

YOU ARE HEREBY INVITED TO ATTEND A MEETING OF
CHILBOLTON PARISH COUNCIL'S OPEN SPACES COMMITTEE (COSC)

To be held on Thursday 10 November 2022 at Poplar Dene, Cart Lane, Chilbolton; 18:30

A G E N D A P A C K

1. Apologies
2. Declaration of Interests
3. Approval of Minutes – [Thursday 13 October 2022](#)
4. Matters Arising
5. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows: -
 - A) [Finance](#) – Clerk to inc. decision of proposal to CPC for [2023/24 COSC budget \(101122_6\)](#)
 - B) Allotments [report](#) – T. Gilmour to inc. update on mains water supply ([101122_1](#))
 - C) [Common report](#)– M. Grove to inc. ([101122_7](#))
 - i) Update on Wessex River Trust proposal
 - ii) Update on Common Gravel area proposal from resident
 - iii) Update on Fencing Issues
 - iv) Update on Common signage
 - v) Update on Fishing Rights
 - vi) [Cow Common Code](#) for discussion and decision (J Hudson) ([101122_2](#))
 - vii) RPA Common 2023 extension – for discussion and decision ([71122_29](#))
 - D) Machinery Maintenance – No report given at time of publishing
 - E) Parish Paths – Cllr Griffiths - No report given at time of publishing
 - F) Village Greens - No report given at time of publishing
 - G) War Memorial Playing Fields – N. Horne to inc. Update on WMPF Development Group - No report given at time of publishing
 - H) West Down - No report given at time of publishing
6. To discuss and decide on tasks for the Lengthsman to be carried out in December (inc. time to complete task/s)
7. [Green Canopy Project](#) – to discuss Cllr Bradley request ([101122_8](#))
8. [Correspondence](#) ([101122_3](#))
9. Questions from Public
10. Any Other Business – For information only
11. Items for the next agenda
12. Date of the next meeting – Scheduled date is Thursday 8 December 2022 at Poplar Dene, Village Street.

Mandy Denyer (Clerk)

5A – Finance Report from Clerk –

OVERVIEW SUMMARY	Ringfenced accounts					Other (i.e. precept funded)	VAT	TOTAL
	HSBC No.2 / Batty acc	HSBC Deposit/WMPF Capital acc	WMPF Capital (held in current account)	Common	West Down			
Opening Balance as at 1/4/22	5099.97	3747.59	0.00	19165.59	10029.01			38042.16
COSC related Receipts total to date	2.90	1.51	2612.50	508.56	873.17	525.82		4524.46
COSC related Expenditure to date	-1898.00		-3251.87	-6015.14	-2041.56	-4200.31	-2407.68	-19814.56
Closing Balance as at 01/09/22	3204.87	3749.10	-639.37	13659.01	8860.62	-3674.49	-2407.68	22752.06
Notification of receipts from 4/10/22 inc. in above figures								
Green Canopy tree sponsorships						100.00		100.00
Common Track repair				508.56				508.56
								0.00
Notification of payments from 4/10/22 (inc. in above figures): -								
Hampshire Conservation volunteers (Brambling Cutting/WD)					98.00			98.00
Grass and Grounds (1x cut of WMPF)						120.00	24.00	144.00
Hampson (Common - ladder boards)				1326.00				1326.00
Business Stream (WD Water)					50.25			50.25
N Horne (WMPF running costs - Zip Wire service)						110.33	22.07	132.40
SSE - Pavilion Electric 28/7 - 25/10/22						32.72	1.63	34.35
D Griffiths - WMPF Key cutting (WMPF Running Costs)						6.67	1.33	8.00
G Whitefield - Grael Area redesign materials				277.19			55.43	332.62
COSC related Community Projects Allocations/reconciliation -								
	Budgeted	Expenditure	Receipt	Balance				
WMPF improvements to Play Area	10000.00			10000.00				
West Down Tree Planting (balance to be used for acquisition & planting of bigger trees in the autumn/Green Canopy)	2000.00	-244.72	785.00	2540.28				
Further enhancements to WMPF	5000.00			5000.00				
Common gravel area redesign	5000.00	-277.19		4722.81				
	22000.00	-521.91	785.00	22263.09				

