



HART DISTRICT ASSOCIATION OF PARISH & TOWN COUNCILS

**Minutes of a Meeting of the Association held on
Tuesday, 23 January 2024 at 7.30 pm
At Elvetham Heath PC, The Key Centre, GU51 1HA**

PRESENT

| Name | | Position | Parish/Town Council |
|-------------------|-----|---------------|---------------------|
| Tony Spencer | TS | Chairman | Yateley |
| Martin Whittaker | MWh | Secretary | Hook |
| Paul Einchcomb | PE | | Fleet |
| Rochelle Halliday | RH | | Fleet |
| Chris Cornwell | CC | | Hartley Wintney |
| Adam Bealey | AB | | Rotherwick |
| Meyrick Williams | MW | | Winchfield |
| Louise Hodgetts | LH | | Winchfield |
| David Jackson | DJ | | Crookham Village |
| Simon Ambler | SA | | Crookham Village |
| Mike Barter | MB | | Greywell |
| Angela McFarlane | AM | | Odiham |
| Julie Routley | JR | | Yateley |
| Shawn Dickens | SD | | Eversley |
| Rob Cowell | RC | | Hook |
| Paul Kinge | PK | | Hook |
| Marilyn Robson | MR | | Elvetham Heath |
| Candice Walmsley | CW | | Elvetham Heath |
| Alan Jones | AJ | | Church Crookham |
| Gillian O'Connor | GO | | Crandall |
| | | | |
| Mark Jaggard | MJ | Head of Place | HDC |

V0.1 16/4/23

| | | Action |
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| 23/38 | Introduction and welcome | |
| 23/39 | Apologies for absence Apologies for absence were received from: <ul style="list-style-type: none">• Stuart Elborn, Hartley Wintney• Bob Schofield, Fleet The presence of 13 out of 21 councils satisfied the quorum of 7. | |
| 23/40 | Minutes of the meetings held on 17 October The motion being proposed by CC and seconded by AJ, the minutes of the meeting were approved unanimously as an accurate record. | |

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| 23/41 | Matters arising from the Minutes All actions reported as complete. | |
| 23/42 | Hart District Council report It was agreed that this would be covered under Parish Questions below. | |
| 23/43 | Parish Questions for Hart District Council The list of questions together with answers given by HDC are included as Appendix 1. | |
| 23/44 | Chairman's Update HALC has been discussing strategy, especially with regard to possible change of government, but with no conclusions published yet. | |
| 23/45 | HALC and NALC fees SA: Does the cap on the fees for larger councils disadvantage smaller councils? TS: Larger councils are capped because they tend to have less call on HALC services. Previously the cap was set at £1000. It has now been increased to £1050 and will be increased every year proportionately. SA welcomed the fact this was being reviewed. | |
| 23/46 | Out of Date Conservation Area documents DJ: Crookham Village had discovered that most of their conservation area documents are very out of date and therefore carried little weight in planning terms and advised other councils to check theirs. AM reported that there had been some uncertainty in HDC as to whether their revised document should be accepted or adopted, but unless adopted it would have little force. She advised all parishes to make sure their documents were adopted by HDC. GO mentioned that they were very pleased with consultants recommended by HDC. | |
| 23/47 | Plans for bringing community buildings up to the new EPC standards RH reported that the new EPC regulations mean that community buildings leased for more than 6 months to a single user would have to be at least C by 2027 and B by 2030. She asked how many councils would be affected and whether they would be interested in lobbying government for exemption. The feeling of the meeting was that this did not affect many councils, either because they didn't lease their building or they would conform. | |
| 23/48 | HDAPTC banking arrangements MWh explained that 3 new signatories would be required, and were agreed as TS, SA and MWh. TS would progress this. | TS |
| 23/49 | New website and domain name for HDAPTC New website, hosted by Hugo Fox, is now live at hdaptc.org.uk . At the moment the secretary's email address remains the same: hartdaptc@gmail.com . The domain and email hosting cost £8.25+VAT for the first year and will be £15+VAT per year thereafter. | |

