



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

Mr A S R GROVES  
CLERK

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**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL TOOK PLACE AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON MONDAY 26 NOVEMBER 2007**

## MINUTES

**PRESENT WERE:** Dr J Tough (Chairman), Dr J Carne, Mr M Croucher, Mrs B Easton, Mr N Everett, Mrs A C James, Mr P Jordan, Mr D Murray, Mr N Newman, Mr P Wilson (Parish Councillors). Mr A Groves (Clerk). Cllr S C James (County and District Councillor), Mrs E Hope (District Councillor). Three members of the public and one member of the press were also present.

### 185/07 CHAIRMAN'S ANNOUNCEMENTS

Post Office Meeting - EHDC. Notification received of a meeting to discuss Post Office Provision on 3 December at 6.00pm. Attendance by Passfield members was discussed. It was agreed that Cllr Murray would attend.

**DM**

Bohunt Manor Event – 27 November 2007. Reminder about the public event being held in the Liphook Millennium Hall, starting at 5.00pm.

### 186/07 APOLOGIES FOR ABSENCE

Cllr Amey, Cllr Miss Young.

### 187/07 MINUTES OF THE MEETING – 29 OCTOBER 2007

**Resolution:** The minutes of the meeting were agreed and signed as being a true record.

**Clerk**

### 188/07 MATTERS ARISING FROM THE MINUTES – 29 OCTOBER 2007

171/07 Village Appraisal Working Party. Progress on the establishment of the Parish Plan Working Party; none to date.

## 189/07 DECLARATIONS OF INTEREST

The Chairman read out the declaration, stressing the need for members to declare the existence and nature of their interests.

## 190/07 TO RECEIVE THE MINUTES/REPORTS OF COMMITTEES/WORKING GROUP MEETINGS

**Recreation Committee Meeting – 5 November 2007.** Cllr Newman reported that the main topics had been the Bohunt Manor meeting, and the presentation by Cllr Jordan about Radford Park which had been most informative. A proposal would be prepared for the Parish Council meeting on 17 December.

Cllr Newman asked that the minutes of the Recreation Committee Meeting of 5 November 2007 be accepted and the recommendations be adopted.

**Resolution:** Agreed.

Clerk

**Planning Committee Meeting – 12 November 2007.** Cllr Mrs AC James referred to the minutes of the meeting. A presentation had been given about the potential development of Woolmer Gate and Woolmer View, and a planning application for Old Thorns Country Club had been fully supported. She reported that she had received a delightful letter from Mrs Moss, saying she was deeply touched by the decision to call the flats at the Liphook Service Station site, Moss Court.

Cllr Mrs A C James asked that the minutes of the Planning Committee meeting of 12 November 2007 be accepted and the recommendations be adopted.

**Resolution:** Agreed.

Clerk

**Heritage Centre Working Party - 6 November 2007.** Cllr Croucher referred to the notes of the meeting. The external funding was trying to be moved forward, with visits from external funding providers. He invited questions.

Cllr Croucher asked that the notes of the Heritage Centre Working Party meeting of 6 November 2007 be accepted and the recommendations be adopted.

**Resolution:** Agreed.

Clerk

**Village Appraisal Working Party – 8 November 2007.** Cllr Jordan referred to the notes. It had been an excellent meeting. Cllr Amey had stood down and there was now a vacancy for a councillor. Cllr Jordan understood that £2,000 had been provided by EHDC for funding the work. There had been confusion over the history of Village Appraisals, Village Design Statement (VDS), and Parish Plans. The last Village Appraisal had been carried out in 1991 but no copy was available. No Parish Plan had been produced in the past, hence the importance to have a Parish Plan Working Party in place. The VDS was in a draft stage in 1993/1994. The current process was setting up the stall for the future, in two parts. The first was preparing the questionnaire with input from Parish Councillors. The second was

logistics. Progress had been made for getting the questionnaire to parishioners. Subject to the discretion of the Parish Clerk, it had been identified that the Post Office could do the work at a cost of £500 with six weeks notice.

Cllr Jordan asked that the notes of the Village Appraisal (VA) Working Party meeting of 8 November be accepted and the recommendations be adopted. The Chairman sought volunteers for the Working Party to fill the vacancy left by Cllr Amey. No volunteers were forthcoming so the Chairman volunteered. A vote was taken.

