

**CHILBOLTON PARISH COUNCIL MEETING**  
**On MONDAY 5 DECEMBER 2022**  
**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 [7 NOVEMBER 2022](#)**
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. To discuss DRAFT budget for 2023/24
  - B. [Flood Advisory Group](#) – Cllr Marits
  - C. [Highways](#) – Cllr Cockram
  - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
    - i. [COSC meeting minutes](#)
    - ii. [Cow Common Signage update](#)
    - iii. Update on Wessex River Trust works – no report at time of publishing
    - iv. Cow Common Gravel area redesign update – no report at time of publishing
    - v. [Decision/Resolution to formally adopt the Gate Closure Policy, following COSC minor amendments](#)
    - vi. [Professional Tree Survey update \(Cllr Griffiths and Franke\)](#)
    - vii. [Fishing rights update](#) (Cllr Ewer)
  - E. [Planning Committee](#) – Cllr Larcombe
  - F. Village Hall – Cllr Ewer – AGM held on 28/11/22. New Committee appointed. Cllr Ewer to verbally update at meeting.
  - G. [Community Fundraising Group update](#) – Cllr Hall
  - H. Strategy Working Group update – Cllr Ewer – Nothing to report
6. **[To discuss and decide on the WMPF Development Group proposal to install an Adventure Tower and associated works](#)**
7. **To discuss building waste materials outside 3 Branksome Close and decide on any action that may be required**
8. **To discuss smell in village emanating from Tunnel Tech and decide on any action to be taken**
9. **HCC and DISTRICT COUNCILLOR REPORT – Cllr Drew**
10. **[CORRESPONDENCE](#)**
11. **QUESTIONS FROM PUBLIC – (3 mins. per person)**
12. **ANY OTHER BUSINESS – For information ONLY**
13. **ITEMS FOR NEXT AGENDA**
14. **Date of next scheduled meeting – Monday 9 January 2023; 18:30, Chilbolton Village Hall**

#### 4. Matters Arising –

##### Finance –

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

Test Valley School presentation evening sponsorship – MD to process £25 sponsorship. **Action: Complete**

Opening of Metro bank account – Signed minutes of decision to open account required, therefore action ongoing  
**Action: MD/Ongoing**

##### COSC –

To install dragons teeth opposite the recycling centre by Easter 2023. **Action: COSC**

Wardening of Common - DG to draft article for Parish Magazine asking for volunteers. (To date one volunteer has made contact with the Clerk) – Cllrs agreed to the scheme and to NH re-drafting an article for the parish magazine.  
**Action: NH**

##### Tree survey –

RF to obtain quotes to deal with larger trees - RF informed that there had been an arson attack on Romsey Tree Surgeons. Ross Woodley is the owner of the company and who was RF contact for works on the trees. His business was completely destroyed by the attack and it is unlikely that he will be operating again anytime soon. It is a great pity because Ross carries out works for several councils and, following my conversation with him recently, he knows the ins and outs of Parish Council needs (as well as the financial implications.)

Ross indicated that the recent weather is not conducive to carrying out tree surgery. Winter is a better season for this. **Action: RF/Ongoing**

DG and RF to produce a full report of any actions to be taken and any reasons for not taking action. **Action: DG & RF**

Appointment of COSC admin officer – MD forwarded potential candidate contact details to DG **Action: DG**

The Rotary Club Walk the Test signage needs collecting from Station Rd. This has now been collected.  
**Action: Complete**

Cllr Franke Sparsholt College chainsaw course – RF to request refund as course had been postponed indefinitely. RF informed that a course is due to be held in March, therefore he is enrolled on that course and no refund is due.  
**Action: Complete**

Onsite storage for Table Tennis Table bats and balls – MD to investigate dispenser. After checking online, there is not really anything suitable. It was suggested that the TTT bats and balls be left in a box adjacent to TTT and see how that goes with respects to TTT use and whether bats and balls get damaged/lost/stolen. **Action: decision req'd**

