



**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 4th March 2024 in the Main Hall at the Liphook Millennium Centre, Ontario Way, Liphook.

J. Sawyer

Parish Clerk/RFO
27th February 2024

**PARISH COUNCIL MEETING
Monday 4th March 2024, 7.30pm, Liphook Millennium Centre
AGENDA**

A one minute silence will be observed before the meeting, in memory of Cllr Peter Curnow-Ford

- 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 29th January 2024
- 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:

Finance & Policy Committee: 8th January 2024

Planning Committee 22nd January 2024

- 7. Reports from District and County Councillors:**

East Hampshire District Council – Cllr A Glass, Cllr B Mouland, 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. Neighbourhood Development Plan:**

a) To hear an update from the Chair of the NDP Steering Group

b) To accept the minutes of the meetings held on 9th January 2024

- 10. Clerk's Report:** To receive a report from the Clerk on current matters (*Appendix 3*)

- 11. Interim Internal Audit Report:** To note the auditor's report (*separate Appendix 4*) and agree any actions (*Appendix 5*)

- 12. Appointment of Internal Auditor:** To consider a 3-year agreement with our current auditor Mulberry & Co at a cost of £65 per year until 2025/26 (*Appendix 6*)

13. **Financial Report:** To receive and approve the schedule of payments for January 2024 (*Appendix 7*) and to note the bank reconciliations for January 2024
14. **Auto Speedwatch Cameras:** To consider and agree a budget, and delegate spending authority to the Clerk, for provision of additional ASW cameras, licencing and any associated signage and extension/new poles. Funds to come from earmarked reserves for Community Funded Initiatives (*Appendix 8*)
15. **Environment Act 2021: Biodiversity duty:** To hear an update from the working group
16. **EHDC Play Areas:** To consider a report from East Hampshire District Council regarding play areas in the parish and provide a response regarding potential community asset transfers (*Appendix 9*)
17. **Hammer Vale Telephone Box:** To consider upgrading the telephone box in Hammer Vale using CIL funds (*Appendix 10*)
18. **Liphook Tennis Club:** To consider a request from the tennis club to provide support for a S106 funding application (*Appendix 11*)
19. **River Wey Trust/Thames Water:** To note correspondence from The River Wey Trust and agree any actions (*Appendix 12*)
20. **Hampshire County Council Toucan Crossing** To note correspondence from Hampshire County Council regarding a toucan crossing on Portsmouth Road and agree any actions (*Appendix 13*)
21. **Tree Warden:** To appoint a tree warden and agree attendance at the Regional Tree Warden Forum at a cost of £12 per person
22. **Removal of Passfield bus shelter:** To agree a response to EHDC regarding removal of a bus shelter in Passfield (*Appendix 14*)
23. **Meeting dates:** To consider and agree amendments to meeting date during 2023/24 (include May meetings and APM) (*Appendix 15*)
24. **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
25. **Date of next meeting:** The next parish council meeting is on Monday 25th March 2024
26. **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 excluded session (confidential appendix)
To discuss a legal matter relating to Parish Council land at Hammer Vale

Appendix 1: Actions from previous meetings

Minute reference	Action	Lead person	Complete/updates
23.109 05/2023	Update policies for council approval	Clerk	Ongoing
23.144 06/2023	Update the bank mandate to include new signatories	Clerk	Ongoing
23.170 07/2023	Investigate charges for public toilets & discuss with EHDC.	Clerk	EHDC ongoing discussions re public toilets
23.197 09/2023	Arrange police liaison meeting	Clerk	12th Feb 2024
23.242 11/2023	Bring emerging NDP policies to committees/council	Clerk	Ongoing
23.269 12/2023	Write letter of support re toilet refurbishment to the Day Centre	Clerk	Complete
23.270 12/2023	Clerk to work with Speedwatch to agree locations for new ASW cameras. New licence will need to be applied for.	Clerk/Speedwatch team	Ongoing
23.290 01/2024	Carry out actions from Risk Assessment	Clerk	
23.292 01/2024	Order new modules for Rialtas software	Clerk	Complete
23.293 01/2024	Proceed with applications for business debit cards	Clerk	Ongoing
23.297 01/2024	Move CCTV screen in Haskell Centre	Clerk	Contractor resolving
23.298 01/2024	Complete SDNPA Settlement Facilities Assessment	Clerk	Complete
23.299 01/2024	Biodiversity Working Group to report back to Council in February	Cllrs Cameron, Kirby & Olson	

Appendix 2: County Councillor's Report

Greetings to the Executive Officers, Staff and Members of Bramshott and Liphook, Headley, and Grayshott Parish Councils. I hope this report finds you all well.

Local Activities

Bramshott & Liphook

I attended an EHDC organised meeting at Penns Place with East Hants District Police Commander, Chief Inspector Mr Habib Rahman and Inspector Darren Murphy from the Longmoor Neighbourhood Police Unit in Bordon. I was pleased to learn Hampshire and Isle of Wight Constabulary have implemented a new local area model. This means:

- End of centralised policing
- Four locally focused Areas
- Accountable Commanders at Area and District level
- Far more locally commanded proactive capability

PC Darren Bramley is the nominated Police Officer for Liphook, Liss and Grayshott and PC Ed Crew for Headley and Headley Down.

I was also delighted to hear that PCSO Ben Besley has continued to monitor dangerous and illegal parking outside Liphook Infant and Junior Schools at peak times.

Grayshott

I am very pleased that GPC are proceeding with the traffic calming measures designed by HCC Safer Roads team for **Headley Road** and hope that an officer will be available to support the Grayshott Village Assembly in April.

Headley

Increased traffic due to SSN diversion are causing erosion to the frontages of properties on **Whitehill Road, Stanford**. I am supporting a resident's request for posts to be installed along this stretch.

I look forward to meeting with **Fuller Vale Wildlife Pond Group** to discuss how can the pond best be maintained as a wildlife refuge in a way compatible with HCC Highways Easement.

