

# Greatham Parish Council

**Minutes of Parish Council Meeting held on Monday 1<sup>st</sup> October 2018, 7.30pm**

**at St John the Baptist Church, Greatham**

**Present**

Cllr C Rudd (Chair),  
Cllr A Cheesman, Cllr A Crick, Cllr S Jerrard, Cllr J Rook, Cllr D Rudd  
Clerk to the Council: Mrs Jane Ives

District Councillor K Budden  
5 members of the public were also present

1. **Chairman's Announcements** -The Chairman welcomed everyone and pointed out the fire exits and reminded everyone to switch off mobile phones. She also asked members of the public to state their names if raising a question in public question time and to address all questions to the Chairman. It was also confirmed that the Clerk was recording the meeting for minute taking purposes.
2. **Apologies for Absence** – Apologies from Cllr Packett were noted. County Councillor R Oppenheimer had also sent his apologies.
3. **Declarations of Interest** – There were no declarations of interest.
4. **Public Question Time** – A member of the public asked Cllr Budden about who would foot the bill for the cost of enforcement at Hill View. Cllr Budden responded that it was likely to be the taxpayer.
5. **Approval of minutes of the Parish Council meeting held on 3<sup>rd</sup> September 2018** – Cllr Cheesman proposed that the minutes were accepted. Seconded by Cllr Crick and approved by all other than Cllr Jerrard who abstained as she was not in attendance.  
*Cllr Jerrard asked if she could listen to the recording of the meeting to check the accuracy of the minutes and to find out what happened. Councillors agreed that there were no amendments to the minutes and that it was not appropriate for councillors not present at a meeting to listen to the recording to judge the accuracy of the minutes of that meeting.*
6. **Matters arising from the minutes of the Parish Council meeting held on 3<sup>rd</sup> September 2018** – There were no matters arising from the minutes.
7. **Review of Action Log**

	Meeting Date / Agenda Item	Who	Action List updated 1 <sup>st</sup> October 2018	Status	Update
1	07.09.17 Item 8	Cllr Budden	Report back to PC following discussions with HCC/SDNPA re safety for pedestrians on Liss Forest Road and Selborne Road (updated 04/06/2018) (02/07 verges on Forest Rd have now been trimmed back)	Open	White lines need replacing in Forest road. Clerk to report.
2	06.11.17 Item 8	Cllr Budden	Provide Clerk with EHDC report on trees at Wolfmere Lane	Open	
3	08.01.18 Item 8	Cllr Budden	Forward information to EHDC regarding AMK bus being damaged in Hopeswood	Open	
4	05.03.18 Item 4	Clerk/Cllr Budden	Enquire with Highways/EHDC re potential tree/shrub planting at Bakers Field to alleviate parking on verges. Cllr Budden to take this forward (updated 04/06/18) as negative response from HCC. KB to look at additional parking.	Open	

5	09.04.18 Item 11c	Clerk	Write to MOD re footpath off Longmoor Road layby, in poor condition	Open	
6	09.04.18 Item 11m	Clerk	Apply to District Councillor for £1k grant for Old Church (KB to provide application form)	Open	
7	09.04.18 Item 11m	Clerk	Obtain copy of Old Church deeds from solicitor	Open	Complete
8	04.06.18 Item 4	Clerk	Contact HCC Countryside Services re dog access on stile on footpath 6 from Le Court to Church Lane.	Open	Clerk to contact landowner
9	04.06.18 Item 14	Clerk/All	Carry out action plan for Internal Audit and report back to Council when complete	Open	
10	02.07.18 Item 4	Clerk	Write to Environment Agency re clearing river banks near bridge on Longmoor Rd	Open	Done, needs response
11	02.07.18 Item 14	Clerk	Report potholes on Forest Road and manhole cover on Longmoor Road	Open	Cllr Cheesman to provide photos
13	03.09.18 Item 4	Clerk	Report traffic calming post to Hampshire Highways that has been knocked over by Rooks Farm opposite the school.	Open	Complete
14	03.09.18 Item 4	Cllr C Rudd	Write to CEOs of EHDC/SDNPA, Damian Hinds MP and Cllr Oppenheimer regarding concerns re national park	Open	
15	03.09.18 Item 10	Clerk	Chase work on bridge on footpath 711a with Countryside Services	Open	Will be done in October
16	03.09.18 Item 10	Clerk	Notify Community Engagement Ranger that Mrs Booton and Cllr Rook would like to volunteer as rights of way wardens	Open	Complete
17	03.09.18 Item 10	Cllr Crick	Concerns raised over ditches at front of village hall which need clearing and wire left rolled up	Open	Reported to Village Hall Committee
18	03.09.18 Item 11	Clerk	Get quotes for playground work that have been identified as moderate risk	Open	Ongoing
19	03.09.18 Item 11	Cllrs D Rudd & Cheesman	Seek quotes for a replacement playground, and seek advice for acceptable materials from SDNPA	Open	On hold until Council agrees what is required
20	03.09.18 Item 13	Clerk	Confirm use of Community Payback Scheme	Open	Email sent
21	03.09.18 Item 21	Clerk	Respond to email from Hampshire Highways re verge repairs and dragons teeth on layby near Toll House Corner	Open	Email sent
22	03.09.18 Item 21	Clerk	Write to EHDC re parking on verges outside stables on Longmoor Rd and pavement opposite	Open	To KB 12/09
23	03.09.18 Item 21	Cllr Rook	Include concerns about speeding in village in Village Survey	Open	Included