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| | MR proposed and TS seconded that the expenditure be approved, and the motions was passed unanimously. | |
| 23/50 | Parish Reports | |
| 1. | <p>Fleet – PE (written report received)</p> <ul style="list-style-type: none"> • The Remembrance Day service reverted to All Saints Church, 7 years after the church was burnt down. • There was a great turn out for the Remembrance Day Parade -the high street was lined by residents who then along with uniformed organisations and local charity groups packed out Gurkha Square despite poor weather conditions. Probably as a result of the weather, more than ever, members of the public visited the Harlington for tea and biscuits after the event. • Christmas festivities and the switching on of the Christmas Lights was another great success with thousands turning out to enjoy the stage presentations in Gurkha Square and the stalls set up along the high street. • Our Santa’s grotto was continued for two Saturdays after the Christmas Festival and raised just over £1,000 for our local charity Stepping Stones. • Christmas lunch was provided again for residents who would otherwise be alone on Christmas Day. • The Office successfully switched off its servers and went over to the Cloud. This now means all documents are available to Officers and Members wherever they are. • Lease negotiations on the Harlington are not yet resolved. • We will be officially launching our Greening Fleet event on 9th March with a public exhibition. • We are planning to start a Repair Café in April, when we have hopefully heard about our HCC waste prevention grant application. | |
| 2. | <p>Winchfield</p> <ul style="list-style-type: none"> • MW: New Neighbourhood plan went through referendum with 91% approval and will be made this week. Already being used in planning determinations. • LH: More Urgent Treatment Centres (UTCs) are being opened as an alternative to A&Es, and one has now opened in Aldershot. Access through 111. Should we lobbying for one in Hart, as many people find it very difficult to get transport to Aldershot. <ul style="list-style-type: none"> ○ CC pointed out that patients can call on their local Care Group to take them, and councils might find it useful to publicise these. A list can be found at https://goodneighbours.org.uk/groups-map/ ○ To gauge support for a local UTC, LH will send the secretary an email for distribution to the Association. | LH |
| 3. | <p>Hook – MWh (Written report received)</p> <ul style="list-style-type: none"> • Gefferys House – new development of ~30 houses on a key site in the centre of Hook. It has been reported to the PC that HDC will impose the SHMAA housing mix on this site, despite the large number of 1- and 2-bedroom flats that have been built in Hook in the last few years. Hook is short of 3 bed houses, especially affordable ones. | |

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| | <ul style="list-style-type: none"> Looking at a conservation area along the length of London Road, not because it's all of stunning architectural value, but because with the current rate of development it is in danger of becoming much worse. There is considerable disquiet about the allocation of the Shared Prosperity Fund. Why was so much money given to one project in Yateley with no match funding, and small, match-funded projects in Hook rejected? The precept per Band D house will remain the same as last year, but because of new development the total will rise by 2.8%. | |
| <p>4.</p> | <p>Elvetham Heath – MR (Written report received)</p> <ul style="list-style-type: none"> We have ongoing issues concerning a leak in the foul water rising main which started prior to Christmas. It has proved to be a far more serious issue than first thought. Access to several roads is now via a diversion and traffic lights cover a section of Elvetham Heath Way. We now have another burst further along the pipe and work is due to start repairing that section this week. Obviously, the Parish Council and residents are both concerned that other sections of the pipe may also have similar issues in the future. We held a residents information evening with Thames Water and Cappagh (The Contractors) so that residents could be informed about the ongoing situation and ask any questions. ☒ Our Carols in The Key event just before Christmas was extremely well attended and the children particularly enjoyed the snow machine which was well timed to coincide with the Christmas song, Let It Snow. We have agreed our Precept which will see a rise of 2.5%. We have a huge concerns regarding TOOB and the possible installation of telegraph poles. Elvetham Heath was built with underground ducting (part of the design plan) but we can get no re-assurance that poles will not be used. Many of our streets are of mews style and poles would be totally out of place. Have other PC's faced worries from residents? Because of the very cold weather we reopened our Warm Hub at The Key Centre and will run the hub again on an ad hoc basis as required We will be launching a new website in the Spring Turners Green Recreation Area - another survey with local children has been conducted which means we can now begin to work on the plans to update the space. A tennis court membership scheme is in progress to be hopefully launched in the Spring. We have co-opted a new member to fill the vacancy left when one of our Councillors resigned to move to abroad. | |
| <p>5.</p> | <p>Crondall – GO (written report received)</p> <ul style="list-style-type: none"> Due to work constraints, Cllr Williams resigned his position with CPC in December last year. Whilst the parish council is still actively seeking to replace him, with elections this year it is likely that CPC will remain one councillor short until at least then. Following the recent unprecedented rainfall, flooding was yet again an issue in Crondall. Unfortunately, Cllr Francis was the councillor with responsibility for flooding but in his stead, District Cllr Dorn has been | |