[Receipts Spreadsheet](#) [Payments Spreadsheet](#)

2023/24 DRAFT budget – For discussion and decision on proposal to CPC

2022/23 Budget review as at 01/11/22 –

[Precept accounts](#)

[Ringfenced accounts](#)

2023/24 DRAFT Budget –

COSC 2023/24 Explanations to variance between previous year's budgets : -

Precept and other accounts

*As per Nick Horne email dated 25/10/22; ** As per email discussion with DG; *** Complete guess by MD

([Grass and Ground current agreement](#); [Vesper Common and WD Top Cut 2022 Quote](#); [Extract of N Horne email](#))

Income

*Football use of WMPF - £700

*Educational Access visits use of pavilion – Est. £3 per visits x est. 5 visits (for use of electric and consumables) = £15

Expenditure

*WMPF grass cutting – current agreement ends 31/1/24. Est. 11 cuts until 31/1/24 at current rate of £120 per cut. Est. 4 cuts (2 each month for Feb and March) at an increased rate of £126/cut (i.e. 5%) = Total £1824

Tree Management

*If RF unable to fell branch over hanging container, est. professional cost £200

**For trees that require attention from the latest tree survey that volunteers cannot do, an est. £2500 is to be split between WMPF (20%), Footpaths (20%), Common (30%) and WD (30%)

*Pavilion Cleaning (£120) and Consumables (£50)

*Pavilion repairs - £200

*Play equipment repairs/renewals - £800

***Admin Officer – Est. £10/hour x 3 hours per month = £360. To be allocated as follows: -

10% WMPF running Costs, 10% Allotments, 10% Greens, 10% Footpaths (total 40% for precept costs)

Ringfenced accounts

Income

Common Educational Access Visits – 1st visit £500, £100/visit thereafter – Est. 5 visits = £900 (this was included in the previous years budgets but not separated from environmental stewardship grant)

West Down – No information given to MD, so remains as previous years

WMPF Capital – No information given to MD

Expenditure

Common

Grass top cut – based on a 5% increase of Vespers 2022 quote = £1105

*WMPF running Costs – Educational Visits use of pavilion Est. £3 per visits x est. 5 visits (for use of electric and consumables) = £15

***Admin Officer – Est. £10/hour x 3 hours per month = £360. 30% of total cost = £108

West Down

Grass top cut – based on 5% increase of Vespers 2022 quote = £735

***Admin Officer – Est. £10/hour x 3 hours per month = £360. 30% of total cost = £108

WMPF Capital - No information given to MD

2023/24 Precept Accounts DRAFT budget ([101122 4](#))–

2023/24 DRAFT COSC related Budget (Precept and Other funded accounts) -	WMPF - RUNING COSTS	ALLOTMENTS	GREENS/ WAYLEAVES	FOOTPATHS & TREES	MACHINERY	DRAFT BUDGETED
Budgeted Income: -						
Abbots Leigh, Abbots Orchard and SSE wayleave			70.00			70.00
Allotment rents (final increase to be reviewed prior to April '23)		272.00				272.00
WMPF (football and other receipts)*	700.00					700.00
WMPF (Ed Access visits use of pavilion)*	15.00					15.00
TOTALS	700.00	272.00	70.00	0.00	0.00	1042.00
Precept and other funded COSC costs: -						
Grass and Grounds (WMPF cutting) - est. 11 cuts until 31/1/24 at £120/cut plus est 4 cuts at £126/cut for Feb and March '24 (increase of 5%). See attached agreement*	1824.00					1824.00
Bin emptying	205.43					205.43
Waste bins & Dog poo bags	131.00			262.00		393.00
Fence & gate repairs/renewals	100.00	50.00	50.00			200.00
Signs/notice repairs/renewals	50.00		50.00			100.00
Mapboard repairs/renewals	20.00					20.00
dragons teeth reapiers/renewals			50.00			50.00
vegetation strimming/management	50.00	50.00	200.00	50.00		350.00
Tree management (removal of branch overhanging container, if RF unable to do it)£200* for professional to deal with trees on latest tree survey that volunteers can not do £500**	700.00			500.00		1200.00
machinery costs					80.00	80.00
Pavilion electric	190.00					190.00
Pavilion cleaning (£120) and cosumables (£50)*	170.00					170.00
pavilion enhancement/repairs (est. cost of roof repairs)*	200.00					200.00
WMPF play area inspection	84.00					84.00
Professional Tree safety & inspection	200.00					200.00
Football pitch repairs	50.00					50.00
Water costs & Repairs		50.00				50.00
play equipment repairs/renewals*	800.00					800.00
miscellany exps		25.00	20.00	40.00		85.00
Village Enhancement projects			100.00			100.00
Mole catching (based on actual cost in 2022/23 to date)	135.00					135.00
Admin Officer (complete guess at £10/hr x 3/hrs per month)***	36.00	36.00	36.00	36.00		144.00
TOTALS	4945.43	211.00	506.00	888.00	80.00	6630.43

