

STEEP PARISH COUNCIL

CHAIRMAN: Jim MacDonald

CLERK: Jenny Hollington

Minutes of a Parish Council Meeting held on Monday, 2nd July 2018 at 7.30 p.m. at Steep Village Hall

Present: Cllrs. Jim MacDonald (in the Chair) Peter Cruttenden Kate Ashfield
Chris Laycock Jenny Martin Jeff Graham

In Attendance: Nick Drew, District Councillor
Jenny Hollington, Clerk

There were 4 members of the public in attendance.

Minute	Item	Action
18/100	<u>APOLOGIES</u> – Apologies had been received from Parish Councillors, Terry Cook, Simon Bridger and Nick Hurst, and County Councillor, Russell Oppenheimer.	
18/101	<u>MINUTES</u> – The Minutes of the Parish Council Meeting held on Monday, 4 th June 2018 were approved and signed.	
18/102	<u>MATTERS ARISING FROM THE MEETING IN STEEP MARSH</u> – New Noticeboard - The request from Steep Marsh residents for a new noticeboard was discussed and it was agreed that 3 quotes should be sought.	Clerk
18/103	<u>DECLARATIONS OF INTEREST</u> – The Chairman reminded Councillors of their responsibility to declare any interest in any matter on the Agenda - none declared.	
18/104	<u>PUBLIC COMMENT</u> – <ul style="list-style-type: none">Concerns were raised regarding potential development of the piece of land owned by the Steep in Need Trustees in Church Road which has now been included within the settlement boundary in the draft SDNPA Local Plan. The resident expressed concern that any development would increase traffic on Church Road and have a visual impact on Church Road residents. The Chairman explained that the Local Plan is not due to be adopted until Spring 2019 so it is very early days. In addition, the SIN Trustees are fully committed to full and open consultation with the village over any proposals when the time comes. Equally, the Parish Council is committed to ensuring that an attractive village space is a focus of any development.A parent from Steep School welcomed the Parish Council’s proposal to install picnic tables at Steep Common and said that a working party of parents could be organised to help install the tables to keep costs down. The Chairman welcomed the possibility of parents’ input.A resident of Sandy Lane in Steep Marsh expressed his displeasure at the results of the request for a passing place to be constructed. Hampshire Highways have laid type 1 scalplings at the side of the road and these have already been churned up and are ineffective and inadequate for the job. The resident said that a properly constructed passing place is required because of the heavy traffic resulting from the 3 cottage industries situated towards the top of the lane. The Chairman confirmed that the Parish Council is keen to ensure that an appropriate passing place is constructed and that he would follow this up via	

the County Councillor.

Chair

18/105 COUNTY COUNCILLOR’S REPORT – In the County Councillor’s absence the report had been circulated and was discussed (the full report is appended to these minutes). Steep Parish Council welcomed the introduction of the pilot project to improve National Park BOATS.

18/106 DISTRICT COUNCILLOR’S REPORT

It was confirmed that a satisfactory reply has now been received from EHDC in response to Steep Parish Council’s query re. EHDC’s investment portfolio.

Cllr. Drew said that in response to a Steep resident’s concerns about parking policy and terms and conditions, he had arranged a meeting between the resident and the parking team to discuss the issues raised. EHDC have promised that a survey will be carried out and that if enough responses are received about this particular issue, it is something they will consider changing. Cllr. Drew urged the Parish Council to support the resident’s concerns.

Cllr. Graham thanked Cllr. Drew for the grant towards the refurbishment of the Scout Hut in Sheet. Although, not within Steep Parish, many families and youngsters from Steep and Steep Marsh use the facilities. Cllr. Drew also confirmed that he has contributed a grant towards the Petersfield Shakespeare Festival, held annually at Bedales, which is enjoyed by many Steep residents.

18/107 DATA PROTECTION

- (a) Data Protection Policy - A draft data protection policy had been circulated prior to the meeting and was discussed - a couple of amendments in respect of timescales were proposed. The policy was approved, subject to the amendments, and review by Keith Budden, who had promised to check through the policy free of charge for Steep Parish Council, following the training session attended by parish councillors.
- (b) P.C. specific e-mails – The current “squirrel mail” system is very clunky and slow to use and alternative options appear costly. A solution intended for not for profit organisations has been suggested which would enable to Parish Council to utilise Office 365 at a cost of approximately £330 per year. It was agreed that the eligibility criteria of this solution, should be investigated further before a decision can be made.

Clerk

Chair

18/108 FINANCE

- (a) The bank reconciliation for June was approved and signed.
- (b) The following cheques were approved for July payment:

Chq No.	Amount	Payee	Service
100187	£375.22	Came & Co	Insurance ** (already paid)
100188	£72.00	Mythic Beasts Ltd.	Renewal of .gov domain
100189	£21.00	PTC	dog bin/Steep Common
100190	£85.80	Nick Adams	Annual Play Inspection
100191	£240.00	J.A. Jackman	Tree Survey
100192	£60.00	Ray Street	Website Management
100193	£2,442.00	Traffic Technology Ltd	Speedwatch equipment
100194	£1,274.00	Nick Rook-Blackstone	Lengthsman
100195	£624.87	J. Hollington	Salary + exp (hi vis jackets)
Total :	£5,194.89		

- (c) Cheques for August payment will be approved by the Finance Committee in the absence of an August Parish Council Meeting. The Clerk will send a list of cheques to all Parish Councillors, as usual.

Clerk

18/109 S.106 MONIES

- (a) Picnic Tables for Steep Common - The proposal to install 2 x picnic tables at Steep Common at a cost of £495 was approved. The tables will be situated between the swings and the beech tree. The Clerk was asked to complete the appropriate paperwork to claim the S.106 monies.

