

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
CHILBOLTON PARISH COUNCIL TO BE HELD ON  
**WEDNESDAY 10 APRIL 2024**  
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL  
**A G E N D A   P A C K****

1. APOLOGIES – Cllrs Sue Larcombe, Geoff Cockram and George Marits
2. DECLARATIONS OF INTEREST
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON [4 MARCH 2024](#) AND [26 MARCH 2024](#)
4. [MATTERS ARISING](#) (Not covered within monthly routine reports)
5. TO TAKE QUESTIONS AND TO DISCUSS AND DECIDE ON ANY PROPOSALS WITHIN THE MONTHLY ROUTINE REPORTS AS FOLLOWS: -
  - A. [Finance Report](#) – Mandy Denyer – to inc.
    - i. approval of accounts for payment
    - ii. [Discuss and decide](#) on St Mary the Less grant request
    - iii. Discuss and decide on the continuing use of the HCC Lengthsman Scheme 1/4/24-31/2/26
  - B. Flood Advisory Group – Cllr Marits
  - C. [Highways](#) – Cllr Cockram – i) To discuss speed and village gateway signage
  - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
    - i. [COSC meeting minutes](#)
    - ii. Fishing rights update (Cllr Ewer)
    - iii. To discuss and decide on enclosing the WMPF to be able to apply for an ‘Enclosed Sports Area’ under the TVBC Public Spaces Protection Order
  - E. [Planning Committee](#) – Cllr Larcombe
  - F. [Village Hall](#) – Cllr Cockram
  - G. Community Fundraising update – Cllr Hall – No update at time of publishing
    - i. To include update on Solar Farm
  - H. Strategy Working Group update – Cllr Ewer – Verbal report to be given
6. HCC and TVBC Councillor report – Cllr Drew
7. [TO DISCUSS AND DECIDE](#) ON RENEWAL OF THE ABBOTS MITRE AND VILLAGE HALL AS ASSETS OF COMMUNITY VALUE (both due to expire August '24)
8. [CORRESPONDENCE](#)
9. QUESTIONS FROM PUBLIC – (3 mins. per person)
10. ANY OTHER BUSINESS – For information ONLY
11. ITEMS FOR NEXT AGENDA
12. Date of next scheduled meeting –\_Monday 13 April 2024; 18:30, Chilbolton Village Hall

**Mandy Denyer (Parish Clerk)**  
Published 02/04/24

#### **4 Matters Arising**

##### **COSC –**

There is a dead ash tree that have fallen on the Common boundary fence. RN to remove tree from fence when ground conditions permit. **Action: Ongoing**

Sleeper bridge on the Common will need repairing. DG to ask A Bond and R Nightingale to come up with a plan and quote for this project.

JH informed that A Bond has submitted a plan and JH had asked a structural engineer to look over the plan and they have said that this plan would be OK. No quote has yet been supplied. **Action: Ongoing/DG**

COSC to close opening/access point on the West Down side of gateway as a matter of urgency by way of a barrier (e.g. post and rail fencing) and to investigate who needs to secure the loose manhole cover. **Action: COSC**

Common car parking signs update - DG agreed to get these installed signs along Coley Lane prior to Easter. **Action: DG**

Extension to Purlygig Bridge – MD to write to Sparsholt to confirm their interest in carrying out this proposed project (see Correspondence) **Action: Complete**

Agreement for Common residents parking – the 3 properties were emailed the Agreement on 5/3/24. No comments have been received. **Action: Complete**

COSC to investigate feasibility and cost of reinstating the path around the WMPF (from behind the pavilion to the Whiteland Path), thereby removing the need to fence the WMPF to apply for the Enclosed Sports Area' under the TVBC Public Spaces Protection Order **Action: COSC**

##### **Adventure Tower**

WMPF DG to forward information to DD so that he may ask the TVBC leisure team for any guidance regarding the depth of soil above concrete to ensure safety standards are met. **Action: WMPF DG**

TE to speak with Caledonia Play and discuss the safety concerns – An agreement was agreed and final payment has been made to Caledonia Play. **Action: Complete**