2023/24 Ringfenced accounts DRAFT budget ([101122 5](#))-

2023/24 DRAFT Ringfenced accounts Budget	Batty Account	WMPF - Capital	COMMON	WEST DOWN	DRAFT BUDGETED
Estimated Opening balances b'fwd from 01/11/22 budget review					
Common			12117.89		
West Down				9135.76	
WMPF Capital		-1090.27			
Batty Account	3202.57				
Budgeted income: -					
Batty Account Interest	2.00				2.00
WMPF Capital Interest		1.50			1.50
Common environmental stewardships			3651.00		3651.00
Common Educational access visits (1st visit £500, each visit thereafter £100) Est. 5 visits			900.00		900.00
WD environmental stewardship and BFP				3151.00	3151.00
WMPF Capital account (Chilfest/fundraising)		?			?
TOTAL INCOME	2.00	1.50	4551.00	3151.00	7705.50
Common Budgeted Expenditure: -					
Common Grass top cut (Vesper??) based on 2022/23 quote plus 5%			1105.00		1105.00
Common -Bin Emptying			612.00		612.00
Common -Waste bins & dog poo bags			262.00		262.00
Common -Fence & Gate repairs/renewals			200.00		200.00
Common -Signs/notice repairs/renewals			250.00		250.00
Common - Mapboard renewal/repairs			20.00		20.00
Common - dragons teeth renewal/repairs			200.00		200.00
Common - vegetation strimming/management			150.00		150.00
river bank/ditch management			300.00		300.00
Common - Tree management			50.00		50.00
Common - machinery costs			60.00		60.00
Common - Sparsholt & Vol grp expenses			100.00		100.00
Track Repairs			700.00		700.00
Safety & Tree inspections			700.00		700.00
Teachers Info pack update			100.00		100.00
£3/visit)*			15.00		15.00
Admin Officer***			108.00		108.00
Miscellany expenses			50.00		50.00
Common totals			4982.00		4982.00
WD Budgeted Expenditure: -					
WD Path cutting (G&G) -see attached agreement				312.00	312.00
WD top cut (Vesper??) based on 2022/23 quote plus 5%				735.00	735.00
WD - bin Emptying				205.43	205.43
WD - Waste bins & dog poo bags				131.00	131.00
WD - Fence & Gate repairs/renewals				300.00	300.00
WD - Signs/notice repairs/renewals				100.00	100.00
Nature trail renewal/repairs				50.00	50.00
WD - Mapboard renewal/repairs				20.00	20.00
WD - dragons teeth renewal/repairs				30.00	30.00
WD - vegetation strimming/management				120.00	120.00
WD - Tree management				150.00	150.00
WD - machinery costs				60.00	60.00
WD - Sparsholt & Vol grp expenses				100.00	100.00
water costs & Repair				200.00	200.00
WD - miscellany expenses				150.00	150.00
Admin Officer***				108.00	108.00
Safety & Tree inspections				1048.25	1048.25
WD Totals				3819.68	3819.68
WMPF Capital Budgeted expenditure: -					
Pavilion enhancements		200.00			200.00
WMPF fund raised projects		?			0.00
Play eqpt renewal/repairs		?			0.00
WMPF Capital totals		200.00			200.00
Batty Account Budgeted expenditure: -					
Batty Acc totals					0.00
TOTAL Expendiute					9001.68
Est. Closing balance	3204.57	-1288.77	11686.89	8467.08	22069.77

