

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL TO BE HELD ON
MONDAY 3 JUNE 2024
COMMENCING AT 18:30 at CHILBOLTON VILLAGE HALL
A G E N D A P A C K**

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON [13 MAY 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 moving HSBC savings account to Metro Bank savings account
 - iii. Discuss and agree new Financial Regulations (as per NALC new model)
 - B. [Flood Advisory Group](#) – Cllr Marits
 - C. [Highways](#) – Cllr Cockram – i) Update on 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 report at time of publishing
 - i. To include update on Solar Farm
 - H. Strategy Working Group update – Cllr Ewer – No report at time of publishing
6. HCC and TVBC Councillor report – Cllr Drew
7. [CORRESPONDENCE](#)
8. QUESTIONS FROM PUBLIC – *(3 mins. per person)*
9. ANY OTHER BUSINESS – For information ONLY
10. ITEMS FOR NEXT AGENDA
11. Date of next scheduled meeting –_Monday 13 April 2024; 18:30, Chilbolton Village Hall

Mandy Denyer (Parish Clerk)
Published 28/05/24

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 – [see COSC minutes](#) **Action: Ongoing/DG**

Common car parking signs update - DG agreed to get these installed signs along Coley Lane prior to Easter. AB has been instructed to install signs. **Action: In hand**

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. DG asked AB to investigate - It can be done but will be a big job and ground conditions may not be suitable for a path to run in this location. [See COSC minutes](#). **Action: DG**

Change of layout to horse entrance gate on Joys Lane – COSC/DG to get quote **Action: COSC/DG**

JH to investigate use of 'smart gate code lock' **Action: JH**

JH to investigate solutions to prevent the blocking of the pedestrian gate onto the Common. **Action: JH**

Letter to grazier ([3624 7](#)) and grazing agreement for 2024 **Action: Complete**

West Down Access rights - MD to chase for a response from HCC regarding a recent request for information regarding Rights of Way/Access via West Down and for documentation that was mentioned in the Head of Terms prior to the Lease Agreement being signed (to CC Chief Executive of HCC so that the request is passed onto the correct person/department). Response received ([3624 15](#)). DG and TE to meet Mike Harding on site. **Action: Complete**

Flood Advisory -

Clearing of ditch from Joys Lane to river: GM to liaise with contractor re clearing ditch with machinery. **Action: GM**

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**

SL to inform the Orchard, Lynton Meadow owners of CPC decision re request for funds for hedging. [See correspondence](#). **Action: Complete**

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**

Assets of Community Value – MD to re-register Village Hall and Abbots Mitre (and inform Abbots Mitre) by August '24. **Action: MD**

Thank you cards to be purchased for the warm hub/afternoon tea volunteers. **Action: complete**

DG to complete Declaration of Acceptance of Office (Vice-Chairman) **Action: DG**

SL and RF to complete declarations of acceptance of office **Action: SL & RF**

DG, SL and RF to confirm no changes to RoPI's or complete new forms **Action: DG, SL & RF**

Freedom of Information request ([51324 18](#)) – Request for information as to who instructed this request was responded to – ‘...The guidance issued by the Information Commissioner’s Office (ICO) confirms that a request for disclosure under the FOIA is ‘applicant and motive blind’ and is a disclosure to the public at large..... It is also within the ICO’s guidance that we do not need to provide a reason as to why we have requested this information, nor who we have been instructed by’.

MD is working on gathering the requested information.

Action: MD/Ongoing

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5A Finance Report

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

Available ([spreadsheet](#)) -

Children’s Play Space = £ 1771.90

Informal Recreation = £121.43

Formal Recreation = £ 4531.61

TOTAL available for CPC = £ 6424.94

Outstanding (to be paid prior to occupation) ([Spreadsheet](#)) -

Children’s Play Space = £ 1220.10

Informal Recreation = £ 2628.99

Formal Recreation = £ 2865.53

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.

