

HARTING PARISH COUNCIL

You are summoned to attend a meeting of Harting Parish Council in the Law Room of the Parish Church, South Harting on Thursday 21 November 2019 at 7.30pm.

The Press and Public are welcome to attend.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** – to approve the Minutes of Meeting of the Parish Council held on 17 October 2019
- 4. Questions from the Public**
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Traffic Working Group Update** (see supporting document for briefing note)
The following recommendations are made:
 - i. To approve the purchase of the Evolis Speed Indicator device in accordance with the quote from Elancity*
 - ii. To approve the application for a standard form of consent from WSCC for the operation of the device.*
- 8. Casual Vacancy** (see supporting document for briefing note)
The following recommendation is made:
To note the report
- 9. East Harting BT Phone Box** (see supporting document for briefing note)
The following recommendation is made:
that the council considers the results of the questionnaire circulated to East Harting residents regarding the Phone Box and decides which of the three options to pursue:
 - i. to justify a reason for the telephony to be retained*
 - ii. to take the option to purchase the kiosk for the sum of £1*
 - iii. to allow BT to remove both the kiosk and the telephony.*
- 10. Nyewood Gateway** (see supporting document for briefing note)
The following recommendations are made:
 - i. to note the report*
 - ii. that the Council agree to the cost of £1289 + vat for the Nyewood Gateway.*
- 11. Request for permission to place a circular traffic mirror on Council land** (see supporting document for briefing note)
The following recommendation is made:
that the Council consider whether to give permission, subject to any necessary planning requirements, to the owners of 4 Park Cottages, South Harting to install a heavy-duty circular traffic mirror on the parish land opposite their driveway.
- 12. HABAC Update**
To note the unconfirmed minutes of the HABAC held on 5 November 2019 (to follow) and approve the following recommendation:

that the Council should review and agree the Winter Management Plan (attached) and propose further review in November 2020

13. Emergency Plan (see supporting document for briefing note)

The following recommendations are made:

- i. to note the draft plan*
- ii. to allow the AOAC to revise and populate the draft Emergency Plan and report to the next Council meeting*

14. Police Community Support Officer (PCSO) - (see supporting document for briefing note)

The following recommendation is made:

to note the report

15. Council Hedge Cutting - (see supporting document for briefing note)

The following recommendation is made:

to note the report

16. Finance

16.1. To approve expenditure for November 2019

Undisclosed	Clerk & RFO Salary - November	761.09
M H Kennedy & Sons Ltd	Grass Mowing	332.40
S F Bate & Son	Hedge cutting	48.00
N W Adams	Annual Play area inspection	304.62
Laurence Shaw Associates	Traffic Consultant	1,980.00

16.2. To note income for November 2019 – VAT Refund £3692.43

16.3. To appoint a new bank signatory

16.4. To note that the bank reconciliations for October 2019 have been scrutinised and signed by the Chairman of the Finance Committee and will be signed by the Chairman of the Council in accordance with the Financial Regulations

16.5. To note the bank balance as of 31 October 2019 – £48,857.47

16.6. To note the budget statement for October 2019

17. Planning – To note the minutes of the Planning Meetings held on 17 October 2019 and 31 October 2019

18. Correspondence

19. Clerks report – *(attached)*

20. Items for future meetings

West Harting Phone Box

Grants

Budget and precept setting

Co-option of new councillor

21. Date of next meeting – Council Meeting 19 December 2019 at 7.30pm.

22. Confidential item - Clerks employment (report to follow)

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

Please see Harting Parish Council website for details contained in the Supporting Document

Supporting Reports
Harting Parish Council 21 November 2019

Agenda Item 7 - Traffic Working Group Update – briefing by Mrs Bramley

Further research has been conducted into the acquisition of a Speed Indicator Device (see separate sheet for quotes).

The Evolis sign from Elancity looks the best option: the price of £1,843 is the most competitive; the weight is the lightest; the device changes colour from green to red if the speed limit is exceeded and includes an adjustable message such as “Thank you” or “Slow Down”; the price includes a mounting bar, batteries and the recording software which records traffic speeds and volumes in both directions. I have been to Durley in Hampshire to observe a device in operation (photos are available) and have been in email contact with the chair of Durley Parish Council who operates the device. They have had their device for about 12 months and so far have found it very reliable and the software easy to get meaningful results with good graphs and pie charts.