##### **Planning/SL and TE –**

Request for TPOs to be placed on trees at Winston, Village Street not granted – Response from TVBC ([6223 2](#)). CPC to challenge this decision. SL email to TVBC ([6323 11](#)). SL to forward communications to DD, who will look into the matter. **Action: SL/Ongoing**

TE and SL to introduce CPC to the residents of Valley Field Park in early spring 2024. **Action: TE/SL**

**First Aid course** – Investigated course providers and costs. **Action: MD**

##### **Highways**

GC to investigate how easy or not an SLR/SID can be changed from 20mph to 30mph **Action: GC**

##### **Open Gardens Event**

DH to speak with Abbots Mitre re ticketing tent **Action: DH**

MD to speak with Mr B Hook re horse and carriage ride around gardens **Action: MD**

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## 5A Finance report

**S106 Funds as at November '23** – (TVBC s106 [Explanation of categories](#)): -

Available ( <a href="#">spreadsheet</a> ) -	Outstanding (to be paid prior to occupation) ( <a href="#">Spreadsheet</a> ) -
Children's Play Space = £ 1771.90	Children's Play Space = £ 1220.10
Informal Recreation = £121.43	Informal Recreation = £ 2628.99
Formal Recreation = £ 4531.61	Formal Recreation = £ 2865.53
TOTAL available for CPC = £ 6424.94	TOTAL outstanding for CPC = £ 6714.62

NB from TVBC: The amounts shown on the outstanding list are not guaranteed payments; this is because of a variety of reasons such as the permission not being implemented or the amounts being superseded by a later application or agreement.

Unfortunately TVBC don't have the resource to investigate each contribution across the borough but if you as the Parish feel that the amounts shown on the outstanding list should have been paid please do let TVBC know and they can get it investigated.

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### Payments necessary since 4 March '24-

TE reimbursement for printing at Tait Printer - £150 [approved by GM, DG, SL and JH]

Pro Mow Landscapes (Tree works as follows: - £1325 for WD, £600 for Common and £240 for WMPF) - £2165 [approved by Cllrs via email]

Caledonia Play (Adventure Tower final payment) - £5815.87 [approved by Cllrs at CPC meetings]

Vesper Conservation Ltd (WD work) - £2040 [approved by DG, JH, GM, TE and SL]

SSE Energy (Pavilion Electric) - £56.88 (due to an error by SSE the DD was not applied for and manual payment of this invoice was necessary) [approved by TE, DG and JH]

Chilbolton Village Hall – (8/1-26/3/24) £127.75 [approved by DG and TE]

DD payments – NONE

NB: Aviva Pensions (Employer pension contribution) -£342.80 (not yet process as one-time code is required and not yet received)

### April '24 (24/25 FY) payments for approval –

A Denyer (Salary, Exps, reimbursement for Norton Security £49.99) –

### Current Account Receipts – Receipts since last report –

Chilbolton Village Hall – Part-funded grant re generator £210

TVBC CAF re Adventure Tower - £15172

**Bank Reconciliation** as at 28/03/2024 attached [here](#)

### Review of 2023/24 Accounts -

Current acc Receipts, Batty and WMPF acc's spreadsheet attached [here](#)

1st Quarters Payments spreadsheet attached [here](#)

2nd Quarters Payments spreadsheet attached [here](#)

3rd Quarters Payments spreadsheet attached [here](#)

4<sup>th</sup> Quarters Payments spreadsheet attached [here](#)

2023/24 Precept budget review attached [here](#)

2023/24 Ringfenced budget review attached [here](#)

2023/24 Overall budget review summary and est. closing balance attached [here](#)

2023/24 Accounting Statements attached [here](#)

2022/23 and 2023/24 variance to be circulated to Cllrs prior to the 8.4.24 CPC meeting

2023/24 Payments and Receipts account attached [here](#) (NB: the 'Total Available' differs to that on the Bank Reconciliation above because the £172 transfer from the WMPF Capital to the current acc has not yet been actioned)

2023/24 Year End Bank reconciliation attached [here](#)

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## 5C Highways Report – April 2024

### Village Gateways

Following discussion with Hampshire Highways, I was advised to email Hampshire Traffic Management to request information on progressing the installation of Village Gateways. Email was sent on 18<sup>th</sup> March including the question of whether we must install proprietary products or whether we could construct our own to whatever specification exists in Hampshire Highways Policy. Awaiting response.

