

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
**CHILBOLTON PARISH COUNCIL'S OPEN SPACES COMMITTEE (COSC)**  
**To be held on Thursday 08 May 2025 at Poplar Dene, Cart Lane, Chilbolton; 18:30**  
**AGENDA PACK**

1. Apologies – Moya Grove
2. Declaration of Interests -
3. Approval of Minutes – [COSC Minutes 10.04.2025](#)
4. [Matters Arising](#)
  - a) Track repairs not holding CPC 6th Jan 2025 minutes
  - b) NE communication
5. [Chairman's Report](#)
6. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -
  - A) Finance – [Finance Report 04 2025](#)
    - i. Finance transactions since last COSC meeting
    - ii. Annual Finance Report
  - B) [Allotments](#)
  - C) [Common](#)
    - i. Update on Test Way/Purlygig Bridge
    - ii. Common Gate Closure
  - D) Machinery Maintenance
  - E) Parish Paths – Cllr Griffiths
  - F) Village Greens
  - G) War Memorial Playing Fields – N. Horne to inc.
    - i. Update on play equipment repairs following annual inspection
    - ii. Update on communications with Vita Play re play equipment timbers
  - H) [West Down](#)
    - i. West Down Bench
  - I) [Tree Warden report](#)
7. [Correspondence](#)
8. Questions from Public
9. Any Other Business – For information only
10. Items for the next agenda
11. Date of the next meeting – Scheduled date is Thursday 12 June 2025 at Poplar Dene, Village Street.

Gill Bulpitt (Clerk)  
Published 30/04/2025

#### 4. Matters Arising

- a) Track repairs not holding ([41124 22](#)) CPC 6th Jan 2025 minutes - DG agreed that due to the exceptional wet weather the new repair is not holding up as well as expected. JH agreed to investigate whether there is a more substantial/permanent/cost effective solution.
- b) NE communication - CPC 3<sup>rd</sup> February 2025 Minutes - DG will draft a response to NE justifying what has been done and why (especially for Health & Safety reasons) to the path at the Purleygigg Bridge and that the repair does not damage the SSSI.

**Action: DG**

---

[\(Back to Agenda\)](#)

#### 5. Chairman's Report

David Griffiths (Chairman of COSC)

##### **COSC CHAIRMANS REPORT APRIL 25TH 2025**

1. As far as I am aware, the Easter holiday weekend passed without any significant problems on the common. The changeable weather helped. I agree we should revisit our Closure Policy. We can discuss this at our next meeting.
2. As far as I am aware JH has not heard back from NE about what sort of track repair they will agree too. I have not received a quote from AB for doing the same repairs as usual. I will chase.
3. MG has drafted a justification for the repairs near the bridge and the proposed repairs to the bridleway. I think it is excellent and we should adopt it at our next meeting.
4. I have not received a joint quote from AB for repairing this bridleway and the Whitelands Path. I will chase.
5. I have not heard whether MG has spoken to AC about grazing his cattle on the common this year.
6. I have contacted TVBC and asked them to chase TARCA. I have offered to speak to TARCA.
7. I have not yet checked the report of laurel growth on the corner of Little Drove Road or the dumping of garden waste.
8. I have emailed Mike Hardy of HCC about the bike track in Station Road Wood and the barriers on WD. No reply yet.
9. Ed Treadwell has kindly removed rubbish from in and around the pavilion on the WMPF. He is also trying to fix the water pump and the defective electricity supply to the fridge.
10. I have obtained another quote re the large ash tree above the container from Mulberry Tree Services. Pollarding recommended rather than felling. Price: £2,100 plus VAT. RN suggests we wait and see what the tree looks like in leaf.
11. AS has confirmed he will carry out fence repairs on West Down next month.
12. The Lengths Man has not cleared the bank along Coley Lane. I will ask our clerk to check what's happening re this.
13. As far as I am aware RN is still prepared to clear along the fence line on WD, I may ask Ian D if he is interested.
14. I have been given the names of two persons who have expressed an interest in joining COSC. I have sent them emails today.
15. I have not checked the footpaths on the south side of the A30.