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| | <p>tirelessly working with the various bodies to both help on the day and for the future. It is hoped that the replacement Parish Councillor for Flooding will be agreed soon.</p> <ul style="list-style-type: none"> • The budget was finalised in December and precept paperwork submitted earlier this month. Currently work has started on an overall strategy document outlining the projects both short and long term which the parish council will be concentrating on moving forward, which should in turn inform the budgeting process and any s106 requests. • Over and above this, current short-term projects include: <ul style="list-style-type: none"> ○ Review of parking arrangements around Hook Meadow, particularly during the summer months and school run. Whilst an overall review of the parking arrangements in the village has been identified as one major project, in the meantime, a short-term solution for this particular area is being developed; ○ Agreeing and embedding a climate and nature charter; ○ Increasing security around the Tractor Shed which has been the subject of numerous burglaries over the years. • The Conservation Area Review consultation with proposed boundary change has been completed and submitted to HDC for final approval. It is understood that it will be considered at the meeting in March. | |
| 23/51 | <p>Any other business</p> <p>None</p> | |
| 23/52 | <p>Date and venue for next meeting:</p> <p>Dates for the next period, every 3 months</p> <ul style="list-style-type: none"> • 16/4/24 (Crandall Village Hall) • 9/7/24 (AGM) (Hook – TBC) 2nd Tuesday • 15/10/24 (Hartley Wintney – TBC) <p>Meeting closed 10.00</p> | |

Martin Whittaker, Secretary, HartDAPTC@gmail.com

Appendix 1 – Questions for Hart DC

V3 Martin Whittaker 22/1/23

1 Winchfield PC - Settlement Capacity and Intensification Study

How will the conclusions of the Settlement Capacity and Intensification Study recently accepted by Cabinet influence the update to the Local Plan in due course?

Response: The study provides an insight into the potential capacity for new homes within existing settlements. It is a pre-cursor to any formal local plan work when there will inevitably be debates about the best strategy for addressing future housing needs.

This study will help inform that debate, showing the types of choices to be made if Hart district is to accommodate significant numbers of new homes within its current settlement boundaries.

2 Fleet TC

EPC standards will soon require all buildings to be at least C by 2027 and B by 2030. What is HDC planning to do about this for the buildings it controls, and what advice and support might it be able to give to parish and town councils?

Response: The new Minimum Energy Efficiency Standards (MEES) are due for implementation in 2025 through to 2030. The Council is currently reviewing guidance from the RICS.

3 Hook PC

a. Planning consultation extensions

According to responses received from planning officers, HDC will no longer grant extensions to consultations for planning applications. This can cause issues even in parishes such as Hook that meet twice a month to discuss planning, meaning that extra meetings must be called at short notice in what is already a busy schedule. Officers say that they will “take any comments into consideration which are submitted up to the point that [their] recommendation is made”. However, this does not tell the parish how long they have to comment on the application, or whether comments will be given the appropriate weight. Is it possible for HDC to formalise this process so that parishes know where they stand?

Response: In 2020 the Council moved from a 28-day to a 21-day consultation period following the recommendation of independent Peer Review of the Development Management service. However, we agreed that we would adopt a pragmatic approach on a case-by-case basis if we could allow longer for a PC to comment. The recommendation of the Peer Review was to enable planning applications to be determined in a timely way.

If there is time in the determination period, then usually an extension is granted if it simply arises whereby the PC meetings do not align.

I have checked with my team, and I believe the answer is normally yes and a short extension will be agreed where it is appropriate to fit in with their committee schedules.

b. Conservation Area advice

Hook PC is considering applying for a Conservation Area along London Road, but is unsure whether this is likely to satisfy HDC’s criteria for a CA. Rather than engage a consultant and submit a formal application, the PC would prefer a “pre-application” consultation with an appropriate HDC officer to check viability. How might we arrange this?

Response: There is a lot of good advice on the Historic England website on the designating and management of a conservation areas:

<https://historicengland.org.uk/advice/planning/conservation-areas/>

The National Planning Policy Framework (NPPF December 2023) states at paragraph 197: ‘When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.’

c. Conservation Area timing

Given it takes approximately a year to draft a CA application, at what point in the process does the working draft constitute a material consideration in the determining of planning applications? We have been told that it is ‘material’ as soon as the PC informs the DC that there is an ‘intent’ to produce the application.

Response:

All planning decisions should take account of context and character of the area, irrespective of whether it is a conservation area or not. For example:

Paragraph 135 of the NPPF 2023 states that planning decisions should ensure that developments are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities):.

d. S.106 process

Summary:

Can HDC confirm that, when parish councils send to HDC a ‘wishlist’ of possible items to be included in the s.106 agreement for a particular development, that wishlist will be considered for inclusion in that agreement?

Background:

On 19 July 2023 Hart District Council Development Management Team hosted a ‘Parish and Town Council Engagement Meeting’ to explain the s.106 process. There was a Q&A session that followed when PCs were encouraged to give their views and explain how they experienced the current process, including suggestions as to how the process could be improved.

