

MINUTES OF THE MEETING OF THE WORLDHAM PARISH COUNCIL
held at 8.00 pm Wednesday 10th January 2018
EAST WORLDHAM VILLAGE HALL

Present: Andrew Aldridge (Chairman), Terry Blake, Bill Fife, William Brock, Tessa Gaffney, Robin Twining (Clerk). 0 Members of the public.

96/17 To receive and accept apologies for absence

Apologies were received from Cllr Mary Trigwell-Jones.

97/17 Minutes from previous meeting

Minutes of the Worldham Parish Council held on 6th November were approved and duly signed by the chairman.

Proposed by Cllr Fife and seconded by Cllr Brock All in favour and duly RESOLVED.

98/17 Declaration of Interest

None were declared.

99/17 The floor will be opened to the public to raise any matters of concern or interest

No questions or issues were raised.

100/17 Review of actions from last meeting

- April 01-17 The Clerk to contact Selborne Parish Clerk to ascertain whether they have any traffic data for the B3006 which they could share with Worldham. Cllr Brock agreed that he would chase Gwen Earney for a response.
- Nov 01-17, To ask the owners of Manor Cottage for permission to cut down the tree in the hedge by the village hall steps. This was discussed under Agenda Item 104/17

101/17 To receive a report from the District Councillor

No report was presented.

102/17 Planning

a) Applications received, decisions and actions made since last meeting

WPC ref number: wpc 2017/03 SNDP Ref number: SDNP/17/02692/FUL
Site address: Land adjacent to 6 Drove Cottages, Blanket Street East Worldham GU34 3BA
Proposal: Conversion of existing Hop Pickers' cookhouse to two bedroom residential dwelling

Councillors noted: Permission granted

WPC ref number: wpc 2017/08 SNDP Ref number: SDNP/17/03732/FUL
Site address: Land at Meadow Farm Green Street East Worldham
Proposal: Siting of a caravan as self-contained habitable accommodation for a full-time worker for a period of three years

Councillors noted: Application in progress. It was agreed that Cllr Blake would contact the planning officer for an update, and to enquire what the delay is in determining the application...

WPC ref number: wpc 2017/12 EHDC Ref number: 21129/006
Site address: Delvene, 55 Windmill Lane, Alton, GU34 2SN
Proposal: Certificate of lawful development for proposed use - to extend the residential dwelling on both sides of the existing house. No alterations to access

Councillors noted: In neighbouring parish – Certificate of lawfulness permitted

WPC ref number: wpc 2017/13 SDNP/17/05294/LIS
Site address: Heather Cottage Worldham Hill East Worldham Alton GU34 3AT
Proposal: Listed building consent - Single storey extension to side and single storey garden room and bedroom extension following demolition of existing outbuilding and greenhouse

Councillors noted: Listed building consent granted

b) To consider and decide on the Parish Council's response to planning applications received since the last Parish Council meeting (*Details contained in Annex A*)

WPC ref number: wpc 2017/14 EHDC Ref number: 32038/010
Site address: Worldham Park Golf Club, Cakers Lane, East Worldham, Alton, GU34 3BF
Proposal: Installation of ground mounted 'BERM' flood lighting

Councillors felt that the business case was clear and that having the lights would attract more business. There was concern about creeping industrialisation along the B3004 corridor, slight concern over light intrusion but noted that the hours of use would be limited.

Councillors resolved: Worldham Parish Council has no objections.

WPC ref number: wpc 2017/15 EHDC Ref number: 57507/002
Site address: The Farmhouse, Hartley Park Farm, Selborne Road, Selborne,, GU34 3HP
Proposal: Alterations and Extensions to the Farmhouse barn to provide additional farm office space and associated facilities.

Councillors resolved: Worldham Parish Council has no objections

WPC ref number: wpc 2017/16 EHDC Ref number: 57507/003
Site address: The Farmhouse, Hartley Park Farm, Selborne Road, Selborne, GU34 3HP
Proposal: Listed Building Consent: Alterations and Extensions to the Farmhouse barn to provide additional farm office space and associated facilities.