---

[\(Back to Agenda\)](#)

#### 6A) Finance

##### **COSC Finance report**

##### **Receipts since last report:**

24/25 accounts:

£100 Hampshire County Councillor grant for Basketball system repairs (WMPF Running costs)

£200 Football team use of WMPF (WMPF Running costs)

25/26 accounts:

£73.19 Wayleave from SSE (Greens)

£103.60 Allotment rents (6 remain outstanding at time of writing)

£180 TVBC grant for Basketball system repairs (WMPF Running costs)

**Payments since last report:**

24/25 Accounts:

£380 Abbots Ann Pest Control (mole catching / WMPF running costs)

£69.68 E Noble reimbursement - bird spikes for WMPF. Machinery fuel (WMPF running costs, machinery costs, Common and WD)

£72.26 SSE Pavilion electric 6/12/24-5/3/25

25/26 accounts:

£236.65 TVBC Bin emptying (WD)

£537.60 JRB Enterprises - Dog poo bags (£74.66 each WMPF running costs and WD. £149.34 each Common and Footpaths + VAT)

£135.97 D Griffiths reimbursement fuel and parts (Allotments, Common and WD)

**Ringfenced balances as at 28.4.25:**

<b>Ringfenced Common Funds (held in current account)</b>	
Opening Balance 2025/26	7144.29
Income to date - PRA grants	0.00
Income to date - Other	0.00
Expenditure to date	-190.14
<b>Closing Balance</b>	<b>6954.15</b>

<b>Ringfenced West Down Funds (held in current acc)</b>	
Opening Balance 2025/26	7554.84
Income to date - RPA grants	0.00
Income to date - Other	0.00
Expenditure to date	-392.88
<b>Closing Balance</b>	<b>7161.96</b>

<b>WMPF Capital and Batty accounts</b>	<b>WMPF Cap</b>	<b>Batty</b>	
Opening Balance as at 1.4.24	3683.23	3280.33	
Plus income - Interest	23.86	20.33	
Plus income - Sale of slide (within Metro savings acc)	200.00		
Balance held on Metro Saving account	3907.09	3300.66	7207.75
Transactions within Current account <u>in 2024/25</u> : -			
Plus income from 24/25 -Sale of fridges & S106 funds	1831.90		
Plus income - re allocation of internal audit costs	220.00		
Less current acc expenditure to date	0.00		
Balance as at 28.4.25	<b>5958.99</b>	<b>3300.66</b>	<b>9259.65</b>

**Annual Finance Report for 2024/25**

**Opening Balance** of all accounts was £33031.80. Of which the following was ringfenced:

£10011.73 Common, £8903.95 West Down (WD), £3280.33 Batty (Common Capital), £3683.23 War Memorial Playing Field (WMPF) Capital, £8248.44 Community Projects.

**Receipts:-**

The precept was £29800, an increase of £12995 compared to 2023/24. This was in part due to additional works that needed to be carried out by professionals instead of volunteers and increase in purchase prices/professional fees.

Other receipts totalled £31050.52, of which

Bank Interest: £44.19.

£88.94 less than previous year due to moving funds to Metro annual savings account in August '24.

Interest earned from new savings account will be paid in August '25. (£69.81 less than budgeted).

Wayleaves: £69.68.

£25 less than previous year as there were no wayleaves due from properties within this financial year. The wayleave received was the annual wayleave paid by SSE.

Allotments: £267.12

£2.43 less than previous year due to some pro rata payments of allotment fees.

Village Greens: £560

These funds were received from Southern Water as a one-off good will gesture for the damage done to Rectory Green whilst tinkering from the pump house.

Common:

RPA grants: £4947.50 – increase of £1109.25 compared to 2023/24 due to £909.25 increase in stewardship grant and £200 more in educational visits. (£396.50 more than budgeted).

Other receipts: £2282.47 – increase of £2282.47 compared to 2023/24 due to £292.24 less in track repair contributions and £691.36 grant received towards the new bridleway gate and £1000 contribution towards the repair of the sleeper bridge.

West Down:

RPA Grants - £4969.43 – increase of £1770.51 due to higher stewardship grant. (£1818.43 more than budgeted).