##### Planning –

A TPO needs to be placed on trees at Winston, Village Street. Once the exact location has been identified, MD to make application. Email sent to TVBC 23/11/22 ([51122 10](#)). Awaiting confirmation from TVBC.  
**Action: Ongoing/Awaiting TVBC Decision**

SL to forward emails sent to TVBC re information required re CiL to DD for follow up **Action: SL**

Settlement Boundary dispute – TE to arrange meeting with TVBC – Letter sent to Mrs K Dunn, TVBC Monitoring officer and request of meeting ([51222 17](#)). Awaiting response. **Action: Ongoing/Awaiting TVBC response**

TVBC Supplementary Planning Document consultation – Planning Committee to discuss **Action: Planning Committee**

##### Other –

TE to investigate if Tunnel Tech is closing. If not, to ask TVBC/HCC Cllr Drew if anything can be done about the smell.  
**Action: TE**

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## 5A. Finance Report – Clerk

**S106 FUNDS AS AT SEPTEMBER '22** – (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

**Highways** –

Received and paid out to HCC from Sept '08 – Sept '14 = £25490.22 ([Spreadsheet](#)) Outstanding Highways £7437.00

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

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

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### PAYMENTS NECESSARY SINCE 7 NOVEMBER 2022-

Online payments were made to: -

Test Valley School (presentation Evening) - £25 (S137) [agreed by Cllrs at 7/11/22 CPC meeting]

HSBC – Bank charges £11 (Admin) (£8 standard charge plus banking of 3 chqs)

DD payments – NONE

Chq payments - NONE

### DECEMBER 2022 PAYMENTS FOR APPROVAL –

Online Payments: -

Vesper Conservation and Ecology Ltd – Common £1050, WD £700, VAT £350 = £2100.00

A Denyer – Salary £ , Exps £35, =

A Denyer - reimbursements: Viking £44.20, Post Office (Common extension agreement) £7.65 and Andover Rubber Stamp (Common signage) £41.40 = £93.25

Chq payments: - NONE

DD payments: - NONE

### CURRENT ACCOUNT RECEIPTS – Receipts since last report –

HMRC 2<sup>nd</sup> quarter VAT reclaim - £1137.85

T Ewer (Green Canopy sponsorship) - £50

### 2022/23 ACCOUNTS -

1. Bank Reconciliation as at 1/11/22 attached [here](#)

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

3. 1<sup>st</sup> Quarters Payments spreadsheet attached [here](#)

4. 2<sup>nd</sup> Quarters Payments spreadsheet attached [here](#)

5. [3rd Quarter Payments spreadsheet attached here](#)

### 2023/24 DRAFT budget -

2022/23 Budget reviews as at 16/11/22 –

a)[CPC and COSC precept accounts](#)

b)[COSC ringfenced accounts](#)

c)[Bank reconciliation as at 16/11/22](#)

2023/24 – d)[DRAFT budget COSC update report](#)

e)[DRAFT budget CPC explanations](#)

2023/24 – f)[DRAFT COSC precept accounts](#)

g)[COSC Ringfenced accounts](#)

h)[CPC precept accounts](#)

2023/24 – i)[DRAFT overview/Summary](#)

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## **5B. Flood Advisory Group report – Cllr Marits**

The jetting and camera surveys have still not been completed at Frog Lan. I have chased Steve Read from the Highways team and he has said he will get that onto their schedule for as soon as possible.

I have rodded out the Culverts on the common and the sleeper bridge and ensured that water will flow unobstructed by earth build up on the two culverts by the Purlygyg Beidge, by John Rowles's house and the other culvert under the track to the playing fields.

I have also rodded out the culverts along Village street. I will go back , when all the leaves are down and do a lead removal from the ditches.

