

Worldham Parish Council
Minutes of Meeting held on Wednesday 3rd July 2019, 8pm
at East Worldham Village Hall

Present Cllr A Aldridge (Chair), Cllr T Blake, Cllr W Brock, Cllr B Fife, Cllr K Malin

Also present Jane Ives, Clerk to Parish Council
Cllr K Carter, District Councillor
No members of the public were in attendance

19.31 **Apologies for absence** were noted from Cllr R Bagnell and District Councillor David Ashcroft

19.32 **Declarations of Interests** – None

19.33 It was **RESOLVED** to approve the minutes of the Parish Council Meeting held on 5th June 2019.
Proposed: Cllr Fife. Seconded: Cllr Brock.

19.34 **There were no public questions as no members of the public were in attendance.**

19.35 **District Councillor Report** – Cllr Carter introduced himself to Councillors and gave some detail about his background. He advised that the SDNPA Local Plan was adopted on the 2nd July 2019. The EHDC Draft Local Plan will shortly comply with regulation 19 and the results of the recent consultations will be made public, with a view to adoption by 2020 but it will need to go through an inspection process first. Cllr Carter & Cllr Ashcroft both sit on the Planning Committee at EHDC.

Cllr Aldridge raised the issue of the settlement policy boundary as East Worldham does not have one and is deemed to be in the countryside. However, half the settlement is in the National Park and half outside it. The Parish Council had previously asked for the settlement boundary to be reinstated as some limited infill development would be welcomed particularly if it provides housing for residents from the immediate area. Cllr Carter was aware that in some places settlement boundaries had been moved.

Cllr Blake raised concerned that the SDNPA puts greater weight on Village Design Statements and refer to them as a material planning consideration whereas EHDC do not. Cllr Carter advised that the District Council would apply their own rules if the application is outside of the National Park, but if they have delegated authority to consider an application within the National Park then they would use the National Park rules.

Cllr Carter suggested the Parish Council may want to consider a Neighbourhood Development Plan and believes some help may be available from the SDNPA. The Clerk will investigate. **Action: Clerk**

Lastly, Cllr Carter reminded Councillors that both he and Cllr Ashcroft have a £4,500 grant pot that can be used for small projects.

19.36 It was agreed to remove the action regarding kissing gates from the outstanding action list and review this if it was still a requirement at a later date.

19.37 **Planning Applications:**

33920/009 Wilson Farmhouse, 60 Wilsom Road, Alton GU34 2SP

Councillors agreed that as this was not within the Parish no response would be submitted.

Appeal ref: APP/A1700/18/3217698 Unit 7 Waterbrook Estate, Waterbrook Road, Alton GU34 3US

Concerns were raised about the noise of nighttime working. The Clerk will check if a comment was made on the original application and reiterate it. **Action: Clerk**

Green Street

Cllr Blake reported that previously agreed letter had been sent to SDNPA and EHDC but no response had been received. He gave a copy of Cllr Carter. Cllr Blake reiterated that Council had concerns over the extent of development at Green Street and that applications had been given an easy ride with the Local Planning Authority.

Previous Planning Applications (Appendix 1) – The table at Appendix 1 was noted regarding previous planning applications.

19.38 Jalsa Salana Local Engagement Meeting 10th June 2019 – Cllr Blake reported that he was not able to attend the recent meeting and there was also no representation from Kingsley Parish Council. Councillors raised serious concerns about the proposed support for a permanent diversion of the footpath which is not supported by some local residents. The footpath is usually blocked for about 4 weeks by tents/marquees and temporary permission is not applied for although this would only allow a 10 day diversion. Concerns were also raised about vehicle reversing alarm noise during the event.

The minutes of the meeting refer to a flyer having been supplied to Parish Councils but this has not been received so the Clerk will follow this up with David Fitzgerald at EHDC. **Action: Clerk**

The minutes also refer to an imminent planning application and Councillors expressed concern that SDNPA had requested this 18 months ago and the last application was submitted and then withdrawn.

Cllr Aldridge raised concerns that the minutes refer to roads being identified so that ‘no access’ signs could be provided. These roads were identified previously and asked the Clerk to follow this up with David Fitzgerald. **Action: Clerk**

19.39 Parish Council Finances:

The Clerk advised that as she was new to post more work needed to be done on the finances before a full report could be given but the bank balances are as follows:

Current Account: £8,085.14

Worldham Community Benefit Fund: £8,960.20

An up to date statement for the Deposit Account has not yet been received.