**An updated Action Log is attached at Appendix 1.**

#### **8. Report from District Councillor**

- Cllr Budden outlined ongoing EHDC action at Hill View and advised the oak tree in front garden may get a TPO. Cllr Budden is aware of residents' concerns regarding the site and is working with EHDC.
- The HCC report on the bus service is due at the end of October and Cllr Budden is hoping that the number 38 service will not change.
- Cllr Budden encouraged councillors and members of the public to attend the SDNPA Local Plan hearings due to take place on 13<sup>th</sup>-15<sup>th</sup> November and 4<sup>th</sup>-6<sup>th</sup> December in Midhurst.
- The Boundary Commission review is complete and Greatham is now part of Woolmer Forest.
- Cllr Budden outlined the new EHDC grant scheme and would welcome applications from the Old Church or a community initiative, such as a community shop. Applications to be in by February 2019.
- Damian Hinds MP is organising a careers event for the over 50s at Alton College on 26<sup>th</sup> October.

#### **9. Report from County Councillor**

Cllr Oppenheimer was not in attendance but had provided a report which is attached at Appendix 2.

**10. Reports from representatives of Organisations, Outside Bodies, Working Parties & Groups:**

<b>Playground</b>	Cllr Cheesman had investigated new playgrounds costs/designs but recommended the Council decide what they would like before we go any further. The Clerk reported that quotes for repairs are ongoing. It was requested that the Village Hall Committee notify when the football pitch is going to be used. Additionally, the Clerk to request whether any additional land could be made available for a larger playground. <b>Action Clerk</b>
<b>Highways, Public Transport &amp; Traffic</b>	Cllr Cheesman will take photos and advise locations of the potholes on Longmoor Road. <b>Action Cllr Cheesman</b>
<b>Footpaths &amp; Bridleways/ Lengthsman Scheme</b>	The lengthsman has completed some of the work reported, with some still to do. No additional lengthsman work has been submitted for October.
<b>Tree Warden</b>	The clerk is seeking quotes for outstanding tree work previously noted.
<b>Greatham Village Hall</b>	The refurbishment is complete and the hall is now fully open. Cllr Cheesman raised concerns about the number of temporary licences remaining which Cllr Crick will respond to. The Clerk to write to the Village Hall committee regarding maintenance of the field as it is looking untidy. <b>Action Clerk</b>
<b>Coryton Trust</b>	Nothing to report as no recent meetings.
<b>Liss Greatham &amp; Hawley Friendship Fund</b>	One application for £100 has recently been received and has been agreed.
<b>HALC/EHAPTC</b>	A meeting took place in September attended by the Clerk and Cllrs Jerrard & C Rudd which covered the EHDC Community Development Team and tree work.
<b>Greatham Allotment Charity</b>	Nothing to report as no recent meetings.
<b>Community Forum</b>	The next meeting takes place on 23 <sup>rd</sup> October at Liphook Millennium Centre.
<b>The Old Church</b>	Working party is taking place Saturday 6 <sup>th</sup> October 10am and councillors and members of the public are invited to help cut the grass.
<b>Website &amp; Parish Communications</b>	Cllr Crick reported that website improvements would be postponed until the new year due to other projects taking place. New photos for the Old Church and the bridleway improvements could be added to the existing website. <b>Action Cllr Crick</b>
<b>Speedwatch</b>	Speedwatch not operating currently.