Payments necessary since 13 May ‘24-

NONE

DD payments – NONE

June ‘24 payments for approval –

A Denyer (Salary, Exps) – £

Strictly Table and Chairs – Village Hall Part-funded grant - £2495.94

Hampshire rural management Ltd – West Down Fencing - £2298 [Cllr approval to add to budget for WD required]

A Bond – repair of Abbots Stream sleep bridge £5695 [Cllr approval to add to budget for Common required]

Current Account Receipts – Receipts since last report –

Allotment rents- £31.60

2024/25 Accounts to date -

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

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

Bank Reconciliation as at 06.05.24 attached [here](#)

Budget review to date -

2024/25 Precept budget review attached [here](#)

2024/25 Ringfenced budget review attached [here](#)

2024/25 Overall budget review summary and est. closing balance attached [here](#)

Moving of HSBC savings account to Metro Community Savings Account

(The HSBC interest rate at present (as per the 31/3/24 statement) is 1.96% AER)

There are 2 Metro Community Savings accounts- a fixed term (1 year) and an Instant Access

The Metro Instant access interest rate shown on the website is currently 1.20% AER.

The Metro Fixed Term (for 1 year) interest rate is 3.7% AER. Whoever, at the end of 12 months the balance in the account is transferred to the Current account and a new savings account must then be opened. You cannot withdraw funds throughout the 12 months.

At present, all payments and receipts (except bank interest) attributed to WMPF Capital or Batty accounts go through the CPC Current account. Towards the end of the Financial Year, any adjustments to accounts are then made (although you decided to leave the £172 due to CPC from WMPF Capital in the WMPF Capital account last FY end). So, in theory, opening a fixed term savings account should not cause any issues throughout the year.

Financial Regulations

NALC have updated the Model Financial Regulations. They have been completely overhauled and updated to be more in line with current legislation and requirements. The wording in bold is legislation (as with the Model Standing Orders) and therefore should not be changed or suspended.

Attached are is the new model that I have updated with CPC information as per the current CPC Financial Regulations and a copy of the new model showing what amendments I have made.

[New model financial regulations](#) to be approved.

[Model financial regulations with amendments](#) shown.

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5B Flood Advisory

Current common situation

River still flowing round the end of the Purlygig bridge and it's still ankle deep.

Vegetation that was hung up on wire above purlygig has been removed , questions asked at Fag about whether the bottom two strands can be removed/ raised to stop it collecting vegetation. Awaiting answers.

Sleeper bridge running well after more rodding.

Village situation

Abbotts Mitre ditch running well .

Lindy Baines drain has stopped running, so ground water levels have fallen again.

Frog lane ditch almost empty at end nearest road.

The weir drain outside Red House looks like its blocked as is the smaller drain further towards the pub. HCC Highways are suppose to have cleared these. HCC have said it will be looked at under routine maintenance. We have asked Highways repeatedly to run a camera through this area and still have not seen anything done about it.

Southern Water working on lining the main sewer from the Manor to past the church. When questioned the workmen will be continuing this work down village street to the pumphouse, possible traffic lights required to manage single file traffic.

Southern water management letter will be ready for sending shortly. Can it be sent with Private and Confidential on the envelope and addresses to the CEO Mr Godsen, in the hope that at least his PA gets it before handing it onto the Directors Complaints department.

Delay in approving spend to remove tree from river causing flooding to gardens, was raised as a problem. Can we have either raised spend limits for COSC Chairman or quicker approval system. Maybe if Urgent Work statement added to financial rules to expedite this kind of work?

M G Marits

[Minutes of the FAG meeting held on 5.3.24](#)

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5C Highways Village Gateways

The public response, at the Annual Parish Assembly meeting in April, to the idea of village gateways indicated strong support. Gateways would be considered at the three entry points into the village, Coley Lane at the Test Way/West Down crossing, the junction at Martins Lane/Winchester Street and Winchester Road from Wherwell. The general view is that gateways provide a visible sign of a settlement demarcation from the countryside and consequently could also contribute to vehicle speed reduction.

Following an enquiry to Hampshire Traffic Management, I have received a response from the Hampshire Safer Roads, Traffic - West Team, who manage village gateway schemes through the Community Funded Initiative. They have provided guidance notes, the application form and details of charges.

In summary:-

- The community funded initiative is aimed at providing minor highway and transport improvements that are of high value to the community but are not led by a road casualty reduction need.
- The project must be in line with County Council policy and criteria, as well as local transport priorities.
- Community support is vital and is advised to establish the level of support before proceeding.
- An application form must be completed detailing the project's:-
 - location
 - description
 - background
 - reasons
 - how it meets County Council policy and criteria
 - level of support
 - communications plan
 - funding
- Once accepted by the County Council, a deposit of £270 is payable and a scoping meeting is held. This is followed by the production of an initial detailed design with estimated timescales. A deposit of 50% of estimated professional fees is payable at this point.
- Consultation must be held by the Parish Council with the community, documented and reported to the County Council.
- The final design is informed from the outcomes of the consultation.
- Delivery is completed by the HCC's highway contractor. The minimum timescale for this type of work from order to completion is 2-3 months. The remaining 50% of professional fees is payable on completion of the works together with construction/installation costs.
- The Parish Council is expected to pay the full costs of the works as well as a contribution to the cost of design and implementation resource and also routine maintenance.
- Budgetary costs:-