5B – Allotment report from T Gilmour –

A short while ago, I reported on the problem of water shortage at the allotment gardens and have since obtained an estimate from Southern Water (SW) for a water connection to the allotments. I have attached a copy of their estimate on top of which would have to be added the cost of installing a suitable means by which plot holders could use the water. I did think that a cattle trough, similar to the one at West Down, would be the best option and the cost of this would have to be added to SW's estimate. Clearly this would make the total cost of the installation, in my view, prohibitive and I could not recommend this expenditure to the Parish Council.

Item Description (from published rates)	Unit	Quantity	Unit Cost	Cost	VAT Rate	Sub Total
Administrative Fees						
S45 – Administration Fee (first connection)	No.	1	£32.93	£32.93	20%	£39.52
Water Regulations Inspection (External) – 1st of every 10 plots (1st, 11th, 21st etc.)	No.	1	£86.00	£86.00	20%	£103.20
Infrastructure Charges						
Water: Net Charge	No.	1	-£213.00	-£213.00	0%	-£213.00
Connection Charges						
Side road with excavation	No.	1	£777.00	£777.00	20%	£932.40
Traffic management / Road Closures	No.	1	£1,915.00	£1,915.00	20%	£2,298.00
Total						£3,160.12

Full Quote attached [here](#)

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5C – Common report from M Grove –

WRT work has started on the Purleygig leader and will continue until November 25 at the latest. Volunteers are coming from WRT, Sparsholt and hopefully some from the village. Sadly the Parish Mag was distributed after the Coffee morning on Monday 31st.

Gravel area

George has started work on the gravel area redesign. This may mean changes to managing the contractors from 7th November (WRT aware)

Cattle

Adam Couatts grazier will be gathering in early November. He has been made aware of the WRT works. WRT also aware.

Scrub clearance

February Hampshire Conservation volunteers have been booked to continue the boundary management plan by clearing scrub to the north of the bridleway where it has encroached on the old line of the path.

Autumn cut

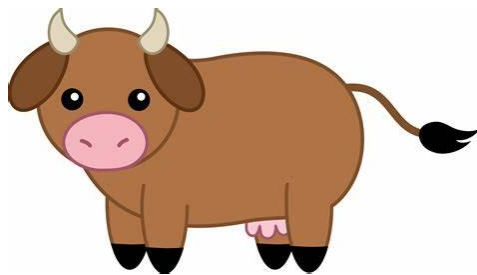
Vesper Conservation and Ecology LTD of Chilbolton Down Farm have been contracted to cut the Common and West Down probably on or after 21st November. He is aware of the cattle gathering dates and the WRT work.

Common code - This is to be finalised at the up coming meeting.

Common Management plan

After a long silence on many current, matters Natural England have requested a detailed Common management plan. MG to finalise and present at the December COSC meeting.

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THE CHILBOLTON COW COMMON CODE

The Common is home to an exceptionally-rich chalk stream valley floor with rare, unaltered river margins. It contains up to 265 plant species including Southern Marsh Orchids and Yellow Flag Iris. The delicate chalk stream habitat supports an impressive array of wildlife, including Kingfishers, Little Egrets, Willow Warblers, Reed Warblers, Southern Hawker Dragonflies, Marbled White Butterflies, Brown Trout, Sticklebacks, Leeches and Caddis Fly Larvae.

The Common belongs to Chilbolton Parish Council and is a **Site of Special Scientific Interest**. This is an official designation and denotes that it is a **protected area** overseen by Natural England. It is also an **Open Access Area** for people on foot with or without a dog. You may ride a horse or a bicycle along the bridleway which crosses the Common but nowhere else.

Please park thoughtfully. Parking is very limited and there is no legal right to do so. In busy periods please give priority to disabled people and families with very small children. Please take care not to block the gravel tracks leading to the dwellings on the Common. Vehicular access to these properties is required 24/7. It is important to remember to leave enough space for emergency vehicles to get through.