Councillors resolved: Worldham Parish Council has no objections

WPC ref number: wpc 2017/17 EHDC Ref number: 33920/008
Site address: Land south of, Wilsom Farmhouse, 60 Wilsom Road, Alton, GU34 2SP
Proposal: Outline - two x 2.5 storey dwellings with double garage and associated landscaping (with some matters reserved)

Councillors resolved: Not to comment as the planning application is in a neighbouring parish.

c) To consider and decide on the Parish Council's response to planning applications received since the agenda was published *if any*:
None received

Cllr Blake reported that Roy Polley had brought to his attention the developments that have gone on at Oaklands Farm, in particular relating to the Bakery. The planning permission has a condition stating that the addition of any external flues and ducting must be submitted for approval, rather than not permitted at all. There is no evidence from the original 2012 application that further permission for any of these ducts has been formally sought. Cllr Blake produced a photograph showing at least 11 flues have been constructed. The buildings and portakabins are now very visible from the highway since some of the hedging along the B3004 has been removed.

Councillors expressed concern that development has taken place on Oaklands Farm without appropriate planning permission being given, and that there has been a breach of a number of planning conditions. Councillors also raised concerns about the outside lights that stay on all night which is contrary to the SDNPA dark skies policy. Cllr Blake has spoken to the AMA about whether the lights could be turned off at night to no effect. Councillors noted that Roy Polley had been in contact with EHDC and SDNPA enforcement officers. It was agreed that the Clerk would contact Sean Baldock, the

EHDC Enforcement Officer to ask him to look into any potential breaches of planning conditions relating to Oaklands Farm and to ask whether the portakabins which appear to be permanent need planning permission.

New Action Point January 01-18 Clerk would contact Sean Baldock, the EHDC Enforcement Officer to ask him to look into any potential breaches of planning conditions relating to Oaklands Farm and to ask whether the portakabins which appear to be permanent need planning permission.

103/17 To receive an update on the preliminary analysis of the Parish Plan Questionnaire

It was agreed to defer this item until the February meeting.

104/17 To receive an update on the East Worldham village hall

Cllr Gaffney reported that thanks are due to Mike Walker who had provided Christmas lights and a reindeer along the front of the hall over the Christmas period.

Heating:

There have been a number of complaints about the lack of effective heating in the hall for some time. The radiators have not been serviced since they were installed several years ago. To date we have not found an electrician who is willing to check them. Cllrs Aldridge and Brock agreed to contact electricians that they knew.

Notice board

The central panel of the notice board is empty and doing little for Worldham's reputation. The space can only be accessed by removing screws and the glass. There used to be a footpath map surrounded by local scenes which was designed some years ago to fit the central panel. Mark Penfold printed the original and has agreed to reproduce another copy. Cllr Brock agreed that he would ask his children to draw some pictures which will fill the space on a temporary measure.

Steps to the hall

The upper steps to the hall have deteriorated to a considerable degree and are uneven and there replacement has become a safety issue. The Killings have agreed for the tree by the steps to be removed. The Electricity Board has agreed to remove most of the crown of the tree through which the electricity lines run through. Two estimates for repairs have been sought, one company decided not to quote. Paul Grace has made an overall quotation of £1865 plus VAT.

Councillors discussed whether a claim could be made on the Parish insurance policy. It was agreed that the Clerk would contact the Parish Council's insurance brokers to see whether the repairs on the steps was covered by the Parish insurance policy.

New Action Point January 02-18 Clerk to contact the Parish Council's insurance brokers to see whether the repairs on the steps was covered by the Parish insurance policy.

Councillors proposed that if the work was not covered by insurance to remove the tree and to repair the steps with a budget of £2000. To apply for a District Councillors grant and a Worldham Community Benefit Grant to cover the costs. Proposed by Cllr Blake and seconded by Cllr Brock. AIF and resolved.

Councillors agreed that if the work was not covered by insurance to instruct Paul Grace to carry out the work.

105/17 Finance and accounts

a) The monthly finance report and schedule of expenditure was agreed. Proposed by Cllr Fife and seconded by Cllr Brock All in favour and duly resolved.

