

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

Present: Cllrs Tony Ewer (Chairman) (TE), Kate Bradley (KB), Rick Franke (RF), David Hall (DH), George Marits (GM), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD) arrived at 19:50.
Members of public: NONE

- 1. **Apologies:** Cllr David Griffiths (Vice-Chairman) (DG), Geoff Cockram (GC) and Sue Larcombe (SL)
- 2. **Declarations of Interest:** NONE
- 3. **To sign as a correct record the minutes of the meeting held on 6 June 2022:** These were agreed and signed as an accurate record of the meeting.

4. Matters Arising:

Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference – TE to forward MD list of names of those on the Strategy Plan Working Group. Action: Complete

Finance -

KB to investigate an alternative bank which offers free banking. KB informed that she has found some charity bank accounts but CPC needs to explore their Terms and Conditions to see if any of these are suitable for CPC. KB to forward details to MD. **Action: KB**

DH will investigate the CPC insurance cover, **Action: DH**
COSC will be asked to physically check on all the CPC assets – DG and RF will check **Action: DG & RF**

GM to complete Bank Reconciliation Check for June. **Action: Complete**

MD to update Employment contract – amending monthly working hours from 36 to 40. MD and TE to sign. **Action: Complete**

MD to update budget – to reallocate £120 for Internal Audit fees to Asset register item purchase **Action: Complete**

TE to forward MD info for the reimbursing of £40 to G Picco re Flowers **Action: Complete**

MD to reimburse DG for purchase of wooden posts for WD permissive bridleway **Action: Complete**

COSC –

Routes to Common from West Down – COSC to waymark two routes (one scenic route and one accessible route, both clearly marked). **Action: Ongoing**

DG to chase contractor to install dragons teeth opposite the recycling centre. MD informed COSC that contractor not happy to do the work and suggested perhaps the Lengthsman could be used instead. **Action: DG**

COSC to review the proposed Freeland plans ([4422_30](#), proposed plan [30a](#)). **Action: COSC**

T&I INNS Project: Azolla Weevil Release 2022 – MG has ordered 2 packs of Weevils. Weevils have been released. **Action: Complete**

MD to draft letter to J Galloway re siting of TTT ([11722_3](#)). **Action: Complete**

Agreed and Signed (Chairman)
Page 1 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

Wessex River Trust (WRT) -

MD to ask WRT if information notices can be displayed to educate users of the Common about the upcoming project and to request an updated R1 map to show the ford crossing. The [revised map](#) has been received, and yes WRT can produce notices. MD has requested that they be sent by 22 July '22 so that they can be displayed during the Hampshire school summer holidays. WRT response – ‘We’ll do what we can but we’re very busy with permitting and procurement for our autumn projects, and we’re invariably short-staffed at this time of year due to people taking summer leave. It might be that they have to go up during (but hopefully early in) the school holidays’.

Action: Ongoing

Professional Tree Survey report – DG and RF to meet with G Evans to formulate plan for CPC approval.

Action: DG & RF

Wardening of Common - DG to draft article for Parish Magazine asking for volunteers.

Action: DG

Strutt and Parker letter re CCE Winchester fishing rights – MD to send [agreed letter](#).

Action: Complete

Signage –

MD to accept A Hampson quote to try and remove ladder boards and plane to see if they can be re-used and amended.

Action: Complete

SL to finalise Information Boards

Action: Complete

COSC to send NE finalised wording for Ladder Boards, Information Boards and re-design of Gravel Area on Common for advice/guidance. Two weeks will be given for response. DG has sent but no response. See item 6Diii and v.

COSC to send HCC Access Team finalised wording amendment to ladder boards. Two weeks will be given for response.

Action: COSC

MD to send [agreed letter](#) re WMPF Boundary to D Saunders.

Action: Complete

Planning –

TE to contact TVBC and request that, as adjacent land owners, that CPC are notified of any planning applications or changes/additions of new documents relating the Freelands planning application.

Action: TE

Community Emergency Plan –

GC to contact those who volunteered to assist with the Covid Support Group and ask if they would be interested in joining an Emergency Support Group. See item 7.

Strategy Working Group - TE to get proforma Community Land Trust documents that can be amended for CPC need. TE has been sent a link to retrieve the documents but is unable to do so, so will seek assistance. See item 6H.