During that session, several PCs (Odiham, Hartley Wintney and Hook) voiced concern about the lack of engagement of HDC in its role as the Local Planning Authority (LPA) with PCs at the critical time just before, and during, the drawing up of a s.106 agreement, resulting in PCs missing out on their chance to bid for targeted planning obligations/contributions for specifically related infrastructure improvement projects to mitigate development.

HPC believes that there needs to be a formal mechanism for submission of such bids. To this end, during the second half of 2022 HPC undertook an audit of current infrastructure in the village and created an ‘Infrastructure Requirement Plan’ (IRP). This plan was adopted by the council and submitted to HDC in March 2023 (addressed to Daniel Hawes and Stephanie Baker), as it happened, in good time for any s.106 discussions that were to take place as part of the Geffrey’s House redevelopment.

There has been, however, no acknowledgement by the LPA that this Plan has been received, or that it will be taken into account when negotiating the s.106 agreement for Gefferys House – or any other significant development that affects Hook.

Please could HDC confirm that:

- 1 Documents such as the HPC IRP will be acknowledged and included in the s.106 negotiations with developers
- 2 Parishes will be consulted during the negotiations and given the chance to express preferences where appropriate?

Response:

The Planning team offers quarterly engagement sessions, which many parish & town councils' support. These sessions are designed to inform parish councils about current planning issues.

The July 2023 session specifically dealt S106 developer contributions with this issue and was attended by several parish councils.

Following the session in July the parish clerks reached out to us and asked if we could put on a separate session for the clerks. We did this on 27 September 2023.

Reg 122 tests - planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet the tests that they are necessary to make the development acceptable in planning terms. They must be:

- necessary to make the development acceptable in planning terms,*
- directly related to the development, and*
- fairly and reasonably related in scale and kind to the development.*

'Wishlists' for existing deficiency do not meet the tests set out in Reg122. A case example is the appeal decision at Hawley Park Farm, Hawley Road, Blackwater, planning application 18/00334/FUL. The relevant paragraphs are 39 to 45.

https://publicaccess.hart.gov.uk/online-applications/files/477DCEDF7E8BB37F36D8B343AE3EA5B9/pdf/18_00334_FUL--1467629.pdf

The next Planning engagement evening with parish & town council is on Thursday 8 February, and the subject is planning enforcement.

4 Crookham Village - Council Tax

When Parish Councils set their budgets they use the Tax Base figure provided by HDC. We understand that this figure is as of 13th October for the following financial year. This means that there is a gap of almost 18 months from this date to the end of the financial year to which the tax base calculation applies.

During that period, as new houses are occupied, the occupants will start paying Council Tax from the date they move in, and part of that payment will be the appropriate Parish Precept. As the authority responsible for collection of all Council Tax elements, please can you explain how this additional income is accounted for and would it be possible for this additional income for the period to be paid retrospectively at the end of the relevant financial year?

Response: When the council taxbase is set, the starting point is the district valuer's list of properties registered for council tax in October each year. This is then adjusted for a number of factors including discounts, exemptions, council tax support, empty properties and disregards, these all affect the estimated chargeable dwellings for council tax purposes (generally downwards).

The net result is then converted to Band D equivalent properties. Councils have to, by law, report this to Government in October each year. What happens next is that in December, the calculations are reviewed, and an allowance is applied for estimated growth in the forthcoming year and for non-payment.

The council tax base for the year ahead is then approved by Council in January. Town and parish councils' precepts are guaranteed so they will be paid the full amount requested, regardless of any changes in the actual council tax base during the year, up or down.

At the end of each year the overall council tax collected, approx. £90million, is compared to what has been paid out to all of the preceptors. Any surplus or deficit is apportioned to the major

preceptors. Town and parish councils don't benefit from surpluses, but they are also protected from any deficits, this is as per the law..

5 Hartley Wintney

a. LCWIP

The Local Cycling & Walking Infrastructure Plan (LCWIP) was reviewed by the Overview and Scrutiny Committee on Nov 14th. What are the next steps for this and what timeframe is being worked to?

Response: Revisions are currently being made to the LCWIP in response to comments made by the Overview and Scrutiny Committee. We are aiming to take the final revised LCWIP to Cabinet on 7 March 2024.

b. Recycling Centre

What are HDC's plans/response to the news from Hants CC regarding the potential closure of the Hartley Wintney Recycling Centre?

Response: Hart District Council will watch Hampshire County Council's budget setting with interest and if this does become a decision then we will monitor any impact.