The current accounts balance as at 10th January 2018

TSB current account balance: **£2,599.25**
TSB Business Instant account balance: **£12,345.72**

Total balance of both accounts as at 10/01/18: £14,944.97

Total balance of Community Benefit Fund £6,994.20

Payments authorised and paid at November meeting

Date	Cheque No	Payee	Details	Total (£) inc VAT	VAT included in total (£)
			Payments authorised/ paid since November meeting		
13/12/2017	1195	R Twining	R Twining – Clerks salary Month 8 November	506.70	
13/12/2017	1196	P J Grace	Playground grass cutting £576; Village hall grass cutting £150	871.20	145.20
13/12/2017	1197	Premier Grounds & Gardens	To supply scalps and timber for step repairs near the Old School House	288.00	48.00
13/12/2017	1198	R Twining	Reimbursement purchase of 3 chairs for village hall	162.00	27.00
			Total Payments authorised & paid since November meeting	1827.90	220.20
			Payments authorised and paid at January meeting		
10/1/18	1199	R Twining	Twining – Clerks salary Month 9 December	506.70	
10/1/18	1200	SEE	Electricity bill for village hall	34.27	5.71
10/1/18	1201	R Twining	Expenses – Toner and paper	101.07	16.84
			Payments authorised and paid at January meeting	642.04	22.55

Total Receipts Received

Date paid in	Bacs/ Paying In book	From	Details	Total (£) Receipts
15/11/17	500115	Various	D Miller £20; Hire of hall – East Worldham players £40; R Denny £5	65.00
6/12/17	500116	Various	Hire of hall –Sue Tupper £72; Donation £135 by Brian Jones to buy 3 chairs for village hall	207.00
19/12/17	500117	Various	WI £10: Hire of hall £20 Helen Goulden – children’s party	30.00
3/1/18	500118	Various	Hire of hall –Sue Tupper £24	24.00
			Total Receipts Received	326.00

Worldham Community Benefit Fund

Total Paid in £nil
Total Paid out £nil

b) To agree the budget for 2018-19

The Clerk had previously circulated an excel spreadsheet showing this years budget, the actual position as of 10th January and the anticipated position at the end of the financial year ie at 31st March 2018. A surplus of £457 is being projected.

For next year’s budget the Clerk has made a number of assumptions.

- a) that there will be no increase in the precept (although due to the withdrawal of the Council Support Grant this will actually mean an increase of about 2.7% to the parishioners - the Council Support Grant was £273).
- b) £150 has been earmarked to pay the Hall Secretary - this is normally waived but used to purchase items that Kate Denyer wishes to have for the village hall
- c) £500 has been set aside for repairs to the village hall
- d) £500 has been set aside for contingencies
- e) £100 has been earmarked for HALC training courses for the Clerk
- f) That although the Parish Council is entitled to be exempt from having an external audit, most grant awarding bodies, as condition of giving grants, expects the applicant to be externally audited. As it is likely that the Parish Council may apply for external grant funding during 2018-19 the Clerk has budgeted for the cost of having an external audit. Councillors agreed to this assumption.
- g) It is assumed that any non routine expenditure will be met from applications to various external sources of funding.

Based on the above assumptions the Clerk estimated that income for the year 2018-19 will be £11,196 and expenditure will be £11,250 resulting in an operating deficit of £54.

Cllr Blake and seconded by Cllr Fife the proposal to accept the budget prepared by the Clerk. AIF and duly resolved.

c) To agree the precept for 2018-19

Based on the budget agreed in Agenda Item 105/17 (b), Cllr Gaffney and seconded by Cllr Blake the proposal to set the precept for 2018-19 at £10,586. AIF and duly resolved.

106/17 To note any issues that has been brought to Councillors attention

Cllr Aldridge had received complaints that the cess pit on Wyck Lane was emitting foul odours. It was felt that the seal on the lid was not working. The Clerk was asked to contact Radian Housing about the cess pit.

New Action Point January 03-18 Clerk to contact Radian Housing about the cess pit on Wyck Lane emitting foul odours.

107/17 To note any issues regarding the state of the roads, pavements and footpaths in the Parish, including work by the Lengthsman and an update on the Traffic mitigation proposals.

i) Councillors noted that the roads in West Worldham are deteriorating partially due to an increase in traffic. There are potholes along Blanket Street. The Clerk confirmed that these had been reported to Highways last year

ii) The culvert between Clay's Lane and Shelley's Lane needs clearing out. The Clerk agreed to add this to the list of jobs for the Lengthsman. The Clerk had already asked the Lengthsman to clear the moss from the pavement on the B3004 between the village hall and the bus stop.

iii) Councillors were concerned about the proliferation of temporary signs on the roadside that are never removed. Examples include the Police accident sign requesting for information outside Oakland's Farm, which had been there since July. The sign at the top of the hill saying "New road layout" which had been there for about 5 years. The Clerk agreed to investigate on how to arrange their removal.

