



**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

Jane Sawyer
Parish Clerk/RFO

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Councillors, you are hereby summoned to a meeting of Bramshott & Liphook Parish Council to be held at 7.30pm on Monday 25th September 2023 in the Main Hall at the Liphook Millennium Centre, Ontario Way, Liphook.

J. Sawyer

Parish Clerk/RFO
19th September 2023

PARISH COUNCIL MEETING

Monday 25th September 2023, 7.30pm, Liphook Millennium Centre

AGENDA

1. **Chairman's Announcements**
2. **Apologies for Absence**
3. **Disclosure of Interests:**

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. **Approval of Minutes:** To approve the minutes of the meeting held on 24th July 2023 and the extraordinary meeting held on 11th September 2023.
5. **Actions:** To provide updates on any actions from previous meetings (*Appendix 1*)
6. **Minutes of Committee Meetings:** To receive the minutes of committee meetings:
Liphook Millennium Centre Management Committee 4th September 2023
Planning Committee 17th July 2023 & 14th August 2023
Recreation Committee 7th August 2023
Finance & Policy Committee 11th September 2023
7. **Reports from District and County Councillors:**
East Hampshire District Council – Cllr A Glass, Cllr B Moulard, Cllr N Sear
County Councillor – Cllr D Curnow-Ford (*Appendix 2*)
8. **Public Participation Session**
(a) To allow members of the public to address the Council with respect to items not on the agenda.
(b) To allow members of the public to address the Council about business on the agenda at the discretion of the Chairman.
9. **Co-option of a parish councillor:** To consider applications and appoint a new parish councillor

10. **Neighbourhood Development Plan Steering Group:**
 - a) To receive an update from the Chair of the NDP Steering Group
 - b) To accept the minutes of the meetings held on 9th May 2023 & 11th July 2023
11. **River Wey Trust:** To appoint a member to act as the council's representative
12. **Clerk's Report:** To receive a report from the Clerk on current matters (*Appendix 3*)
13. **Financial Report:** To receive and approve the schedule of payments for 1st May – 31st August 2023 (*separate appendix*) and to note bank reconciliations for June, July & August 2023
14. **Budget 2023/24:** To note income/expenditure in accordance with Financial Regulations (*separate appendix*)
15. **CCTV Haskell Centre:** To consider quotations and agree a contractor to provide CCTV at the Haskell Centre/public toilets (*separate confidential appendix*)
16. **Governance:** To approve the following council policies (*separate appendices*):
 - a) Standing Orders
 - b) Financial Regulations
 - c) Publication Scheme
17. **External Audit 2022/23:** To note the conclusion of external audit and agree publication timescales (*Appendix 4*)
18. **Projects:** To review the current project list and agree priority projects (*Appendix 5*)
19. **Council CIL Funds:** To appoint a liaison panel consisting of 3 members in accordance with the CIL Neighbourhood Portion Policy (*Appendix 6*)
20. **Hampshire ALC AGM:** To agree that Cllr Kirby can vote on behalf of the parish council at the AGM.
21. **D-Day 2024:** To consider whether the council wishes to participate with beacon lighting on 6th June 2024 to celebrate the 80th anniversary of D-Day (*Appendix 7*)
22. **Reports from councillor representatives to community organisations and liaison groups:**
To receive an update from councillors who have attended meetings on behalf of the council
23. **Date of next meeting:** The next parish council meeting will be held on 30th October 2023.
24. **Exclusion of members of the public and press:** *In accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted*
Agenda item for exempt session: To discuss and agree a Section 106 legal agreement for the provision of a boardwalk in Radford Park (*Confidential Report dated 19/09/2023*)

Appendix 1: Actions from previous meetings

Minute reference	Action	Lead person	Complete
23.65 04/2023	Write to EHDC re reinstatement of Community Partnership Meetings	Cllr Kirby	
23.109 05/2023	Update Standing Orders, Financial Regs, TORS for committees/working groups & policies for council approval	Clerk	
23.144 06/2023	Update the bank mandate to include new signatories	Clerk	
23.170 07/2023	Investigate charges for public toilets & discuss with EHDC. Investigate costs of CCTV for this area. Arrange to close public toilets at 5pm Monday-Friday and temporarily close the toilets at the weekends.	Clerk	

Appendix 2: County Councillor's Report

Update from your Hampshire County Councillor – Sept 2023

Greetings to the Executive Officers, Staff and Members of Bramshott and Liphook, Headley, and Grayshott Parish Councils. I hope you are all well and enjoying the late summer sunshine.

