

# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Meeting Held at Dogmersfield Primary School 13<sup>th</sup> November 2017

### Councillors present:

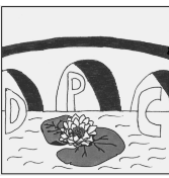
Cllr Geoff Beaven (GB) (CHAIRPERSON)  
Cllr Alastair Clark (AC)  
Cllr Jo Thomas (JT)  
Cllr Mike Ricketts (MR)  
Cllr Brian White (BW)

### Members of Public present:

E Waller (EW)                      C Ward (CW)  
B Leversha (BL)

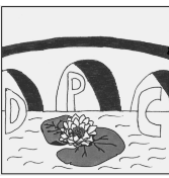
CLERK: Helen Wright (HW)

111/17	<b>Welcome &amp; Apologies for Absence</b>  GB reported that there had been a meeting of the Dogmersfield Neighbourhood Plan Steering Group that evening, and that he would report on the outcome under agenda item 117/17. The next Steering Group meeting has been pencilled in for the evening of 8 <sup>th</sup> January 2018, to be confirmed.  He stated that at this meeting the Council has a number of important activities to discuss related to the budget for next year, and that he would also provide an update on important planning matters.  Apologies were received from Cllr David Simpson, Cllr Stephen Gorys and Cllr Ken Crookes.	
112/17	<b>Declaration of Interests – Current Agenda</b>  At the last meeting GB had declared an interest in a planning application made by his next door neighbour, and he stated that consequently he has had no involvement in the Council's consideration of that application although it will be covered in his planning report.	
113/17	<b>Public Participation</b>  EW reported that a quad bike had recently been stolen and driven around an unsecured field during the night. She has informed the police that the padlock to the field was missing. BW commented that it is common for padlocks to be torn off field gates in the area at the moment. It was noted that the replacement of the padlock is a private matter for the field's landlord.	



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114/17	<p><b>Approval of Minutes of Meeting held on 9<sup>th</sup> October 2017</b></p> <p><b>It was resolved that the minutes of the meeting held on 09<sup>th</sup> October 2017 (97/17 to 110/17) be accepted as a true record and they were signed by the Chairperson.</b> (JT proposed, AC seconded, and GB and BW were in favour. MR was not present at that meeting.)</p>	
115/17	<p><b>Matters Arising from Minutes of Meeting held on 9<sup>th</sup> October 2017</b></p> <p><u>To include consideration of outstanding action list</u></p> <p>With consideration to the action list from 9<sup>th</sup> October, the following points were noted:</p> <ul style="list-style-type: none"> <li>• AC confirmed that the police had visited Dogmersfield Primary School but he has not heard anything further</li> <li>• GB confirmed that recruitment for volunteers for the 'speedwatch' initiative is ongoing</li> <li>• AC has discussed the possibility of installing a dropped kerb at the junction between Church Lane and Chatter Alley with James Holt at HCC, who commented that he could not see it being a problem but it was unlikely to be done during this financial year</li> <li>• AC is to arrange the electrical safety check of the Christmas lights</li> <li>• There is no requirement for a response from DPC regarding Yateley Common</li> <li>• GB has notified the FOASD of DPC's decision regarding the Christmas event</li> <li>• AC is to amend his Register of Interest</li> <li>• AC is aware of the Government's consultation regarding the Code of Conduct Proposals</li> </ul> <p>It was noted that all other items on the action list are to be covered later on the agenda for this meeting.</p>	<p>AC</p> <p>AC</p>
116/17	<p><b>Finance &amp; Regulatory Matters</b></p> <p><u>To receive and approve the financial statement of accounts from 1<sup>st</sup> – 31<sup>st</sup> October, confirming payments made in October, and to authorise any payments now due</u></p> <p>HW reported that in summary the transactions in October were:</p> <p><i>Payments:</i> Cheques no 1038 (clerk salary £370.00) and 1039 (Information Commissioner £35.00)</p> <p><i>Receipts:</i> Nil</p> <p>It was noted that the financial position at the end of October is as follows:</p> <p><i>Total cash book:</i> £22,220.89 of which £9,066.48 is ring fenced for the Neighbourhood Plan</p> <p><b>It was resolved that the October financial report be accepted as a true and correct record and the payments listed therein be confirmed.</b> (AC proposed, GB seconded and all were in favour)</p>	



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**It was resolved to authorise the payments listed below:**

(AC proposed, GB seconded and all were in favour)

Cheque no.	Payee	Payment for	Amount
1040	Church Crookham Parish Council	Meeting Room Hire	£18.00
1041	Helen Wright	Clerk Salary – Nov 2017	£370.00
1042	Helen Wright	Clerk Expenses	£10.21

To update the Bank Mandate at Lloyds and Hampshire Trust Bank to add Councillor to signing rights following co-option

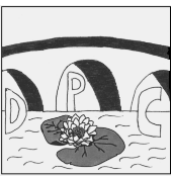
HW reported that the forms have been completed and will be sent off shortly.