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## **5C. Highways report – Cllr Cockram**

- 1. Fallen 20 mph speed limit sign at Test Rise - Enquiry No. 21609933.** The post for the sign has been re-instated in the ground, the 20 mph disc sign went "missing" while waiting for the repair. A new 20mph speed limit disc must be installed on the post.

**Hampshire Highways status: NO CHANGE** - as at 9/9/22, work passed to Contractor. Defects of this nature are added to their contractor's work programme and are normally processed within two months. However, this could take longer depending on the severity of the issue, availability of resource and severe weather events.

**ACTION: I have requested an update for completion of this small job.**

- 2. Recurring flooding on Coley Lane from West Down – Enquiry No. 21612241.** The Problem was again closed by Highways without a satisfactory action. I have re-opened it with photo evidence of flooding on Aug 16.

**Hampshire Highways status: NO CHANGE** - as at 23/8/22, work passed to Contractor. Defects of this nature are added to their contractor's work programme and are normally processed within two months. However, this could take longer depending on the severity of the issue, availability of resource and severe weather events.

**ACTION: Flooding has recently improved on this stretch of Coley Lane. I have requested an update on any actions taken since August.**

- 3. Road Closure Warning Sign at Coley Lane/Drove Road Junction – Enquiry No. 21631922**

**Hampshire Highways status: Enquiry Logged 28/11/22**

**ACTION: Reported to Hampshire Highways that sign warning of ongoing work along Coley Lane from 28/10/22, has not been removed.**

- 4. Replacement of traffic signs by the Coronation Green crossing.**

Highways have confirmed the signs have been ordered and will be installed subject to the programme of the contractor. **However, no action taken to-date.**

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## 5D. Open Spaces Committee – Cllr Griffiths

### i. COSC minutes –

#### Chilbolton Open Space Committee Draft Minutes of Meeting held on 10<sup>th</sup> November at 18:30 at Poplar Dene

**Present** - Emma Noble (EN), Abby Purver (AP), Rick Franke (RF), Mandy Denyer (MD), Julian Hudson (JH), David Griffiths (DG)

**Apologies** - Nick Horne (NH), Moya Grove (MG), Terry Gilmour (TG), Trish Heaton (TH)

**Members of the public present** - None

#### Minutes of the last meeting

The minutes of the last meeting held on 13<sup>th</sup> October ([Thursday 13<sup>th</sup> October 2022](#)) were discussed and agreed with some amendments:

From NH:

It should read “*Queen Elizabeth II Tree*” under Village Greens section.

Under Any Other Business, in relation to the line “*NH is progressing with the scheme. He has put the ‘ambassador scheme’ to TVBC (Jenny Brain). Her view is that our scheme needs to be considered in light of other schemes around the borough and that they will see what they can do to help. She can offer training, insurance etc*” NH would like to add: “*I have contacted and chased TVBC (Jennie Brain) about using the offer made previously to the CPC of ideas to help cope with issues they had raised about behaviour on Cow Common. I still await a response about whether their experience and resources can be harnessed to develop the Ambassador/Warden initiatives to set something up to help the village.*” And also to replace “*her view*” with “*the proposal*”.

Under Correspondence NH adds “*I raised concerns over legal caveats included in communications addressed to the CPC in relation to fishing rights. In the circumstances I proposed to COSC that it noted those concerns and proposed that the CPC should take appropriate legal advice on their responses.*”

From MG:

Where the minutes state “*MG confirmed we don’t need an autumn cut on the Common*” MG would like this amended to “*MG said we do not necessarily need a cut on the common.*”

Under Wessex River Trust Proposal MG would like it added that she will “*convey decision on info board for WRT to Amy Ellis and ask who her suppliers are.*”

MG would like an amendment from “*MG produced a report in January 2021 ([131022\\_9](#)) but none of the suggested work has yet been carried out. MG will update this report*” to “*MG produced a boundary Management plan in Jan 2021. Work has been carried out on the west boundary. In the light of the sudden request from NE to produce a comprehensive plan MG will do this when she can.*”

**Matters arising** - These will be dealt with under the headings below.

#### Finance

A COSC budget was provided by MD. Following discussions at the meeting, MD provided an updated [Draft 2023/2024 Precept Budget](#), a [Draft 2023/2024 Ringfenced Budget](#) and a [Budget Report](#) summarising discussions.