○ 960mm White Gateways	-	£1270 (2021 est.) x 3 = £3,810
○ Signs	-	£219 (2021 est.) x 3 = £657
○ Professional fees	-	£2,100 (2024)
○ Application	-	£270 (2024)

○ Total	-	£6,837
○ Total including inflation factor	-	£8,000 ??
○ Maintenance	-	Agreed for each project

Questions for CPC :-

- **Do we wish to proceed to a Project Application stage?**
- **2024/25 budget consideration?**

Geoff Cockram

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5Di COSC minutes of meeting held on 16.5.24

PRESENT: Trish Heaton (TH), Julian Hudson (JH), David Griffiths (DG), Emma Noble (EN)

1. Apologies: Nick Horne (NH), Rick Frank (RF), Terry Gilmour (TG), Moya Grove (MG)
2. Declaration of Interests: NONE
3. Approval of Minutes – Thursday 11 April 2024: These were agreed and signed as an accurate record of the meeting.
4. Matters Arising:
5. COSC agreed that DG should remain as Chair for 2024-2025. However, DG indicated that this would be his last year as chair. He said he would like to remain a member of COSC responsible for West Down. West Down needed someone to concentrate upon its management.
6. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -
 - A) Finance: Prior to the meeting the Clerk circulated the attached report ([5924 1](#)). COSC would like to pass thanks to Mandy Denyer (MD). Report noted with no additional comment.
 - B) Allotments: Prior to the meeting TG had nothing to report. Nothing further raised today.
 - C) Common: Prior to the meeting MG circulated the attached report ([5924 2](#))
 - I. Update on Fishing Rights: Cllr Ewer has chased Strutt and Parker for the return of the signed Deed of Grant. DG confirmed a response is awaited from the Church of England Commissioners.
 - II. Discussion on extension of Purlygig Bridge: DG believes that the river level has reduced significantly and there is no longer a strong 'pull' from the current when walking through the area where the river has overflowed. Comments from local members of the public were discussed. DG considered that the boarding planks should not be replaced immediately. Rather, we should wait until the river flow subsides and review. JH favoured a more natural solution to planks. The committee considered that the river would probably have flowed over and around the planks anyway. Regarding the safety issue when wading through the water installing a post and rope handrail was considered. COSC felt that any risk was obvious and plus the strength of the flow has decreased quite substantially. The decision of COSC was to leave the situation as it is for the time being. No action will be taken as we continue to wait for the river levels to subside. The medium term plan is for HCC to extend the

bridge. MG is going to discuss this with HCC and Sparsholt College who have agreed to carry out work if materials are provided.