To review Draft Budget for 2018/19

GB explained that in order to create a viable and realistic budget for 2018/19 it must be understood how much money will be in the bank at the end of March 2018, and what expenditure the Council will make in the next financial year. The expenditure will be made up of discretionary purchases that can be controlled (such as subscriptions), costs that are unavoidable (such as the clerk's salary) and potential costs that may not occur but which need to be affordable within the budget should they materialise (such as an election). Provisions for the latter are a matter for judgement and the main reason why expenditure can be less than the full budget.

With reference to the draft budget circulated to Councillors in advance of this meeting, GB explained that the likely outturn for 2017/18 is shown in the last column of the first page with a total expenditure estimate of £10,894. However this figure still assumes that an election is possible, and the figure for village maintenance costs may still be an overestimate. Last year a number of tree problems had to be addressed and there was ongoing doubt over the Lengthsman funding. So far this year there has been no tree expenditure, and the Lengthsman work has been funded via the contract with Newnham Parish Council with a grant from HCC. Consequently expenditure to date on maintenance has been very low at £105, and should this very low level continue then £10,894 could be pessimistic by as much as £3,000. Nevertheless it is a good estimate to use for budget-setting purposes.

GB stated that the proposed budget for 2018/19 (which is also shown on the first page of the draft budget) is built up in more or less the same way as last year, with minor variations to reflect known cost changes. Worth highlighting are the provision of £500 for a laptop should it be needed, £1,200 for an election should it be needed, £3,800 for village maintenance and £1,000 for the Lengthsman. It was noted that the future of the Lengthsman scheme is subject to review by HCC. The breakdown of the maintenance estimate is on the second page, and as always some provisions are a matter of judgement. Potential needs that are not covered include



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website update, Neighbourhood Plan and village projects/events.

GB explained that the third page illustrates the viability of the proposed budget. The second column looks again at the current year (2017/18), and shows that if using the £10,894 figure for expenditure then there would be £7,117 in the bank at the end of the financial year. The breakdown for this outcome is shown on the final page.

GB stated that income must also be considered. A few years ago the Council concluded that it needed to have a higher level of precept to cover higher costs and to build up more robust reserves. He explained that for the current year DPC increased the precept by £2,000 compared to the previous year to bolster the budget, but then added a further £2,000 to create an earmarked reserve for the Neighbourhood Plan. This extra increment is still held in reserve and is not shown in the paper.

GB proposed that for 2018/19 DPC retains the same income for the budget as the current year, that is, £11,481, recognising that this actually represents a decrease to the precept from £13,481 to £11,481. The first column on the third page shows that with this level of income, and assuming that the entire budget is spent, then the closing bank balance will be £4,128. This is a comfortable figure in its own right but it is also a deliberately pessimistic prediction, and for the aforementioned reasons the eventual outturn could be several thousand pounds higher and in the best case around £9,000.

GB explained that his aim is to build up a reserve so that the precept could possibly be reduced in the future, and he would wish for a reserve of above £10,000 eventually.

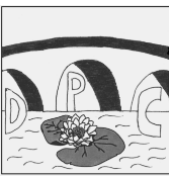
MR stated that he completely supports GB's explanation. It was noted that the final expenditure budget would be put to the next meeting for consideration, and that the precept decision is likely to be made in January.