Councillor Grants

My 23/24 devolved grant pot is now fully committed. I expect next year's pot to be open for applications in the May/June 2024 timeframe. If you're planning a project and think it qualifies for a Councillor Grant then let's discuss it. I've already received 2 enquiries.

News from Hampshire County Council (HCC)

HCC Budget Consultation – A message from HCC Leader Cllr Rob Humby

"We know that fly-tipping is a big concern for Hampshire residents and appreciate that it is an issue that is being linked to the County Council's current Future Services Consultation. The consultation sets out 13 cost reduction proposals which could help towards closing a £132m budget shortfall we expect by April 2025. Like many councils nationally Hampshire County Council is also facing huge budget pressures in future as costs go up and more people need local services – particularly social care to protect children at risk of harm or abuse, supporting more older people and children and adults with disabilities and additional needs.

Our consultation sets out a range of savings options from the Household Waste Recycling Centre (HWRC) budget. No final decisions have been made, and it's important that we now hear as many views as possible on these options, which could include the closure of the smallest, most expensive-to-run HWRCs. We've considered evidence on fly-tipping when developing these proposals and it's the case that most of this illegally discarded waste is left by unscrupulous traders undertaking unlicensed house clearances.

Whilst the total number of reported incidents of fly-tipping – a criminal act – on public land across Hampshire has disappointingly risen, this has been by less than 1%; and it's important to note that the amount of fly-tipped material has reduced by almost 400 tonnes – which is a drop of around 12.5%. Plus, the data shows that some of these fly-tips will also have been reported multiple times – counting towards the total incident figures. There has been no evidence of increased fly-tipping in other parts of the country that have closed household waste disposal sites and made other service changes, suggesting that the law-abiding majority of residents is continuing to do the right thing for the environment, even if this means making some adjustments.

We must make some tough decisions on what we can continue to deliver from April 2025. To ensure we can provide HWRCs that continue to meet people's needs and make the most of public money, please have your say and take part in the public consultation which is open until 31 March 2024. Visit www.hants.gov.uk/future-services-consultation."

HCC would like to hear from as many people in Hampshire as possible – from residents, to businesses, schools, universities, community and voluntary groups, and our partners, to help us understand and consider the potential impact of any changes proposed.

HCC Budget consultation – Hampshire Waste Recycling Centres aka The Tip!

I have received many emails from concerned residents asking me to oppose the closure of the Bordon HWRC.

Hampshire is the best served county in terms of its waste and recycling centres, we have more per square mile, per head of population and open them longer than any other area. Are there better ways of delivering this service?

As a Waste Disposal Authority, we're obligated to arrange for the deposit of household and garden waste at no charge under the Environmental Protection Act 1990.

In 2022/23, you made 2.1 million bookings, depositing nearly 120,000 tonnes of waste across our 24 HWRCs, costing over £10 million a year to operate.

However, due to ongoing budget pressures, we are looking to reduce spending by a minimum of £1.2 million annually.

Proposed Changes Include:

1. **Charging for Discretionary Services**

- Premium booking slots
- Additional services by site staff
- Chargeable items like gloves and sacks

2. **Alternative Delivery Models**

- Handing over management to charities or community organizations
- Districts and boroughs managing some sites

3. **Changes to Types of Waste Accepted**

- Evaluating efficiency by restricting certain waste types at specific sites

4. **Reducing Opening Days/Hours**

- Potential reductions to opening hours and days to achieve savings

5. **Reducing Number of Existing Sites**

- We have split the sites into 4 tiers, based upon their size, usage and the cost of running them:

Tier 1

Newer, larger sites, fit for purpose.

Andover, Basingstoke, Eastleigh, Gosport, Segensworth, Waterlooville, Winchester

Tier 2

Strategic locations, some investment may be needed. Alton, Efford, Farnborough, Havant, Netley

Tier 3

Smaller sites, operationally challenging, investment required.

Aldershot, **Bordon**, Casbrook (Romsey), Hedge End, Marchwood, Petersfield, Somerley

Tier 4

Smallest sites, poorest performing, most expensive to run

Alresford, Bishops Waltham, Fair Oak, Hartley Wintney, Hayling Island

Using the above criteria and tiered system, the options for site closures include:

- No closures
- Closure of Tier 4 sites only

Closure of Tier 3 and Tier 4 sites

It is NOT the case that each of these proposals will be taken forward. We do though need to consider how we can find the savings we need from the HWRC system to contribute toward the cost of the statutory services we provide for the most vulnerable.

Many people have asked why we can't charge for services at HWRCs. The law prohibits this – we have been lobbying Government for the power to do this since 2015 but to no avail.

However, the movement has been in the opposite direction. The Government's decision to ban charging for DIY waste (the charge for which only covered our processing costs) has resulted in an additional annual cost to the County Council of £2million.

Feedback already received told us that Hampshire's residents were supportive of service change, but notably opposed to service reduction. We have taken that on board and have prioritised those changes as part of our proposals upon which the County Council is now consulting. This will include further internal reorganisation, increased charging for services and the sale of assets.

You can read more about the HWRC consultation here: <https://www.hants.gov.uk/.../household-waste-recycling...>

You can have your say on our proposals for change here: <https://hampshirecc.welcomesyourfeedback.net/s/FSC>

Once you have gone through the first couple of pages, then tick the box marker 'Household Waste Recycling Centres (HWRCs) to be taken to the consultation on HWRC proposals.

Hampshire Forest Partnership update

The Hampshire Forest Partnership is having a busy planting season. So far, we have planted 24,300 trees and hedges which is more than double what we achieved in our first year. We have an ambition to plant one million trees by 2050 and so we are determined to keep building each year. I would like to highlight two exciting opportunities to work with the Hampshire Forest Partnership:

Free Elm Trees available! We have purchased 700 disease-resistant elms, and we are still looking for homes for about 600 of them. Please help us by coming forward with a request for up to 20 Elm trees in your patch! The English countryside was once dominated by elms, but since the 1960s these trees have been ravaged by Dutch elm disease, accidentally introduced to Europe in the early 20th century. The Hampshire Forest Partnership with support from The Tree Council are funding disease resistant hybrid elm trees to help local nature recovery. Selective breeding of elms now means that we can bring these back to Hampshire; trials have shown that these hybrids show resistance to the disease and support our native wildlife. We are particularly interested to plant the trees within hedges, in community spaces and as specimens in areas that have lost trees from ash dieback.