No issues were raised regarding the monthly budget. ([101122\\_6](#))

MD has incorporated NH's email comments into budget. MD will chase up football team payments although we are not sure if the football team is currently playing.

DG recommended £200 for replacement of dragon's teeth on Common and £30 for West Down. This was agreed.

### **Allotments**

Report provided by TG ([101122 1](#))

COSC accept TG's recommendation that the figure is prohibitive given our limited income this year.

MD said that some years ago it was agreed that allotment fees would go up year on year to be more in line with other allotments. COSC will need to look into whether it is appropriate given the condition of the allotments. Any increases will need to be decided before April.

### **Chilbolton Cow Common**

Report provided by MG ([101122 7](#)) and an updated report [Updated November Common](#) report.

The cattle removal will be delayed on the vet's advice by one week.

### Educational Visits

DG recommends that we commit to the Environmental Stewardship / Educational Access Payments to 2028 and we will pay the contribution back if it becomes necessary due to a lack of visits. This was agreed.

### Common Signage

DG and MD have collected the new ladder boards. George Whitefield has been asked to replace them.

### Fishing Rights

DG confirmed Tony Ewer is dealing with this issue. Church Commissioners own the fishing rights and let them to Freelands. Freelands want CPC to agree to them having the right to drive across the Common to restock the river with fish. DG has confirmed we cannot allow this due to our agreement with Natural England. COSC will not recommend any course of action which would give Freelands the right to drive across the Common. They would need to request in writing on each occasion they wish to do this and each request will be considered on its merits.

### Cow Common Code

Amended code produced by JH ([101122 2](#)). This has been approved by CPC.

### Gate Closure Policy

COSC are happy to be the responsible for making the decision on gate closing.

### RPA Common 2023 Extension

MG has completed the form relating to the RPA Common 2023 Extension ([71122 29](#)) and sent it to MD.

### Equestrian Access Gate on the Common

AP and EN have sent off the paperwork for the new gate at the Long Bridge to the British Horse Society for a grant based on some quotes obtained. A reply should be received within a month.

**Machinery Maintenance** - Nil to report

**Parish Paths** - Grindstone green footpath has been cleared. COSC would like to thank to Simon McMenemy for this work.

## **Village Greens**

CPC decided at the meeting on Monday that they wanted to keep the name 'Stocks Green' for historical reasons rather than renaming it in memory of Queen Elizabeth II. DG to contact Jenny Hamilton to see if she would be willing to rename the Queen Elizabeth II tree.

## **Chilbolton War Memorial Playing Fields (CWMPF)**

Report provided by by NH ([101122\\_9](#))

Following a complaint from a villager, it was agreed that no further action would be taken to repair the slide mound as it will soon be removed.

There does not seem to have been much take up of the hired table tennis bats and balls according to Nicky.

EN provided attendees at the meeting with a breakdown of costs from the companies invited to quote for the proposed

Adventure Tower. COSC agreed with the recommendations of the CWMPF Development Group that Caledonian's Three Tower option would be the best to fulfil the original brief. It was agreed that this recommendation would be passed for approval by CPC at their next meeting so that we can then apply for the TVBC Community Asset Fund grant before the deadline on 23<sup>rd</sup> January 2023. EN will provide DG with a full report on the proposed Adventure Tower before the CPC meeting.

The boundary issue on CWMPF was discussed. Tony Ewer will speak with the neighbouring land owner to use GPS pegging to identify the proper boundary. CPC will fund up to £300 for this.