GB/HW

### To review Risk Register

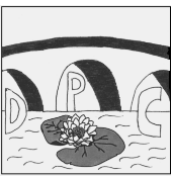
Councillors discussed the Risk Register which had been circulated to them in advance of the meeting, with the aim of identifying any changes since the last review with particular regard to any new risks, and assessing whether the register represents an accurate picture of the risks facing the Council and whether further actions are needed to update the proposed mitigating actions. The following amendments were agreed:

Chalky Lane bus shelter	There is no longer a bus route therefore the condition of the shelter will be reviewed in 2018.
Noticeboards	No money needs to be allocated for these in the budget, as they can be inspected and any repairs such as improving air flow by drilling holes to reduce condensation can be



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	covered by the village maintenance budget allocation.	
Posts and rails on Pilcot Green/Hill	To be covered later on the agenda.	
Telephone kiosk on Pilcot Green	This is an ongoing issue, as it has live wiring and no safety certificate, however DPC does not want to pay for an electrical inspection and the possibility of disconnection should be investigated.	ALL
Laptop computer	Provision to be made in budget for 2018/19 should replacement be deemed necessary.	
Software (non-laptop)	The need for Councillors to ensure that they are only using properly licensed software was reiterated.	
Financial transactions	The auditor's comments had been noted and it was agreed that they did not constitute an increased level of risk.	
Financial records	HW confirmed that she has backed up her files and the files of the previous clerk onto a memory stick which is separate from the laptop.	
Other records	As for financial records above.	
Hard copy documents	These have been transferred to the new clerk.	
Data Protection Act 1998	It was noted that AC and HW are to attend a course regarding the latest regulations in January 2018, and will take action as appropriate following this training.	
Council employees	It was noted that HALC were consulted before the employment contract was issued to the new clerk.	
Council communications	HW is to determine the existence of a Council Communications Protocol, and if so it is to be added to the next DPC agenda for review.	HW
Council decisions	It was noted that the auditor had found the minutes to be too long, however Councillors have since reviewed this comment and don't believe it to pose an increased risk.	
Council contracts	It was noted that the previous clerk had attended a relevant course and had subsequently reviewed the Council's Terms and Conditions.	
Council jurisdiction	GB will arrange a walk around the village to inspect the area of jurisdiction. GB will review the risk assessment prior to the installation of the Christmas lights.	GB GB
HW will update the Risk Register accordingly.		HW
<u>To consider the request for sponsorship of the craft tent at the Dogmersfield, Winchfield and Crookham Village Horticultural Society Annual Flower Show and Fete</u>		
GB reported that as for the last 3 years the Parish Council has received a request for		



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sponsorship of the craft tent at a cost of £200. In the first year DPC declined to sponsor the event, although GB believes that both Winchfield PC and Crookham Village PC did respond positively which he assumes was at the same level of £200 each.

GB stated that last year DPC was less inclined to completely reject the request, concluding that the Community Benefit Fund might be a source of support for such causes. Unfortunately due to a lack of volunteers the CBF Management Group was not established in time to consider the request, and consequently there was no DPC sponsorship. (GB assumes that both of the other PCs continued to sponsor the event.) GB explained that despite this earlier conclusion there are growing doubts as to whether the CBF should be used for help with event running costs, rather than for capital schemes that offer more enduring longer term benefits. Therefore he proposed that as part of DPC's consideration of this current sponsorship request, it should also be considered whether or not the precept should be used to provide support for the running costs of worthy beneficial events such as the Flower Show. GB stated that it is timely to consider this matter at this meeting in order to reflect the resulting decision in the draft budget for 2018/2019.

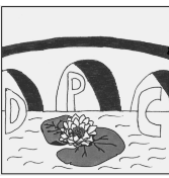
GB explained that although he is uncomfortable being out of step with the other two Parish Councils regarding the sponsorship, as the smallest of the three DPC is more aware of the impact of the sponsorship relative to precept contributions. For example, should the full £200 request be agreed then this would be a cost per household of £1.70, whether or not residents attend the event. Using Hart Parish Profile data the cost per household is £1.70 for Dogmersfield, 81p for Winchfield and 12p for Crookham Village. Turning these figures around, should DPC sponsor at the same level of cost per household as Crookham Village PC the figure would be £14, and using the Winchfield PC level the figure would be £95 (figures based on Crookham Village 1596 households and 4037 residents, Winchfield 246 households and 664 residents, and Dogmersfield 118 households and 279 residents). BL, who is the Chairman of the Horticultural Society, stated that 50% of households in Dogmersfield are members of the society. GB suggested that perhaps BL could consider devising a formula to be used when requesting sponsorship from the 3 Parish Councils, which would be more representative of the populations involved. GB commented that additionally he is not comfortable in committing this level of cost without consulting Dogmersfield residents on the use of the precept for such purposes.

