

## HARTING PARISH COUNCIL

You are summoned to attend a meeting of Harting Parish Council in the Main Hall of Harting Community Hall at Pease Croft, South Harting on Thursday 21 February 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 January 2019 and the Extra-ordinary meeting held on 5 February 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. South Downs Local Plan: Public Consultation on the Main Modifications** (see supporting document for briefing note)  
*The following proposal is made:*  
*that the Council considers the revised version of the Main Modifications to the SDNP Local Plan and the associated Sustainability Appraisal (SA) Addendum and Habitats Regulations Assessment (HRA) Statement, and that it then decides what, if any, representation it wishes to make to the consultation.*
- 8. South Gardens Access Road** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report.*
- 9. Committee Meeting Room Working Group** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report and to consider what further action to take.*
- 10. Annual Parish Meeting**  
*The following recommendation is made:*  
*To agree the date and time for the Annual Parish Meeting.*
- 11. Advisory Committees** (see supporting document for briefing note)  
*The following proposal is made:*  
*To decide whether any of the following three advisory committees should meet in public: Finance, Play and Open Spaces, and Highways and Byways.*
- 12. Noticeboards** (see supporting document for briefing note)  
*The following proposal is made:*  
*To agree to the insertion of a new paragraph in the Council's Standing Orders (after para 3d) which clarifies where notices of meetings held in public are officially posted:*

*Notices of meetings held in public will officially be posted with the due notice period on the Council's website. Whenever possible and when the website is known to be*

*unavailable, notices will also be posted on the Council's notice board adjacent to the White Hart, The Street, South Harting GU31 5QB. Members of the public can also contact the Clerk for information on forthcoming meetings (clerk@harting-pc.gov.uk)*

**13. Grass Cutting 2019** (see supporting document for briefing note)

*The following recommendation is made:*

*That the quote of £138.50 per cut for South Gardens from MH Kennedy & Son Ltd is accepted for 2019.*

**14. Village Litter Picking day** (see supporting document for briefing note)

*The following recommendation is made:*

- i. to agree a date for the litter pick*
- ii. to appoint a councillor to co-ordinate the event with assistance from the clerk*

**15. To approve expenditure for February 2019**

Undisclosed	Clerk & RFO Salary	725.52
Harting Community Hall	Footpath light electricity cost	246.15
Surrey Hills Solicitors	Advice re: SG Access Road	564.00
Surrey Hills Solicitors	Registering of SG	880.00
Burley Geach	Retrieval and forwarding of Deeds	79.50

**15.1. To note income for February** None

**15.2. To note that the bank reconciliations for February 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**

**15.3. To note the bank balance as of 31 January 2019 - £73,401.64**

**15.4. To note the budget statement for January 2019**

**16. Planning** To note the minutes of the Planning Committee held on 17 January 2019 and the unconfirmed minutes from 7 February 2019.

**17. HABAC** To note the unconfirmed minutes (to follow) of the Highways and Byways Advisory Committee (HABAC) on 28 January 2019.

**18. Correspondence** None

**19. Clerks report** – *(attached)*

**20. Items for future meetings**

**21. Date of next meeting** Full Council Meeting 21 March 2019 at 7.30pm

**22. Confidential item – Land Ownership issue** (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.*

**Trish Walker – clerk to the Parish Council**

**Supporting Reports – Harting Parish Council Meeting 21 February 2019**

## **Agenda Item 7 - South Downs Local Plan: Public Consultation on the Main Modification Briefing Report**

The Pre-Submission version of the Local Plan was submitted to the Planning Inspectorate together with a Schedule of Changes in April 2018. The Schedule, proposed by the SDNPA on the basis of responses to the 2017 consultation, was subsequently divided into Main and Minor Modifications.

Following the Hearings in November and December 2018, the Inspector has proposed some changes to the Main Modifications and a new version has been issued. These Modifications "... are proposed without prejudice to the Inspector's final conclusion on the Local Plan." Given that the Inspector appears to have proposed only eleven changes and has invited the NPA to consult on the Modifications, it has to be assumed there is no likelihood that his report will find the Plan to be either unsound or not legally compliant, nor is there any possibility of further significant changes. The Main Modifications can be found at [https://www.southdowns.gov.uk/wp-content/uploads/2019/01/Main\\_Mods\\_2019\\_FINAL\\_with\\_appdx.pdf](https://www.southdowns.gov.uk/wp-content/uploads/2019/01/Main_Mods_2019_FINAL_with_appdx.pdf) (if the link does not work, copy and paste it into your browser's search box).

As of April 2018, the Main Modifications included a significant and positive change to the site allocation 'Land at Loppers Ash' (policy SD90). From the incongruous 1.6 acres site that did not in any way respect the form of the village-edge building line in the 2017 Pre-Submission Plan, it was changed back to the plot as it appeared in the 2015 Preferred Options Consultation, i.e. a rectangle of about 1 acre, the rear boundary of which aligns with that of the existing properties on New Lane. As a result of the site being smaller, there were other changes to the 2017 SD90 policy, including removal of the requirement for only one vehicular entrance from New Lane. The Inspector has now proposed the re-instatement of that requirement "... to minimise the number of entrances onto New Lane and protect the existing hedge bank".

The public consultation on the proposed Main Modifications began on 1 February and ends on Thursday 28 March 2019. Representations can only be made on their soundness and legal compliance or on the associated Sustainability Appraisal (SA) Addendum and Habitats Regulations Assessment (HRA) Statement. Comments on any other aspects of the Local Plan will not be accepted. For more information about the consultation, including the SA Addendum and HRA Statement: <https://www.southdowns.gov.uk/planning/national-park-local-plan/south-downs-local-plan-main-modifications/>.

