsequently appealed to the Secretary of State about this matter. At the time of the last meeting we were waiting for a response from the Planning Inspectorate.

A response, dated 6th March, was received by the Clerk and circulated to all Councillors. It provided us with a copy of the response that the Inspectorate had received from HCC and explained that they would now appoint an Inspector to determine our request for action.

HCC's message to the Inspectorate explained that they normally deal with claims in chronological order and that ours was 57th in a list and "based on the current rate of progress it is likely to be a number of years before the application is taken up for investigation."

The message to the Inspectorate went on to say that, having reviewed the reasons given by the parish council, HCC consider that there is a case for prioritising our claim and that they could move it to 5th position in another list, "making it likely that determination could be reached within the next year." They say that, if the Inspectorate is content with this approach, HCC could explain it to us and prioritise our application accordingly.

The Council has been waiting many, many years for attention to be given to these BOATs and Councillors may feel that there would still be risks to parishioners (and damage to the

environment etc) if we were to agree to waiting for a “likely” determination “within the next year”.

Having taken advice (including from another Parish Council) it is suggested that we seek a Temporary Traffic Regulation Order (TRO), with immediate effect, whilst the matter is investigated.

And it is also suggested that the Parish Council agrees in principle to pursue S.56 procedure (under the Highways Act 1980) as a further way of encouraging HCC to impose a TRO.

More details of these two suggestions are provided below:

Response to the Planning Inspectorate

It is suggested that a letter is sent to the Planning Inspectorate making the following points:

- Thanking them for their letter of 6th March and apologising for the delay in replying which has been due to the cycle of Parish Council Meetings
- Noting that HCC’s response suggests that it is likely to take yet another year before the matter can be considered and that, if the Inspector were minded to agree to HCC’s proposal, we would wish to see a Temporary TRO introduced in the meantime
- Explain that both BOAT 19 and 47 are now so damaged by vehicular use that local walkers and riders are unable to use them or are disinclined to use them because of the perceived danger of meeting off-road traffic. BOAT 47 is used by vehicles after dark and these users are going off the definitive route and making new tracks in the woodland, which is a registered SINC and may be reviewed by Natural England as a Site of Special Scientific Interest (SSSI)
- Question the suggestion that our case should be placed as low as 5th in List C, which seems to be based solely upon a chronological basis again: HCC’s criteria for prioritising applications is for those which give the greater public benefit but this does not appear to have been taken into account. The other applications on List C appear to be for adding new public paths and we fail to see why these should be a higher priority than investigating a valid claim that the statutory Definitive Map is incorrect and redressing a long-standing error which is permitting on-going damage by vehicles to a historic sunken lane [19] and a SINC [47] and which causes the paths to be "out of repair", such a severe impediment to passage for other legitimate users that they have almost completely ceased to use them.

We could then await the Inspector’s decision but be ready to pursue the S.56 procedure as described below.

Highways Act 1980n S.56 procedures

A highway authority has a duty to maintain those highways which are publicly maintainable. When a route is considered 'out of repair' [it has to be safe and fit for ordinary traffic of the neighbourhood] any individual [in our case the PC or Member of] can follow a set procedure to enforce this duty:

- serve a notice on the Chief Executive of HCC [by recorded delivery] requiring him/her to admit whether the highway is a highway maintainable at the public expense. This would need to be done separately for each of BOATs 19 and 47 but it is felt that HCC could not deny that either of these BOATs are so maintainable.
- HCC needs to reply admitting liability within 1 month.

- If it takes no further action then [within 6 months] the PC can apply to a Magistrates Court for an order which requires the authority to put the path in proper repair, within a certain time-frame. At this stage the PC would need to put a case together to present to the magistrates. The only consideration is whether the path/s is/are 'out of repair' which is a question of fact.

The rationale behind this potential approach is that HCC may not have available funds to repair the paths and so may be obliged to impose a TRO on the paths to prevent further damage until such time as it can fund repairs.

HCC would have the option of introducing a temporary TRO prior to its List C investigation, in which case this S.56 procedure would not be necessary.

Councillors are requested to consider and agree to these courses of action so as to keep the matter of these BOATs high on the HCC agenda.

First new National Trail signs are installed near Buriton



As Councillors may have noted from the community website (or on the ground!), the very first of a new design of South Downs Way fingerpost was installed above the village towards the end of February. There will be more of these elsewhere on the Trail as other old signs are replaced over the next few years: but you saw it here first!

Playground report

As you know the building of the playground started on the 12th March and will take up to five weeks.

Since my last report Tim and I have had a meeting with Matthew Marriott from Sequoia tree services who has very kindly offered to supply the logs for the Zig Zag and stepping stones and make some benches, he has also offered to help with the fencing for the playground.

Mrs Shone has very kindly offered to supply most of the chestnut posts for the fencing and has also offered to harrow and roll the recreation ground after the builders have left. Unfortunately, we don't have the funds to purchase the actual fencing.

We also need to lay a path to the new playground Mr Barnett has offered us all the road planning's to carry this out we hope to use these as a base for an artificial grass top when we have more funds. The route we have chosen is marked out below and is an existing right of way.

The committee is asking the council permission for the following

The path route

The funds to purchase the fencing up to £500 + VAT