It was agreed that £300 be included in the draft budget for 2018/19 for 'support of beneficial causes', which would allow DPC to spend some money during the next financial year should that be decided, and that feedback be sought from residents on the use of the precept for supporting beneficial events such as the Flower Show. A decision could then be made as to whether to sponsor the Flower Show, and if so then at what level.

GB/HW

GB

ALL



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117/17

## Planning

To report on current planning applications and confirmation of Parish Council responses

**16/01651/OUT Netherhouse Copse** – This is an outline application for 423 new houses in Hitches Lane. As reported to the last meeting the inspector has allowed the appeal and permission will be granted.

**16/03129/OUT Pale Lane** – This application seeks outline approval for 700 new houses and some local infrastructure including a primary school and a community centre. GB understands that the developer will shortly be submitting proposals to address the transport concerns raised by HCC. Further consideration of the application will then recommence.

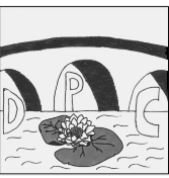
**16/03400/OUT Cross Farm Crookham Village** – This application seeks outline approval for a care village comprising approximately 100 retirement cottages and apartments, and a 64 bed care home. GB had reported that the appeal had been withdrawn, but now the application itself has been withdrawn. No information is available on the reasons or implications although GB does not expect that the scheme has been shelved.

**17/01034/FUL and 17/01142/FUL Schoolfield Corner** – This is a reapplication for the schemes comprising one 4 and one 5 bedroom houses at the front of Schoolfield Corner, and two 4 bedroom houses at the rear. Revised plans have recently been submitted for the 4 bedroomed house at the front of the site that moves the garage block back from the road which is an improvement. GB understands that SANG has been earmarked for the front pair application. As reported at the last meeting the applicant has lodged an appeal against non-determination for the rear pair application. The Parish Council has made a submission and the application's final submission was due by 24<sup>th</sup> October. No further information is available.

**17/01286/HOU Forge Cottage** – This recent application covers extensions to the side and rear of this locally listed building. The Parish Council has submitted no objections. The application appears to have stalled since July.

**17/01678/FUL and 17/01679/LBC Four Seasons Hotel** – This application proposes some design changes to the previously approved scheme to build a children's swimming pool. Further detailed drawings have been submitted suggesting that a grant decision is imminent.

**17/01869/LBC and 17/01868/FUL North Lodge** – This proposal is similar to an earlier application to install some external walls, gates and rising bollards at the entrance to Dogmersfield Park. Permission has been granted despite a number of objections from Parish Councils and other organisations. The scheme's potential to impede the right of way was a major concern, but the applicants have confirmed that the gates will only swing shut and will not



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be capable of being locked in a closed position. They have agreed to install 'push to open' signage, and HDC have concluded that such an arrangement does not constitute an impediment.

**17/02018/LDC Pond House** – There have been a number of recent applications associated with the work to convert a row of 5 garages into a new dwelling on land opposite Ormersfield House. This latest application requests a Lawful Development Certificate to cover the installation of gas storage and sewerage tanks, including the construction of a new access from Ormersfield Lane. Further historic documentation has been provided by the applicant but otherwise there is nothing to report.

**17/02079/LBC and 17/02078/FUL Thatched Cottage** – This application covers the remodelling of the first storey above the relatively modern garage to this listed building, a change to the roofline being the most significant visible change. The Parish Council submitted no objections. Permission has been granted, influenced mainly by the Conservation Officer's conclusion that the impact of the proposed changes was negligible.

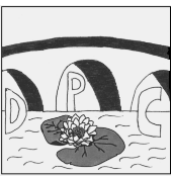
**17/02373/PREAPP Chatter Alley** – As explained at the last meeting Earlsgate have recently submitted a new scheme for pre-application advice. This includes 5 new houses comprising 3 detached and 1 pair of semi-detached, all of which exit directly onto Chatter Alley meaning that the building line is further forward than the earlier scheme. The loss of parking on the roadway is offset by the provision of 20 parking spaces for public use.

On 12<sup>th</sup> October the Parish Council met with Mike Fowler (Fowler Architecture and Planning Ltd) who has submitted the application on behalf of Earlsgate. This meeting focused on the status of the proposed public car park, and what form a leasing arrangement might take because a gift or sale of the land appeared to be ruled out. Agreement was reached on the need to remove references to Troquhain House from all documents, and also that the Parish Council should be invited to attend the pre-application meeting. HW made notes of this meeting which will be placed on the DPC website.