Local Activities

Bramshott & Liphook

Whilst my Inbox has been relatively quiet over summer, the majority of issues are highways and footpath related:

A Bramshott resident has reported overgrown vegetation on Bramshott and Liphook Footpath 15 from Gentles Lane to Woolmer Lane. The HCC Countryside Services, SE Access Team Rights of Way Officer has discussed the issue with the Community Engagement Ranger for the area and they will be scheduling an inspection shortly. Did you know Hampshire Countryside Service manages 3000 miles of public rights of way?

What happened to the bollards on Midhurst Road?! Someone must have really hit these hard to skittle them out of their sockets! I've reported this to Highways. Did anyone see what happened?



I've reported signs at both ends of Hill House Hill left behind from March!

I've also reported the pothole/raised iron work at the roundabout junction of Midhurst Road and The Square, opposite the Liphook Living Room cinema.

Grayshott

HCC Highways Development Planning investigated concerns raised by residents with the design of the access and the lack of visibility splays at the Ludshott Common car park on B3002. The officer concluded that, as there are advanced warning signs on both approaches to the bend in question (and therefore the car park access) both which have adjacent SLOW markings, from a traffic management point of view there is little else HCC could offer that would improve the situation here.



HCC new Parking Management Team were able to help a resident who, following changes to parking restrictions, would incur Fixed Penalty charges if they parked outside their home whilst they were recovering. I'd like to thank Katie Weir, Grayshott Parish Clerk, for her kind offer to help this resident. EHDC Cllr Tom Hanrahan has been asked to investigate a parking permit scheme for EHDC car parks.

Headley

Following the meeting between our local Highways engineer and residents of Stonehill and Kenley Road, who have suffered run-off flooding onto their properties for years, the HCC gullies and pits in Kenley Road will be jetted 6th – 8th September. Stonehill Road gullies and pits have been upgraded to a twice a year cleanse frequency. There doesn't appear to be any blockages, as water flows once rain stops. I am also pleased to report that, following complaints from residents to Thames Water, an onsite meeting between HCC Highways and Thames Water is being scheduled. I plan to attend.

Many thanks to Headley Parish Clerk, Val Pritchard, for signposting residents on Southview Road to me to report the inconvenience experienced by private drainage works despite one network indicating this work was HCC. Residents were rightly frustrated that Norse were unable to complete their kerbside collections because the road plates weren't strong enough to allow the vehicles to pass. These issues have been highlighted to HCC Highways Streetworks team who will review with the contractor.

A new resident to Headley from Staffs is keen to recycle garden waste and see more items being recycled. I referred her to Headley's EHDC Cllrs re: garden waste and provided an update on HCC plans to extend the items that we will be able to recycle via the kerbside collection. Recycling in Hampshire is a challenge when compared with other places in the country. Hampshire was an early adopter of recycling in the 1990s, but as a result has recycling infrastructure at a county level that has not kept up to date with the breadth of items that can be recycled.

The good news is that a new materials recycling centre has been commissioned by the County Council as a result of the districts and boroughs signing up to a county-wide waste and recycling strategy. This will cost £30 million, will be built in Eastleigh, and is scheduled for completion in mid/late 2025. That will see kerbside collection of glass, most plastics, tetrapaks, textiles and food from 2025 onwards. EHDC already collects glass bottles from the kerbside.

Councillor Grants

My 23/24 devolved grant pot is still open for new grant applications. [County Councillor grants | Hampshire County Council \(hants.gov.uk\)](#). Whilst the deadline to apply is next February, PLEASE DO NOT leave it this late to apply as it becomes a case of 1st come, 1st served to avoid the funds being lost.

