

**MINUTES OF A MEETING OF  
Steep Parish Council  
held on Monday 8th July 2024 at 7.00pm  
in Steep War Memorial Village Hall**

**Present:** Councillors Jenny Martin (Chair), Shannon Askew, Terry Cook, Paul Garstin, Robin Hollington and Freddie Holmes

**In attendance:** Mel Taylor (Locum Clerk)  
Cllr Nick Drew (District Councillor for Froxfield, Sheet and Steep)  
Cllr Russell Oppenheimer (County Councillor for Petersfield Hangers)  
1 member of public

<b>Minute Ref</b>	<b>Item</b>
<b>24/122</b>	<b>CLERK'S RESIGNATION AND WELCOME LOCUM CLERK</b> Councillors noted the Clerk's resignation and welcomed Locum Clerk, Mel Taylor.
<b>24/123</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Councillors Alison Driver, Charlotte Duthie and Harriet Waley-Cohen.
<b>24/124</b>	<b>DECLARATION OF INTEREST</b> Cllr Hollington declared that his company, Inspired Information Services, provides the Parish Council's email service.
<b>24/125</b>	<b>PUBLIC COMMENT</b> The member of public present congratulated the recent D-Day 80 event and film screening, although not able to attend themselves, it appeared to have gone well. It was confirmed that a volunteer would be removing posters around the village.
<b>24/126</b>	<b>APPROVAL OF MINUTES</b> <b>a) Minutes of Council meetings held on 13th May 2024, 20th May 2024, 3rd June 2024 and 17th June 2024</b> There were a number of amendments to the draft minutes (see appendix 1) which were discussed and agreed prior to adoption. <b>RESOLVED</b> to confirm as accurate, the minutes of the meetings held on 13th May 2024, 20th May 2024, 3rd June 2024 and 17th June 2024, subject to the amendments as agreed.
<b>RESOLVED</b>	<b>b) Minutes of the Planning Committee meeting held on 20th May 2024</b> to adopt the minutes of the Planning Committee meeting held on 20th May 2024.
<b>24/127</b>	<b>COUNTY COUNCILLOR REPORT</b> Cllr Oppenheimer presented his report (appendix 2).  The South Downs Local Plan Review would go to the Planning Committee.
<b>24/128</b>	<b>DISTRICT COUNCILLOR REPORT</b> Cllr Drew presented a verbal report; East Hampshire District Council had pushed hard with the government, objecting to the number of houses proposed for the district and robustly queried the environmental certificates that builders were required to building against for insulation etc. East Hampshire District Council provided a much higher level than national requirement, and this would continue with the new Government. Cllr Drew had written to the new Labour Government Minister for Housing to query the housing number which was putting undue pressure on areas within the district but

outside of the national park. Cllr Drew looked forward to more funding and access to initiatives and programmes where local residents could be represented even more at local level.

Congratulations to Cllr Hollington and volunteers on the D-Day 80 event, huge community attendance and enjoyment. Grant funding provided by Hampshire District Council.

Some recent planning applications could present potential increase in flooding. Cllr Drew encouraged the Parish Council to request that any applications that cause flooding concern are taken to the District Council for consideration with local knowledge. Highways had recently requested more information on a particular application with flooding concerns.

Reminder that grants were available and encouraged the Parish Council to consider potential projects.

Cllr Drew had an informal meeting regarding Farnborough TAG before the election; a planning application was expected in October 2024 to increase number of business flights. Noise levels were monitored; 2 monitors at Farnborough, 1 at each end of the landing strip. Over 33 decibels are subject to a fine, over 54 decibels, additional fines. However, the only monitoring of noise levels is on the site, not offsite. Business flights generally fly over rural areas. Communities may wish to consider conducting their own monitoring of noise levels.

Cllr Drew encouraged issuing press releases on local projects and news, now the pre-election period was over.

Cllr Hollington enquired whether the pressures being made on the government regarding housing in East Hampshire could change the rules for South Downs National Park. Cllr Drew advised that any changes to SDNP would be through central government and there was no indication of that. Any changes to SDNP would have to be agreed by all National Parks.

Cllr Hollington suggested that several parish councils could group together to share noise monitoring equipment.

*Cllrs Drew and Oppenheimer left the meeting*

**24/129**

**CHURCH ROAD – OPEN SPACE LAND MANAGEMENT**

The notes of a meeting with Stuart Wilson (Wilson Designer Homes) and James Rush (Steep In Need) had been circulated. Cllr Askew expressed concern that the Parish Council was not able to see the Section 106 agreement prior to its approval, and concern at potential costs of maintaining the land. It was not clear what the Parish Council could be taking on. Also concern that ditches described as 'scrapes in the ground' required bridges, thereby greater than scrapes in the ground. Cllr Hollington advised that the bridges were required as the ditches would hold water and were on a pathway, also to be mindful that the Parish Council managed uneven ground elsewhere.

It was agreed that as much information as possible should be obtained from South Downs National Planning Authority and a meeting should be arranged. Cllr Hollington offered to obtain an idea of potential land management costs from Stroud Village Hall, who managed a similar area of land. Community Infrastructure Levy contributions from the development were separate from the management agreement.

It was understood that the general opinion of various agencies was that the Parish Council taking on management of the land was the preferred option.