HW

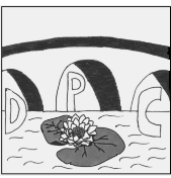
On 6<sup>th</sup> November the Parish Council attended the pre-application meeting between Hart Planning Department and representatives from Fowler Architecture and Planning Ltd, Earlsgate and Vortal. At this meeting Hart stated clearly that because the proposed scheme would block the views across meadowland from Chatter Alley it would adversely impact the appearance and character of the conservation area, and the benefits from the provision of 5 houses and some off-street parking would not be sufficient to out-balance this harm. Reference was made to the recent Inspector's ruling on the Netherhouse Copse appeal, but Hart felt this was unlikely to have any direct implications for Chatter Alley. Hart also indicated that their Conservation Officer would oppose the scheme but that concerns raised by Highways and Drainage could probably be overcome.





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	<p>When asked for their view DPC explained that if the car parking was to represent a tangible benefit to the community then it must be permanent, which would require either a transfer of ownership or a 99 year lease. DPC also explained that they co-operated during the pre-application phase on the basis of a 'what if' scenario to try to get the best outcome in the event that permission is granted. DPC's co-operation did not imply support for any scheme and DPC would not declare a formal position until a full application was available for consideration. However, the community would prefer that the site remains undeveloped.</p> <p>We now await the applicant's reaction to the pre-application advice.</p> <p><u>Neighbourhood Plan Update</u></p> <p>GB reminded the meeting that, as recommended by rCOH (now ONEILLHOMER LTD), the Steering Group set up a small number of task subgroups to undertake an analysis and assemble evidence on specific topics that is in the public domain, and particularly in the emerging Local Plan evidence base. The five task subgroups were:</p> <ul style="list-style-type: none"> <li>- Housing (Geoff Beaven)</li> <li>- Design and Character (Mark Lowe, Christine Lowe, Carole-Anne Harrison)</li> <li>- Community Facilities (Valery Scott)</li> <li>- Environment (Geoff Beaven)</li> <li>- Infrastructure (Chris Ward)</li> </ul> <p>At this evening's meeting of the Steering Group GB was pleased to report that draft summary reports have been completed by all of the subgroups, and the latest versions of all five reports were passed to ONEILLHOMER on 1<sup>st</sup> November. In acknowledging receipt of the draft reports the consultants said they would review them within the next couple of weeks, and provide comments and a policy list once this review was complete. They confirmed that they had already started to prepare a draft Neighbourhood Plan, and that they aim to provide an advanced version following receipt of the Steering Group's response to the policy list. Consequently it seems possible that there will be good progress towards the production of a draft Neighbourhood Plan by Christmas.</p> <p>The next meeting of the Steering Group will be held provisionally on 8<sup>th</sup> January 2018.</p>	
118/17	<p><b>Environment and Rights of Way</b></p> <p><u>To report on progress regarding future Lengthsman visit works</u></p> <p>GB stated that as agreed ex-Committee the Lengthsman has cut the hedge that borders Pilcot Green North opposite the Queens Head. Although not tasked to cut the verges he had tidied them up at the same time. HW stated that he is due to return on 21<sup>st</sup> November to clean the</p>	



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road signs. HW reported that before this visit DPC had 37 hours/£740 of their 50 hours/£1,000 allocation for the year ending March 2018 remaining.

GB reminded the meeting that it was agreed that the Community Payback Team should be invited to clean up Chalky Lane at the junction with the A287. He reported that the CPT organisers had asked if they could carry out a risk assessment to reassess the suitability of this task, and the Placement Co-ordinator had consequently visited on Friday. The CPT are to provide us with suitable dates to undertake this work. During the visit GB and HW highlighted potential locations where DPC might request CPT attendance in future, which received a very positive response.

GB reported that he had made several unsuccessful attempts to talk to the manager of the Queens Head pub regarding the painting of the posts. Last week, after being unable to make contact again, he left a short letter asking the manager to restore the posts to their unpainted condition. Shortly after returning home he was contacted by phone and he then had a meeting with the manager who felt aggrieved by the letter. From the manager's point of view the Queens Head regularly maintains the grass on Pilcot Green and he considers that painting the posts was a further act of good maintenance. GB explained that the Council had replaced the white posts several years ago with plain wood and wanted the posts kept in that state to reduce future maintenance levels. There were many other points made on both sides.