It was **RESOLVED** to approve the following payments. **Proposed: Cllr Blake. Seconded: Cllr Fife.**

Invoice Date	Payee	Description	Net	VAT	Total
30/06/2019	Clerk - R Twining	June Salary	£506.70		£506.70
30/06/2019	Clerk - J Ives	June Salary (part month)	£225.00		£225.00
30/06/2019	HMRC	Income tax	£54.00		£54.00
			£785.70	£0.00	£785.70

It was **RESOLVED** to amend the bank mandate to include all members as signatories. The previous Clerk and any ex-Councillors currently on the mandate should be removed and the new Clerk added as the main contact.

19.40 Roads, Pavements & Footpaths – Cllr Brock noted that work had been done on the potholes on Blanket Street but it had not been completed. There were 2 dangerous potholes remaining which the Clerk will report. **Action: Clerk**

19.41 Traffic Mitigation Report (Appendix 2) – The previous Clerk had provided a report on traffic mitigation proposals for Worldham and an update on the work completed so far. The Clerk advised that the work either completed or taking place is costing £10,800 and this is being funded by a combination of S106 monies, a grant from Cllr Ashcroft and the balance of the developers contributions monies set aside for the SID. It had previously been agreed that any balance remaining would be paid from the Worldham Community Benefit Fund.

19.42 Broadband Update – Cllr Aldridge provided an update that some residents in East Worldham are receiving superfast broadband ahead of schedule. In West Worldham, poles have been put in but no service as yet. Cllr Blake reported that at Bakers Corner/Oakhanger Road some residents were getting faster speeds as their service was coming from one location whereas other residents were receiving their service from a different location. Easements are being sorted and then cables will be installed.

19.43 There were no additional meetings attended or reports to submit from councilors/Clerk.

A resident had complained about the poor state of the children’s play area in that they felt it was quite run down. Cllr Aldridge did not agree but was concerned that the swing seats were always covered with bird mess but did not know what the answer to this ongoing problem is. He had checked the swing seat height as

it had been mentioned in the play area inspection report. The height is 38cm and the Clerk will check the inspection report to see if this complies.

Action: Clerk

Councillors agreed that the guardianship of the Village Hall needed to be resolved as Mrs Gaffney was no longer able to take this on. Two residents had volunteered their services and would be approached.

Action: Clerk

19.44 It was agreed that the next meeting will be held on Wednesday 14th August. The Chairman closed the meeting at 9.20pm

Signed:

Date:

Appendix 1: Planning Application Tracker

Date registered	Reference	Address	Consultation expiry date	Proposal	WPC comments	Decision
06/02/18	33920/009	Wilsom Farmhouse, 60 Wilsom Road, Alton GU34 2SP	11/07/19	Detached double garage (part retrospective consent)	No comment	
31/05/19	51471/006	Unit 7 Waterbrook Estate, Alton GU34 3US	15/07/19	Variation of conditions 5, 11 and 18 of planning permission 51471/003 to allow for importation of road planings and the night time importation and exportation of waste		Refused. Appeal APP/Q1700/18/3217698
11/04/19	SDNP/19/01821/HOUS	Land adjacent to 6 Drove Cottages, Blanket Street, East Worldham	19/06/19	Addition of store cupboards to exterior	No objection	Awaiting decision
17/05/18	57718	The Clock House, Truncheaunts Lane, East Worldham GU34 3AA	26/06/18	Deed of variation on S106 agreement on app. ref 27227/006 to remove the rental clause	No objection	Awaiting decision
06/03/19	52717/001	Land at junction of Wilsom Road, Windmill Lane, Alton	16/04/19	Three bed detached dwelling	No comments	Refused
24/01/19	SDNP/19/00346/FUL	Land South of Green Street, East Worldham GU35 9NN	04/03/19	Proposed new vehicular access & grassed tiled turning area	Objection	Refused. Appeal APP/Y9507/W/19/3226789

Appendix 2: Traffic Mitigation Report

1. In 2017 Worldham Parish Council established a sub committee, the Worldham Traffic Management Group, to look into ways to alleviate concerns that Parishioners had about speeding through the Parish.
2. A series of meetings were held in 2017 and 2018 with Ian Janes and Alistair Macadam of Hampshire Highways. They proposed the following measures could be undertaken via the CFTMI:
 - (i) Gateways – £4,700.
 - (ii) 30mph signs & markings – £6,100.
 - (iii) Pedestrian crossing point – £6,600.