Alternative parking is available on West Down (please follow the signs from the top of Joys Lane). West Down has a larger car park. It is a beautiful area for walking, bird watching and picnics. The walk from West Down to the Cow Common takes about 15 minutes and is partly along a stretch of the Test Way National Footpath. The route is way marked. **No overnight parking is allowed on the Cow Common**

Conservation Areas – Ladder Boards have been erected around **Conservation Areas** to mark where the Parish Council is making a special effort to protect wildflowers and wildlife. Natural England has told the Parish Council that these areas are particularly fragile and easily damaged. You are permitted to enter these areas but you would be doing nature a favour if you do not. Please help us to conserve these special places.

Dogs: please keep them under control and take home any ‘souvenirs.’ From March 1st to July 31st dogs must be on leads (of no more than 2m) within the Conservation Areas as it is an offence to disturb wild nesting birds. Please remember that this is a Cow Common and cattle graze it. Please keep your dog on a lead near the cattle.

Paddling upstream of the Purleygigg Bridge is allowed. Inflatables in any part of the river are not.

Please avoid damaging the river banks. The Common is a SSSI not only because of the very large number of wild flowers but also because of the rare natural banks to the Purleygigg stream.

Please take all of your rubbish home – bottles, plastic cartons and other litter can kill wildlife and grazing cattle.

Please ensure that all gates are kept closed to prevent cattle escaping.

Camping, fires and barbecues are strictly forbidden – these can damage the flora. In dry periods there is an increased risk of wildfires.

Try to visit the Cow Common at ‘off peak’ times rather than school or bank holidays

**If you see anyone misusing the Cow Common,
Please politely remind them to abide by the ‘Cow Common Code’**

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7. Green Canopy – request from Cllr Bradley
COSC views on green canopy planting please!

Katie Bradley

To: David Griffiths

Fri 07/10/2022 17:17

Hello David,

Following Monday's meeting, we can now progress to planting (or tagging existing planting) the sponsored trees and competition trees we have received funding for in stage one of the scheme (May to September).

We have received funding for:

2 x mature trees through the competition

5 x mature trees through sponsorship

7 x sapling trees through sponsorship

Please can I ask if COSC would be willing to:

- Procure the trees and confirm species type (I know you were keen they were native only) - Mandy holds the budget for this and can confirm spending levels available (*FYI we received £100 ish for each mature tree in the competition and £50 in sponsorship for mature trees, and £5 each for saplings*)

- Identify where and when they will be planted OR whether they have already been planted in previous rounds of planting but not yet tagged elsewhere (and therefore can be used and marked on the Canopy map)

- Confirm with me where each of the above will be / already is so I can contact the sponsors and arrange a visit with them, if they wish to have one?

Thanks very much

Kind regards,

Katie Bradley

Chilbolton Parish Council

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8. Correspondence –

5/10/22 - WRT Interpretation board ([71122_2](#)) – COSC discussed and agreed A1 size with 2 oak legs

13/10/22 - Walk the Test Way (25/9/22) feedback ([71122_9](#))

13/10/22 - Email re WMPF slide mound unsafe condition ([71122_13](#)) – responded that the next stage of the WMPF Development Group is to replace the slide and mound with an adventure tower.

21/10/22 - Quotes for Common and WD top cuts from Vesper and Greenjack countryside services ([71122_17](#) and [17a](#)) – Majority of Cllrs agreed to DG proposal to accept the Vesper quote. Vesper has been notified.

25/10/22 - Southern Water re hose Pipe Ban ([71122_20](#))

7/10/22 – (forwarded from TG) Southern Water Allotment quote for mains water ([71122_21](#)) – COSC to discuss

26/10/22 - NE consent for Wessex River Trust works on Purlygig river ([71122_22](#))

1/11/22 – RPA Environmental Stewardship changes to Terms and Conditions ([71122_27](#)) – COSC to check

2/11/22 – RPA Common ES 2023 extension ([71122_29](#)) – COSC to check and agree

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