Councillors considered various options as shown below:

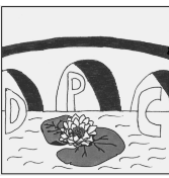
1. do nothing
2. return the posts to an unpainted condition – this would be problematic as realistically stripping sawn wood is unlikely to return the posts to their original condition and may result in an eyesore.
3. paint the remaining posts white - only about 2/3 of the posts have been painted white which looks odd. GB anticipates that the manager would do this willingly.
4. paint all posts a different colour such as black or brown
5. replace all posts with new unpainted posts – this would depend on cost but a number of the existing posts are already decaying and all will need replacing over the next few years. It was agreed that it would cost in the region of £1,000 to replace all posts.

Following discussion it was agreed that GB would inform the manager that he could paint all the posts white, but that they must be kept clean.

GB

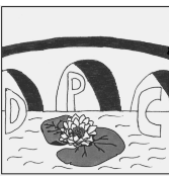
## To report on progress on setting up Community Benefit Fund Management Group

GB reminded the meeting that DPC received a sum of money from the developers of the nearby solar farm which now constitutes the Community Benefit Fund. The Council had concluded that a Management Group should be established to advise the Council on suitable projects for this



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	<p>fund. GB was pleased to report that 4 residents have now volunteered to join the Management Group, which Councillor Jo Thomas has agreed to chair, however he will not announce the names of the residents until after an inaugural meeting has taken place.</p>	
<p>119/17</p>	<p><b>Highways</b></p> <p><u>To report any updates on Highways matters</u></p> <p>AC reported that a request from a member of the public has been made for a pedestrian warning sign to be put up before the Dogmersfield Village gateway entrance, as she feels it is dangerous to walk between there and the start of Chatter Alley due to the fact that there is no pavement. The bridge is similarly dangerous. AC reported that he had received a response from Philip Sheppard (PS) of HDC which stated that he has had a look into the signs on Google Street View and he believes that the pedestrian signs were in place some 7 years ago. PS confirmed that this is something for the HCC maintenance team to replace, which should be straightforward. AC stated that he will write to James Holt at HCC and make that request.</p> <p>Regarding the SIDS, PS had stated that HDC are still trying to arrange for the signs to be placed in Dogmersfield. They are in discussion with partners to find support for placing them, but do not have a timeframe currently. AC reported that signs will be loaned to DPC from HDC for a couple of weeks in January/February next year in order to gauge their effectiveness.</p>	<p>AC</p>
<p>120/17</p>	<p><b>Other Matters to Report</b></p> <p>i. <u>Community Liaison</u></p> <p>GB reported that HDC had offered to provide extra glass recycling boxes in strategic locations across the district over the festive period should they be required, however following discussion it was felt that doing so would possibly attract excess dumping of rubbish and so it was decided not to take up this offer.</p> <p>ii. <u>Training</u></p> <p>AC reported that he and HW are scheduled to attend the aforementioned HALC course on changes to data protection legislation in January 2018 at a cost of £40 each.</p> <p><b>It was resolved to authorise expenditure of £100 for attendance at the training course.</b></p> <p>(GB proposed, JT seconded, and MR and BW were in favour)</p> <p>It was noted that HW is to attend clerk training later in November. Expenditure has already been authorised.</p>	



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	<p>iii. <u>Website update</u> It was noted that the website is being updated and maintained on a regular basis.</p> <p>iv. <u>Newsletter update</u> It was noted that it is too early to consider the next edition of the newsletter.</p>	
121/17	<p><b>Crime and Disorder Act, Section 17</b> Nothing to report.</p>	
122/17	<p><b>Next meeting date – December 11<sup>th</sup></b></p>	
123/17	<p><b>Information sharing</b></p> <p>AC stated that affiliation fees for HALC will not increase by more than £10.</p> <p>The meeting closed at 9.20pm.</p>	

Signed .....  
Chairman

Date .....

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HCC	Hampshire County Council
NHP(SG)	Neighbourhood Plan (Steering Group)
CPT	Community Payback Team
HALC	Hampshire Association of Local Councils
CBF	Community Benefit Fund
SEA	Strategic Environmental Assessment
LOL	Limit of Liability
SIDS	Speed Indication Display Sign
SANG	Suitable Alternative Natural Greenspace