Other receipts - £250.37 – received from Southern Water as a one-off gesture of goodwill for the replacement of the WD barrier that was removed without consent.

VAT: £8756.96

WMPF running costs: £300

£25 increase compared to 23/24 due to £75 less in football usage fees and £100 grant received towards repair of basketball system. (£150 less than budgeted, however more funds are due but will be received in 25/26 accounts).

WMPF Capital: £2031.90

A £13140.10 decrease compared to 23/24 due to Adventure tower grant being received in 23/24. (£2968.10 less than budgeted due to no fundraiser being held).

Community Events: £200

Chilbolton Village Hall gave a contribution towards the expenses incurred in holding the 80<sup>th</sup> anniversary event.

Community Projects: £1749

A decrease of £14632.65 due to £14225.96 Fenstanton CiL funds being received in 23/24 and a reduction of £406.69 raised by Open Gardens event in 24/25. (£749 more than budgeted).

Part-funded Grants: £4621.90

An increase of £1852.70 compared to 23/24 for supporting Chilbolton Village Hall.

**Expenditure:**

Total expenditure was £46735.61, of which

Grants: £2200

An increase of £335 compared to 23/24 due to £565 grant award to Wherwell Primary school in 23/24 and addition of £1000 grant to Chilbolton Store this financial year.

Part- Funded Grants: £4621.90

An increase of £1852.70 compared to 23/24 for supporting Chilbolton Village Hall.

S137: £30

An increase of £5 compared to 23/24 due to increase in contribution to Danebury School presentation evening. (£20 less than budget as no memorial wreath was purchased by CPC).

Staff Costs: £8412.02

£1556.03 increase compared to 23/24 due to employing of temporary Clerk whilst Clerk on long term sick leave.

(£1229.94 more than budgeted).

Village Hall Hire: £254.25

Accounts show a £75 decrease compared to 23/24 due to the final 24/25 quarter hire charge to be paid in 1<sup>st</sup> quarter of 25/26. (£72 less than budgeted).

However, the final 24/25 quarter hire charge was £282 therefore Village hall hire was actually a total of £536.25, an increase of £207 compared to 23/24 and £270.25 over budget.

Insurance: £924.63

An increase of £176.68 compared to 23/24 due to increase in premium. (£138.63 over budget). CPC have entered into another 3 year term with insurers.

Stationery: £124.48

£76.24 decrease compared to 23/24. (£104.51 less than budgeted).

Admin: £966.33, comprising of

Audit fees - £315 for external audit. Budgeted internal audit fee was reallocated to WMPF Capital on auditor request. (£25 less than budgeted).

Mobile Phone top-up - £8.33. (£11.67 less than budgeted).

Postage - £2.70 (£7.30 less than budgeted).

Norton Computer security - £41.66 (£18.34 less than budgeted).

Microsoft subscription (for Clerk email account) - £21.89.

Website Costs - £0. (£100 less than budgeted).

Computer repair - £123.75 (not budgeted for).

ICO Data Protection - £35.

Staff expenses - £418 (home as office, broadband contribution etc).

Overall a £20.88 decrease compared to 23/24.

Subscriptions (HALC): £424

£41.92 increase compared to 23/24. (£10 more than budgeted).

Defibrillator costs: £282.95

£59.95 increase due to purchase of new defib pad for WMPF unit as well as battery for Village Hall unit. (£246.05 less than budgeted).

WMPF Running Costs: £5370.48

Accounts show that there was a decrease of £1010.67 spent on general maintenance compared to 23/24. However the purchase of dog waste bags and bin emptying fee were paid in the 1<sup>st</sup> quarter of 24/25), therefore the actual decrease in expenditure for 24/25 was £712.75)

There was an increase in expenditure compared to 23/24 on grass cutting (£247), annual inspection (£5.50), mole catching (£175), electric (£238.88) and misc. (£40.41). Professional tree works were carried out on the boundary (£1847) and purchase of 2 new baby swing seats (£490.60). (Overall £3465.01 less than budgeted).

WMPF Capital: £0

£15344 less than 23/24 due to the purchase of the Adventure Tower in 23/24.