**Resolution:** The notes were agreed. Cllr Tough was appointed to the VA Working Party.

Clerk  
JT

**Planning Consultation Working Party – 16 November 2007.** Cllr Dr Carne reported that the Parish Council was communicating with EHDC very well, and the concept was to keep it simple and keep costs down. He explained the current electronic processes, and that rather than purchasing laptops for all Planning Committee members, the best thing would be to print off one copy for the councillor considering the application, which would then be used at the meeting. This would be easier than using electronic machinery. The recommendation was to print out A4 hard copies, and the Parish Office printer would be upgraded if necessary. Any A3 size document could be printed by the Parish Office, and if larger, the supply would be outsourced. The Clerk believed that EHDC would be able to provide that service. Large scale plans would be asked for from the developers. The Clerk was looking at the current equipment, and a stand alone computer would be provided in the office so parishioners could view plans electronically. The computer would be secured for the appropriate use, and assistance would be provided if necessary. It was anticipated that office expenses could be held within current expenditure. Websites would be accessible on the computer. These would be the Parish Council website and those of HCC, EHDC, and all UK government websites. Access to the CAB Advice Guide would also be useful and any other appropriate public service/information websites in the future. Cllr Dr Carne invited questions.

Cllr Dr Carne asked that the minutes of the Planning Consultation Working Party meeting of 16 November be accepted and the recommendations be adopted.

**Resolution:** Agreed.

Clerk

**Website Working Party Meeting – 22 November 2007.** The Chairman reported that it had been decided that the design should be updated. The Chairman and Cllr Miss Young had spent most of the meeting looking at that aspect, and the home page details had been explained. It had been decided that the general appearance need to be brighter and less “clunky”. Cllr Jordan had suggested a page with member’s details. This was thought to be a good idea. Members would have to give their permission for their information to be displayed. Other information about councillors would be informative, based on what councillors felt appropriate. The Chairman invited questions. The provision of photographs and the nature of the personal information to be provided, information about the Liphook Millennium Centre and the links to other local organisations were discussed. It was proposed that information should be provided by councillors as they desired. A vote was taken. (The Parish Office name and address list was circulated for the provision of information to be signed by councillors and items deleted as desired). The use of the Parish Council domain name was raised, explained, and discussed. The Clerk said that there was a delay in e-mails reaching the Parish Office through the website. The Chairman said that was nonsense. It was proposed that the domain name should appear on Parish Council headed notepaper. A vote was taken.

**Resolution:** The notes were agreed.

Clerk

Information should be provided by councillors for publication on the Parish Council website, as amended and signed off by councillors on the names and address list which had been circulated, which would indicate agreement to that information being published.

All Cllrs

The Parish Council domain name should be shown on the Parish Council headed notepaper.

Clerk

## 191/07 REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE

Cllr Croucher reported that on 9 November, Cllr Tough had checked the invoices, the receipts and payments, the balance sheet, and carried out the bank reconciliation, reviewed the budget, and signed the internal audit certificate. Cllr Croucher invited questions. Cllr Croucher asked that the payments for November be approved. A vote was taken.

**Decision:** The payments for November were approved (see Appendix 1).

Clerk

## 192/07 PUBLIC PARTICIPATION SESSION

The Chairman explained the new procedures.

**Public Questions (items not on the agenda).** The Chairman adjourned the meeting.

Mr Walters. Do you agree that the Parish Council was grossly negligent by not having anybody from the Parish Council expressing the views of the public at the recent Planning Inquiry on 13/14 November at the LMH, concerning the development at the junction of Tower Road/London Road, and why did nobody appear for the Council?

Cllr Mrs A C James. I was at the Public Inquiry and could have taken the stand and made objections known. The objections of the Parish Council had already been put to the Inspector and at the time I did not feel that there was an extra need for a verbal account of what had been written. A decision had not been made for anybody from the Council to speak at the Public Inquiry.

The Chairman. Sympathise with the views expressed because it would have given a feeling of support.

The Chairman re-convened the meeting.

**Members/Public Participation (Code of Conduct, Paragraph 12 (2)).** No members exercised their right to make representations, answer questions, or give evidence.