New Action Point January 04-18 Clerk to investigate on how to arrange the removal of temporary road signs.

108/17 To receive and approve a report from the Clerk and Councillors regarding:

The Clerk had previously circulated his report to the Councillors which was accepted by them. The report is attached as Annex A to these minutes.

The Clerk reported that the application for a grant from 2Awards for All” for a purchase of a defibrillator had been submitted in early December. A decision is expected in early February.

Since issuing the report the Clerk had been advised of a meeting being held by EHDC on Wednesday 17th January regarding the Council’s Local Plan. The session will set out some recent changes in planning law, guidance and policy and the implications this has for the Council in plan-making. No Councillors will be available to attend.

The Clerk reported that he had emailed Ian Janes asking for an estimated timeframe of when any progress/action will take place regarding preparing Worldham Traffic Mitigation proposals. Ian Janes had replied:

“The County Council’s TM team (including its scheme engineers) has an ongoing heavy workload and limited staffing resources and, in accordance with TM policy, is expected to give priority to injury accident-related work; as a result, non-injury accident-related work (such as CFTMI schemes) is a lower priority; nonetheless, I will be having a New Year catch-up with Alistair regarding his workload/priorities this week and one of us should subsequently be in a position to get back to you with an update regarding the East Worldham scheme”

109/17 Dates of next Parish Council Meeting

Normally the first Wednesday of each month.

The Clerk requested that as he will be on Jury Service from 29th January for 2 weeks, that the February Agenda only cover essential items that can not be held over until the March meeting, such as any planning and an update of the Parish Plan. Councillors agreed to this request.

To note the next Parish Council meeting will be held on Wednesday 7th February, and 7th March

The Chairman closed the meeting at 9.58 pm

New Action Points

	Action detail	Owner
January 01-18	Clerk would contact Sean Baldock, the EHDC Enforcement Officer to ask him to look into any potential breaches of planning conditions relating to Oaklands Farm and to ask whether the portakabins which appear to be permanent need planning permission.	Clerk
January 02-18	Clerk to contact the Parish Council’s insurance brokers to see whether the repairs on the steps were covered by the Parish insurance policy.	Clerk
January 03-18	Clerk to contact Radian Housing about the cess pit on Wyck Lane emitting foul odours	Clerk
January 04-18	Clerk to investigate on how to arrange the removal of temporary road signs.	Clerk

Actions points from previous Worldham Parish Council Meetings:

Action ID	Action detail	Owner	Status
April 01-17	Clerk to contact Selborne Parish Clerk to ascertain whether they have any traffic data for the B3006 which they could share with Worldham.	Clerk	On-going

Annex A

Clerk's Report

Points to note

- a) The AMA has requested a request bus stop outside Oakland's Farm. The Clerk has contacted Stagecoach to find out how to go about requesting such a stop
- b) The bus shelter near the Three Horseshoes seems to have been damaged. 3 side panels have been dislodged - not caused by any weather related incident - must have been an act of vandalism - perhaps a brickbat in Kings World. The planks might just need to be nailed back - will try and investigate - if not either a Lenghtman's job or as EHDC owns the bus shelter - an EHDC job but that could take ages.
- c) Steps on the Hangers Way leading up from Old School House have been repaired by the Lengthsman. The repairs have been reported to the Countryside Access Team.

Correspondence received

- a) Letter from EHDC advising that the Revenue Support Grant will cease to be paid. This will need to be factored into any budget/precept calculations. The precept notification for 2018-19 will have to be submitted to EHDC by 15th February 2018.
- b) Esso have written to inform the Parish Council of the Southampton to London Pipeline Project. Their intention is to replace a substantial part of the existing aviation fuel pipeline that runs from their Fawley Refinery near Southampton to Esso's West London Terminal storage facility in Hounslow. The current pipeline, which will be part of the project, passes through the Worldham Parish near to the A31.

A project of this nature will be a Nationally Significant Infrastructure Project that will require a Development Consent Order.

Esso will hold planning meetings to introduce the project and begin discussions about key aspects at the end of January 2018.

The time scales are:

Development of preferred route	summer 2018
Application Submission	Summer 2019
Project starts	2021

- c) The following message was received by the Worldham website.