A presentation was prepared for the Parish Public Meeting held on March 26<sup>th</sup>, but due to the meeting timing, this is now deferred to the Annual Parish Assembly Meeting on April 22<sup>nd</sup>. We need to gain a measure of community support for Gateways in order to apply for funding from the Community Asset Fund.

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#### 5Di COSC Draft minutes for meeting held on 14.3.24

1. Apologies: Trish Heaton, Moya Grove, Cllr Rick Franke, Terry Gilmour, Emma Noble

Present: Cllr David Griffiths (Chair), Cllr Julian Hudson, Nick Horne

2. Declaration of Interests: NONE

3. Approval of Minutes – Thursday 8 February 2024: These were agreed and signed as an accurate record of the meeting.

4. Matters Arising: Taken over the course of the meeting as appropriate.

5. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -

A) Finance –

- i. Finance transactions since last COSC meeting: Prior to the meeting the Clerk circulated the attached report ([31424 2](#)).

All appeared to be routine and was accepted.

B) Allotments – Prior to the meeting TG had nothing to report. No report.

C) Common – Prior to the meeting MG circulated the attached report ([31424 1](#))

- I. Agreed that Sparsholt College should be enabled to construct an extension to the Purleygig Bridge; however HCC currently are uninterested in helping to resolve the issue and have advised that we should simply wait for water levels to fall; also HCC advise no budget is available.
- II. There has been a complaint about the catch on the new horse gate. DG has located the missing part and given it to Andy Bond who will fit it asap.
- III. Some of the fencing placed to restrict parking has been damaged. Also a few dragons teeth have rotted and need replacing. AB has agreed to do this.
- IV. An estimate for the repair of the Sleeper Bridge is waiting for Julian's input.
- V. Rick Nightingale (RN) has done as much tree work as he can. Removing the tree that is lying on the fence will have to wait until the common dries out.
- VI. Update on Fishing Rights: The Clerk (as Proper Officer of the Council and Cllr Ewer (as Chair of the Council) signed and returned the Deed of Grant to strut and Parker. We are now awaiting the return of the signed documents by the Church Commissioners.
- VII. AD has completed and sent the form for Common funds to the RPA

D) Machinery Maintenance: No issues raised

E) Parish Paths:

- I. HCC have had another go at clearing the Mark Way. Also, West Down Volunteers have done some clearing. DG has not had a look, but weather permitting he will walk it next week.
- II. RN has done some tree work along the Mark Way behind the Recycling Centre.
- III. RN has also cleared the Test Way as it runs alongside the WMPF.

F) Village Greens:

- I. The tankers are damaging both the Grindstone Green and the Rectory Green. DG proposed to photo this and submit a claim in due course.

G) War Memorial Playing Fields – N. Horne to inc.