Allotments: £125

£125 increase due to no expenditure in 23/24 and vegetation management around plots in this financial year (£75 more than budgeted). £50 budget for fence repairs not used.

Village Greens/Maintenance: £1520

£620.65 decrease compared to 23/24 due to less expenditure on dragons teeth (£542.58), Misc. (£8), and ditch clearing (£592) and more expenditure on grass cutting (£110) and green repairs due to SW damages (£411.93).

Footpaths: £366.91

Accounts show £178.42 decrease compared to 23/24. However, dog waste bags were paid for in the 1<sup>st</sup> quarter of 25/26. Therefore actual reduction in expenditure for 24/25 is £29.08. (£316.91 more than budgeted on vegetation management).

Village Events: £1075

£515.80 more was spent on village events (80<sup>th</sup> anniversary event) in 24/25 compared to Coronation celebrations in 23/24.

Machinery Costs: £17.02

£97.15 less compared to 23/24 as more professional services used and therefore fuel costs etc included in their fees. (£62.98 less than budgeted).

Community projects: £270

£25645.09 less than 23/24 due to the contribution towards the Adventure Tower from these funds. The £270 was for the Village Gateways application to HCC.

Strategy Working Group: £464.48

Incurred expenses for CLT set, printing, website registration and CLT incorporation charges. (£35.52 less than budgeted).

VAT: £2619.84

4<sup>th</sup> quarter VAT reclaim submitted in 1<sup>st</sup> quarter of 25/26.

Common: £10097.41, comprising of

£1736 for sleeper bridge repair,

£591.12 for track repairs (£934.95 less than 23/24 & £108.88 less than budgeted),

£2410.86 for the temporary repair to the Test Way/Purlygig bridge path,  
*£149.33 for dog waste bags paid for in the 1<sup>st</sup> quarter of 25/26 therefore not on 24/25 accounts,*  
£702.41 for dragons teeth (£105.60 more than 23/24 & £502.41 more than budgeted),  
£2599.86 for installation of 2 new horse gates (£1743.66 more than 23/24 & £2399.86 more than budgeted),  
£1123 for grass cutting (£714.50 less than 23/24 & £32 less than budgeted),  
£270.60 for signage (£4884.92 less than 23/24 as new ladder boards and info boards installed in 23/24.  
£20.60 more than budgeted),  
£520 for tree works (removal of tree from river). (£80 less than 23/24 & £380 less than budgeted)  
£11.91 for machinery costs (£73.75 less than 23/24 & £48.09 less than budgeted – due to more professional services used and therefore fuel costs etc included in their fees),  
£120 for ditch maintenance – clearing of Joys Lane ditch (£180 less than budgeted),  
£11.65 on misc. expenses (£4.10 less than 23/24 & £38.35 less than budgeted),

Overall £1697.78 less was spent in 24/25 compared to 23/24 and £647.41 more was spent than budgeted.

West Down: £6568.91, comprising of

£50 for tree costs for clearing of fallen tree (£1275 less than 23/24 & £575 less than budgeted),  
£362.58 for water costs (£150.41 more than 23/24 & £196.05 more than budgeted). An actual meter reading has been requested,  
*£236.65 for bin emptying and £74.66 for dog waste bags was paid for in the 1<sup>st</sup> quarter of 25/26 therefore not shown on this year's accounts,*  
£2085 for general maintenance and enclosure vegetation management (£327 more than 23/24 & £1585 more than budgeted),  
£555.79 for path cutting (£488.79 more than 23/24 & £243.79 more than budgeted),  
£770 for top cut,  
£11.91 for machinery costs (£73.75 less than 23/24 & £48.09 less than budgeted – due to more professional services used and therefore fuel costs etc included in their fees),  
£363.13 for dragons teeth and installation of barrier (£58.13 more than 23/24 & £33.13 more than budgeted),  
£2298 for repairs and renewal of enclosure boundary fencing (£1987.13 more than 23/24),  
£7.50 for misc. expenses (£142.50 less than budgeted),  
£65 for signage repairs (£53.90 more than 23/24 & £35 less than budgeted).