News from Hampshire County Council (HCC)

Schools

Residents may be aware of the recent news story regarding schools in England due to close imminently as a result of their buildings containing unsafe concrete: School buildings in England to shut over concrete safety fears - BBC News

No Hampshire school is being closed. Cranbourne College in Basingstoke is the only site where RAAC has been identified among Hampshire County Council's maintained schools. Temporary works have already been undertaken to one section of the building to make sure it is safe and another area has been taken out of use since the beginning of the year, however, the school is expected to open as normal at the start of the autumn term.

Meanwhile, the council is encouraging families to do all they can to support regular school attendance for their children from the beginning of term. The first few days back in school are especially crucial in paving the way for a successful year. Attendance rates are improving locally, but are still not back to pre-pandemic levels.

Educational specialists advise that attending school every day, unless unwell, is best for children to ensure that the solid foundations for their future education and employment can be laid. It is also one of the best ways of protecting a child's mental and physical health. The County Council's website provides advice and guidance on school attendance including parental responsibilities and what to do if a child is unwell or expected to be away from school for a long period of time.

County deal and the local economy

The proposed county deal, with the councils across Hampshire and the Isle of Wight seeking substantial devolution and funding of £1.14 billion from central government in return for a more combined structure, **will not be proceeding** after Southampton, Portsmouth and the Isle of Wight sought a separate deal. The leader of Hampshire County Council, Councillor Rob Humby, regretted the outcome, commenting that the deal could have made a significant contribution to Hampshire's economic recovery, by stimulating economic recovery, regeneration and business growth.

Separately, the government has announced that the core functions of Local Enterprise Partnerships (LEPs) will transfer to local authorities, including HCC, from April 2024. LEPs are non-statutory, business-led partnership bodies that are responsible for local economic development in England. They bring together the private sector, local authorities, and academic and voluntary institutions to help boost the local economy and drive growth.

Solar panels for homes schemes - Solar Together

I have mentioned this scheme before, whereby residents can join in the bulk buying of solar panels or batteries for their homes, which both reduce energy bills and boost local renewable energy generation. A new round has opened, and residents have until 27 October to register their interest online, for free and without obligation – www.hants.gov.uk/solartogether.

Covid-19 vaccinations

A Covid-19 vaccine programme is to start this month as a precautionary measure following the identification of a new Covid-19 variant. It will be offered to those most at risk from winter illness, including all adults over 65 years old and over, front line health and social care workers, carers aged 16 to 64 and pregnant women. An annual flu vaccine will also be available at the same time, where possible.

Vaping

Following an increase in young people experimenting with vaping, Hampshire County Council has pledged continuing support for a series of education and enforcement measures to tackle the increasingly pressing issue of teen vaping. In total, 20.5% of children nationally have tried vaping, up from 15.8% in 2022 and 13.9% in 2020.

Steps include writing to families of children in secondary schools with information about vaping to highlight the risks and the support available; redeveloping education and awareness schemes to

encourage behaviour change and to reduce uptake; Trading Standards carrying out enforcement operations to deter underaged sales of vapes and tackle illegal vapes.

In other news on vaping, Hampshire residents can now recycle vapes at any Household Waste Recycling Centre, helping to avoid disposal in general waste, which is a fire risk. HWRCs can accept all types of vapes. The guidance is not to dismantle them before disposal unless the batteries can be safely removed for separate recycling.

Single-use vapes contain lithium-ion batteries which can catch fire if broken. This is an increasing problem across the country; in Hampshire, the County Council estimates one fire a month on average in a waste truck or waste facility can be attributed to a battery, faulty electrical item, or disposable BBQ. A battery was the suspected cause of a significant fire at the Portsmouth Materials Recovery Facility in 2021 which closed the site for three months.

HCC launches consultation on future of care homes.

On 4 September 2023 a consultation will commence on proposals that would see some £173million invested over the next five to six years to transform and expand the future of nursing and specialist care accommodation directly provided by Hampshire County Council for the county's growing older population. The consultation will run for 10 weeks, closing on 12 November 2023. From 4 September the consultation will be available at this link: <https://www.hants.gov.uk/social-care-2023>

The proposals put forward recommend concentrating on the delivery of specialist nursing care, complex dementia care and short-term support – to either prevent a hospital admission or support a hospital discharge. This would meet the needs of a growing number of older people in Hampshire in the longer term. The County Council's seven remaining nursing and short term 'step-down from hospital' care homes will remain in operation. The changes would be phased over time and would help to increase the overall number of directly provided Local Authority beds to around 1,000 from the current position of just over 900 beds.