Correspondence –

Police and Crime Commissioner 220422 Change to household DIY charges to reduce flytipping consultation – KB draft response ([6622 33](#)). KB to redraft last paragraph of response for Cllr approval. revised submission ([6622 33a](#)). Cllrs approved revised comment. KB to send.

Action: KB

Flood Advisory Group/Highways – GC to chase HCC re flood at pumping station on Coley Lane. See item 6C.

Highways - GC to remind HCC that they are to replace the highway traffic signs at Coley Lane pedestrian crossing.

Action: GC

Agreed and Signed (Chairman)

Page 2 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

Green Canopy Project – KB to update article for next issue of Parish Magazine and place ‘adverts’ in the shop.

Action: KB

5. Chairman’s update report: NONE

6. To take questions and to discuss and decide on any proposals within the monthly reports as follows:

A. **Finance Report:** Prior to the meeting MD circulated the attached report ([11722_21](#)). DH checked, agreed and signed the bank reconciliation check.

i) **Approval of accounts for payment:**

Village Hall Hire £79.75, HSBC Banking charges £8, A Denyer (Salary) £537.27 and reimbursements to A Denyer for N Horne DBS Check £11.60, Viking Direct (printer ink) £24.19, HSBC Banking charges £8 and M Grove DBS check £11.60 (yet to be completed). All payments were approved.

MD informed Cllrs that an email from PFK Littlejohn (External auditors) had been received informing that staff exps (broadband, travel and home as office etc) should not be under staff costs. This is how MD has always done it and it has not been picked up before. MD will ensure that these exps will not be under staff costs in future.

B. **Flood Advisory Group:** GM informed that he and DG will check the Frog Lane ditch, as it looks as if it needs to be cleared.

Cllrs discussed the recent water supply outage. After discussion, it was agreed that KB draft a letter to Southern Water (MD to send). It was also agreed that the Village Hall should look into keeping a limited supply of bottled water for residents should this happen again.

Action: KB/MD

TE informed that it is a legal requirement that the electricity supplier should reimburse customers if there is a power outage over a certain amount of time and that vulnerable people can request a battery for their internet router. TE will find the details and circulate.

Action: TE

C. **Highways:** Prior to the meeting GC circulated the attached report ([11722_26](#)). GC also circulated the following update – ‘Drainage issue on Coley Lane: Highways have closed the enquiry without giving details of actions taken. I have requested details of their investigation and action taken because as we know, this stretch of the road is prone to flooding following persistent rain.

Broken speed limit sign Test Rise: the current status is "29/06 - work passed to contractor"’.

D. **Open Spaces Committee (COSC):**

i) **COSC meeting minutes:** Prior to the meeting DG circulated the attached draft minutes of the COSC meeting held on 9/6/22 ([11722_19](#)) and the attached footpath report ([11722_19a](#)). On 11/7/22 DG circulated an update re The Mark Way – Abby Sullivan passed on the request for the Mark Way to be cleared properly to Ashlea Walters and as a result she organized several days of vegetation clearance on the route, which were completed last week. Unfortunately, Ashlea's secondment to the team has finished and she has moved on to another team, as well as several of the Rangers. This means that the Access Team are now down to a Skelton crew and doing their best to keep things afloat until they recruit to the various vacancies.

ii) **WMPF Development Group Table Tennis Table (TTT) proposal update:** The TTT has now been delivered and installed.

iii) **Cow Common Signage:**

Ladder Boards – A Hampson has, as a test, removed one ladder board and planed off the wording to see if the ladders can be reused. Unfortunately, one of these split. He hopes that this is just a one off. He will supply CPC with two quotes for the engraving (with the agreed wording) on existing ladders and on new ladders should more split.