Shoots along the Routes scheme seeks more projects. This scheme aims to improve landscape connectivity outside woodland areas. We'll be providing free trees to landowners and land managers to create over 630km of new green networks across the county. These networks will follow the routes of several A and B-roads across Hampshire. The scheme will also support eligible tree planting schemes within a 2km wide corridor along the routes to boost nature

recovery.

If you are interested in proposing a location for either of the above, please email treeplanting@hants.gov.uk. **And by the way, it is the same email address for Community Orchards and Mini Forests! We have funding for both so we can provide trees, stakes, guards and even information panels.**

Dark Skies Festival gets underway.

In February the South Downs Dark Skies Festival gets underway, celebrating our National Park status as an International Dark Skies Reserve. There is an early evening event taking place at QE Country Park on 15 February called Walk the Planets, where the planets will be laid out to scale and stargazing through telescopes will be happening. Please help us to spread the word about this! You can book tickets at this link:

<https://www.hants.gov.uk/thingstodo/countryparks/qecp/visit-us/whatson/SDNPA-dark-skies-2024>

The SDNPA page which lists all the events during the Festival can be found here:

<https://www.southdowns.gov.uk/dark-night-skies/dark-skies-festival/>

Let's hope we get some clear skies so that we can all enjoy looking up at the stars!

Highways

Hampshire Highways coped well with a difficult month in January due to the high number of storms. The teams have been on virtually constant duty clearing fallen trees and branches. Ground water is also 5 metres higher than usual at this time of year which has led to a surge of flooding issues. The seasonal challenges are not interfering with routine maintenance thanks to pre-emptive work clearing gullies and storm drains. I am extremely grateful to the Highways teams for their dedication and professionalism in difficult conditions.

Luckily the two-week cold snap in January did not coincide with rainfall. We have not seen the same weather pattern as last year which involved heavy rain followed by overnight freezing, and which led to a surge in road defects. I am hopeful that we are past the worst now this year and that the overnight temperatures will remain above zero as we head into the Spring. Time will tell if I am being overly optimistic!

20mph policy introduced by HCC.

At his Decision Day on 15 January, Executive Lead Member for Universal Services Cllr Nick Adams-King approved a new policy on 20mph speed limits. The development of this policy followed a review by the Select Committee. The Decision report, including the new Position Statement, can be read at this link:

<https://democracy.hants.gov.uk/documents/s115742/Report.pdf>



A process whereby Parish Councils can nominate their area for consideration will be in place on the [hants.gov.uk](https://www.hants.gov.uk) website by April 2024. This helpfully gives some time for Parish Councils to consider formally whether this is something they want to do.

Reporting a problem:

Issues regarding vegetation on verges and banks can be reported at this link:

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

Request a Highways Tree: <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>

For issues on **National Highways Roads** (A3 etc)

Report a problem: <https://report.nationalhighways.co.uk>

When reporting an issue to Hampshire Highways, you'll be sent an email confirming an Enquiry 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.

Please do not hesitate to email me with any feedback, suggestions, and questions. Kind

regards and Happy New Year – Debbie
4th February 2024

Cllr. Debbie Curnow-Ford
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Appendix 3: Clerk's Report

Liphook Millennium Centre

I am pleased to report that the LMC lettings income has now exceeded the target for this year. Letting income is now the highest it has been since 2018/19. This figure helps reduce the deficit that is paid out of the precept each year.

Staff are working with the committee to make improvements to the décor and we are already seeing some noticeable changes. Our caretaker has also been working hard on maintenance which is all helping to improve the building.

We have completed the clear out of furniture/equipment which was stored in two empty upstairs rooms.

Boardwalk at Radford Park

The boardwalk, being funded through an S106 agreement, is currently awaiting planning permission. I have also discussed this with the Environment Agency and we may need to apply for a Flood Risk Activity Permit (FRAP) as the boardwalk is close to the river. This may take up to 12 weeks so we will be progressing this quickly so that we have a chance of getting the boardwalk built in the Summer.

Green waste/recycling

The Council has, for some years, not recycled paper/cardboard from our parish office or LMC. We have now reinstated this and are encouraging staff, and visitors to the LMC, to start recycling and have provided bins that separate waste.

We have also been reviewing our green waste collection and intend to locate a larger green waste skip at the allotments. The cost of this larger skip is minimally more expensive than the smaller container we have been using. We get charged by weight so will need to monitor costs over the coming year to ensure this option is cost effective.

Lloyds Bank

We have ongoing issues with operating our bank accounts with Lloyds Bank and the Finance & Policy committee will be reviewing this at their next meeting on 4th March. Issues are around councillor logins and authorisations to carry out any changes which are overly complicated and time consuming.

Meet the Funders Event

We recently hosted EHDC at a Meet the Funders Event which saw over 100 visitors to the LMC in late January. Various funding organisations attended and gave presentations and then delegates, including us, could have short sessions with those organisations to discuss projects and applicable grant funding. We will now be following up some of these opportunities.

New works building

Our Grounds Manager and I recently visited Alton Town Council and had a look at their works buildings. This was a very useful exercise, and we have a better idea of what we need and don't need. The site has now been cleared so we are now firming up our requirements in terms of size and then will be re-engaging with contractors to provide us with more exact quotations.

Radford Park

Our Grounds Manager and I have also recently met with the Environment Agency on two occasions to discuss our proposed works in Radford Park (pond dredging and replacement of the sluice gate). We will be continuing discussions with them over these works and will report back to the Council as and when necessary.