## **West Down**

After a strong start with the volunteers, work has now come to a halt for several weeks due to the poor weather.

**Lengths Man Work** - The work on clearing the Abbots Stream is still outstanding.

## **Green Canopy Project**

The request of Cllr Bradley was discussed ([101122\\_8](#)). DG invited COSC members to consider types of trees and areas around the village where it may be appropriate to plant them, and to report back to him.

**Correspondence** - Nothing further to add.

**Questions from Public** - None

## **Any Other Business**

NH raised via email the issue of the siting of trees on WMPF. COSC should be consulted before any decision is taken.

RF has hit a brick wall with Sparsholt. They won't be completing the chainsaw course for the foreseeable future. MD has been looking into alternative courses and looking to obtain a refund from Sparsholt. MD will be looking to get 2 people (including RF) on an alternative chainsaw course, possibly AP's husband.

DG is confident that the branch over the container can be dealt with by volunteers. He will have a look at the branch over the pavilion.

**Items for the next agenda** - Nil

**Date of the next meeting** - Scheduled date is Thursday 8<sup>th</sup> December 2022 at 18:30 at Poplar Dene, Village Street.

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**CHILBOLTON PARISH COUNCIL (CPC)**

**POLICY FOR THE CLOSING OF CHILBOLTON COW COMMON (COMMON) GRAVEL AREA TO VEHICLES**

**Background**

The River Test is a SSSI and Chilbolton Cow Common is a SSSI. As owners the Parish Council has an obligation to protect this environment within its statutory powers and in accordance with the Stewardship agreement with the Rural Payments Agency that is overseen by Natural England.

The Registered Commons Act 2006 and the Countryside and Rights of Way (CROW) Act 2000 give statutory rights for people to access the Common on foot with dogs that are under control.

The Test Way is a Public Right of Way for horse riders, cyclists and walkers and crosses the Common. The owners of houses on the Common have a legal right of access to their properties for all types of vehicle, particularly emergency vehicles.

CPC has to respect all these legal obligations whilst seeking to limit the fire risk, damage, litter and serious overcrowding mainly during holiday weekends in Summer.

CPC have recently installed a metal gate that will make closing the gravel area to vehicles much easier whilst enabling access to authorised vehicles by using a lock with a code.

**Objectives of Policy**

Whilst conforming to the statutory obligations set out above, CPC will seek to:-

- Protect and enhance the SSSI and the River Test in accordance with the Stewardship agreement.
- Prevent parked vehicles obstructing vehicular access to dwellings situated on the Common.
- Provide access to persons with disabilities and infants, equestrians and those with fishing rights.
- Reopen the gate as soon as possible after closure.

**How will the decision to close the gate be made: -**

CPC have delegated the responsibility of gate operation to the Chilbolton Open Spaces Committee (COSC).

In the event of an anticipated threat to the Common or for safety reasons COSC may make a decision to close the gate in accordance with this policy and advise CPC councillors and CPC clerk by email of the dates and times of closure. Closures will be included in the monthly COSC report.

**Policy for normal closures by COSC.**

<b>Factor</b>	<b>Why</b>	<b>Notice to be given</b>
Common maintenance (inc. but not limited to, tree works)	To allow clear access for contractors and/or volunteers	Ideally one weeks' notice, to be displayed on gravel area notice board
Rounding up or releasing of cattle	To allow an area of hard standing for the cattle lorry to park, without parked vehicles being in the way	Ideally one weeks' notice, to be displayed on gravel area notice board



River works (inc. but not limited to, work on river bank, river bed, tree trimming and felling, re- stocking with fish, grass cutting and fence repair.	To allow clear access for contractors and/or volunteers	Ideally one weeks' notice, to be displayed on gravel area notice board
Travellers in the area	To prevent access to the Common for travellers to set up camp	CPC may not get much notice and therefore the gate may need to be shut immediately
Urgent/Emergency situations	To prevent further vehicle access to the gravel area and allow emergency vehicles clear access	There is no notice of when an emergency situation will arise and the gate will be closed immediately.