**Public Participation.** No members of the public wished to address the Council about business on the agenda.

**193/07 DEVELOPER CONTRIBUTIONS**

The Chairman referred to the proposal. Cllr Mrs A C James explained the importance of the list in relation to the use of Developer Contributions. The provision of funding for the continuation of the local bus service, and extension of car parking facilities, and the feasibility study for improving access at the station were used as examples.

The preparation of the list (an update of the list previously agreed by the Parish Council), the review of the list, and the inclusion of the local bus service were discussed. Cllr Everett proposed that the extension of surgery facilities should be added to the list and this was discussed. A vote was taken. The omission of the Passfield Junction funding was raised; it was confirmed that the funding had already been granted but not spent, and the funding figures shown were aspirations. The comments against the OSU site for car parking, the inclusion of automatic locking systems for the toilets, the possible transfer of allotments from EHDC, and an amendment to show Network Rail as the provider were all raised; these were explained. The review process was then discussed. It was proposed that the list be reviewed annually by Committees in September. A vote was taken. The sums of money available and allocated for specific transport and highways matters, and the visibility of funds from Developer Contributions were raised and discussed.

**Decision:** The extension of surgery facilities was to be added to the list.

**Clerk**

The list would be reviewed annually by Committees in September.

**Clerk**

The sum available from Developer Contribution for the Parish was to be acquired when it was made available every six months.

**Clerk**

**194/07 SOUTH DOWNS NATIONAL PARK (SDNP)**

The Chairman referred to the documentation previously circulated to members. Cllr Jordan questioned the extent of the Chalk Ridge and the impact on Bramshott & Liphook if they were “in” and “out”, and if Petersfield was “in” and “out”. Cllr Mrs A C James explained the original proposal for the SDNP excluded Liss and Petersfield. Petersfield and Liss were subsequently included in the SDNP. The Council attended the Inquiry proposing that Liphook should be all “in” or all “out”, finally proposing that Liphook should be “in” as it meet the criteria. Liphook was then excluded because it was so built up. Petersfield and Liss were to be included even though the arguments in relation to Liphook were similar. It was felt that the settlement of Liphook should be excluded. Because Liphook could not be “in” the SDNP, it was important for Liphook not to be on the edge of the SDNP if Petersfield and Liss were to be in the SDNP. At that stage the view was that the SDNP should be the Chalk Ridge and it would appear that the Inspector agreed with that. Those people who were excluded were unhappy because they were likely to take the brunt of development. Should Liss and Petersfield be “in” the SDNP and Liphook excluded, then it was felt that Petersfield and Liss should bear the same amount of development as Liphook. Cllr Jordan thanked Cllr Mrs A C James for her explanation.

The proposal to exclude the A3 corridor, how the corridor was defined, attendance at the Inquiry, whether the Parish Council should support EHDC, whether Liphook should be “in” or “out”, other implications such as funding, planning restrictions and representation, the counter-arguments to the current view of the Parish Council, and examples of similar situations elsewhere in the country were all raised or discussed. Cllr Everett suggested that

the item be deferred to the next meeting to allow members further time to consider the matter. This was discussed. A vote was taken.

**Decision:** The item would be deferred to the meeting on 17 December.

Clerk

#### **195/07 PARISH COUNCIL MEETINGS PROGRAMME 2008/2009**

The Council discussed the proposed programme. The possibility of changing the dates of the Recreation Committee meetings in February and April 2008 were discussed. It was proposed that the programme be agreed and the dates of the Recreation Committee be discussed after the meeting. The dates of the Planning Committee meetings were briefly discussed. A vote was taken.

**Decision:** Programme agreed (See Appendix 2) ; the Recreation Committee meetings in February and April to be moved to meet Cllr Jordan's requirements if possible.

Clerk

#### **196/07 XMAS/NEW YEAR CLOSEDOWN**

The Chairman referred to the closedown proposals. It was confirmed that the Meals and Wheels would continue as directed by Age Concern. A vote was taken.

**Decision:** The Xmas/New Year closedown period was agreed.

Clerk

(The Liphook Millennium Hall from 2.00pm on Monday 24 December 2007 until 10.00am on Wednesday 2 January 2008. The Parish Office from Monday 24 December at 2.00pm until 10.00am on Thursday 27 December, (It will be manned from 27-28 December but not open to the public) followed by closure on Monday 31 December 2007, Tuesday 1 January 2008, and re-opening at 10.00am on Wednesday 2 January 2008).