Overall £2082.20 more was spent in 24/25 compared to 23/24 and expenditure was under budget by £1075.40

**Closing balance** of all accounts was £47146.71, of which the following was ringfenced: -

£7144.29 for Common, £7554.84 for West Down, £3300.66 for Batty (Common Capital), £5958.99 for WMPF Capital, £9997.44 for Community Projects.

#### **Assets:**

There was an increase in assets of £527.66 due to the following:

Addition of horse gate at £519 and new padlocks at £49.16 and the removal of old padlocks £40.50.

Total assets as at 31/3/25 = £362593.45

**Hyperlinks to 2024/25 spreadsheets of above information:**

[Precept budget review](#)

[Ringfenced budget review](#)

[Variances](#)

[Common and West Down variances](#)

---

## 6B) Allotment Report

All plots are occupied and most well looked after.

The agreements for plots are renewed annually in April. There are a handful of renewals which are outstanding which will kindly be followed up by Mandy (Chilbolton Clerk).

No concerns to raise at this time.

Kerrie Ritson

## 6C) Common Report

### Common report for (April) for the May 2025 meeting

#### River

River levels area lower. April Rainfall has been very low. The fine weather has attracted many people to visit although Easter itself was cool and wet.

#### Closing the gate

Discussion and DECISION essential on closures over the summer.

I recommend that we close as per the policy - ie half term and holidays as a minimum:

Mayday weekend: 3/4/5<sup>th</sup> May Sat Sun Mon ( May Day)

Half Term: Sat 23<sup>rd</sup> May – Sun 1<sup>st</sup> June inclusive (Spring Holiday)

Summer holidays: Sat 19<sup>th</sup> July – Sun 31<sup>st</sup> August inclusive

TBD weekends ??

I would recommend this as it will become routine if we do it regularly. A notice on the gate saying eg

“this gate will be closed after ( a certain time) on ?Friday and reopen at a tbd time on Sunday evening and will remain closed during school holidays” should suffice to cover us.

Decision on start and finish date needed.

#### Grazing and advertising – for discussion

Adam Coutts has yet to contact me re grazing this year. We did not action how to inform people about dogs and animals at the last meeting. TBD

#### Thistle Cut

This is scheduled with HCV for Saturday July 5<sup>th</sup>. Volunteeers needed .MG to advertise and do notices.

#### Maintenance



DG has been in touch with TARCA but we have not heard back. I took the initiative to contact them and am awaiting a reply.

### **Bridleway repairs**

In hand

### **Azolla**

Report on meeting with Dan Whiteside of INNS 30<sup>th</sup> April re Azolla and any action needed

### **Ash tree on SSSI over container TBD**

1.The ash tree is on the SSSI so NE should be informed of any decision. 2.There are very few branches overhanging the Test Way. 3.It belongs to the CPC. 4.It has active nests. End July is the earliest we can tackle this (gov.uk)

The Mulberry services estimate recognises that the tree is basically healthy so is recommending pollarding. In my opinion felling is NOT an option.

### **Higher Tier Countryside Stewardship**

Report from Cllr David Hall:

*The focus in April has been to get the 2025 application into the Rural Payments Agency (RPA) – which Gill has done.*

*To clarify, we are not awaiting contact from Natural England – it is us that are seeking their help in lobbying for a change in treatment for the Common by the RPA . Nothing further is required for West Down.)*

*I have attached my report to the April PC meeting (on the CPC website) which I hope clarifies this. In summary:*

*The Rural Payments Agency will invite Higher Tier Stewardship applications “in the summer”. We cannot apply if not invited. At our meeting in March, I was asked to contact Natural England to secure their support in lobbying the RPA for inclusion.*

*1. Moya provided a list of contacts*

*I remain happy to do this or let Moya do it as we eventually need to make arguments for inclusion which rely on her knowledge.*

I am happy to advise and will meet Cllr DH to do so, but this is a CPC responsibility.

Moya Grove 29 4 25

## 6H) West Down

### REVIEW OF WEST DOWN NATURE TRAIL BOARDS - APRIL 2025

#### Trail boards

Three trail boards show substantial signs of deterioration due to water damage.