**The following factors and any other matter will require a CPC decision by email. If there is no majority the Chairman can use his casting vote, otherwise no action will be taken.**

<b>Factor</b>	<b>Why</b>	<b>Notice to be given</b>
Extreme Weather Alerts (Heat and Wildfire risk)	To reduce the number of vehicles using the gravel area and thereby reducing overcrowding.	As much notice as possible, but may be closed immediately
Anti-social behaviour	To reduce associated nuisance such as excessive drinking, noise, litter.	The gravel area will be closed at night and notice to be displayed on gravel area notice board.
Holiday weekends, Public Holidays and school holidays.	Added pressure is to be expected on the river and SSSI and closure will help to protect the Common and river. It will help to reduce the risk of parked vehicles obstructing access to dwellings on the common	CPC will consider if the gate should be closed on set dates throughout the year so that advance notice can be given.

### **Actions when gate is closed**

Where it is possible to give advance notice of any closure a notice will be displayed on the gravel area notice board.

CPC will ask the Village Webmaster to circulate any notifications to Chilbolton and Wherwell residents and endeavour to use social media to either give advance or immediate warning of any closure.

A barrier and notice will be positioned at the top of Joys Lane. This notice will state that the Common is closed to vehicles and that there is nowhere to turn on Joys Lane.

The combination for the gate lock will be made available to all councillors, to the common residents and to the fire, ambulance and waste collection services. Residents may release the code to delivery services in strict confidence. The code will be changed from time to time by COSC.

Closures by COSC will be reported to CPC councillors and the clerk by email and closures requiring a CPC decision by email will be reported at the next CPC meeting including copies of the emails.

### **Review**

This policy will be reviewed annually and may be amended by a majority vote at a meeting of the Parish Council.

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### **5E. Planning Committee report– Cllr Larcombe**

Since having more background information from a resident regarding the planning history surrounding TVF, The Hollies and Pathways we are now requesting planning history for The Hollies site from TVPC.

Emma Jones, planning officer for TVF has now confirmed that the application will be called to committee but this will not be before Christmas. She is unable to give any indication on her recommendations at this time as she has not yet studied the new documents.

Although land adjacent to 12 Branksome Close was given permission at the committee hearing on October 27<sup>th</sup> we have still not received notification from TV nor does it appear to have been posted on the planning website.

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### **5G – Community Fundraising Group report – Cllr Hall**

At the last CPC meeting, it was agreed that the Fundraising Group will focus its efforts on the next WMPF Development Group project to replace the slide with a new play tower.

We have not yet seen the proposal or recommended supplier but have had initial discussions on how a nominal cost of 24-28k could be covered. The intention is that this would be made up of 50% from the TVBC Community Asset Fund and the remainder from the Little Island ring-fenced funds (£15k). Up to £2000 may be available through s106 funding.

We have also been asked if CPC has the funding to bridge the deposit/full cost until the CAF grant comes through or even to provide alternative funding in the event that a CAF grant is not approved. My own feeling is that while the former would be possible, proceeding in the event of reduced funding from TVBC would not be prudent. In the current climate, particularly given the lack of use of the table tennis table, parishioners may feel that this is not the highest priority for Parish Council's funds.

Initial discussions have been held with Cllr Larcombe about organising a Chilbolton Open Gardens event in 2023 (June/July). We are currently identifying potential dates to avoid clashes with similar events in Wherwell and Stockbridge and also the village fete. The event would seek to raise funds both for a designated charity as well as CPC projects.