Appendix 4: Interim Internal Audit Report (separate document)

Appendix 5: Actions from Internal Internal Audit Report

1. Consider increasing the Clerk's authorisation thresholds in Financial Regulation 4.1 to a higher figure based on her experience and size of council budget.
2. Consider alternate banking arrangements to mitigate the risk of holding all funds with one financial institution.

Appendix 6: Internal Auditor

The Council are asked to consider the following offer from our current internal auditor, Mulberry & Co. This would apply to this financial year and 2024/25, 2025/26.

Dear Clerk/RFO

Thank you for using Mulberry & Co as your internal auditor this year.

We contacted you earlier in the year informing you of our hourly rate increase for 2023/24 to £65 and offering you the opportunity to agree a three-year engagement term with us whereby that price would be fixed until the end of the 2025/26 financial year audits.

While most councils have taken up this offer to secure a fixed cost to help their forward budgeting, our records indicate that you have not.

We are therefore writing to offer you a final opportunity to take advantage of this offer and fix your hourly internal audit rate until the end of the 2025/26 financial year audits at £65 per hour.

To take up this offer, you must confirm by email to councils@mulberryandco.co.uk by close of business on **29 February 2024** that you wish to enter the longer term engagement with us.

If you choose not to take up this option but wish to renew your arrangements with us on an annual basis, please be advised that the hourly rate for 2024/25 is increasing to £70 per hour.

As a reminder, the other benefits of being an internal audit client of Mulberry & Co include:

- Year-round internal audit support and advice from your assigned internal auditor
- Updates throughout the year of key changes to proper practices
- Ongoing financial and governance support from our dedicated Local Authority team members
- Discounted rates on the range of councillor and officer training courses (more information available via this [link](#))
- Provision of locum support *
- Provision of dedicated reviews of councils policies and procedures *

** Additional costs apply*

Mulberry & Co has been at the leading edge of internal audit provision across the southeast for the last fifteen years and we have now expanded our portfolio to include over 230 Town and Parish Councils in 17 counties across the country, with precepts ranging from under £10,000 to over £4 million.

We were instrumental in the establishment of the Internal Audit Forum, a group recognised by NALC as *'a pivotal partner in promoting the growth, development and understanding of internal audits to local councils'* and we play a key role in developing the forum and continuing to improve the standards of internal audit.

Our expanding team of dedicated local authority specialists have wide-ranging sector experience and can support councils in a variety of ways. We also have some exciting developments planned during

2024/25, including a new website dedicated to the local authority sector, as we aim to ensure we continue to provide the level of expert support and advice you have become accustomed to.

We look forward to continuing to work with you.

Kind regards

Andy Beams
Local Authority Consultant
Mulberry & Co

Appendix 7: Schedule of payments January 2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/01/2024	EHDC	£456.00	Rates
02/01/2024	EHDC	£1,074.00	Rates
03/01/2024	Talk Talk Business	£74.21	Telephone
04/01/2024	Grenke Leasing Ltd	£202.86	Photocopier Lease
09/01/2024	B&L Heritage Centre	£259.00	Grant For Signage
09/01/2024	Altis Industries Ltd.	£93.48	Safety Boot
09/01/2024	Tudor Environmental	£58.53	Jacket and Gloves
09/01/2024	AK Bookkeeping Services	£559.63	Book-keeping December
09/01/2024	DCK Accounting Solutions	£107.52	December payroll
09/01/2024	East Hampshire District Council	£180.00	Premises Licence Fee
09/01/2024	Idverde Ltd.	£2,422.44	Bins/Speed Camerea
09/01/2024	Rake Garden Centre	£21.98	Round Posts
09/01/2024	Trusted PC Man	£2,125.93	CCTV Installation
09/01/2024	Winchester Garden Machinery	£33.66	Chain
15/01/2024	Liphook Tree Surgeons	£2,100.00	Beech Felling/Removal of Limb
15/01/2024	SK Electrical Ltd	£627.00	Electrical Works
15/01/2024	Whitmore Vale	£200.00	Refund of Deposit
15/01/2024	Three Business Services	£60.65	Telephone
15/01/2024	NPower Business	£1,027.36	Electricity
16/01/2024	FuelGenie	£183.46	Fuel
16/01/2024	British Gas	£277.30	Gas
16/01/2024	Castle Water	£68.50	Purchase Ledger Payment
17/01/2024	James Stemp Maintenance Plumber	£170.00	Tap Repairs
17/01/2024	Liphook Tree Surgeons	£360.00	Tree Works Skate Park
17/01/2024	Perfect Panes	£180.00	Window Cleaning
17/01/2024	Futuresys Digital	£336.00	NDP Web/Email
17/01/2024	Elite Playground Inspections	£110.40	Playground Inspection
17/01/2024	Orange Pixel Ltd	£54.00	Hosting
18/01/2024	British Gas	£1,122.15	Gas
18/01/2024	Castle Water	£59.34	Purchase Ledger Payment
19/01/2024	Castle Water	£23.52	Purchase Ledger Payment
22/01/2024	BT Business Communications	£143.57	BT
22/01/2024	Premier Managed Technologies Ltd	£38.11	Copying
23/01/2024	British Gas	£150.96	Electric
23/01/2024	British Gas	£228.24	Electric
23/01/2024	British Gas	£201.57	Electric
25/01/2024	Payroll	£17,159.80	Payroll
26/01/2024	Service Charges	£16.04	Service Charges
29/01/2024	Veolia Waste	£416.19	Waste Romoval
30/01/2024	Parish Council Websites	£379.20	Parish Web Site and Domain
30/01/2024	Nicki Sosin	£34.45	Mileage/refreshments
30/01/2024	Trusted PC Man	£291.60	CCTV Cameras
30/01/2024	Rake Garden Centre	£74.99	date error correction

30/01/2024	Gill Snedden Expenses	£338.32		GS Expenses
30/01/2024	Gables Newsagents	£10.00		Newspapers
31/01/2024	PAYE & Superannuation	£6,783.61		PAYE & Superannuation
31/01/2024	Service Charges	£0.03		Service Charge
	Total Payments	£40,895.60		

Appendix 8: Auto Speedwatch Cameras

To consider and agree a budget, and delegate spending authority to the Clerk, for provision of additional ASW cameras, licencing and any associated signage and extension/new poles. Funds to come from earmarked reserves for Community Funded Initiatives (*Appendix 8*)

The Speedwatch team have identified locations for the new ASW cameras and only one of these forms part of our existing licence. We will therefore need to agree any other potential locations and then apply for a new licence. In the meantime, we are able to use the one agreed location so that we can start to trial the data collection.