I have also been in touch with Mike Dare at WSCC. They are happy that this device meets their requirements providing we use approved forms of wording (some available options such as “Danger” don’t meet traffic regulations). We will need a standard form of consent which will have some conditions about the safe operation of the device, but he confirms that we are ready to order the device. He also confirms that WSCC are happy with the proposed locations in South Harting, and suggests that we consider proceeding with his suggestion for a 30 mph repeater sign at the southern entry to Nyewood at the Greenfields turning, which could then be used as a location for the SID.

The following recommendations are made:

- iii. To approve the purchase of the Evolis Speed Indicator device in accordance with the quote from Elancity*
- iv. To approve the application for a standard form of consent from WSCC for the operation of the device.*

Agenda item 8 -Casual Vacancy

As a result of the resignation of Barr Mackay, the Council has a casual vacancy.

The public notification of the vacancy commenced on 5 November and will run for 14 working days. If there has been no call for an election during this period the Council must fill the vacancy by co-option.

An article will be advertised, in the December Parish News and on the Parish website and noticeboard, asking interested candidates to contact the clerk by 16 December and to provide a short resumé.

Candidates will be invited to attend the Parish Council meeting on 19 December where the co-option can be discussed and agreed.

The following recommendation is made:

To note the report

Agenda Item 9 - East Harting BT Phone Box

A questionnaire was circulated to households in East Harting detailing the various options for the BT Phone Box detailed in the recent consultation to remove the box. A total of 23 households responded with a 95% majority choosing to adopt the Phone Box with the Parish Council adopting it for the sum of £1.

Residents were clear that they wanted the lights to stay on in the Phone Box. Under the proposed adoption scheme, although the telephony would be removed, BT would continue to be responsible for the electrical supply and payments.

The Council is asked to consider which option should be taken given the result of the questionnaire detailed above.

The following recommendation is made:

that the council considers the results of the questionnaire circulated to East Harting residents regarding the Phone Box and decides which of the three options to pursue:

i. to justify a reason for the telephony to be retained

ii to take the option to purchase the kiosk for the sum of £1

iii to allow BT to remove both the kiosk and the telephony.

Agenda Item 10 – Nyewood Gateway

The road through Nyewood is the only straight section between Rogate and South Harting. Consequently, it has always been a bit of a race track which has become even worse with the advent of the South Downs National Park and an increase of visitors. It is hoped the Gateways will not only enhance the entrance to the Village but also help to calm the traffic.

There will only be one gateway to the North and one to the South which will be placed in the same position as the current Nyewood signs, this is due to visibility issues.

Mike Dare, WSSC Highways, has agreed the design (see image below) and position of the Gateways.

The total cost of the Gateways is as follows:

Timber and cutting £401 + vat

Signage and fitting £888 + vat

Total cost £1289 + vat

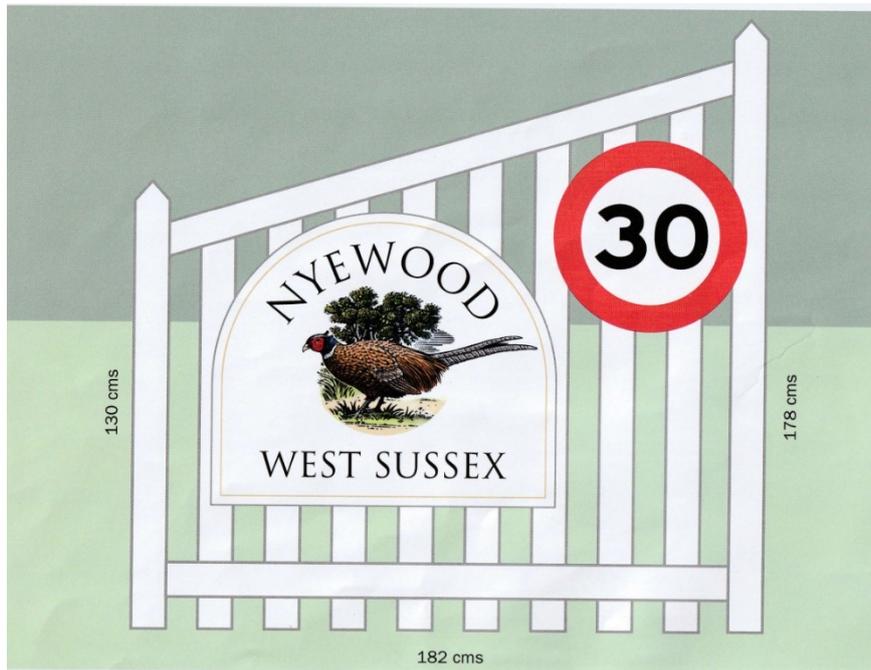
There is information to suggest that a local benefactor will be making a donation to the Parish Council which will cover the cost of the Gateway and associated works.