- III. DG confirmed that the small tree which fell across the upper part of the Purleygig stream was actually quite a big job and was dealt with by Rick Nightingale. He also dealt with the bank repairs. COSC would like to pass on their thanks.
- IV. DG received an email from a local resident who is concerned about the state of the sleeper bridge and track leading to Test Haven, The Old Inn and The Old Inn Cottage. The very wet weather is partly responsible but works lorries and vans from building work at the Old Inn Cottage have caused substantial additional damage to the gravel road and particularly to the sleeper bridge. COSC agreed that this track, and the one to the Old Cottage and WMPF, will be repaired when everything has dried out. Andy Bond has said he could do this at the same time as the work to the sleeper bridge, as he will already have hired the necessary plant.
- V. DG reported on the sleeper bridge. A quote was received from Andy Bond for the repair which included the purchase of tropical hardwood which is so dense it doesn't absorb much water and is ideal for the job. Total cost was £5695. JH raised concerns that CPC might have this work done at significant expense only to find there has been further damage. DG suggested that the Clerk be asked to draft a letter to the owners of The Old Inn Cottage saying that we think their building works have materially contributed to the extra damage to the sleeper bridge and gravel drive, and bearing in mind the extra cost Council Tax payers and other residents, could they make an extra contribution towards the repairs. Thought was given to getting a second quote, but professional advice has been sought by JH from his colleagues in the industry who confirmed that these sleepers are the most robust solution, albeit expensive, and are likely to save money in the long run. In view of the relative urgency COSC agreed that Andy's quote should be accepted. A request should be made to Andy to provide a quote for repairing the track (and replacing the dragons teeth where they have rotted) at the same time. DG to follow up with Andy.
- VI. Regarding alterations to the horse gate at the entrance to the Common at the bottom of Joys Lane, COSC are supportive of the suggested work to replace the existing gate with a safer gate, but the grant from HCC has been delayed. Corinne Davis-Cooke (CD-C), the Community Engagement Ranger advised that the funds haven't yet been decided / released.
- VII. COSC discussed the issue of cars blocking the pedestrian gate at the bottom of Joys Lane (photographs seen). JH said that he suggested dragons teeth to prevent this in the original plans. JH is going to provide the sketch plan showing where additional dragons teeth could be placed to prevent the sort of parking shown in the photograph.
- VIII. COSC agreed that the previous grazing agreement can be reviewed, amended and signed by MD.
- IX. Cllr Ewer asked that COSC urgently consider closing the Joys Lane gate whenever fine weather is forecast at the weekend. COSC discussed. DG reported firstly, that CPC policy says all practical measures will be taken to give advanced notice. Secondly, someone has to collect the A boards on Friday evening and place them in position as well as closing the gate and then opening it again on Sunday evening and removing the A boards. COSC consider that there are, at present, insufficient persons willing to do this at short notice. Ad hoc closures may also cause chaos in Joys Lane. COSC's strongly recommend to CPC is that, despite the parking problems that may arise, closure be normally be restricted to times when advance warning can be given, that is to say, bank holidays and school

summer holidays. Advance warning could be issued now for these times. However, COSC did not rule out ad hoc closure in exceptional circumstances.

X. DG will seek out and give to JH the smart lock and he will consider it's possibilities.

D) Machinery Maintenance: Nothing to report.

E) Parish Paths: TH reported that HCC have filled in the rainwater channels which had appeared on Whitelands path.

F) Village Greens: Stocks Green has had the edge mowed, but not the main part due to the orchids.

G) TH requested that 'jobs for the lengths man' be returned to the agenda.

H) War Memorial Playing Field–

I. Update on WMPF Development Group and Adventure Tower update:

COSC discussed the opening ceremony for the Adventure Tower. It was agreed that it should be arranged for the summer. The development group will discuss this at their next meeting and get a date and suggested attendees.

TH confirmed that the development group still plans to level out the mats where the soil has come through.

TH confirmed that NH has liaised with Vitaplay to get the scramble net repaired, but it is getting to the stage where assistance from CPC may need to be sought. Work ongoing.

TH reported that a quote had been received for the replacement of the basket swing seats of £233 per seat. COSC agreed that two can be ordered.

TH discussed the pump track and that thoughts had been given to seeking advice from a professional company. However for now, soil will continue to be collected when available and if sufficient volunteers are available, the work should be possible without professional involvement.

An offer of £200 for the slide has been received. DG advised that this offer should be accepted.

II. CPC update on the proposal to enclose the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection: Agreed that this item will be discussed at the next meeting. A quote for the fencing has been agreed.

I) West Down–

i. To discuss and decide on request for memorial plaque on a WD bench (or installation of a new bench with memorial plaque): COSC recommend that Mr Budd's family be asked if they would like to replace either the wooden bench in Dobbs Field or the wooden bench overlooking the Butterfly bank / bottle bank.

ii. DG reported that he has obtained three quotes for the fencing work on West Down: Contour fencing £1800 - £2000 + vat, Kiwi fencing £2665 +vat and Hampshire Rural Management Ltd £2298 (not vat registered). DG recommended the latter as they are a local company, it is the cheapest quote and they have advised they may be able to carry out the work in three weeks. COSC agree with this recommendation. DG reported that CPC may be able to claim back the VAT on materials. COSC recommend MD seeks approval from CPC ASAP due to imminent arrival of cows.