#### **197/07 REPORTS/REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

**River Wey Trust.** Cllr Mrs Easton said she had attended a meeting on 8 November. Two new trustees including herself had been appointed. There was a vacancy for a Secretary as the current incumbent wished to retire. Cllr Mrs Easton said she had declined to take up the post. A £2,000 grant had been received from EHDC to help the re-building of the Passfield sluice. A lottery bid was in place for £118,000 to completely rebuild the Passfield sluice at a cost of £85,000, work at Radford Park £20,000, work at Mellow Farm £10,000, work on the Southern Wey £10,000, and a new River Wey Guide book costing £3,000. The Trustees had said they were very pleased with the new Information Points in Radford Park, although the perspex covering had been vandalised. They were writing to the Clerk to make him aware of the matter. The Clerk said the owners of the boards had been informed that the cost of any liabilities arising were their responsibility, and that they had also been informed that sadly, this was one of the dangers of installing the boards in Radford Park.

#### **198/07 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**

**The Motion:** "This Council resolves to exclude members of the public and the press for Item 15 (if it is required) and Items 16-18, in order to discuss exempt information under Section 100I and Schedule 12A of the Local Government Act 1972."

The Chairman proposed the motion, which was seconded by Cllr Mrs A C James. A vote was taken.

**Resolution:** Agreed.

## **ITEMS CLASSIFIED AS EXEMPT**

### **199/07 MATTERS ARISING FROM THE MEETING THAT REQUIRED TO BE DISCUSSED IN AN EXEMPT SESSION**

None.

### **200/07 STAFF MATTERS**

**Parish Office Staff Meeting - 7 November 2007.** The Chairman referred to the notes of the meeting which were questioned and discussed. The Chairman asked the Clerk to circulate a document to all members present. The Chairman outlined the requirements set out under the Parish Council procedures. He proposed that Cllr Wilson would carry out the investigation and Cllr Dr Carne would conduct the meeting. A vote was taken. The procedures were discussed further.

**Decisions:** Cllr Wilson would investigate the grievances, and Cllr Dr Carne would hear the grievances in accordance with the Council's Grievance Policy.

PW  
JC

**Clerk's Representatives Meetings - 7 November 2007.** The Vice-Chairman referred to the notes, which reflected a matter already raised by the staff, which members were aware of from information that had previously been provided.

### **201/07 COMPLAINTS AGAINST AN EMPLOYEE/THE COUNCIL CONCERNING A REQUEST FOR EXEMPT INFORMATION**

The correspondence was discussed.

### **202/07 INVESTIGATION REPORT**

Cllr Everett presented the report to the Parish Council. The matters within the report were questioned and discussed. The Chairman proposed that the report be accepted, subject to the changes discussed. Cllr Murray seconded the proposal. A vote was taken. The Clerk asked what the changes were and these were discussed. The Chairman said that as much as could be added in terms of the questions raised by the staff and if the information was not available it could not be added in. The paragraph concerning assistance and the recommendations were to be re-formatted. A further vote was taken (For: 9, Abstention:1). A further proposal was made by Cllr Dr Carne that the report should not be formally accepted, unseen without everybody being clear on the changes that were to be made. This was discussed further. The Chairman suggested that the recommendations and conclusion be accepted with the formal report being considered at the next meeting. This was discussed further; the Clerk provided advice on how to proceed. Cllr Dr Carne proposed that the report be submitted to the next meeting of the Parish Council, as amended, to reflect the changes that had been discussed. A vote was taken.

The notes of the meeting of 2 October 2007 were received by the Parish Council. Cllr Mrs A C James explained that the notes had been agreed by everyone except one councillor. An amendment proposed by that councillor had been actioned. Cllr Mrs A C James explained her views on the importance of having an accurate record of such meetings. The notes were discussed and received.

**Decisions:** The report was to be submitted to the next meeting of the Parish Council, as amended to reflect the changes that had been discussed.

**PJ  
NE**

**CONCLUSION** – This concluded the business of the meeting at 11.25pm  
Confirmed at the meeting held on 17 December 2007  
Signed .....  
Chairman