Clerk

- (b) Bollards in Steep Marsh – It was agreed that this should be discussed further when Cllr. Hurst is in attendance as the Parish Council needs to be clear exactly what is required to protect the grass in front of the bungalows in Steep Marsh. The installation of bollards will need Hampshire Highways approval and it was queried whether a wooden chain-link fence may be more appropriate? The Clerk was asked to liaise with Cllr. Hurst and Joe Lait to confirm requirement and permission required.

Clerk

- (c) The Coach Road – The habitat survey has now been carried out and sent to Natural England - it is hoped that their permission for the works to go ahead will be received very soon. However, in view of the increased costs involved to repair the track, due to the further damage caused by bad weather at the beginning of the year, it was agreed to seek 50% funding from HCC towards this project, with the remainder coming from S.106 monies***

*****Following the Parish Council Meeting we were advised that we were at risk of losing the S.106 monies if not used immediately and it was therefore decided to use all the money for the Coach Road improvements rather than risk losing the money to another parish.**

Clerk

- (d) Environmental Projects – Options for the use of the S.106 money for environmental projects continue to be explored.

18/110 LENGTHSMAN WORK

- (a) Works completed - Works at Steep Common have now been carried out and the play equipment has been pressure-washed.

- (b) Works required - The play equipment now needs to be re-coated with an appropriate weatherproof paint - Cllr. Graham was asked to source a suitable product. The play equipment will need to be fenced off for 1-week following treatment so it would be ideal if this can be completed over the summer holiday. Cutting back of the hedges at Footpath 13 (Hayes Cottages) also needs to be completed (only a part of the path has been cleared).

JG

Clerk

18/111 ROADS AND TRAFFIC

- (a) Phase 1 Traffic Management Scheme – No works have yet been carried out, although 4 speed camera signs have now been installed.

- (b) Speedwatch – The Parish Council’s thanks were expressed to Mike Robinson for his hard work and help in getting the scheme up and running and co-ordinating volunteers and sessions. At the time of the meeting, two speedwatch sessions had taken place and an impact on traffic perceived by the volunteers. An article will be written for the newsletter and the Steep Parish Council face book page updated by Cllr. Ashfield. The Chairman and Cllr. Graham will concentrate on obtaining baseline figures for comparison purposes.

KA

JG/

Chair

- (c) Village Drive-Through – Feedback from Joe Lait on the issues raised in the parish “drive through” has been received and the matters raised are now being addressed.

- (d) Sandy Lane – As discussed earlier in the meeting, the Chairman will chase this issue via the County Councillor. It is essential that appropriate materials are used and that the Parish Council are consulted.

Chair

18/112 FOOTPATHS

- (a) Taylor’s Copse – No response has been received from the contractor who was asked to carry out the work – Cllr. Martin will chase and, if necessary, a new contractor engaged. JM
- (b) BOAT 33 – As discussed under S.106 monies earlier in the meeting.
- (c) HCC Cutting List – The Chairman will write to the County Councillor about this issue as it is essential that the footpaths are cut back in good time (not September, as currently, which is too late). Chair
- (d) Future Works – An estimate had been received to resurface the second phase of Footpath 13 in the sum of £1500 and a second estimate for repair of Footpath 18 (the very muddy parts) in the sum of £1880 – It was agreed that these works should go ahead on these very popular routes and the Clerk was asked to initiate the SGS grant funding applications via HCC ROW. Clerk

18/113 STEEP COMMON

- Play Equipment – A quote for the repair of the play equipment received from Sawscapes in the sum of £525 + VAT was approved. Cllr. Graham was asked to follow this up. JG
- Wood Treatment of Play Equipment – As discussed earlier in the meeting, Cllr. Graham will conclude on an appropriate wood treatment solution and circulate for approval. Once agreed, the Lengthsman will be asked to treat the play equipment. JG
- New Pedestrian Access – A site meeting had been held with representatives of EHDC who advised that a HCC Safety Audit is required to obtain a scope for the work; once this is in place, the EHDC team can then design a scheme and cost the works. SDNPA have confirmed that S.106 Environmental Project monies can be used for this project. It was agreed to go ahead with the HCC safety audit to enable the proposal to be considered appropriately. JG Clerk
- Annual Play Inspection Report – The inspection has been carried out and a report received and circulated to Cllrs. for info – issues raised within the report are much the same as in previous years and are in the process of being addressed.
- Tree Audit – A summary of the tree survey had been circulated prior to the meeting. It was agreed that the trees highlighted as high priority should be addressed immediately (within a £1500 budget). Once the work to these trees has been carried out, a proposal will be put forward to deal with the next level of priority at the September meeting. Chair/ JG

18/114 CORRESPONDENCE

- Steep School Art Exhibition – Friday, 6th July from 2.00-5.00 p.m. The Chairman and Cllr. Martin will attend. Chair JM
- Charity Bike Ride – Sunday, 8th July – The Chairman has written to the organisers requesting that riders are reminded of the importance of being polite to other road users and not dropping litter through village lanes.
- HCC Consultation – Street lighting, supported passenger transport services and concessionary travel scheme – It was not felt that these issues will have a high impact on Steep residents and, this being the case, the Parish Council will not respond.

18/115 MEETINGS ATTENDED –

- SDNPA Parish Workshop – 12th June – Cllrs. Cruttenden and Hurst attended this workshop and felt it had been a lively and engaging meeting with several interesting presentations.
- EHAP&TC Meeting – 14th June – Damien Hinds had been an engaging and interesting speaker

18/116 DATE AND TIME OF NEXT MEETING – The next meeting of Steep Parish Council will be held

Steep Parish Council – Minutes of Parish Council Meeting – 2.7.18

on Monday, 3rd September at 7.30 p.m., in the meeting room at Steep Village Hall

The meeting closed at 9.45 p.m.