The Speedwatch team would like to see ASW cameras on all arterial roads and we have been given 3 cameras by EHDC. We can purchase additional cameras at a cost of £589 each (this includes 1 year data) and the team are keen to buy 3 more.

We may need to consider asking Highways to fit new poles for the cameras and/or we may need pole extensions. We may also need to solar boosts for the cameras where they do not receive sufficient sunlight to power them.

Potential costs are as follows:

3 x [Roadside unit incl 1 year data](#) at £589 = £1,767

3 x [Solar Boost Option](#) (assuming standard pole fixing) at £93.25 = £ 279.75

3 x [Conspicuity Kit](#) at £7.99 = £23.97

We may also want to erect signs to warn motorists they are entering a Speedwatch area and, these signs alone, may help to slow traffic.

The Council are being asked to set aside a budget of £3,000 to cover the costs of the above. We currently hold £13,180 in earmarked reserves for Community Funded Initiatives but this reserve has not been used for some time. The Council previously agreed, during budget setting, to use this money to pay for the SLR/Speedwatch initiative for the coming year, but the purchase of the equipment above would be in addition to this spend. However, it should be noted that the costs of moving SLRs is now reduced as we only have one, and the ASW cameras are designed to be left in situ so fewer moves will be needed.

Appendix 9: EHDC Play Areas

The following report has been received from Chloe Davanna, Wellbeing Officer (Sport & Leisure) at EHDC regarding the play areas at Admers Crescent, The Lyndons and The Avenue.

Bramshott and Liphook briefing on East Hampshire District Council Play Areas

East Hampshire District Council would like to request support from Bramshott and Liphook Parish Council, for the refurbishment of Admers Crescent and The Lyndon's Play Area and the decommissioning of The Avenue play area.

In Nov 2022, EHDC commissioned Sawscapes Ltd to conduct an independent report on the eleven play areas that the district council currently owns. The play area at The Lyndon's was listed as a 'high priority' project as the equipment is coming to the end of its life and could pose an imminent health and safety risk. The report suggested to either replace all the current equipment and fencing or remove the site completely, however due to the nearest play area being over 1 mile away and the draft neighbourhood plan listing the need for further playgrounds under policy BL17, the decision was taken to keep this site and to refurbish it to suit the needs of the community.

Admers Crescent was also listed as a 'high priority' project as the play area is also coming to its end of life, with the swings being over 20 years old and the assault course being 15 years old. The report suggests to either replace the equipment or to remove the site completely. Admers Crescent is just under 1 mile away from the nearest play area, and we are also recommending that the play area is retained and refurbished.

The report also highlights that there is no current accessible play equipment in either site which is suitable for young people with disabilities, and the current surface is not suitable for wheelchair or pushchair access.

Alongside the evidence of need from a safety and accessibility aspect, there is also data to show higher levels of social housing and deprivation within the homes around Admers Crescent. There is clear evidence to link that the most deprived areas have higher levels of poor health and therefore we want to ensure the play areas that EHDC currently own and manage can encourage good health within our residents.

Parks and public spaces that are accessible and safe mean that families have places they can enjoy outside and spend time together. Activities for children and families in the park encourage more children to get out and be active. Play and physical activity can play a vital role supporting children's wellbeing and development. Evidence has linked play and physical activity to improved mental health and wellbeing.

There is currently £175,444.02 in unallocated Section 106 funding for open space in Bramshott and Liphook. This funding is not due immediate clawback however we believe these two projects need to be brought forward within the next year due to their current conditions.

East Hampshire District Council Wellbeing Officer (Sport & Leisure) has been supporting Liphook Tennis Club on an application for the floodlight conversion of halogen bulbs to LED. We have taken this into consideration when looking at the project budget.

We have received indicative quotes from Proludic UK which are coming in at £174,894.17 for both projects, this is before any discounts which we would expect on this size of a project. Breaking this down we will be looking to spend in the region of £38,500 at The Lyndons and £136,600 at Admers Crescent. We will be submitting a Section 106 application for Admers Crescent for £136,600 this will ensure that this project is fully funded, as we see this project as the highest priority. We will then be looking to apply for S106 for The Lyndons for £23,430 leaving a shortfall of £14,893 for this project, which will be looking at alternative funding sources such as neighbourhood CIL.

If EHDC is successful with the bid to Section 106 funding, then there will be a full public consultation with residents to determine the final design for the play area, and based on this EHDC will go to the open market through procurement to employ a contractor that meets Play England and Sport England standards to deliver the scheme to completion.

The below is what Proludic UK has suggested the scheme could be based on a specification EHDC provided which looked at the current gaps of provision in Bramshott and Liphook and the types of equipment in the other play areas. The design and types of equipment suggested takes into consideration anti-social behaviour and is very robust with low maintenance designs.

This is not the final designs and is subject to change as a result of the public consultation. The proposed schemes will give councillors an idea of what the park could look like.

The Lyndons

The first phase of the project will be to remove the existing equipment within the play area, we will look to install a surface which is accessible for wheelchair users and buggies, we are expecting this to be in an island format with paths connecting the islands. We are looking into obtaining permission for the landowner who owns the piece of land at the front of the playground to install a path directly into the play area.

Due to the size of the play area and the proximity of the housing we are looking to keep this to the younger demographic, the equipment located in the area will allow different types of playing including swinging, climbing/hanging, spinning and sensory.

The colours of the play equipment will be of neutral pallet to ensure it blends into the surroundings.