In addition there is a processing fee of £325 payable to Highways. These costs include VAT (See annex B)

3. In addition the Parish Council agreed to investigate the purchase of a SID (Speed Indicator Device).
4. In May/June 2018 The Clerk had discussions with Mark Alden of the South Downs National Park to use the £3745 in the SDNPA Section 106 monies for transport for East Worldham to purchase a SID. The Clerk was led to believe that £3745 was the balance of the outstanding amount relating to the SDNPA Section 106 monies for transport for Worldham. (see annex A and paragraph 17)
5. In June 2018 The Worldham Parish Council agreed to Purchase a SID and a Form B Request for Development Contribution Funding dated 20th July 2018 was sent to SDNPA requesting the release of £3765 to purchase a SID. SDNPA released the funds on 23rd August 2018.
6. At the August 2018 Worldham Parish Council meeting Councillors agreed an initial project – Stage 1 to be undertaken by Hampshire Highways to::
 - Replace a number of existing 30 mph signs,
 - Install new 450 mm diameter signs mounted back to back 30 mph signs
 - Install posts that a SID can be mounted on
 - Install new 30 mph roundel road markings

Stage 1 of the traffic mitigation proposals will cost about £6100 (costs provided by Highways). It was agreed that the Village gateways would be in Stage 2 which might take place in the financial year 2019-20.

7. A CFTMI form was completed and submitted to Highways dated 8th August 2018 with the description of the project being:

Phase 1 of the Worldham Traffic Mitigation Project is to:

- *Replace a number of existing 30 mph signs,*
- *Install new 450 mm diameter signs mounted back to back 30 mph signs*
- *Install posts that a Speed Indicator Device (SID) can be mounted on*
- *Install new 30 mph roundel road markings*

As per the revised drawings prepared by Alistair Macadam and Ian Janes

- *To install a SID for use within the Worldham Parish. (The purchase of the actual SID is being funded via an application to the South Downs National Park Authority to release section 106 transport monies).*

8. During 2018 the Clerk had a series of discussions with Alistair Tweddle of EHDC of using the section 106 transport monies held for Worldham to fund the Stage 1 project with the balance coming from a £750 District Councillor's grant and the balance from the Worldham Community Benefit Fund.

9. It was agreed with Alistair Tweddle and Ian Janes that the Section 106 monies would be paid direct from EHDC to Hampshire Highways.
10. In August 2018 The Clerk completed and submitted a Developer Contribution Project Funding Application Form to EHDC formally requesting £5,719
11. On 29th August the Clerk completed and submitted a Councillor Community Grant Scheme Application Form 2018- 2019 requesting a grant of £700. This was paid on 27th November 2018
12. The SID was purchased in April 2019.
13. Highways in May/June 2019 carried out the work to:
 - Replace a number of existing 30 mph signs,
 - Install new 450 mm diameter signs mounted back to back 30 mph signs
 - Install posts that a SID can be mounted on

The work to install new 30 mph roundel road markings has not yet been carried out but will be shortly.

Highways have also installed the village gate ways which had not been agreed within Stage 1 of the project.

14. On 13th June 2019 Alistair Macadam sent the Clerk the following email
"As you have mentioned, the first phase of the works to upgrade the signing has now been completed. I am currently chasing up our contractor regarding the other elements of the scheme (which include the 30mph roundel markings and crossing point) with the aim of obtaining their works programme dates. Once I receive these I will be back in touch to update you further.

At this stage we do not plan on invoicing you until the works have been completed. Once we are at that stage I will liaise with our accounts team and confirm the final amount that needs to be charged to Worldham Parish Council".

15. The Clerk replied on 20th June
Many thanks for the update. I am however slightly confused about your referral to the crossing point as that was not in our final project request or confirmation of work to be undertaken. The Parish Council had decided to implement the traffic mitigation proposals in stages, and the crossing point was not in stage 1 as we wanted to assess the impact of the work being undertaken before deciding whether to have the crossing point.