The following recommendations are made:

iii. to note the report

iv. that the Council agree to the cost of £1289 + vat for the Nyewood Gateway.

Note: The actual gateway will not be white, it will be natural oak



Agenda Item 11 - Request for permission to place a circular traffic mirror on Council land

The owners of 4 Park Cottages, South Harting have approached the Council to seek permission to install a 'Heavy Duty Circular Traffic Mirror' with a galvanized post on the parish land opposite their concealed driveway.

They state that:

“We have found turning right out of our driveway onto the B2146 road to be very dangerous. Cars are not sticking to the designated speed limit, they are evidently not expecting cars to be coming in or out of our driveway. When slowing down to enter our driveway from either direction we have encountered aggressive horn blowing from drivers. By placing a reflective traffic mirror opposite our driveway next to the B2146 road we would have better visual of traffic and give other drivers an indicator that there is a concealed driveway.”

The clerk contacted Mike Dare, WSCC Traffic Engineer, who provided the following advice:

“The use of mirrors is not approved by the highway authority for use on the highway. They can give a misleading impression of speed and distance. Condensation, dazzle and distortion can also cause problems particularly at night. The highway authority generally doesn't object to mirrors being erected on private land, opposite a private driveway, unless reflected light causes problems for drivers using the main thoroughfares.

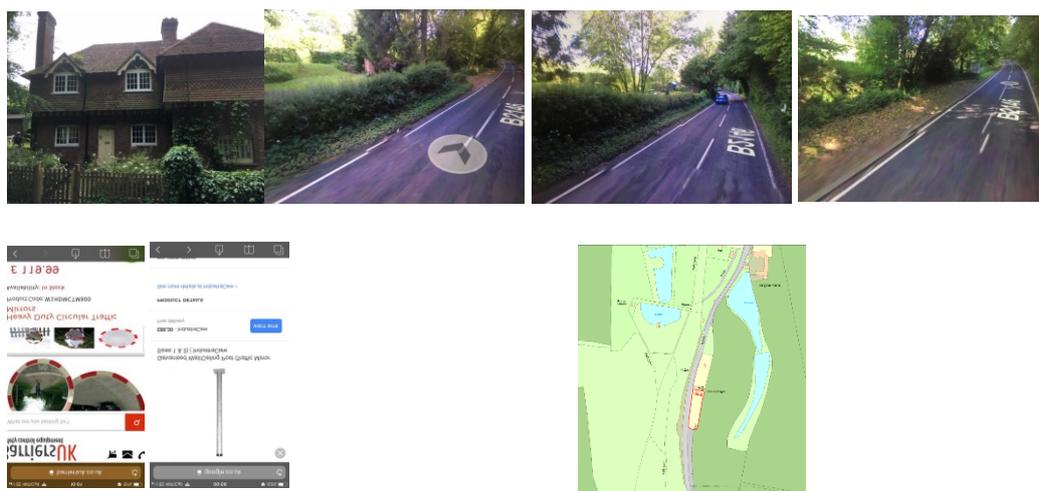
If mirrors are provided for the use of a private access, then householders may gain some appreciation of how us to use them.

I would suggest that if a suitable location can be found off the highway limits and subject to the required permission from the landowner then in principle this should be fine. However as this is a conservation area I would suggest that the applicant check with the Planning Authority (Chichester District Council) to see if additional permissions will be required before committing.”

The pictures below detail the location and sight lines from the cottage along with an example of the mirror being proposed.

The Council is asked to consider its response to this request.