Annually, the County Council sources care home places for around 1,600 clients, more than three quarters of whom go into private care homes. The investment proposals would enable a similar ratio of care provision to be maintained.

We are at an early stage of consultation and decisions will not be taken until February 2024. Your support in not only providing your own views, but in promoting the public consultation to your local populations would be greatly appreciated.

Government planning consultations

I would like to draw attention to two planning reform consultations launched recently by the Government which could potentially have a far-reaching impact on our area.

Firstly, the Government is consulting on changes to plan-making. This will make the process quicker and it will also require planning authorities to review plans every five years. You can read more about this and respond to the consultation here.

<https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation>

Secondly, the Government is consulting on changes to Permitted Development, including within protected landscapes. This consultation covers changes to certain permitted development rights that allow agricultural diversification and development on agricultural units. The South Downs and New Forest National Park Authorities are not very happy about this proposal. I suspect there will be mixed views amongst Parish Councillors. Whatever your views I hope you will take the time to respond to this important consultation. You can read more about this and respond to the consultation here:

<https://www.gov.uk/government/consultations/permitted-development-rights>

Both consultations close on 25 September 2023.

Emergency Contact Numbers

I would like to draw attention to a helpful new page on the HCC website which lists emergency contact numbers for a range of different organisations:

<https://www.hants.gov.uk/aboutthecouncil/contact/emergency>

The contact number for the HCC Emergency Planning Team is 01962 846 846 and Clerks may wish to save this number in case it is ever needed.

Hopefully Parish Councils are already aware of the Community Emergency Plan Toolkit which can be downloaded from this page:

<https://www.hants.gov.uk/community/emergencyplanning/prepareyourcommunity>

Highways

Hampshire County Council has pledged to spend an additional £7.5m a year over the next three years to fix thousands more potholes. This is on top of the £13.5m currently being spent a year on reactive pothole and road defect repairs. Progress is already being made, with road defects being fixed at a record rate - in May and June alone, 19,697 potholes and other problems were repaired and 33,671 square metres of surface design and micro asphalt was laid.

In separate news, two pupils at Basingstoke secondary schools have triumphed in a competition to name two County Council gritters with the winning vehicle names being Elvis Spreadsley and Grit of Thrones.

Reporting Highway Problems - Links to report road issues and requests are here:

Following the hot sunny weather and recent heavy rainfalls, **vegetation on verges and banks** is growing rapidly. Any issues can be reported on the website at this link:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/othertree>

There is a new process to **request a Highways Tree**. Here is a link to make a request:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/tree-planting>

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

When reporting an issue, you'll be sent an email confirming a reference number for the report. If you would like me to follow this up for you, please forward that message to me and I will chase for you.

If I am unable to attend your Parish Council meeting, please do not hesitate to email me with any feedback, suggestions, and questions.

Kind regards – Debbie

6th Sept 2023

Cllr. Debbie Curnow-Ford

Hampshire County Councillor for the Liphook, Headley, and Grayshott Division

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Appendix 3: Clerk's Report

Finances

I am delighted to report that our contractor working on council finances has now brought us completely up to date. We both attended Rialtas accounts system training recently and there are some additional modules we may like to consider and which we are now investigating further.

Deputy Clerk

Nicki Sosin has successfully completed her ILCA course and will be considering starting CILCA training in the new year. She is preparing to take over the clerking for the planning and recreation committees. I will continue to offer support to both committees where needed.

Projects

Replacement of the steps at Locke Road is due to take place in November. Work to repair/renew the amphitheatre retaining walls is booked in with the contractor for October. Our staff have obtained some quotations for the new works building and we will be looking at them in detail over the coming few weeks.

Public Toilets

Over the summer and as agreed at the last full council meeting, we closed the public toilets over the weekends and at 5pm weekdays. We had no issues with vandalism and graffiti over this period. After the bank holiday weekend we started weekend opening again, and already we have had a couple of issues.

I have been trying, in vain, to speak to EHDC about our current contract with them for the provision of toilets. I need to clarify whether we can make changes to the contract such as closing the toilets earlier than as stipulated in the contract, charging for the facilities, and whether we could close them at weekends. As they provide an income to us for providing the toilets we cannot progress this project without their input.