16. On 13th June 2019 Alistair Macadam sent the Clerk the following email
*"Following our earlier telephone conversation, I now write to confirm the following. From your last email, you are correct in stating that the crossing point works were not to be undertaken within the remit for the Stage 1 works. As you are aware, the works that have been carried out for the East Worldham CFI scheme are as follows; Gateway fencing and signing works
New 30mph signs (roundel markings are still to be completed)
The total cost of the above two elements including our fees will be £10,800.00 as set out in Ian's email sent on 6th July 2018.
We have agreed that we will not invoice you yet for any of these works until the roundel markings for the scheme have been completed. I will be back in touch when these works have been carried out".*

17. The Clerk received notification, in April 2019, from Gill Welsman, Planning Project Management Officer South Downs National Park Authority, that there was £8,376 available under transport Section 106 monies left to be spent. (See annex C)

Annex A
SDNPA NOTIFICATION OF S106 FUNDS HELD IN YOUR PARISH

Email dated 19th April 2018

Dear Robin,

RE SDNPA NOTIFICATION OF S106 FUNDS HELD IN YOUR PARISH.

We write to bring to your attention that SDNPA currently hold the below historic S106 contributions for your Parish.

<u>Site Address</u>	<u>Application No.</u>	<u>Total Amount</u>	<u>Transport</u>	<u>Environmental Improvements</u>	<u>Public Open Space</u>
Bayleaf Farm, Hartley Lane, Hartley Mauditt, Liss	SDNP/12/01539/FUL	£5,591.80	£3,745.00	£539.80	£1,307.00

We would like to arrange a date / time when we could come and talk to the Parish Council (or representatives of the Council) to discuss any projects the Parish Council may wish to progress using these funds. If the Parish Council are able to review any community led plans (parish plans, village design statements, neighbourhood plans) to identify community projects which may be eligible that would be very helpful, alternatively the Parish Council may have identified projects through other community engagement exercises and we would be happy to discuss these further.

We have set a deadline to meet with you by the end of May 2018 and a spend deadline for this financial project of the end of June 2018.

I hope this email finds you well and greatly look forward to hearing from you.

Kind Regards

Mark

Annex B
VAT

Email from Ian Janes dated 9th April 2018

Dear Mr Twining

Thank you for your e-mail below.

With regard to VAT, the estimated costs in my e-mail below include VAT. However, there has been a (very) recent change to the CFTMI whereby VAT is no longer being charged. As a result, the estimated costs of the gateways & pedestrian crossing point would both be reduced to £4,700 each and the estimated cost of the 30mph signs/markings would be reduced to £3,600.

The way forward for a speed indicator device (SID) is outlined in the temporary speed signing policy & guidance attached to my e-mail below – as you will see from the policy & guidance, a SID would be purchased by the Parish Council directly from the chosen supplier; I understand that the speed limit reminder sign (SLR) recommended in the policy & guidance currently costs in the region of £3,000 to £4,000.

Once again, I hope that this information is helpful.

Ian

Annex C

Statement of S106 Funds Held by SDNPA for Worldham as at 31 March 2019

App number	Site address	Covenant Type	Funds available £
SDNP/12/01539/FUL	Bayleaf Farm Hartley Lane Hartley Mauditt Alton Hampshire GU34 3BP	Environmental Improvement	540.00
SDNP/14/02568/FUL	Land rear of Hop House Shelley's Lane East Worldham	Environmental Improvement	558.00
		Environmental Improvement Total	1,098.00
SDNP/12/01539/FUL	Bayleaf Farm Hartley Lane Hartley Mauditt Alton Hampshire GU34	Public Open Space	1,307.00
SDNP/14/02568/FUL	Land rear of Hop House Shelley's Lane East Worldham	Public Open Space	1,350.00
		Public Open Space Total	2,657.00
SDNP/12/03278/FUL	The Cottage Church Lane East Worldham Alton	Transport	
SDNP/14/02568/FUL	Land rear of Hop House Shelley's Lane East Worldham	Transport	2,919.00
			5,457.00
		Transport Total	8,376.00
		Grand Total	12,131.00