- iii. George Whitfield has installed the bridleway posts but CD-C has said HCC signage cannot be used for the markers. COSC agreed that finger posts should be arranged and EN and DG will agree a time to do a walk round and look to put up some 'to the Mark Way' and 'to the Test Way' signs.
- iv. There are some benches around the village that need rubbing down and re-painting. DG suggested an advert be placed in the parish magazine seeing if anyone would like to 'adopt a bench'. JH will arrange this.
- v. The Chairman of COSC has to provide a report to the Annual Parish Meeting and a summary has been written up by DG. TH offered to condense this and put a summary in the village magazine.
- vi. TH suggested that a diary date be agreed for the ragwort pull. DG will discuss with MG.
- vii. DG reported that regarding the new fence which prevented access to West Down from Test Valley Farm, which was installed, and shortly after removed by persons unknown, there is a suggestion that Southern Water may have done it. Pending further enquiries.
- viii. DG has made enquiries with HCC about the broken overhead barrier but so far has had no reply.

7. Correspondence:

10/5/24 - Wessex River Trust email to MG re Flooding around Purlygig Bridge ([3624 5](#), [5a](#), [5b](#))

12/5/24 - Resident email re car blocking pedestrian gate on Common ([3624 6](#))

1/5/24 - resident email re Common and vacant property on Joys Lane, responses and follow up emails ([3624 8](#))

14/5/24 - Letter to A Coutts (Common Grazier) ([3624 7](#)) (the 2024 grazing agreement was also sent to A Coutts)

8. Questions from Public: None

9. Any Other Business – For information only:

10. Items for the next agenda: See above

11. Date of the next meeting – Scheduled date is Thursday 13 June 2024 at 18:30 at Poplar Dene, Village Street,

There being no further business to discuss the meeting was closed at 08:37

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5E Planning Report:

NO decision on appeal ref: Fenstanton

TVF still 'stalled' Tony has written (letter agreed by PC) to Test Valley highlighting the legal aspects of when TVF boundary was altered.

Lynton Meadow site. Owner going to appeal over the enforcement order to remove the buildings on site. We will make our submission before the deadline of June 24th.

Oakwood: still in discussion with TV regarding alterations to the entrance

Minutes of the meetings held on [10.04.24](#), [22.04.24](#) and [08.05.24](#)

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5F Village Hall:

It is anticipated to take delivery of 120 new chairs during June to replace the aging set, which in turn will be sold on.

A Business Plan has been submitted as a requirement in support of an application for Business Rate Relief for £688 for 2024/25 financial year. However, an instalment payment request has been received. The TVBC Head of Finance has informed that the application has yet to be assessed and a decision is expected by the end of May.

A Quiz Night to be held on June 1st to raise funds.

The final Film Night for the season to be held on 31st May. The committee is considering the reconfiguration of this monthly event from September onwards, as the projectionist has indicated a desire to retire. This would involve the purchase of equipment, setting up a projectionist team, forming a film club and gaining an annual licence to show films.

The Auction House, which has been held each Sunday evening for several months, has decided to stop due to poor attendance.

Further improvement projects are being pursued which could be supported by grants:-

- A building extension for additional storage
- Installation of Solar Panels

Geoff Cockram

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7 Correspondence:

7/5/24 - email re The Orchard, Lynton Meadows ([3624 3](#)) 17/5/24 SL response ([3624 3a](#))

8/5/24 - Letter to SW CEO (sent via post) (cc via email to Cllr Drew and Caroline Nokes MP) ([3624 4](#))

14/5/24 response from Caroline Nokes ([3634 4a](#))

23/5/24 SW response ([3624 4b](#))

10/5/24 - Wessex River Trust email to MG re Flooding around Purlygig Bridge ([3624 5](#))

12/5/24 - Resident email re car blocking pedestrian gate on Common ([3624 6](#))

1/5/24 - resident email re Common and vacant property on Joys Lane, responses and follow up emails ([3624 8](#))

14/5/24 - Letter to A Coutts (Common Grazier) ([3624 7](#))

14/5/24 - Letter to A Ferrier (CE of TVBC) re Settlement boundary/TVF ([3624 9](#)) and A Ferrier response ([3624 9a](#))

16/5/24 - HALC May '24 Newsletter ([3624 10](#))

12/5/24 - Resident email re Common track and Bridge repair ([3624 11](#))

28/4/24 - R Nightingale re Tree Warden ([3624 13](#)) – MD has requested information from Insurers

21/5/24 - HCC response re WD access rights ([3624 15](#))

23/5/24 - HALC County Forum launch ([3624 17](#))

24/5/24 - HCC Future Services changes to planned decision-making dates ([3624 19](#))

28/5/24 - CPC letter to K Dunn (TVBC Legal) re TVF Settlement Boundary/Code of Conduct ([3624 14](#))

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