**11. Budget for 2019/2020** – It was resolved that a working party consisting of the Clerk and Cllrs Cheesman, C Rudd and Crick was appointed to produce a draft budget for Council approval.  
Proposed: Cllr C Rudd. Seconded: Cllr Crick.

**12. Policies Working Party** – The working party had produced the following draft policies which the Council resolved to approve and adopt: Financial Regulations, Complaints Policy, Equality & Diversity Policy and Model Publication Scheme.  
The Council resolved to approve a policy on review dates for all Council policies/regulations which is attached at Appendix 3.  
Proposed: Cllr Cheesman. Seconded: Cllr Crick. All in favour.

**13. Standing Order Payments** – It was resolved to agree the standing order payments to the Clerk, in accordance with the terms of the employment contract, to the end of the financial year 2018/19 under Financial Regulation 5.6. Councillors noted the confidential list of payments.  
Proposed: Cllr Crick. Seconded: Cllr Cheesman. All in favour.

**14. Bridleway 11** – The Clerk provided an update regarding the completion of resurfacing works on bridleway 11. Three councillors had inspected the work and reported that they were very happy with what had been done. The bridleway will be monitored by the Footpath Wardens and by Councillors to ensure there are no further problems with drainage pipes being blocked.  
It was noted that the final costs of the work carried out by Aquascience Ltd were £9,272.22 plus VAT. The funding is awaited from the SDNPA (under S106) for £7,416.00 and a grant of £2,000.00 from Hampshire Countryside Services.

**15. Greatham Village Hall licence variation** – The clerk to submit a response to the consultation that there are no objections to the proposed licence. **Action Clerk**

**16. Village Survey** – Cllr Rook provided councillors with a draft set of questions produced by the working party. She requested feedback by the next Council meeting where a final set will be agreed.  
It was resolved to fund costs of producing the survey of up to £200.00 from Council reserves.  
Proposed: Cllr Crick. Seconded: Cllr D Rudd. All in favour.

**17. Parish Council Finances** – The bank balances as at 30<sup>th</sup> September were noted:  
Current Account: £ 50.00  
Deposit Account: £29,524.57  
The second instalment of the precept at £7,500 should also be paid imminently. A receipt of £2,500 was noted from EHDC for the grant for work on the Old Church tomb.  
The quarterly Summary Receipts & Payments Account is attached (Appendix 4) and the quarterly reconciliation was carried out by Cllr Cheesman who confirmed all balances were correct.

**18. SDNPA Local Plan** – Cllr Crick confirmed that he had applied to speak at the hearings within the scope of the Council's representation and was waiting to find out if he was on the list to speak or whether he would be invited.

**19. Approval of Payments**

The following payments were approved:

Payee	Purpose	Amount
Society of Local Council Clerks	CiLCA Training Course (£250.00) and Membership Renewal (£115.00)	£365.00
Norris & Fisher Insurance Ltd	Annual insurance policy for the Council from 1 <sup>st</sup> October 2018	£577.76
Mrs K Cope	Expenses for Old Church events	£24.60
Petersfield Town Council	Grass cutting for June and July 2018 (VAT = £25.00)	£150.00
Viking	Stationery supplies (VAT = £10.99)	£65.93
Tony Taylor Roofing	Roofing repairs at Old Church (VAT = £114.00)	£684.00
Mainline Scaffolding Ltd	Scaffolding for repairs to chancel wall at Old Church (VAT = £60.00)	£360.00
	<b>Total Payments</b>	<b>£2,227.29</b>

**20. Correspondence received** – The Clerk outlined an email received from Hampshire Highways regarding parking on the verges at Todmore. Cllr Cheesman concerned about residents parking in pub overflow car park causing pub parking to spill out onto the verges. Cllrs D Rudd and Crick agreed to meet Hampshire Highways to discuss this issue further. **Action Cllrs D Rudd & Crick**

**21. Report of Planning Chairman** - The Planning Chairman, Cllr Packett, had sent apologies and there were no issues to discuss.

**22. Land at Liss Nursery Site, Petersfield Road** – The Clerk's report was noted (Appendix 5). It was resolved to set up a working party consisting of the Clerk and Cllrs. Crick, Cheesman, C Rudd and Rook to open up discussions with the developer pending a decision from EHDC/SDNPA as to whether there would be support from the EHDC Community New Developments team. It was also agreed that two residents (yet to be identified) and the District Councillor would be invited to join the working party.