Agreed and Signed (Chairman)

Page 3 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

Information Boards – Prior to the meeting SL circulated the attached email from Greenspace ([11722 34](#)). MD informed that £5000 was budgeted for Common signage (ladder boards and information boards) in 20/21. To date the ladder boards have cost £1968 with £165 for the testing of their removal and preparing for re-engraving. Therefore, £2867 is remaining in the budget. There will of course be the additional cost of correcting the ladder boards. It was agreed that additional quotes should be sought for this project. MD to find details of the supplier of the Mapboards. *[POST MEETING: The mapboards were supplied by HCC Small Grants Scheme. This may not be available anymore. The Countryside Access Team should know. MD emailed Cllrs the Countryside Access teams contact details]*. It was also agreed to speak with Jenny Brain of TVBC to see if there is any grant funding available for this project. However, Cllrs are minded to go ahead and if necessary use some of the Common ringfenced funds to complete the project. TE to speak with SL. **Action: TE**

iv) **Update on Wessex River Trust proposal** – see matters arising.

v) **Cow Common gravel area redesign** – The cattle grid gate is due to be on Wednesday 13 July '22. DG has sent the following letter to Common residents and J Rowles ([11722 35](#)). DG informed Cllrs that he had sent the revised design to Natural England some time ago and as yet not received a response. COSC would like CPC decision so that the changes can be implemented prior to the Hampshire School Summer holidays. After discussion, it was agreed that the planned changes should go ahead. However, DG should ask the contractor for a guide price for implementing the agreed changes to the gravel area, if more than £1000 than Cllrs need to be informed. **Action: DG**
TE reported that he had received an email from Common residents that their access had been blocked over the weekend. When the residents approached those persons blocking the access they did move, but then another visitor parked in the same space, even though this was right next to a 'no parking' sign. This is further evidence that the gravel area needs to be re-configured.

vi) **Professional Tree Survey update** – see matters arising. It was agreed by all Cllrs present for RF to attend a Lantra Chainsaw course. MD to find details of courses. **Action: MD**

RF informed that there was a very poor turn out of volunteers for the WD ragwort pull. He will discuss ways to increase volunteer numbers with DG.

E. **Planning Committee:** Prior to the meeting SL circulated the attached report ([11722 28](#)) and the minutes of the meetings held on 6/6/22 and 20/6/22 ([11722 28a](#) and [11722 28b](#) respectively). SL also informed Cllrs the following re Test Valley Farm – 'Have spoken to Emma Jones, planning officer today and she has still not determined whether the TV committee hearing will be Aug 4th or 25th. We should know by the end of next week. We can then request a site visit via David Drew which will take place the day before the hearing. The good news is that she told me that Alfred Homes is aware that the application has been recommended for Refusal. Obviously though we can't take our foot off the gas and must continue with our preparation for the committee hearing'.

KB informed that a TPO needs to be placed on trees at Winston, Village Street. Once the exact location has been identified, MD to make application. **Action: Planning Committee/MD**

KB also informed that, if the Northern Area Planning Committee confirmed the 4 August as the date for Test Valley Farm then at the next Planning Committee meeting (18/7/22) the Committee will discuss its strategy with residents regarding speaking at the meeting. SL would confirm this soon. *POST MEETING: The date for the meeting has not yet been confirmed, but is likely to now be 25 August.*

Agreed and Signed (Chairman)
Page 4 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

TE informed that there are changes to planning rules and regulations going through government at present and this should be something that the Planning Committee should keep an eye on.

F. **Village Hall:** TE informed that the film shows will start again in September and that the VHMC will look into keeping more bottled water at the hall for use in emergencies.

G. **Community Fundraising Group update:** Prior to the meeting DH circulated the attached report ([11722 25](#)). It was agreed to amend the Terms of Reference with regards to the working methods, to change meetings from monthly to quarterly or more often if required. **Action: MD**

H. **Strategy Working Group update:** TE informed Cllrs that he will be discussing the setting up of a Community Land Trust with L Ferraby, Project Manager for Bauelements (Petersfield Property Development Trust). TE will also arrange a site visit, any other Cllr is welcome to join him. KB informed that her husband would be willing to join a Community Land Trust .

I. **The Queen’s Green Canopy Initiative update:** KB informed that she has received 4 sponsorships to date.

7. **Community Emergency Plan:** GC circulated the following prior to the meeting – ‘Having contacted volunteers from the Coronavirus Support Group and eleven people have volunteered to support the more vulnerable residents in the event of a local emergency. Once we have finalised the emergency plan, I must respond to them with details of how they would be integrated with the core emergency team and the communication process to trigger their involvement.