### **Proposal:**

*That the Council considers the revised version of the Main Modifications to the SDNP Local Plan and the associated Sustainability Appraisal (SA) Addendum and Habitats Regulations Assessment (HRA) Statement, and that it then decides what, if any, representation it wishes to make to the consultation.*

## **Agenda Item 8 - South Gardens Access Road Briefing Report**

Since the last Council meeting in January 2019, the Surrey Hill Solicitors have made an application to the Land Registry on behalf of the Parish Council to:

- register the land transferred to the Council in the 1937 conveyance (South Gardens and The Warren).
- include the South Gardens access road in this application on the basis of lost deeds.

To enable this application to progress the Chairman had to authorise Burley & Geach solicitors to transfer the original deeds to Surrey Hills Solicitors. Certified copies were retained at Burley & Geach.

The solicitor has advised that the land registry application may take up to 2 months.

*The following recommendation is made:*

*To note the report*

### **Agenda Item 9 - Committee Meeting Room Working Group**

#### **Briefing Report**

The members of the working group met at the Community Hall on the afternoon of 9<sup>th</sup> February. Whilst it was agreed that the area over the foyer and entrance is both large (9.7m x 5.8m) and under-utilised and could be converted, it was considered impractical to consider on grounds of accessibility, cost, and importantly failure to resolve separation from physical conflict with pre-school use of the main hall and entrance area.

Consequently, consideration was given to utilising the western end of the building. It was considered possible that a suitable room for general meetings could be created by using the two store rooms (3.75m wide by 6.1m long), or if more space is needed also the boiler room and re-locating the boiler outside (3.75 wide x 8.6m long). Windows would needed to be created. This room would be the same width as the former upstairs meeting room.

To gauge if this is a practical solution, Hugo Stuttford agreed to approach a local builder to get a view on whether this would work, and a ball-park figure of the cost.

*Recommendation: - To note the report and consider what further action to take.*

### **Agenda Item 11 – Advisory Committees**

#### **Briefing Note**

The Council has five committees, of which four are advisory and currently do not meet in public. The four are Finance, Personnel, Play and Open Spaces (POSAC) and Highways and Byways (HABAC); the only decision-making committee is Planning. SSALC has confirmed that advisory committees do not need to meet in public.

However, Standing Orders do not distinguish between decision-making committees and advisory ones and therefore imply that meetings of all five committees are publicised in advance and that the public can attend and make representations.

The Council therefore needs to decide whether or not any of Finance, POSAC and HABAC should meet in public: because of the nature of its role, the Personnel Committee cannot. The result of the Council's decision may require changes to SOs and to some committees' terms of reference. The appropriate changes will be proposed at the March 2019 meeting.

If some of the advisory committees are to meet in public in future, due notice periods will have to be given and agendas will have to be specific about the business to be covered to ensure clarity for members of the public. Whether or not held in public, in the interests of transparency, the minutes of all committees, except Personnel, will be posted on the Council's website.

*The following proposal is made:*

*To decide whether any of the following three advisory committees should meet in public: Finance, Play and Open Spaces, and Highways and Byways.*

## **Agenda Item 12 – Noticeboards**

### **Briefing Note**

This proposal was deferred from the January meeting because a councillor queried whether it is a legal requirement for a parish council to post notices of meetings held in public on a physical notice board. The Clerk has checked with SSALC. While they advise that a notice board is used so that anyone without internet access is not disadvantaged, it is not a legal requirement to do so.

The proposal does not say that the website should be the sole venue for notices of meetings held in public, only that it should be the official place for posting such notices and that this should be stated in the Council's Standing Orders.

As stated in the January Briefing Note, the board adjacent to the White Hart should be retained in case the website is down for some reason and, whenever possible, notices should be posted on it for those who do not have access to a computer (which accords with the advice subsequently given by SSALC).

Undoubtedly it will be rare for the physical notice board not to be used, but the proposal allows for that eventuality.

*The following proposal is made:*

*To agree to the insertion of a new paragraph in the Council's Standing Orders (after para 3d) which clarifies where notices of meetings held in public are officially posted:*

*Notices of meetings held in public will officially be posted with the due notice period on the Council's website. Whenever possible and when the website is known to be unavailable, notices will also be posted on the Council's notice board adjacent to the White Hart, The Street, South Harting GU31 5QB. Members of the public can also contact the Clerk for information on forthcoming meetings (clerk@harting-pc.gov.uk).*

## **Agenda Item 13 – South Gardens Grass Cutting 2019**

### **Briefing Note**

MH Kennedy & Son Ltd have cut the grass in South Gardens for some years. They have always provide a reliable and satisfactory service.

The quote for the grass cutting for the year 2019 has been provided at £138.50 + vat per cut, and increase of £3.50 per cut on the last year's cost. There would be one cut a fortnight depending on weather and growth.

The Financial Regulations state that three quotes do not need to be provided for "work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council" (Fin Regs 11.1 (a) iv).

*The following recommendation is made:*

*That the quote of £138.50 per cut for South Gardens from MH Kennedy & Son Ltd is accepted for 2019.*

#### **Agenda Item 14 – Village Litter Picking Day**

##### **Briefing Note**

The annual "Litter Picking Day" is usually held in March, prior to the vigorous growth of vegetation. The suggested date for 2019 is Saturday 16<sup>th</sup> March at 9am at the Village Hall.

Essential safety equipment and advice with risk assessment details will need to be issued on the morning.

*The following recommendation is made:*

*iii. to agree a date for the litter pick*

*iv. to appoint a councillor to co-ordinate the event with assistance from the clerk*