We will also look to replace the current wooden fencing with metal bow top fencing which will be more durable, we will also look at installing a minimum of one gate and potentially a second subject to land ownership permission.

Admers Crescent

The first phase of the project will be to remove the existing equipment within the play area, as well as the current football goal within the playground. We will look to install a mulch/wet pour surface across both play zones which is accessible for wheelchair users and buggies, this will connect to the current path within the site. We will also use a tarmac surface for the new and improved ball game area.

The site will then be split into three distinct zones catering for individuals at different ages. The first area which will be for toddlers will be separated off by metal bow top fencing, this is to clearly define the area as a space and not suitable for older children. It will also prevent dogs accessing the area which we know use the play area frequently. The design will work with the current surrounding area take on inspiration from the nearby railway. The equipment located in the area will provide the children the opportunity to carry out different types of playing including swinging, climbing/hanging, spinning and sensory.

The second zone will be tailored towards older children, this will not be fenced as it will allow freedom of movement between zone two and three. This area will include multi-play unit which they can climb/hang, swing and slide off, alongside this will be a set of swings suitable for their ages.

The last zone will be for ball sports, this will include a new goal end on a tarmac surface to allow use throughout the winter periods, there will also be some seating to allow the young people to socialise whilst taking part in physical activity. The exact equipment which will be in this zone will be finalised through the consultation feedback, but we are expecting it to focus on football and basketball.

The Avenue Play Area

The Avenue play area currently has one set of swings which are over 20 years old, this provides very little play value to residents. They will require replacing within the next couple of years again due to health and safety reasons. EHDC are proposing to remove the swings and return the space back to informal open space or in partnership with the parish council we can look at alternative community usage for the space. The residents who live nearby will have access to a play area less than 1 mile away.

Communication will be given to residents as to why and when the district council will remove the existing equipment.



The Avenue play area, The Avenue, Liphook, GU30 7QS

East Hampshire District Council's Community Asset Transfer Policy (CAT)

East Hampshire District Council are currently developing a Community Asset Transfer policy which is due to go to full council for decision in July 24. Once implemented the district council will be looking to transfer some of its assets including open space and play areas to Town & Parish Council's, community organisations/Trusts etc.

We would like to start conversations with the Parish Council around the above-mentioned sites, The Lyndons and Admers Crescent play areas and whether the Parish Council would be interested in taking on the play areas once they have been refurbished.

- ❖ Indicative designs of new playgrounds at Admers Crescent and The Lyndons sent to Councillors as separate documents

Appendix 10: Hammer Vale Telephone Box

In 2017 the Council purchased a number of telephone boxes from British Telecom. Some of the boxes we have maintained and installed defibrillators. The box at Hammer Vale has remained untouched and the residents there are very keen to have the box renovated and brought back into use with the installation of a defibrillator. They would like to then use the phone box as an information hub for visitors.

I have been in discussion with the residents group for some months and discussed various options with them. They are not a charity or formal group so have no bank account to receive funds, so my recommendation is that the Council uses CIL money to renovate the phone box and install a defibrillator. The Council could continue to own and insure the phone box.

If the Council are in agreement, the residents would like to have an agreement with the Parish Council whereby they could use the box as an information hub and install shelving etc in order to provide leaflets on local history, walks etc (further information below).

The costs of the project are likely to be in the region of £4,000 for the restoration with the additional cost of a defibrillator. There is no requirement to reconnect the electricity supply as we can install a defibrillator without this. The residents have also asked the landlords of The Prince of Wales pub whether a defibrillator could be housed on an outside wall of the pub instead.

The correspondence received from the residents group is below:

Dear Bramshott and Liphook Parish Council

Written submission for the restoration of the Hammer Vale Phone Box

The Hammer Vale Phone Box Restoration Project are submitting a request to the parish council for said body to undertake restoration and ongoing material maintenance of the phone box situated outside the Prince of Wales Public House in Hammer Vale. As well as the installation and maintenance of a defibrillator.

The phone box was purchased by Bramshott and Liphook Parish Council from British Telecom following its decommissioning as a phone box. Since then, it has stood there becoming more and more dilapidated as well as a dumping ground for rubbish and worse.

The phone box outside the Prince of Wales public house is currently in a very poor state of repair. It is no exaggeration to say that it is an eyesore within the River Wey Conservation Area as well as now being a health and safety hazard due to the structure becoming unsafe especially around the door. Here the wood has become rotten causing large pieces to fall off, which could cause injury to those in its vicinity.

The phone box is the K6 model and has been at its location since at least the time of the coronation of King George VI in 1937. This can be dated from the model as well as the design of the crown above the door.

Since the autumn of 2023 a group of Hammer Vale residents have been working to explore how the phone box could be best restored to benefit the local community as well as visitors to the area such as customers of the Prince of Wales, walkers and cyclists.

We, as a group are keen for it to house a defibrillator which would benefit the following groups: local residents, visitors to the pub and walkers and cyclists. The number of people this would cover is upwards of 50,000 people a year. We also know that people have suffered a cardiac arrest in the area and that no defibrillator was available for use which could have saved their lives.

In addition, we agreed that the phone box should be an information hub for the Hammer Vale area. We envision this to include information regarding the history of the area as well as suggested walking and cycling routes for which there is a demand as the landlord of the Prince of Wales can confirm. These would be accessible via a QR code so that the phone box would not be a cause of litter in the Conservation Area. There would also be a few printed copies available from the Prince of Wales if needed.

This could be an aspect of the revitalisation of the phone box that we, as residents could commit to undertake. If successful in obtaining the grant we would be dedicated to keeping the box in good order, regularly checking the interior contents/replenishing information and reporting any structural changes to the parish council.

The working group commissioned two estimates from experienced restorers of this type of phone box and these accompany this letter.

We are also aware, as we believe the parish council are, that there is currently no electricity to the box and that if electricity cannot be restored then a possible solution would be a solar light (not included in quotes) that would ensure there is at least light to make it clear that a defibrillator is in the box.