**RESOLVED**

that Cllr Martin would request a meeting with the SDNPA Principal Development Management Officer, Sarah Round, for as soon as possible.

- 24/130 CHURCH ROAD TRAFFIC WORKING PARTY**  
Cllr Hollington reported that 126 responses had been received to the consultation online, of which 109 were Church Road residents or regular users. Of those 109, 98 or 99 were in favour of the 20mph speed limit. 8 paper responses, with only 1 of those against the speed limit. Thanks and congratulations to the Working Group (Cllrs Hollington, Holmes and Martin).
- RESOLVED** to apply for a 20mph speed limit on Church Road and that Cllr Martin would submit the application.
- 24/131 CLERK RECRUITMENT**  
It was agreed that no amendments were required to the previous job description and specification, other than the recruitment dates.
- RESOLVED** to advertise the vacancy at the beginning of September with a closing date of the end of October, on the Parish Council website, Village Hall website, newsletter and Parish Council Facebook page, and to invite expressions of interest ahead of the formal recruitment process.
- Cllr Garstin left the meeting*
- 24/132 GDPR PROJECT**  
Cllr Driver had advised that there was no further update at this time and would pick up the project with the Locum Clerk.  
The Internal Auditor had recommended that the Council needed:
- Digitise records
  - Data mapping and Policies
  - Cyber Essentials Project
- Cllr Hollington advised that he had been appointed as a consultant to support the project but had not yet been contacted. It was confirmed that there was money in the budget for the project.
- 24/133 ANNUAL REVIEW OF REGISTER OF INTERESTS**  
Councillors were reminded to review their register of interests.
- 24/134 STANDING ORDERS, FINANCIAL REGULATIONS, RISK REGISTER AND ASSET REGISTER**  
The Finance Committee, with the Locum Clerk, to continue to review and update the documents for presentation to Council in September 2024. Cllr Holmes offered to help with the Asset Register.
- 24/135 ROADS AND TRAFFIC WORKING PARTY**  
A report from the Roads and Traffic Working Party had been circulated and was noted with thanks to Cllrs Askew, Driver and Holmes.
- 24/136 STEEP MARSH**
- a) As Cllrs Driver and Duthie were not present, it was agreed to defer updates on Brickyards to the September 2024 meeting.
  - b) It was not known whether a deputation would be attending the EHDC Full Council meeting on 25th July 2024.
  - c) As there was no update from Cllrs Driver and Duthie, it was agreed that deputation to attend the EHDC Full Council meeting be postponed until after the next Parish Council meeting in September 2024. The Parish Council was still interested in supporting Steep Marsh and the Brickyards.

- 24/137**            **MILLENIUM BENCH**  
A resident had contacted the Parish Council regarding the loss of view of the Shoulder of Mutton from the Millenium Bench due to the height of the surrounding hedge. The landowner had cut back the hedge and the lengthsman had tidied the area, but the view was still obscured. Cllr Askew advised that Cllr Duthie was in communication with the landowner and would request further reduction to the hedge height in the autumn, after bird nesting season. Cllr Martin to respond to resident.
- 24/138**            **STEEP COMMON**  
Cllr Askew had obtained two quotes for maintenance and repair of playground equipment. Upgrade of gated entrance to be considered at a future meeting. Bench also in need of repair, any immediate hazard had been removed.  
**RESOLVED** to appoint Highfield Construction to carry out play areas repairs at a cost of £1,460 and that Cllr Askew to instruct the contractor to proceed.
- 24/139**            **DEFIBRILLATOR PROJECT**  
Cllr Hollington advised that grants of £300 from East Hampshire District Council and £1,700 from Petersfield Round Table had been pledged, as well as installation at no charge.  
**RESOLVED** that the Grants team would pursue the grants, and that Cllr Hollington would support Cllr Martin due to Cllr Holmes' availability.
- 24/140**            **ASSISTANCE FROM HALC**  
Cllr Holmes advised that the Hampshire Association of Local Councils were willing to support the Parish Council to work through issues and tensions.  
**RESOLVED** to agree to request support from HALC and Cllr Holmes to respond to HALC accordingly.
- 24/141**            **FINANCE**  
**RESOLVED** to approve the HSBC bank reconciliation to 10th June 2024.  
**RESOLVED** to approve the Lloyds bank reconciliation to 30th June 2024.  
**RESOLVED** to note payments list for June 2024.  
**RESOLVED** to approve cheques/direct debits payable for July (appendix 3).  
  
Cllr Martin advised that the Locum Clerk was being added to Lloyds online banking and Cllr Hollington advised that Lloyds had confirmed that they had everything they needed.
- 24/142**            **CORRESPONDENCE RECEIVED**  
a) An invitation to the East Hampshire Association of Parish & Town Councils AGM on 10th July 2024, 7.30pm at Liss Village Hall. Unfortunately no Parish Council representative available to attend.  
  
b) A Freedom of Information request had been received. Cllr Holmes had written to the submitter requesting an extension.  
  
c) It was noted that a letter of complaint had been sent to the Monitoring Officer.
- 24/143**            **UPDATED MEETING CALENDAR**  
The updated calendar, including the Parish Drop-In dates, was noted.
- 24/144**            **DATE AND TIME OF NEXT MEETING**  
Monday 2nd September 2024, 7.30pm at Steep War Memorial Village Hall.

There being no further business, the Chair declared the meeting closed at 9.20pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_