**23. Planning application** – It was resolved to raise no objection to the following planning application:

SDNP/18/02044/FUL	Halifax House Le Court Selborne Road Greatham GU33 6BF	Revised scheme for new detached dwelling on plot 2 (revision to planning permission SDNP/16/02759/FUL). Increased height of dwelling.
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**24.** The date of the next Parish Council meeting will be Monday 5<sup>th</sup> November 2018. If there are any planning applications a meeting will be held on Monday 15<sup>th</sup> October 2018.

**25.** Cllr C Rudd closed the meeting at 9.30pm.

## Appendix 1: Action Log updated 3<sup>rd</sup> October 2018

	Meeting Date / Agenda Item	Who	Action List updated 1 <sup>st</sup> October 2018
1	05.03.18 Item 4	Clerk/Cllr Budden	Enquire with Highways/EHDC re potential tree/shrub planting at Bakers Field to alleviate parking on verges. Cllr Budden to take this forward (updated 04/06/18) as negative response from HCC. KB to look at additional parking.
2	09.04.18 Item 11c	Clerk	Write to MOD re footpath off Longmoor Road layby, in poor condition
3	04.06.18 Item 4	Clerk	Write to landowner re dog access on stile on footpath 6 from Le Court to Church Lane (updated 03/10/18).
4	04.06.18 Item 14	Clerk/All	Carry out action plan for Internal Audit and report back to Council when complete
5	02.07.18 Item 4	Clerk	Write to Environment Agency re clearing river banks near bridge on Longmoor Rd
6	02.07.18 Item 14	Clerk/ Cllr Cheesman	Report potholes on Forest Road and manhole cover on Longmoor Road. Cllr Cheesman to provide photos and locations.
7	03.09.18 Item 4	Cllr C Rudd	Write to CEOs of EHDC/SDNPA, Damian Hinds MP and Cllr Oppenheimer regarding concerns re national park
8	03.09.18 Item 10	Clerk	Chase work on bridge on footpath 711a with Countryside Services
9	03.09.18 Item 11	Clerk	Get quotes for playground work that have been identified as moderate risk
10	03.09.18 Item 13	Clerk	Confirm use of Community Payback Scheme (email sent 17/09 awaiting response)
11	03.09.18 Item 21	Clerk	Write to EHDC re parking on verges outside stables on Longmoor Rd and pavement opposite
12	03.10.18 Item 7	Clerk	Request white lines are repainted in Forest Road
13	03.10.18 Item 7	Clerk	Write to Village Hall Committee: Ask for public notification when football pitch is to be used Request additional land for larger playground Maintenance of the grass on field outside hall
14	03.10.18 Item 7	Cllr Crick	Update website with new photos of Old Church and bridleway 11 works
15	03.10.18 Item 15	Clerk	Submit response to licence variation for Greatham Village Hall
16	03.10.18 Item 20	Cllrs D Rudd/Crick	Meet Hampshire Highways re verges at Todmore

## **Appendix 2: Report from County Councillor**

### **1. Bus services and street lighting consultation**

The HCC Consultation on supported passenger transport services and street lighting closed on 5 August 2018. Over 4,500 responses were received which was a good result.

The Passenger Transport team are currently analysing the responses. Their report will be published around 19 October at which point we will see what is being proposed. It is inevitable that some reductions to the frequency of services will be proposed.

The final decisions will be made by the Executive Member for Transport and Environment Cllr Rob Humby at his Decision Day on Monday 29 October.

### **2. Working Group on Plastic Recycling**

As Chair of the Economy, Transport and Environment Committee at Hampshire County Council, I have the ability to set up working groups on issues of concern.

I have decided to set up a working group to look at reducing plastic waste and increasing recycling opportunities and information for residents. This is an issue of great concern to many people and I hope we can put Hampshire at the forefront of action to reduce plastic waste and the resulting damage to our planet.

### **3. Hampshire Village of the Year awards**

I was delighted to attend the Hampshire Village of the Year 2018 awards on 25 September, hosted by last year's winner Liss at the Triangle Centre. The winner of 2018 Hampshire Village of the Year was Chandlers Ford.

East Hampshire performed strongly again because Four Marks won four awards! They were runners up to the main award and also won the Best Open Spaces award. They were also highly commended in the Most Inspiring Places and Best Community Initiative Awards.