- I. Update on WMPF Development Group and Adventure Tower update:
  - a) At the CPC meeting held on 4/3/24, Cllrs agreed to the WMPF DG recommendations. Cllr Ewer spoke with Jamie Bruce of Caledonia Play and terms were agreed for the release of the final payment instalment ([31424 3](#)). £5815.87 was paid on 7/3/2024. The WMPFDG were congratulated and warmly thanked as requested by CPC.
  - b) Agreed that COSC should NOT seek 3<sup>rd</sup> party contractor to resolve the concrete under the fireman's pole on the Play Tower due to liability issues.
  - c) Query raised regarding the CPC Community Fund (ref. Fundraising Group) and the mechanism for those funds to be distributed.
  - d) Discussion of Opening Ceremony for Play Tower. A chance to acknowledge those who funded it. Get all CPC Members there, Local Press, the Development Group, Local Councillors (TVBC/HCC). Have a table with cake and bubbly – needs to be held in SUMMER.
  - e) Remaining need to take up and re-lay the safety matting to the Play Tower when weather is drier.
- II. CPC update on the proposal to enclosing the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection:
  - a) At the CPC meeting on 4/3/24, Cllrs agreed to the possibility of reinstating the Test Way path around the WMPF (i.e from behind the pavilion to the Whitelands Path). This would mean no new fencing would be required. COSC were tasked to investigate the feasibility and any costs involved.
  - b) See quotes for fencing the play area and the fencing of the Test Way. TE has a radical idea. He suggests that we move the Test Way to the other side of the existing fence and then link with the Whitelands Path. Worth thinking about. A site visit by COSC members was suggested, also need to look into the possible legislative requirements if we seek to change the course of a PROW.
  - c) Agreed that fencing off the Play Equipment would be expensive, unnecessary and potentially counterproductive due to future plans for further development within CWMPF.
- III. RN has completed tree work apart from the tree above the container. This needs equipment we don't have (cherry-picker). He is trying to borrow one.
- IV. Still talking to VitaPlay regarding the Scramble Stack, which needs remedial work. VP claim that it is out of warranty, so they will take no action.
- V. Nick Adams costs circa £150 and is always available; Play Safety have similar costs. ACTION: Development Group to consider further and advise on which safety inspectors to use.
- VI. Andy Smith has donated some soil for the proposed Pump Track and Felix Rabeneck will do the same once his construction work concludes. Andy Bond is also keen to assist with the Pump Track construction. Design of Pump Track by local youth and may also involve 2 young people from Wherwell.
- VII. NH noted need to remove barbed wire sections from fencing adjacent Pump Track site.
- VIII. Query regarding potential for GW (who owns a digger) to be involved in Pump Track construction.

H) West Down:

- I. Very little clearance done in enclosed area largely due to bad weather. Vespa cleared a lot and made a considerable difference but it was costly. RE: Shortage of volunteers, DG mentioned possibility of volunteers camping as has been done in the past, possibly staying in Village Hall over a weekend
- II. See Jenny Hamilton's email offering help from students at Sparsholt College. It's a bit late as COSC are not supposed to do clearance work outside October to February. DG proposal is that they be asked to clear along the fence inspecting it as they go to check whether any repair is necessary – this was AGREED.
- III. CPC have tasked COSC with ensuring that the temporary access to TVF from the Concrete Road will be blocked by a post and rail fence. DG has emailed Mike Hardy of HCC about the access situation, and has had no reply. It was agreed to ask AB to carry this out, and DG will notify the grazier. Liz Blakemore has noted that there is an insecure manhole cover in this area which may be part of historic development on West Down (i.e. during WW2) DG to examine and advise further.
- IV. Rick has completed the agreed tree work. Should we ask him to take over from Glynne as the Tree Warden? RESOLVED: To offer RN role as Tree Warden. He will not need to attend every COSC meeting, but will provide reports where needed.
- V. JH also informed COSC that Martin Gosling is happy to assist with chainsaw work where needed and other scrub clearing on an occasional/regular basis. ACTION: JH to put Martin in touch with DG.
- VI. Need to complete the way marking of the West Down Bridleway. ACTION: EN

6. Correspondence:

6/2/24 - A Graham-Smith (NE) email re Southern Water overpumping ([3424 3](#)) and MG response

7/2/24 - CPC letter to Southern Water CEO (cc Caroline Nokes and David Drew) ([3424 2](#)) 9/2/24 - Caroline Nokes response ([3424 2a](#))

14/2/24 - DG email to M Harding, HCC, re West Down access to TVF ([3424 8](#))

15/2/24 - Letter to SW re equipment on Grindstone Green ([3424 7](#))

23/2/24 - SW issues in Longparish ([3424 12](#)) – Cllr Marits has responded ([8424 1](#))

28/2/24 - Notification of water pollution incident - River Test at Fullerton ([3424 21](#))

29/2/24 - Resident email re Common ([3424 25](#)) – Resident has been informed of the potential project to extend the Purygig Bridge and that the cattle will be returning in May and that the Grazier will inspect the ground before their arrival.