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**6 WMPF Development Group Adventure Tower proposal –  
PROPOSAL FOR THE INSTALLATION OF AN ADVENTURE TOWER AND ASSOCIATED WORKS**

**AT THE CHILBOLTON WAR MEMORIAL PLAYING FIELD (“CWMPF”)**

**SUMMARY**

Approval is sought from the Parish Council for the purchase and installation of a timber-based adventure tower and associated works, including the removal of the existing slide mound and relocation of the soil to provide a cycle bumps course.

Subject to fixing the cost with the suppliers, and confirmation of funding, it is planned that the installation will take place in the first half of 2023

The CWMPF Development Group (“DG”) anticipates managing the installation project on behalf of the Parish Council.

**BACKGROUND**

In July 2020 the DG presented its comprehensive response to the Parish Council’s mandate to advise on activities and equipment that would develop the playing field’s recreational facilities. This included the results of a village-wide survey and a qualitative analysis of the results.

The installation of a cycle bumps track was the most popular request after a table tennis table. Other suggestions included a greater range of equipment for children up to their early teens. When it became clear that the slide mound was deteriorating and needed to be replaced, the DG had to consider how best to retain its popular elements, albeit in a different format, and take the opportunity to add activities. It is proposed that an adventure tower would provide a lasting range of activities to satisfy the villagers’ requests and solve the problem of the slide mound.

The DG have considered various designs and contacted several equipment suppliers to research the alternatives and obtain comparable quotations for the supply and installation of a three-tower adventure tower.

The location, which takes the place of the existing slide mound, keeps to the original proposal to site play equipment in this area.

**EQUIPMENT REQUIREMENTS**

**The Adventure Tower**

Many play equipment companies offer numerous alternative adventure tower designs and materials. The towers are normally constructed of wood, but the features are available in a range of materials: wood, plastic, and metal. The analysis of supplier quotes in **APPENDIX 1** details the range of features we propose for a three-tower construction.

We are keenly aware that this will be the largest and most expensive item of play equipment to be installed at the CWMPF. That has driven us to seek the widest range of lasting interest for users; to focus on durability of the structure; and to obtain the best possible financial value.

Given the rural location and ambiance of the CWMPF, an emphasis on wood with a minimum of plastic is most appropriate. It will accord with the existing wooden structures. That said, the experience of in-ground wooden supports has not been good, therefore the Caledonia Play design using metal supports which are concreted into the ground upon which the supporting posts are set is a particularly important element.

We have worked with the four selected companies to provide quotations to determine the design which incorporates as many different activity areas as possible. This ensures that maximum use is made of the heights and designs of each tower, and that the activities appeal to the widest age range possible.

As before, we have prioritised durability and longevity. They are satisfied by close-ringed, high-quality timber, specially sourced from central Europe by Caledonia Play, and a wide range of stimulating activities and features.

## **The Slide Mound**

The existing slide mound is to be removed to make way for the adventure tower and the soil used to create a cycle bump track underneath the ash trees alongside the pavilion. That is in accordance with, and satisfies, another item recommended in the DG report to the Parish Council in 2020.

We do not have a quotation for moving the soil and creating the cycle bumps, but we are aware that a local contractor who does work for COSC has the necessary equipment and once decisions are made that can be progressed.

The slide mound will be removed at the earlier of: the need to make way for the adventure tower; or a decision that it is too dangerous to remain in use.

## **HEALTH & SAFETY**

All the companies we have worked with will take responsibility for ensuring that the construction, installation, and features and surfacing comply with the relevant legislation and recommendations for play equipment in a public space. That will include the clear space needed around the structure, and they are each satisfied that the adventure tower area will not interfere with the use of existing play equipment.

## **SUPPLIER SHORTLIST AND QUOTES**

We have quotes from 4 suppliers which were based upon a specification the DG developed with input from each one. These have been analysed to detail the features and costs in **Appendix 1** and the colour coding highlights how close each one has come to meeting the DG specification that each was given.

To comply with safety regulations related to the height of the towers, and in conjunction with the suppliers, we have selected grass matting which they have confirmed will meet those regulations. There are other, more expensive, floor surfaces but the DG recommends the cheapest that meets the regulations will be appropriate.

