



Jane Sawyer
Parish Clerk/RFO

**BRAMSHOTT & LIPHOOK
PARISH COUNCIL**

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**PARISH COUNCIL MEETING
Monday 25th March 2024, 7.30pm
DRAFT MINUTES**

Attendees: Cllr S Cameron (Chairman)
Cllr D Curnow-Ford
Cllr R Ireland
Cllr K Kemp
Cllr V Tang

Also in attendance: District Cllrs: Cllr A Glass, Cllr N Sear
County Cllr: D Curnow-Ford
Parish Clerk/RFO: Jane Sawyer

- 23.330 Chairman's Announcements:** The Chairman welcomed everyone to the meeting and reminded everyone to switch off their mobile phones and to note the fire exits. She also asked councillors to use their microphones when speaking. The Chairman advised that the meeting was being recorded for minute taking purposes. She also reminded councillors that there is a litter pick, organised by Liphook in Bloom, taking place on Sunday 14th April and everyone should meet in the Midhurst Road car park at 9.15am.
- 23.331 Apologies for Absence:** Cllr Coyte, Cllr Kirby, Cllr Li, Cllr Olson, Cllr Rowson, Cllr Trotter
- 23.332 Disclosure of Interests:** There were none.
- 23.333 Approval of Minutes:** It was **RESOLVED** to approve the minutes of the meeting held on 4th March 2024. **Proposed: Cllr kemp. Seconded: Cllr Trotter.**
- 23.334 Actions:** The action list at appendix 1 was noted.
- 23.335 Minutes of Committee Meetings:** The following minutes were received by the Council:
Finance & Policy Committee: 7th March 2024
Liphook Millennium Centre Management Committee: 11th March 2024
Planning Committee: 19th February 2024, 28th February 2024 & 14th March 2024
- 23.336 District Councillors Report:** The report at appendix 2 was noted.
- 23.337 County Councillor Report:** The report was noted.
- 23.338 Public Participation Session:** There were no members of the public in attendance.

- 23.339 Neighbourhood Development Plan:** The Chairman of the NDP was unable to attend the meeting. The Clerk reported that a steering group meeting was held on the 19th March and that the group was looking at an assessment tool which may help the Planning Committee to guide them in providing responses to planning applications in the future.
- 23.340 Clerk's Report:** The report was noted.
- 23.341 Financial Report:** It was **RESOLVED** to approve the schedule of payments for February 2024 **Proposed: Cllr Curnow-Ford. Seconded: Cllr Kemp.** The bank reconciliation for February 2024 will be carried forward to March 2024.
- 23.342 Asset Register:** It was **RESOLVED** to approve the asset register. **Proposed: Cllr Cameron. Seconded: Cllr Tang.**
- 23.343 CIL Funding Request:** It was **RESOLVED** to give £10,000 of held CIL funds to Hampshire County Council for contributions towards upgrades to Byways Open to All Traffic numbers 46 (Passfield) and 44 (Midhurst Road to Portsmouth Road). **Proposed: Cllr Cameron. Seconded: Cllr Ireland.**
- 23.344 Youth Club Representative:** It was **RESOLVED** to appoint Cllr Tang as the representative to the youth club. **Proposed: Cllr Tang. Seconded: Cllr Cameron.**
- 23.345 Tree Warden:** It was **RESOLVED** to take this appointment to the Planning Committee. **Proposed: Cllr Curnow-Ford. Seconded: Cllr Cameron.**
- 23.346 Reports from councillor representatives to community organisations and liaison groups:**
No current meetings.
- 23.347 Date of next meeting:** The next parish council meeting is on Monday 29th April 2024.

The meeting closed at 8.04pm.

Signed:
Chairman

Date:

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
23.242 11/2023	Bring emerging NDP policies to committees/council	Clerk	Ongoing
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	
23.293 01/2024	Proceed with applications for business debit cards	Clerk	Ongoing
23.297 01/2024	Move CCTV screen in Haskell Centre	Clerk	Work being completed 20/03
23.299 01/2024	Biodiversity Working Group to report back to Council in February	Cllrs Cameron, Kirby & Olson	
23.309 03/2024	Consider response to EHDC Draft Local Plan Consultation	Cllr Kirby & Rowson	Extraordinary meeting held 14 th March and additional comments submitted
23.313 03/2024	Action the items raised in the interim internal audit report	Clerk	
23.316 03/2024	Purchase 3 additional Auto Speedwatch cameras with associated components using earmarked reserves	Clerk	
23.318 03/2024	Respond to EHDC re play areas and ask to be included in choice of equipment and consultation	Clerk	Response sent to EHDC and confirmation that we would be included
23.319 03/2024	Start project to refurbish Hammer Vale telephone box using CIL funds	Clerk	

23.320 03/2024	Write letter of support to Liphook Tennis Club for their S106 application	Clerk	Complete
23.321 03/2024	Write to Thames Water to support The River Wey Trust's complaint	Clerk	
23.324 03/2024	Write to EHDC regarding removal of bus shelter in Passfield	Clerk	Complete

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Appendix 2: District Councillors Report

EHDC move to Monterey House, Bedford Road, Petersfield -

The final move of all staff and councillors to Monterey House will be completed by the 2nd April. For the time being, all contact telephone numbers will remain the same, as are the e-mails.

EHDC has now exited its contract with Capita, and is in the process of migrating all staff to a new system. Some e-mails sent to Councillors may take longer to be responded to while this migration takes place.

CIL – The 2024 bidding window for CIL opened on 29th January and closed on the 15th March. There is around £1.5 million available in this current bidding round. This is significantly less than last year due to the success of last year's bidding process and the amount of strategic CIL that was allocated in 2023. The bidding window for S106 projects (over £50K) coincides with the CIL window, to give the opportunity for jointly funded strategic projects to come forward. The bidding window for projects under £50K remains open as a rolling window. This is explained on the EHDC website. The bidding window opened in July 2023, inviting Parish Councils and community groups to request funding for projects. The amounts allocated so far are:

For Grayshott, Headley, Lindford and Liphook, a total of £355,870 has been allocated to support seven projects.

For Alton, Beech, Bentley, Bentworth, Binstead, Farringdon, Four Marks, Medstead, Ropley, Selborne, Shalden and Worldham, a total of £118,381 has been allocated to support ten projects, and

For Clanfield, Horndean and Rowlands Castle, a total of £137,115 has been allocated to support ten projects. Horndean has now used all its S106 funds, which have now all been successfully allocated.

EHDC Local Plan Consultation – All of the responses that have been received either on line or by e-mail and letter, are now being worked through, and key issues identified, that will inform how we move forward. This will take several weeks to complete, and a summary of the responses will be published as soon as possible.

EHDC Building Control - The new registration requirements for Building Control staff come into force in April, and only staff who are registered at the appropriate level will be able to carry out site restricted activities (checking Building Regulation applications and carrying out site inspections) and restricted functions (which include advising the Council on enforcement and the issuing of legal documents such as Building Regulation approvals, rejections and completion certificates). Carrying out this work without the appropriate registration will become a criminal activity.

The new register for Building Control Surveyors has been open since October 2023, but prior to being able to register surveyors must validate their competence through a new process that includes a detailed submission of evidence followed by an interview or exam. Existing qualifications such as being a Chartered Surveyor are not adequate for registration. Because of this there are approximately 4,500 Building Control Surveyors in the country going through this new process in a short space of time leading to a bottleneck in getting competence validated. Of the 9 surveyors within EHDC Building Control partnership, who undertake validation, all bar one has completed the process and await their results.