7. Questions from Public: NONE

8. Any Other Business – For information only:

JH discussed the proposals for seeking additional volunteer support, as this particularly is a priority for COSC. There will be a short presentation at the 26<sup>th</sup> March 2024 CPC public meeting, and potentially further discussions at the Annual Parish Assembly. JH spoke of the need to promote volunteering as an opportunity and not an obligation, the need to present Parish volunteer work as something exciting, important but also interesting and positive. Noted that previous appeals have had limited impact. DG wished JH luck in his efforts.

9. Items for the next agenda: None mentioned.

10. Date of the next meeting – Scheduled date is Thursday 11 April 2024 at Poplar Dene, Village Street.

## **5E Planning Report**

It was agreed that CPC would investigate the possibility of placing more TPO's on some of the oak trees on TVF on the field nearest to West Down.

Oakwood - following the objection sent to the application for black cladding to the building this has now been withdrawn and the cladding already in place on the front elevation has been removed. However there is still some in place on the gable end facing Pentons and this needs to be removed and replaced with tiles as per the Design and Access statement. It has also been noted that the front wall and gate has been removed and appears that there may be some planting in place. The owner of Pentons is concerned about site lines as any hedge will thicken and increase in width. The design and Access statement pages 8, 9 12 and 16 clearly show the wall in place .Page 16 appears to show a hedge planted in front of the wall. As this is in a conservation area this should not have been done without an application and I would suggest that we want it re- instated to retain the rural appearance and protect Pentons site lines.

The Fenstanton appeal process for removal of condition 15 has started and CPC will make it's submission before the end date of April 18<sup>th</sup>.

Cllr Larcombe will speak to officer regarding site at rear of Lynton Meadow and ask for a definition of amenity land and within what parameters the owners have to comply.

### **AOB/COSC**

Parking signs for Cow Common have not been installed before Easter as promised.

Need to discuss further as to whether CPC can install their own post and rail or similar, at the rear of site adjacent to Cow Common and at the rear of Lynton Meadow. Also possibility of planting hedging.

Minutes of the Planning Committee meetings held on [4.3.24](#) and [18.3.24](#)

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## **5F Village Hall Report – April 2024**

Following support from Cllr David Drew, a grant of £460.17 has been awarded from the 2023/24 Borough Councillor Community Grant Scheme for the purchase of initially 40 chairs to replace the existing old chairs. Much appreciated!

A Business Plan is being prepared as a requirement in support of an application for Business Rate Relief for £688 for the coming 2024/25 financial year.

The Jumble Sale on March 23<sup>rd</sup> raised an impressive £762. A long, tiring but successful day!

A Quiz Night is to be held in June to raise further funds.

The successful 'Warm Hub' lunches run each Monday by a group of volunteers over the winter period has now concluded. A huge thanks to them for providing such a valuable service to the community. Afternoon tea will replace this initiative each Thursday from April 18<sup>th</sup> over the spring/summer period.

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## **7 Assets of Community Value**

Abbots Mitre – 2019 [Application](#) and [explanation](#)

Village Hall – 2019 [Application](#) and [explanation](#)

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## **8 Correspondence**

5/3/24 - GM email response to Longparish PC re SW issues ([8424 1](#))

5/3/24 - HALC March '24 newsletter ([8424 2](#))

6/3/24 - MD email to Sparsholt re extension of Purlygig Bridge ([8424 3](#)) – awaiting response

11/3/24 - Request for grant re Church gates ([8424 5](#)) – to be discussed under Finance

7/3/24 - Cow Common sampling request ([8424 6](#)) – Consent was given and MG has made contact

12/3/24 - Savills re Future Farm Resilience Fund Report - Chilbolton Common and West Down ([8424 9](#))

14/3/24 - HCC RoW Officer email to GM re Purlygig Bridge extension ([8424 10](#))

15/3/24 - Community Planning Support in Test Valley ([8424 11](#))

29/3/24 - SSEN Priority Services Register Digital Toolkit ([8424 16](#))

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