I have not established who in the community would require this support - this was done for Covid via self-completed questionnaires so that we could maintain a database. In this case I think we should ask the volunteers to assess and support those in their own immediate road/area. Do we think that 11 volunteers are enough? Coverage is Village Street (3), Gartson Mede (1), Station Road (2), Coley Lane (1), Drove Road (2), Branksome Ave (2)’.

Cllrs discussed how best to contact residents and especially the vulnerable in the event of an emergency, whether that be a power or water outage or other community emergency. After discussion, it was agreed that residents need to be asked for their consent to be added to a vulnerable person lists and that they can be contacted in an emergency by their local volunteer or CPC Cllr in an emergency. KB reminded Cllrs that it is important to also get those vulnerable people to register with their power and water suppliers. The more that register, the higher on the list of priority Chilbolton will come.

GM to ask SL to join the group putting the Emergency Plan together.

Action: GM

GM informed that with the 11 volunteers plus Cllrs there should be enough people to inform residents that the emergency plan is being implemented. Cllrs agreed.

8. **To discuss barrier across Birch Grove:** TE informed that he had been informed that HCC could upgrade Birch Grove to an adopted highway. After discussion, it was agreed that TE would draft a letter to HCC (MD to send and cc DD) explaining that there is a barrier across Birch Grove (with only enough space for horses, cyclist and pedestrians to pass) and that at the Martins Lane end there is a ‘Private, No Access’ sign. CPC believe that Birch Grove is a BOAT (byway open to all traffic). **Action: TE/MD**

9. **To discuss update on Test Rise Greens:** KB informed that an email from Sarah Hughes, Senior Neighbourhood Planning Officer at TVBC received this evening confirms that the greens at Test Rise are designated Green Spaces ([11722 37](#)). Residents of Test Rise will sow wild flower seeds and KB will inform MD when this has been done so that she can inform TVBC that the area should only be cut once flowers have faded but before everything falls over. That can be anytime between late June and late August, depending on the species of wild flowers sown.

Action: KB/MD

Agreed and Signed (Chairman)
Page 5 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

This item is to be removed from the agenda.

TE informed that he had been contacted by the owners of the garages on Test Rise, asking if CPC would be interested in purchasing them. After discussion, it was agreed that TE would respond turning down the offer, as Cllrs felt that it was not a feasible development area and CPC has not got a Community Land Trust in place yet.

Action: TE

10. HCC and TVBC Councillor Reports: DD HCC report attached here ([11722 36](#)). DD informed that the TVBC Planning Committee meeting re Test Valley Farm is likely to be in August and that TVBCs Monitoring Officer will inform CPC Planning Committee of the procedure as DD has declared an interest and therefore will not be able to make a presentation.

There have been more fly tipping prosecutions. DD reminded everyone that its important to check for certificates if using a 'professional' to dispose of your rubbish.

TVBC have put in a £20 million bid to the Governments Levelling up fund for improvements to the River Anton and other areas.

TVBC will be introducing changes to waste collections to improve the recycling rates. For more info follow this link - [Major recycling changes on the horizon as Test Valley proposes kerbside glass, plastics and food waste collections | Test Valley Borough Council](#)

11. Correspondence:

7/6/22 - Letter sent to Strutt and Parker (re CCE Winchester re Fishing Rights) ([11722 1](#))

7/6/22 - Letter sent to D Saunders re boundary with WMPF ([11722 2](#)) and attachments
[6622 12 TE re WMPF boundary attachment Playing field A](#)
[6622 12 TE re WMPF boundary Playing field measurements B](#)
[6622 12 TE WMPF boundary Playing field south corner](#)

7/6/22 - Test Valley Association of Parish and Town Councils Special Meeting 6 July 2022 ([11722 4](#))

8/6/22 - Letter to Jasper Galloway re siting of the TTT ([11722 3](#)) and attachment
[6622 34a](#) DG RESPONSE TO CONCERNS OVER SITING THE TTT MAY 2022

8/6/22 - Resident email re Whitelands Path and response ([11722 11](#))

9/6/22 - Test Valley School New Strategic Partnership meeting notification ([11722 6](#))

9/6/22 - TVBC Community Asset Fund grant offer letter ([11722 7](#)) – Completed and returned

9/6/22 - 20s plenty re LTP4 HCC Consultation ([11722 8](#)) – TE to completed questionnaire

10/6/22 - Invitation to comment on Hampshire County Council's draft Catchment Management Plans ([11722 9](#)) – forwarded to GM (FAG). GM informed that no comment was necessary and that Southern Water should have realised this problem before now.