The working group have elected a chairperson, secretary, treasurer and vice treasurer and have agreed to the wording of a constitution. At each meeting minutes are kept with notes of actions and these are reviewed at subsequent meetings. These minutes are available to you should you want them to get a full understanding of the work already undertaken.

Hammer Vale Phone Box Restoration Project



Background & History

Hammer Bottom, also known as Hammer **Vale** is a rural hamlet with isolated dwellings in the administrative parish of Bramshott and Liphook in the East Hampshire district of the county of Hampshire, England. Hammer Bottom has a population of approximately 150 in 53 dwellings, and lies at the meeting point of the counties of Hampshire, West Sussex and Surrey. Nearby settlements include the town of Haslemere, the villages of Liphook, Bramshott and Linchmere, Shottermill, Camelsdale, Critchmere, Hammer and Woolmer Hill. Hammer Bottom had, in the past, a beer house called the Sussex Bell. However, that ceased to exist in the 1900s. The current public house, *The Prince of Wales* dates from the 1920s, and was listed in the 50th edition of the Good Beer Guide. Popular with walkers, cyclists, ramblers and families alike who visit regularly together with a small but strong community.

At the entrance to the Prince of Wales Public House, which is a focal point of the hamlet and visited by many from neighbouring villages and towns, lies a classic, traditional K6 red telephone box which has long been a landmark for visitors to the community and residents alike. It has provided a lifeline for the community. For example following the 1987 hurricane it was the only telephone available for use: this was especially important for the vulnerable members of the area. While we realise it will not be reinstated as a working telephone box it is important to understand the importance it holds for the community.

Hammer Vale has had a rich and varied history that has had an ironworks, stone quarry, water meadows, besom broom making. Although the physical evidence is now obscured, the original locations can be referenced in information that would be available within the refurbished K6. This would then highlight to residents and visitors the wealth of importance that this Hamlet has had on local history and that signs of these can still be seen when you know where to look and which we would highlight.



The iconic, globally recognised British red phone box came in two main formats, in the first half of the 20th Century. The first was the K2, “K” standing for kiosk and the second was the K6. The K2 was a large structure weighing 1.5 tonnes and was installed primarily in London. The K6 was smaller, lower and weighed half as much as its predecessor. It was designed in 1935 and went into production the following year. It is sometimes referred to as the “Jubilee” phone box, to commemorate the Silver Jubilee of King George V. A total of 60,000 were produced and installed throughout the UK, with over half up and running before the outbreak of war. Production ceased in 1965

Both phone box types were designed by the architect Sir Giles Gilbert Scott, who can include Battersea Power Station and Liverpool Cathedral amongst his many other creative and household name achievements.

The Project

The phone box at Hammer Bottom is a K6. It is in reasonable condition, given that it probably hasn't seen a lick of paint for many a year. Its front door (being made of teak, as they all were) is rotted beyond any hope of restoration and needs replacing.

Someone (presumably BT) has disconnected the electrical supply and we have yet to determine exactly what is involved in restoring power. All the glass panels are intact, although two seem to have been replaced by Perspex at some point in time.

The remaining walls and roof are made from cast iron. The list of tasks would appear to be:

Remove all glass/perspex panels, including transoms

Remove and discard front door

Remove existing internal fittings (phone housing board)

Order new door and associated furniture, including door closure

Shot blast sides and roof, back to bare metal

Prime and apply other paint layers to entire structure

Re-supply electricity

Re-fit glass and transoms

Fit new door

Refit interior as appropriate



In 2017 the phone box was decommissioned and purchased by Bramshott and Liphook Parish Council from British Telecom together with three other local telephone boxes. Over the past six years the

box at Hammer Vale has deteriorated in appearance and general condition and is now in need of a complete refurbishment.

Community Working Party

A working party of local residents has been campaigning to restore and revive the box in order to preserve its history for future generations to come. The plan is for the box to be given a 'new lease of life' and transform it into a local information hub with local history of Hammer Vale using old photographs etc, maps and walking/cycling routes for visitors and residents alike. Following local demand and specific requests, there is also a plan to install a Defibrillator to provide lifesaving equipment in a rural but popular area especially with walkers and cyclists.

Research has been undertaken by the working party including visiting other local restored boxes and discussion/consultation with the local community as to what would most benefit the area and residents/visitors. In 2020 residents were canvassed to ascertain their views on the preservation. There were no objections and lots of support from those wishing to preserve this important box. Hammer Vale also has a residents Facebook Page where full support of the restoration project has been noted.

Regular working party committee meetings have taken place with minutes of all actions and currently 12 members meet monthly to discuss and monitor the ongoing condition of the box, which is likely to deteriorate further this winter.

Two quotations for the restoration have been obtained including one from a reputable restorer who has an impressive portfolio of work on other boxes such as those at Tillington and Easebourne to name a few. The quotation is for complete repair to damaged door; re-glazing; strip back, sand and repaint. We have also sought a quotation for restoration off site (please see attached quotations) however this option would require the Box being removed off site and transported to the workshop and back which would necessitate more costs.

Once the box has been professionally restored, local residents will then make and install interior shelving etc to house leaflets, maps etc and photographs for the information/local history hub. A defibrillator will then be installed in the telephone box at a separate cost to the restoration.



Appendix 11: Liphook Tennis Club

The following letter has been received from the Tennis Club. Parish Councillors have separately been sent the draft S106 funding application.

Liphook Lawn Tennis Club Recreation Ground,
London Road,
Liphook,
Hampshire,
UK,
GU30 7AP
31st January 2024

LLTC S106 Application for LED Floodlight Bulbs

Dear Clerk to the Parish Council,

Liphook Lawn Tennis Club intends to apply to EHDC for S106 funds in this funding window. Applications must be submitted before 15th March, but discussion with EHDC has indicated that the earlier the bid is submitted the more likely the chance of success. The grant will be used to fund the replacement of the current hard-court floodlight bulbs, which are obsolete and inefficient, with LED bulbs which use approximately 75% less energy, reduce light pollution in the local area and are maintenance free. Total cost of the project is approximately £25,000. A draft application form is attached.