All boards have a QR code which is intended to lead to a website where further information is available. Unfortunately, this website ([chilboltonandwherwell.info](http://chilboltonandwherwell.info)) no longer exists as no-one was prepared to maintain the site. So the QR codes and the website details at the bottom of each board need to be removed.

Other information on the boards is up to date, save perhaps for board number 3 which refers to '...an abundance of teasels...' - perhaps they will come back in abundance in the future...

#### Trail posts

The posts and the backing to which the boards are attached are adequate. However, as time permits, some minor changes are needed to the post locations. Two need turning direction through 90 degrees, One needs relocation a number of feet, and one is lopsided!

Perhaps the 3 posts that are located in a metal spike in the ground could be turned/straightened/relocated when the other work is done. The one post put straight into the ground might await until a replacement post is required, some years away.

#### Direction signs

Two of the direction signs have been affected by weather and, ideally, should be replaced.

#### Route maps

Three route maps of the trail are on West Down notice boards. These are all still in fairly good condition but they display the defunct website details. I suggest no further action at present.

#### Updating the boards

Redesign, in Andover, still hold the original board designs from 2017.

The cost of updating and producing the 8 boards has been estimated by Redesign as £22.50 + VAT each, plus a small amount for making the minor amendments noted above.

The cost of 2 direction signs has been estimated by Redesign as £15 + VAT each.

#### Further work

If new boards are purchased, work will be needed to

- Drill holes into the boards so they can be fixed to backboards
- Remove old boards and fix the new boards to the backboards

Note: it may be necessary to replace some of the backboards if they are damaged on removal of the old information boards.

Adjustments to the posts.

Not costed.

Trish Heaton

April 2025

---

[Back to Agenda](#)

## 6l) Tree Report

Tree Warden Report end April - as follows:-

With trees in the parish coming into leaf a walk/ground level inspection of all areas by RN was conducted during mid April. A further visual ground level inspection will be done mid May with specific trees as needed mapped on a what3words schedule - for distribution to COSC.

West Down - a number of trees on the southern boundary and Station Rd woods, near public paths, show signs of ill health, decay or death - some could be considered a risk to the public so will be marked early May for consideration by COSC as regards felling.

There is one old mature Ash near the entrance to The Down close to the bottom of the concrete access road - this has previously been noted as being in poor health but could now be considered as dead - it's close to the Test Way and should ideally be felled.

There are also a few dead trees adjacent to Coley Lane - these will be further inspected early May and marked as required. (There are also a number of dead trees on the northern side of Coley Lane - believed to be in the grounds of Testcombe which may be of concern).

The trees noted last year just up the driveway from the recycling centre remain of concern - almost next to the electric gates.

WMPF - the mature Ash by the container is subject to ongoing assessment - costings for pollarding have been provided - discussion within COSC is thought to be ongoing - all within the constraints of the nesting season.

Joys Lane - the clump of trees by the cattle grid remain of concern.

The Common - there are more dead Ash upstream of the Purleygig bridge which remain under assessment. There is one mature 'Crack Willow' a few metres upstream of the bridge growing from the northern bank - this has heavy fresh growth on it and could present danger to those using the bridge and/or the grass area/shallow water where public gather/play - COSC requested to assess and speak with the Painter family. The tree is very unbalanced.

Frogs Lane - as mentioned last year there are now clearly a number of very mature Ash showing signs of death/disease - all of which could present a danger to users of the path. It is requested COSC assess.

Please bear in mind that the excessive winter winds are now lessening and as the ground dries out it provides better security for root systems - thus the danger of wind blown damage is decreased - however with trees coming into leaf there is more weight and wind 'sail' so the chance of storm damage remains - its a balance!

As noted above a further inspection will be done mid May with trees marked for COSC consideration. Some works may well fall within the skill set of myself for dealing with - others may need outside assistance.

Report ends,

---

[\(Back to agenda\)](#)

## 7) Correspondence

[09.04.2025](#) Email re unauthorised use of Pavillion and theft

18.04.2025 Reference Number SP-66277-25-4444-00 for online report to Police of Pavillion theft

---

[\(Back to agenda\)](#)