*The following recommendation is made:
that the Council consider whether to give permission, subject to any necessary planning requirements, to the owners of 4 Park Cottages, South Harting to install a heavy duty circular traffic mirror on the parish land opposite their driveway.*



Agenda item 13 – Emergency Plan

Although there is no statutory requirement for Harting Parish Council to produce an Emergency Plan, West Sussex County Council (WSCC) encourages parishes to consider how they would respond to an emergency and to document the results in a Community Emergency Plan. WSCC sees Parish Council responsibilities in responding to an emergency as follows:

- Undertaking local risk assessments
- Preparing parish/community plans
- Document resources and key contacts
- Maintain the plan
- Enact the plan when activation criteria met

It is also considered good practice for Parish Councils to appoint an emergency planning team to produce and manage the emergency plan. Harting Parish Council (HPC) has appointed the Aims and Objectives Advisory Committee (AOAC) which has developed this plan. The plan has been designed to enable the community to respond to a major incident/emergency while they are awaiting the assistance of the Emergency Services (ES) and/or County (WSCC)/District Councils, or in support of them.

Harting Parish Council Health and Safety Policy and Risk Management Strategy capture, monitor and mitigate low level risks and thereby control the need for more extensive emergency planning.

This plan has been designed to enable Harting to identify the immediate actions it should consider during, and in the immediate aftermath, of an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

Due to the unpredictability of any crisis this plan can only be a guide setting out best practice in general terms. While this plan hopes to identify and plan for the more obvious emergencies it can't capture all possible variations. At the same time, the emergency may impact on the PCEG's ability to implement this plan. For example, certain people or other resources identified may not be available.

As a general principle, this plan assumes the worst likely scenarios on the basis that it is easier to scale down plans to suit the situation.

The following recommendations are made:

iii. to note the draft plan

iv. to allow the AOAC to revise and populate the draft Emergency Plan and report to the next Council meeting

Agenda Item 14 - Police Community Support Officer (PCSO)

From 4 November 2019 the way that PCSO's have been deployed across Sussex has changed, this means that each PCSO will be responsible for a defined geographical area with each community having a named officer.

The introductory letter, copied below in blue, was received from PCSO Jack Keen who will be responsible for the Midhurst area.

Good afternoon,

I would like to introduce myself as the named Police Community Support Officer for your area. This has been as a result of the investment opportunity provided by precept increase proposed by Police and Crime Commissioner Katy Bourne.

The areas follow established electoral division boundaries. My area is Midhurst and the area I cover can be seen on the attached map.

As we recruit and train more PCSO's I may have a colleague working with me to support the work that we do in this area, however, for now it will just be me so please be patient as I get to know yourself, your community and the other stakeholders in the area that I cover. We will update you in relation to this if these changes do occur.

In these early days my aim is to get to know the area and spend as much time getting to engage with you as practicably possible, so that I can understand the issues within the community and work together to identify solutions. Although I will still book on at Chichester

Police Station and my day to day will still be dictated by the jobs that come in across the entirety of the Arun & Chichester division. Nonetheless I will be the point of contact for issues that arise and are ongoing in the Midhurst district.

I encourage you to respond with any other local contacts you may have that I would find useful.

As always, if you need to make contact with us you can contact us at chichester@sussex.pnn.police.uk

PCSO Keen will be covering the following parishes:

Midhurst
Milland
Rogate
Harting
Elsted and Treyford
Bepton
Linch
Woolbeding with Redford
Stedham with Iping
Trotton with Chithurst

*The following recommendation is made:
to note the report*

Agenda Item 15 - Council Hedge Cutting

The Council owns a length of hedge which runs along the B2146 to the east of the Warren and South Gardens. this hedge has not been cut for some years.

Following a discussion, with a local farmer who provides a hedge cutting service, at the Parish Council drop-in session on 2 November 2019, the RFO in conjunction with the Chair agreed that, provided the contractors agreed, the hedge should be cut whilst the road closure (to enable tree works in the Warren) was in place.

The hedge was cut on 4 November, along with the hedge of a neighbouring landowner.

The cost to the Council is £40 + vat. This was agreed by the RFO and Chair according to Financial Regulations, section 4.1.

*The following recommendation is made:
to note the report*