Cllr Glass has been attempting to find someone to talk to at EHDC but we have had no luck so we will continue to pursue this.

Budget 2024/25

Work has started on next year's budget and committee members will be asked to attend budget workshops over the coming weeks and, later, committee meetings to make recommendations on their budgets.

Working Groups

Both the Radford Park Management Plan Working Group and Little Rec Working Group have started meeting and will report back to the relevant committee/council in due course.

Skate Park removal

The old skate park, which had been closed for some months, has now been removed.

Damage at the Recreation Ground

Last week, a quad bike caused some damage overnight at the Recreation Ground. The gate out to the Haslemere Road, along with the gate post, was damaged but our grounds staff have managed to straighten it enough to keep it working. There was also some damage to one of the football pitches. After posting on Facebook about the damage, we were contacted by a Passfield resident who reported two incidents there the same night. All incidents have been reported to the police and we have subsequently provided them with details of two residents with CCTV footage of the quad bike.

Appendix 4: Conclusion of External Audit

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of Bramshott And Liphook Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

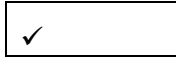
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Date

07 September 2023

Appendix 5: Project List as at 15/09/2023

Projects agreed by committee



All other projects are suggestions but not yet agreed to be included

Recreation Committee										
Project name	Description	Updates	Funding Source	Total Budget	Actual Costs	Completion Date	Agreed by committee	Priority	Agreed by council to proceed	Primary contact
Tractor Shed	Demolish works depot		CIL			Mar-23	✓			
	Clear area of trees		CIL			Mar-23	✓			
	Install new road		CIL				✓			
	Lay slab for building		CIL				✓			
	Prepare utilities (including building septic tank)		CIL				✓			
	Install new building	DB/PJ contacting contractors for design/build quotes	CIL				✓			
	Interior fit new building		CIL				✓			
	Install security fencing & gates		CIL				✓			
	Demolish tractor shed & building at Rec & make good.						✓			

	Improve car park including improved drainage and surfacing and remodel entrance as currently too steep.	Jan '22 - council agreed to fund the drainage work required	CIL				✓			
Sleeper Bridge	Replacement to provide continuous safe access & to meet H&S requirements. To include handrails.	These repairs could be done in-house and could be done in the Summer if Council funding allocated. Grounds Manager to get cost estimates.					✓			
Boardwalk	Erect a boardwalk on the access down to the sleeper bridge which is steep and muddy to provide easier access for all & to create a continuous accessible route around Radford Park.	S106 agreement & funding subject to planning permission being granted. Drains will need to be cleared to alleviate wetter areas.	S106				✓			
Radford Footpaths	Footpaths are difficult to navigate & need to be stabilised.	Temporary repairs are being carried out by Grounds staff. Some of the work is maintenance but some requires capital expenditure particularly in areas to improve accessibility. Council would need to increase maintenance budget to cover some of this work.					✓			

Noticeboards	At Radford Park, provide new noticeboards to show historic and biodiversity information. Provide leaflets showing footpaths and provide new location road signs. Name an area/asset to commemorate grounds staff member service.	Several advisory noticeboards have been installed but historic and biodiversity information, leaflets & road signs still needed. Review costs and think about sponsorship.					✓			
	At the Village Green, provide information signs for litter, dog waste & info about village green.						✓			
Locke Road Steps	Wooden steps need to be replaced as they are beyond economic repair.	June '23 council agreed to replace steps	CIL			Nov-23	✓	High	✓	

Radford Sluice Gate	Part of the sluice gate has broken and needs to be repaired/replaced. If this work is not prioritised, the sluice could fail and this would stop any water entering the pond.			£40,000						
Allotments Fencing	Fencing is deteriorating and will need to be replaced in the medium term. This could be done in stages if started now. Consider increasing maintenance budget in 2024/25 to cover this to be done incrementally.									