My name is Sophie McLean, and I work for the Hampshire Cultural Trust which runs several museums, galleries, and arts centres around Hampshire. I am part of the Cultural Engagement team, which aims to use arts and culture to inspire positive change. My particular area of responsibility is working on projects with older people, and I am currently looking into a project at the Allen Gallery in Alton. I would like to set up a pilot project running a small gardening-themed activity group, working with older people living in the more rural areas of East Hampshire. The project begins with outreach. Participants do basic gardening activities, such as planting trays of seedlings etc, in local village halls/ church halls. They will then be invited to attend a gardening activities group, based at the Allen Gallery. Each session will include an arts or gardening based activity (such as sketching plants, making wooden garden ornaments, general garden maintenance, planting and maintaining raised beds) followed by time for everyone to get to know each other. The aim of the project is to encourage social inclusion and combat isolation, and to provide a positive, social activity in a new, friendly surrounding. I am applying to Hampshire County Council for a grant towards the cost of the project, and as part of this I am looking for support from local Parish councils. I was wondering whether this sort of project may be of interest to your older residents, and, if so, if the council would be willing to write a letter of support for the application".
Councillor agreed not to respond to the request.

- d) Public Consultation - Shaping the Future of England's Strategic Roads
In order to set investment in the Strategic Road Network (SRN), the government publishes a multi-year 'Road Investment Strategy' (RIS). This second RIS will cover the financial years 2020/21 to 2024/25. To commence this process for setting RIS2, Highways England has published its SRN initial report and supporting documents from which they are seeking views, the report sets out:

Highways England's assessment of the current state of the SRN; Its potential future needs; Proposed priorities for RIS2' The consultation is open until 11.45pm on Wednesday 7th February 2018. Councillor agreed not to respond to the consultation.

HALC and NALC correspondence

- a) New legal helpline service provider for member councils
HALC have notified Parish Councils that with effect from 1st January 2018 the legal helpline service will be provided by Hampshire Legal Services (HLS) which is part of Hampshire County Council. Hampshire ALC's agreement with East Hampshire District Council & Havant Borough Council is terminating at the end of this year.
- b) NALC have recently issued some guidance in respect of the General Data Protection Regulations (GDPR). Hampshire ALC has been working on this topic for some months now, and is currently rolling out a series of training events around it.

Unfortunately the Information Commissioner's Office (ICO) is still writing and revising its advice for small organisations, which will include most Parish and Town Councils. HALC are particularly awaiting further advice and guidance on the role of the Data Protection Officer (DPO) and a number of options are being considered nationally and locally in relation to this

Unfortunately until further advice is received from the ICO HALC are unable to be more definitive around this at this stage and they will be issuing further guidance in February and April.

- c) At the 2017 Hampshire ALC AGM there was overwhelming support for the Crookham Village motion seeking, through NALC, changes to legislation to make adequacy of residual parking a material planning consideration for both planning applications and for permitted development. The motion and its outline supporting case stated:

"Modern urban developments are built against an agreed standard of parking that varies from district to district. Mostly these establish a minimum standard and erosion of the initial allocation frequently leads to excessive on-street parking with consequential adverse effect on road safety and access by emergency and utility vehicles. Current planning guidance and rules for Permitted Development offer no protection for on-site parking with the result that, over time, excessive on-street parking becomes an ever greater problem.

Crookham Village Parish Council proposes that HALC should agree to seek, through NALC, government consideration of changes to planning law to make the adequacy of residual on-site parking a Material Planning Consideration when determining applications for on-site changes and also in the rules for Permitted Development."

NALC has asked for evidence to support this proposal. To add weight, it is requested that supporting councils add their weight to the input to NALC rather than relying on Crookham Village Parish Council alone.

Meetings to attend and attended

Meeting attended:

- a) The Clerk attended an EHAP&TC Meeting held on Wednesday, 29th November – the Highways presentation was all about strategic issues and not that relevant about local parish issues. Data protection Act Legislation was briefly touched upon, but until the Information Commissioners Office issues actual update guidance on the General Data Protection Regulation, no detailed planning on how Parish councils can implement the GDPR can take place.
- b) Hampshire Highways Parishes Autumn Briefing was held on 13th December 2017. Neither the Clerk nor Cllr Trigwell-Jones attended because the Clerk had attended a similar briefing about Highways at the EHAPTC meeting held in November.