10/6/22 - TVBC Rural Housing Week - affordable homes for local people ([11722 10](#)) – Forwarded to Strategy Plan WG

10/6/22 - GM email re Planning Portal Flood risk Video (link - <https://mailchi.mp/planningportal/flood-risk-video-launched?e=b0f99b2d25>)

14/6/22 - HALC June '22 ENewsletter ([11722 12](#))

Agreed and Signed (Chairman)
Page 6 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

14/6/22 - TVBC re Test Valley Cllr events ([11722 13](#))

14/6/22 - PRESS RELEASE - NEW CHARITY FOR PEOPLE LIVING WITH DEMENTIA IN HAMPSHIRE & IOW ([11722 14](#)) – Forwarded to Webmaster for circulation

15/6/22 - HALC networking event for Chairs ([11722 15](#)) – TE to attend

16/6/22 - TVBC re Planning Appeal notice re Valley Field Park ([11722 16](#)) – Planning Inspectorate and TVBC Planning need to be notified of any intended speakers

17/6/22 - Stockbridge Primary School request for funding ([11722 17](#)) – TE and RF to fund personally

17/6/22 - HCC notice via HALC re Notice of a large unauthorised encampment in Southampton ([11722 18](#))

17/6/22 - TE email to Mandy Ware (HCC Roads) and Mandy Ware response ([11722 20](#))

22/6/22 – Test Valley Police Newsletter ([11722 22](#))

22/6/22 – Hampshire Home Hubs update (following on from last month’s emails 6622_31) ([11722 23](#))

22/6/22 – HALC AGM notice ([11722 24](#))

24/6/22 – Southern Water - [Have your say on our draft Water Resources Management Plan \(WRMP\)](#)

24/6/22 - TVBC further information RE Chilbolton Cow Common wardening meeting ([11722 33](#))

27/6/22 - Community Governance Review Campaign update ([11722 27](#))

29/6/22 - Test and Itchen Summer INNS survey re Monkey flower and MG update on Azolla ([11722 29](#))

4/7/22 - Test and Itchen Summer INNS survey re Monkey flower further update ([11722 29a](#)). Cllrs asked for COSC recommendation on what do about the Monkey Flower. **Action: COSC**

30/6/22 - HCC Access Team letter re barbed wire at Long Bridge ([11722 30](#)). Some Cllrs are unsure as to the location of the barbed wire. MD has informed HCC Countryside Access (both of the following email contacts - centraleast@hants.gov.uk and countryside@hants.gov.uk) that if upstream they need to contact Wherwell Priory and if downstream then they need to contact Freelands Estate.

3/7/22 – Incident on Purlygig Bridge emails ([11722 31](#)). MD to email HCC that CPC have rectified the fault, but take no responsibility for the workmanship, this is for HCC to check. This also needs to be logged on the HCC ‘report a fault’ webpage. **Action: MD**

4/7/22 - TVBC re Community Resilience Incident Management training ([11722 32](#))

12. Questions from public: NONE

13. Any Other Business (For information only): DH informed that Test Valley School joining the HISP Multi Academy Trust will make for a more stable future for the school.

Agreed and Signed (Chairman)
Page 7 of 8

Mandy Denyer (Clerk)

CHILBOLTON PARISH COUNCIL

DRAFT – Minutes of the meeting held on Monday 11 July 2022; 18:30 at Chilbolton Village Hall

GM asked that everyone keeps an eye on their vulnerable neighbours during the current heat wave and asked if GC should contact the emergency volunteers to check on neighbours also. This was agreed, but KB pointed out that this must be an 'in-person' approach so as not to break any data protection regulations (i.e. using information not gathered for its original intended purpose).

14. Items for next agenda: To discuss policy on when the Common gate should be closed.

15. Date of next scheduled meeting: Monday 5 September 2022; 18:30, Chilbolton Village Hall. All monthly reports to be circulated by 09:00 Monday 26 August 2022.

There being no further business to discuss, the meeting was closed at 20:45.

Agreed and Signed (Chairman)
Page 8 of 8

Mandy Denyer (Clerk)