Support from the Parish Council would strengthen the bid considerably. I would therefore be very grateful if you could indicate B&LPC's support for this project in a letter or e-mail which I will submit as part of the evidence required to substantiate the application.

Yours faithfully,

S Hargreaves

Appendix 12: River Wey Trust/Thames Water

The Council have been copied into an email from The River Wey Trust to Thames Water as below. The Council are asked if they wish to take any action or provide a supporting letter.

Additional photos/evidence have been provided separately to councillors.

Dear Thames Water

For several years we have reminded Thames Water of the continued risk of the suspended main sewer at Liphook being severed by falling trees on land near to Radford Bridge Liphook Hampshire.

This sewer has already been severed once by falling trees causing pollution to the River Wey. During the repair process a fleet of Thames Water tankers were used to reduce the impact on the pollution whilst the repairs were undertaken- a very costly exercise which could have been avoided if Thames Water had taken note of our concerns.[see attached photo]

Despite subsequent promises from Thames Water to remove all the trees which are still placing the suspended sewer at risk no action has been taken which is extremely frustrating bearing in mind the very real pollution risk to the River Wey.

During the recent storms, with associated high winds, two further trees next to the sewer have been partially uprooted and are **imminent danger of falling onto the sewer**. If that happens, we are certain the sewer pipe will be broken, and a repeat of the pollution will occur. These trees are near to where the sewer is encased by other trees [see attached photo]

We attach an up-to-date photograph of the sewer encased by trees which was the subject of our original concern.

You will know from your records that despite pleas from ourselves, Damian Hinds MP and Hampshire County Councillor Debbie Curnow-Ford you have not progressed with removing these trees to mitigate this risk of pollution and cessation of the sewer facility in the parish of Bramshott & Liphook.

We are aware that you have attempted to contact the landowners without success. The time has now come to forgo the apparent legal niceties and take action to ensure that the trees are removed with the **utmost urgency** to forestall an environmental catastrophe.

For your guidance the problem trees are close to the following WhatThreeWords positions reference agrees.nobody.putts and troubled.rebel.purple

We look forward to your urgent action.

Appendix 13: Hampshire County Council Toucan Crossing

The Council have received the following email from HCC and are asked if they wish to take any action (plan on following page)

I work for Hampshire County Council and I am the Project Officer for the Toucan Crossing (light controlled crossing for both pedestrians and cyclists) on Portsmouth Road. The reason for my email is to give you an update and to advise you of some upcoming tree works that are necessary.

Firstly, to give you an update; approval was given for the proposed signalised crossing in December 2023 and we are currently in the process of appointing a contractor for work to start in the Spring. The works will take approx. 4-6 weeks and temporary traffic management which will include traffic lights during the day with a lane closure. At night, a full closure will be in place for works that require both lanes to be closed at the same time. There is a scheme webpage [Portsmouth Road Toucan Crossing Improvements | Transport and roads | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/transport/roads/portsmouth-road-toucan-crossing-improvements) which will be updated again once the contractor is appointed.

Secondly, as part of the advance works, we need to undertake crowning and trimming of some tree branches that are overhanging the highway, to ensure there is good visibility for the crossing. These works will need to be done in advance to avoid bird nesting season. As part of these advanced tree works, the branches of the trees in Fletchers Field which overhang the footpath and carriageway, will be crowned and lifted. I have attached a drawing which indicates which trees this applies to, as I understand the trees in Fletchers Field are under the ownership of Liphook Parish Council and therefore out of courtesy, we wanted to let you know. The tree crowning and trimming works have been discussed with the Arboricultural Officer at EHDC. The company undertaking the tree works will take away all the parts of the trees that have been removed.

Once we have a confirmed start date for the main construction works, I will be in touch again, but in the meantime if you have any questions on the works please do let me know.

Many thanks and kind regards

Cath

Catherine Sydenham

Senior Project Officer

Capital Delivery

Universal Services

Highways, Engineering & Transport

Hampshire County Council

Three Minsters House, 76 High Street, Winchester, SO23 8UL

www.hants.gov.uk

Appendix 14: Bus stop in Passfield

Dear Parish Council / Clerk of PC

After our latest maintenance inspection of Bus Shelters that we are responsible for, it was identified that the below structure, located just outside of Passfield on the B3004 is beyond economical repair. With some of the wooden panels now rotten through, any patch repair would not be possible.

We intend to place a notice within the shelter to inform members of the public that the shelter will be removed in six weeks time. I have also contacted the District Councillors to update them on this work.

If you are supportive of the work being undertaken sooner than the proposed consultation period expiring, I will look to remove the structure sooner if resources allow.

The location will remain in use as it presently is, as a 'bus stop', and HCC and the transport operator will also be made aware of the removal of the structure and traffic management measures put in place during the works.

Presently there is no intention to replace this structure, but as part of the consultation any feedback from users that is received will be added to our property file for future review. If any funding options become available or there is an increased usage for this site then comments can be considered at that time.

I have liaised with Hampshire County Council and present use is showing less one person per day obtains a ticket on that area of the route. That figure also includes 3-4 other stops on the route which confirms virtually no usage at this time.

The property services team look to maintain the structures as best as possible, but once they are considered unsafe or beyond repair the shelter/stop is either changed to a 'stop' location only, or parish or town councils consider replacing with a new shelter and maintaining the site directly moving forward.



Appendix 15: Meeting dates 2023/24

It is proposed to amend the following meeting dates/times in May due to bank holidays and staff availability.

Liphook Millennium Centre Management Committee

Monday 13th May: time change from 6.30pm to 7.30pm

Finance & Policy Committee

Tuesday 14th May: moved from Monday 13th May

Planning Committee

Tuesday 21st May: moved from Monday 20th May

In addition, the Council are asked to consider moving the Annual Parish Meeting from Wednesday 27th March to Wednesday 24th April, 7pm.