HCC's consultation (on the wider budget cuts/proposals) is open until 31 March 2024; although they are setting their budget on 22 February 2024.

www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation/household-waste-recycling-centres

6 HDAPTC secretary

It would be appreciated if you could update the meeting on the Shared Prosperity Fund There is considerable disquiet as to how the money has been allocated in many parishes, including Hook, and an explanation of what is happening would be welcome.

Response: The draft UKSPF report was considered by O&S committee last week. This focused on the outcome of the community bidding round which was undertaken in accordance with the Council's approved investment plan under the Government's Levelling up programme.

O&S committee asked questions and raised some concerns. Officers responded at the meeting and have included further narrative in the report heading to Cabinet at its meeting on 1 February.

The bidding round was widely publicised across all areas of the district including a number of engagement sessions and communication to the Parish & Town Councils. A good number of bids were received, and the fund was oversubscribed.

There are no decisions yet, Cabinet will be considering 1 February.

7 Eversley PC - Lack of Town and Parish stakeholder engagement from HDC

I note numerous times I recall and see it much worse than I can remember as far back as 2011.

Is there a cabinet member for Town and Parish Councils? Who is it? They have never as a cabinet member reached out or attended a parish council meeting. This also goes for I have never seen an officer or exec of HDC at a parish council meeting for some time. The last was Ms Hughes to Eversley on discussing enforcement.

Response: Mark Jaggard will attend the HDAPTC meeting and will respond to the well-founded questions submitted to us. However, we have decided not to answer the Eversley Parish Council questions during Tuesday's HDAPTC meeting. We are somewhat unsettled by the tone and manner of the questions. We do not feel the tone is appropriate, considering Hart District Council is a 'guest' invited to the meeting.

We will, however, reach out separately to Eversley Parish Council to discuss engagement issues. We are unaware that they have contacted us recently for support or engagement, but we will now contact them.

a. Lack of Enforcement

This service seems non-existent. Mr Jaggard promised some time a lady had joined the council to run the section, I believe leaving? Unfortunately, at the time I was asked to let them settle into their role. For the previous incumbent, I passed over a list I had compiled as a volunteer of outstanding cases of some twenty-plus. Due to the legal nature of information is limited and all we see is an acknowledgement they created a case.

I would like Hart to be more data-driven and provide numbers on prosecutions to deter. The lack of enforcement across Eversley is becoming apparent and in some cases approaching considerable age, therefore may hit the ten-year rule, meaning lawful development certificates.

Retrospective Application Failure:

When an application like this fails? Like having a mobile home on site? Why? Is HART not serving notice to remove?

Can you be clear about how much you spend on legal action?

Response: A separate response was sent to Cllr Dickens on 23 January 2023.

b. Cut to funding for the closed graveyard in Eversley

This was advised to us after budget setting - why? In future can you advise on funding cascaded cuts? 6 months ahead of our setting - although I am not aware you are providing us with any funding now.

Response: We sent the parish a letter a year ago to give notice that we were looking to bring the service in line with what we provide for other parishes.

The Closed Churchyards Policy brings the service in EPC in line with all the other parishes where the service is provided.

c. Rural Exception Housing project for Eversley

The pre-application took 6 months - why? It was supposed to be a joint HDC and Parish community project. Why was the parish asked to pay the application fee for a community project? When challenged it was reduced by 25% only. Does the district not want affordable homes? As an organisation, you must do better at supporting exception sites.

Response: This question was raised by Eversley PC and responded to at the HDAPTC meeting held in July 2023. The Council does not have anything further to add to that response.

d. Settlement Capacity and Intensification Study (SICS), Cabinet Paper 4 Jan 24

The Parish Council was not consulted before publishing suggested housing numbers in Eversley of 44 units which caused residents to contact us. (Ref

<https://hart.moderngov.co.uk/documents/s8770/Appendix%201%20Settlement%20Capacity%20and%20Intensification%20Study.pdf>)

Whilst the report was from the executive committee of HDC, you have not explained to the Parish council whether it has any weight.

Response: See earlier response on the SCIS.

e. UK Shared Prosperity Fund community hub and youth funding

Another example of poor engagement. How does it reflect on HDC when your own Scrutiny Committee could not approve it to Cabinet? How did all the funding 70+% go to one area of HDC? Will any lessons be learned?

Response: See earlier response on the UKSPF.

f. f. S106 Funding

There was a day when HDC engaged with parishes to help. Eversley has only ever deposited £950 pounds and one larger sum for the local sports association over a decade ago from S106. Our residents do not want a Neighbourhood Plan, but it would still be good to have councillors trained and supported to draft projects ready for developers. Semi-rural areas need funding with fairness as well as urban.

Response: See earlier response on S106 planning obligations.