Liphook Millennium Centre										
Project name	Description	Updates	Funding Source	Total Budget	Actual Costs	Completion Date	Agreed by committee	Priority	Agreed by council to proceed	Primary contact
Disabled toilet	New facilities required	Match existing toilets by using same supplier. June '23 Agreed to proceed by council	CIL				✓		✓	
Car Park to rear	Existing prone to flooding . Provide staff parking & accessible parking for disabled & drop off point for users of LMC. Short term provide sign at side of LMC regarding parking.	This should include lighting					✓	High		
Amphitheatre Retaining Wall	Wooden structures have rotted and need urgent replacement. A retaining brick wall is an option.	June ' 23 Agreed to proceed by council	CIL			Oct-23	✓		✓	
Curtains	Replace stage curtains						✓	Medium		
Blinds in Main Hall	Replace all curtains in the main hall with blinds						✓	Medium		

Kitchens	Consider remodelling 2 kitchens into 1 usable space							Low		
Outside Lighting	Needs replacement and consider illuminated sign	Save energy costs and provide a greener option, and consider light pollution					✓	High		
Stage Lighting	Current lighting is 20 years old, outdated & on a very heavy gantry. Could be replaced with modern, energy efficient, LED lighting potentially on portable light stands.	Committee agreed Sept 2023 that this project is not viable at the present time. Expected life of current lights 5-10 years and used infrequently.					✓			
Upstairs Rooms	Complete the upstairs rooms to make them into usable, rentable spaces.							Low		
Benches around LMC & Village Green	Replace any benches that are rotting and refurbish others.	Property Manager is going to renovate these					✓	High		
Council										

Project name	Description	Updates	Funding Source	Total Budget	Actual Costs	Completion Date	Agreed by Council	Priority	Agreed by council to proceed	Primary contact
Aqueduct River Wey	Scheduled Ancient Monument now requiring maintenance work.	Site has been assessed by Copperstone and English Heritage have provided instruction for works. Quotations for work now needed.					✓			
Public Toilets	Redecorate/refurbish in short term.	Repainted with new paint & anti graffiti paint. Toilet roll holders installed.				Jun-23	✓		✓	
	Repaint doors					Jun-23	✓			
	Replace doors and consider any further refurbishment.	June '23 council agreed to replace doors	CIL				✓	High	✓	
Coronation Bench	Install new bench to commemorate King's Coronation.	Location required.	HCC Grant			Aug-23	✓	High	✓	
CCTV Haskell Centre	Consider installing CCTV due to ongoing issues with public toilets	July 23 Council agreed to investigate costs						High	✓	

Appendix 6: CIL Neighbourhood Portion Policy

The following policy was adopted by the Council in July 2021 and has not been reviewed since then. The Council have received an application from the community but now need to appoint a Liaison Panel in accordance with item 5. I would also recommend that this policy is reviewed at the October full council meeting.

1. Introduction

Bramshott and Liphook Parish Council (BLPC) will receive 15% of Community Infrastructure Levy collected by East Hampshire District Council from relevant developments in our ward. This will rise to 25% once the Neighbourhood Development Plan (NDP) is in place. This money needs to be managed separately and carefully. The Parish Council will be expected to:

- account for its proper use. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.
- report on its use to EHDC and our residents each year
- ensure it is spent within 5 years, otherwise EHDC could ask for it to be returned to them.

This policy sets out how Bramshott and Liphook's CIL Neighbourhood Portion will be managed to ensure the Council meets its three responsibilities above.

2. Receiving CIL

EHDC pay the neighbourhood portion of any CIL they collect at the end of April and at the end of October each year.

3. Maintaining a Project List

The clerk will maintain a list of existing and future projects that require infrastructure funding. These projects may result directly from the work of the parish council or from the community or other agencies. Ideas from the community will be sought by advertisement on the BLPC website and other forms of communication to residents.

The project list will contain a description and anticipated cost and ranked according to a number of criteria:

- Fit: Does the project/requirement meet the CIL spending requirement?
- Need: Is there evidence of need?
- Impact: What will the impact of the project be? Who will it benefit? How many will benefit?
- Deliverability: When will the money be spent? How certain is the project?
- Multiple Funding Streams:

Given the funding is for infrastructure projects it is unlikely that projects under £1000 would be included.