### **4. Crowdfunder campaign to mend the South Downs Way**

The South Downs National Park has launched a crowdfunder campaign to raise £15,000 for urgent repairs to the South Downs Way. We would be really grateful for help publicising this campaign! Some great rewards are on offer and every contribution will make a big difference. Please visit the appeal page at:

<https://www.crowdfunder.co.uk/mend-the-south-downs-way>

Our existing funding allows us to make most repairs but there are a number of significant projects which, because they are on more remote sections of the path, are too expensive to tackle using existing funds. Each year, as the erosion and mud gets worse, they get more damaged and become harder to fix. Two of the five identified priorities are near to us here in the East Hampshire area:

- Hyden Lane near Butser Hill sits on top of the chalk ridge but suffers from a lack of drainage. As large puddles get trapped on the busy track the surface breaks up and becomes muddy. We plan to replace the existing surface with new layers and create a camber to help it drain.
- For one of the most remote sites on the South Downs Way, Millpond Bottom, between Beacon Hill and Pen Hill, has some impressive scarring. Successive feet, wheels and hooves have more than doubled the width of the chalk track – putting nearby sensitive Scheduled Ancient Monuments at risk.

**RUSSELL OPPENHEIMER**

**County Councillor for Petersfield Hangers**

### Appendix 3: Policy Review Dates

The following are the Council policies currently adopted or about to be agreed by Council. The review dates were agreed at the Council meeting on 1<sup>st</sup> October 2018.

In all cases, the review date could change if legislation changes and the Clerk would need to inform Council if this is the case.

Document title	Date adopted	Review date
Standing Orders	14 <sup>th</sup> May 2018	Annually in May
Financial Regulations	1 <sup>st</sup> October 2018	Annually in September
Financial Risk Assessment	14 <sup>th</sup> May 2018	Annually in April
Code of Conduct	14 <sup>th</sup> May 2018	Annually in May
Data Protection Policy	14 <sup>th</sup> May 2018	May 2019 then move to 2 year cycle unless legislation changes
Complaints Procedure	1 <sup>st</sup> October 2018	Two year review
Equality & Diversity Policy	1 <sup>st</sup> October 2018	Two year review
Publication Scheme	1 <sup>st</sup> October 2018	Annually in October
Training & Development Policy	Not yet adopted (November 2019)	Two year review
Health & Safety Policy	Not yet adopted (November 2019)	Two year review



## Appendix 4: Quarter 2, Summary Receipts & Payments

Annual Budget	Actual-v-Budget		Figures shown exclusive of VAT	
			£	£
		<b>RECEIPTS</b>		
15000	65%	Precept	-	
5	137%	Bank Interest	3.90	
		VAT repayment		
0	#DIV/0!	Old Church income	2,545.00	
		<b>TOTAL RECEIPTS</b>		<b>2,548.90</b>
		<b>PAYMENTS</b>		
7198	52%	Net Salaries & Allowances (Jul-Sept 2018 )	2,101.92	
0	#DIV/0!	HCC - Pension Contributions (e'ers & e'ees)	-	
100	133%	Travel costs	62.83	
200	0%	Recruitment	-	
500	29%	Printing	-	
300	43%	Stamps & Stationery	102.73	
	#DIV/0!	SLR Deployment	-	
150	27%	Equipment purchase	39.99	
400	31%	Room Hire	38.50	
0	#DIV/0!	Section 137	-	
50	0%	Publications	-	
150	65%	IT/email	-	
	#DIV/0!	Repairs & maintenance	45.00	
250	3927%	Old Church expenditure	1,634.00	
400	80%	Subscriptions	-	
200	95%	Audit fees	-	
3077	89%	Grant allocation	1,240.00	
450	104%	Training	380.00	
	33%	Grass cutting	100.00	
250	0%	Playground maintenance	-	
80	81%	Playground inspection	65.00	
650	-	Insurance	-	
0	#DIV/0!	VAT on payments	462.17	
15,005		<b>TOTAL PAYMENTS</b>		<b>6,272.14</b>
		BALANCE BROUGHT FORWARD on 01/06/2018		33,234.45
		<b>ADD</b> Total Receipts (as above)		2,548.90
		<b>LESS</b> Total payments (as above)		6,272.14
		<b>Balance Carried forward 30/09/2018</b>		<b>29,511.21</b>

These cumulative funds are represented by:

Current Account Balance	50.00	
Less: Cheques drawn but not debited as at 30.09.18	63.36	
Deposit Bank Account Balance	29,524.57	
Other Account	-	
		<b>29,511.21</b>

## **Appendix 5: Land at Liss Nursery Site, Petersfield Road**

### **1. Introduction/Background**

- 1.1 The purpose of this report is to outline an opportunity to Greatham Parish Council to liaise with Cove Homes regarding the development at the nursery site in Petersfield Road.
- 1.2 The planning application is imminent and a potential opportunity to work with EHDC/SDNPA has arisen that may be of benefit to Greatham village.
- 1.3 The Council may also wish to start considering how to respond to the planning application so that a fully informed decision can be reached by all councillors and to ensure the village receives the best deal in terms of any community infrastructure offered by the developer. Community infrastructure can consist of open spaces, allotment, MUGA, SANGS, play areas, sports pitches and community buildings.

### **2. Basis in law/guidance**

- 2.1 The National Planning Policy Framework (paragraph 66) states:  
*“Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably.”*
- 2.2 More about this requirement and the need for good design for any development can be read here: <https://www.gov.uk/guidance/national-planning-policy-framework/7-requiring-good-design>. The NPPF also outlines in this guidance material the requirement for open spaces within the development and support for local facilities and the transport network. (Hard copy can be provided on request)
- 2.3 The Localism Act 2011 introduced a duty on developers to consult with local communities before submitting planning applications for certain developments.

### **3. Opportunity**

#### **Community New Developments Team**

- 3.1 The EHDC Community Development Team were introduced at a meeting of the EHAP& TC on 19<sup>th</sup> September 2018. They can work with parish councils, developers and residents in order to ensure that any community infrastructure offered by a developer is appropriate for the town/village where the development is taking place. The initiative is funded through S106 and EHDC can guide a parish council through the process enabling co-operation between the planning case officer, the S106 team, legal officers, the developer, the parish council and the SDNPA.

Attached EHDC leaflet ‘New developments on your patch?’ outlines the scheme.

- 3.2 The Council needs to be ready to act as soon as the planning application has been submitted as this will contain details of what the developer is proposing. The Council needs to be in a position to make decisions on whether the offering is suitable for the village or if something else could be negotiated instead as they are the local experts. EHDC suggest that it is far better to work with the developer at the outline planning stage rather than later on in the process.

Grayshott Parish Council have recently taken advantage of this scheme where they were offered allotments that the Council did not have a need for as their current provision was adequate. Working within this scheme they are now being provided with a community orchard.

- 3.3 The Council can also consider who is best placed to manage any facilities brought forward. The developer may propose a management company which may impose charges; facilities may only be open to those residents living on the new development whereas the Council may wish to have the facility open to all. The Council may even consider taking on the new facilities themselves.
- 3.4 The Council could consider topping up any funds provided for a new facility so a project could potentially be funded that would otherwise be outside of the Council's budget.

#### **4. Criteria**

- 4.1 At the moment it is unclear whether the nursery site will qualify for the scheme. EHDC will offer the scheme wherever there is a development of 20 dwellings or more, whereas SDNPA will only offer where there are 60 dwellings or more. However, the development proposal in Greatham is being considered by EHDC/SDNPA to see if it would qualify as there is a move to align the SDNPA with the EHDC offering. A response is awaited from EHDC/SDNPA as to whether the Greatham development qualifies.

#### **5. Recommendations to Council**

- 5.1 It is recommended that a working party is set up to be ready to respond to any planning application. The working party should consist of: Two/Three Parish Councillors, the Clerk, the District Councillor, Two Residents. They should carry out work under option 1 or 2 below:

##### Option 1

Set up meetings with the EHDC Community Development Team should the scheme be on offer and work with them and the developer.

##### Option 2

If the Community Development Team are not able to assist, the working party to start liaison directly with the developer.

#### **Further Reading**

A copy article is attached from an SLCC publication, The Clerk Magazine, written by Andrew Towlerton on parish councils' engagement with developers.

The Campaign to Protect Rural England has produced an 8 step guide to responding to planning applications. A short version of this advice is attached and visiting the following website will give more information. (Hard copy available on request)

<https://www.planninghelp.cpre.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>

Item 3 in this guidance provides advice about things to consider when visiting the proposed development site such as: boundaries, rights of way, design and types of housing. These are key considerations for the parish council.