4. Application Process

- All applicants must complete a CIL application form. Forms and a copy of this policy are available from the Parish Office (01428 722988) and the website www.bramshottandliphook-pc.gov.uk.
- Organisations seeking funds must provide copies of their latest accounts.
- If the applicant would like any help in completing their CIL application form, they can contact the Executive Officer on 01428 722988.

5. BLPC External Liaison Panel

The Council, by rotation, will appoint 3 members as a Liaison Panel to engage with the applicant/s of each project in order to gain a full understanding of the project and make recommendation to Full Council.

The members of the Liaison Panel will be provided with:

- The completed CIL Neighbourhood Portion Application Form
- A copy of this policy
- A copy of EHDC CIL Spending – Factors for determining applications <https://www.easthants.gov.uk/cil-spending-protocol>

The Liaison Panel will report their recommendations re: the CIL funding application project in writing to Full Council for a decision.

6. Application Timetable

<u>Step</u>	<u>Date</u>
Dialogue, Project Scrutiny and Advice	Mar – April
Application submission window	May – June
Evaluation of Proposals by Finance & Policy Committee	July
Presentation for approval to Full Council	Sept

This table shows approximate timescales on an annual basis. Specific dates will be published each year.

7. Spending Decision

The decision to use CIL to fund a project, completely or in part, will be taken by the Full Council. This includes projects being managed by the Council and by others.

The Executive Officer must be satisfied that the project has been properly scoped and thought out before putting it on an agenda; and that the applicant's procurement process is proportionate; and written quotes are provided with the application.

Other sources of funding must have been sought and evidence will need to be seen before the project is put on an agenda to be considered.

When not directly managing a project the Parish Council should still satisfy itself that:

- The project is delivered in accordance with the requirements of the Health and Safety at Work Act 1974
- The contractor has the necessary public liability insurance cover in place
- The parish council will be able to inspect the work when it has been completed.

These should be a condition of any CIL decision.

The decisions of the Council will be final.

The Council reserves the right to reclaim CIL funds if, for whatever reason, the applicant/s does not fulfil their obligation e.g.: the project does not proceed or is not completed.

In the event of a large project coming forward and/or an item of significant expenditure that may benefit residents in neighbouring parish/es and/or involve applications for EHDC CIL reserves, the application will be considered and managed on a case basis.

Any agreed payments will be on a phased basis.

8. Reporting

For any year (April to March) that CIL is received, the Council will prepare a report that details:

- total CIL receipts for the reported year
- total CIL expenditure for the reported year
- summary details of CIL expenditure during the reported year including
 - (i) the items to which CIL has been applied
 - (ii) the amount of CIL expenditure on each item
- details of any notices (Reg 59E) received on the recovery of CIL unspent after 5 years
 - (i) the total value of CIL receipts subject to notices during the reported year
 - (ii) the total value of CIL receipts subject to a notice that has not been paid to the relevant charging authority by the end of the reported year
- the total amount of:
 - (i) CIL receipts for the reported year retained at the end of the reported year
 - (ii) CIL receipts from previous years retained at the end of the reported year.

The parish council will publish the report on its website and send a copy of the report to EHDC, no later than 31st December following the reported year.

Appendix 7: D-Day Beacon Lighting

Dear Town or Parish Clerk,

RE: HAMPSHIRE & D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the site of the British Normandy Memorial, overlooking Gold Beach in Normandy, France, one of the five Beaches landed on 80 years ago on 6th June next year, in celebration and commemoration of this important occasion, as well as using the event to enable communities and individuals to pay their 'tribute' to those that gave so much during this campaign to help ensure the freedom we all enjoy today, with the flames from the Beacons representing the 'light of peace' that emerged from the dreadful darkness of war all those years ago.

We feel sure you will agree with me when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII, so with this in mind, we would like to encourage your Town or Parish Council to take part in D-Day 80 on 6th June next year, as we would like to achieve the lighting of at least **80 Beacons** per County, within England and Wales, as part of this 80th Anniversary event, so would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will be sent the Certificate of Grateful Recognition found on page **46** of the Guide, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated. The Guide, message from the Prime Minister encouraging local communities to take part in lighting Beacons and the logo for your use, are available to download from the D-Day 80 website - www.d-day80beacons.co.uk.

From pages **24** through to **28**, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night, so we do hope that your Town and Parish Council will take part, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

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