Key comments on the quotes are:

### **Caledonia Play**

Although price is not the only factor we have considered, Caledonia Play provides very good comparative value in terms of the features they have included, their flexibility in how the towers are built, and the materials they use.

A key element which it is not possible to cover in the analysis is the company's philosophy, commitment to quality, and experience. In this case we have been able to view other installations by Caledonia Play.

An illustration of their three tower adventure tower is at **Appendix 2**

### **Sawscapes Play**

Will supply a bespoke wood construction but the 3 quotes - ranging between £15486 and £22687 - do not meet our specification in too many ways. The designs are in 'square' timber rather than the rounded logs of Caledonia Play. In our opinion, these square timbers are less attractive than those of the other companies and do not fit so well with current items on the playing field. These lower price quotes will need to be increased to include all the items we would like to have. Timber supports will be mounted on metal but will not be as close-ringed as Caledonia.

### **Green Play**

Supplied and installed the Longparish adventure tower. Their quote of £26,452 only provides for two towers which restricts the number of facilities and as such is not competitive with the other companies. It is not value for money.

## **Sovereign**

Sovereign use standard designs which do not allow for additional items or the flexibility in design presented by Caledonia Play. One item (a tube slide) - which we have not requested - is in green plastic which is not entirely in keeping with our preference for wooden/metal features. Their prices - each design is over £26,000 - are similar to the 3-tower quote of Caledonia Play.

## **ASSOCIATED WORKS**

The quotes are comprehensive and cover all aspects of the supply and installation of the adventure tower. However, the slide mound will need to be removed and the soil relocated.

This is not a particularly difficult task, and we anticipate that a local contractor with the right equipment can carry this out in less than one day. It is suggested that £1000 should be more than enough to cover that cost.

The soil will be used for the cycle bump track. In addition to our research on how they should be contoured, it would be helpful to involve local enthusiast bike riders who will use it in the design.

## **FUNDING**

The sources of funding available, in order of their accessibility as we see it, are:

- CWMPF ring-fenced funds – up to £2,400
- Section 106 available Formal Recreation funds £1012.50
- Community Fund earmarked for CWMPF – up to £15,000
- TVBC Community Asset Fund grant – up to 50% of the project cost\*
- Sponsorship and fundraising – to be considered by CPC.

\*Subject to a successful application by the CPC

To make the very most of the Parish Funds we recommend the following funding framework:

Make maximum use of the S106 funds available as part of the CPC 50% contribution to the project and seek a TVBC Community Asset Fund (“CAF”) grant for the remaining 50%.

The S106 application is a straightforward process and was used for the Hard-Court and TTT projects. Our enquiries of the CAF administrator and the preparations that the DG has already made suggest that this project would be favourably considered but would need to be submitted in early January 2023.

The CPC would need to make project payments before those amounts could be drawn under a CAF grant. The S106 monies should be readily available.

## **PROPOSED TIMETABLE**

December 2022 – CPC approves the project, decides the funding mechanism, and selects the favoured supplier

December 2022 – S106 application submitted

Early January 2023 – CAF grant application submitted.

February 2023 – CAF grant decision.

Q1 2023 – installation when weather conditions permit.

## KEY CONSIDERATIONS

The timings of the elements needed to bring the project to fruition need to be considered:

Caledonia Play will hold their quote for one month from the date of their quotation i.e., until 26th November and it must be stressed that material and labour costs are under upward pressure. The only way to fix the cost is to commit to an installation and pay a 35% deposit.

The CPC funds currently allocated to CWMPF play equipment and improvements (£10,000 plus £5,000) will cover the 35% deposit of £9,100.

Ideally, we would have had confirmation that a 50% grant is available from the TVBC Community Asset Fund (“CAF”), but the supplier quotes did not arrive until after the most recent CAF grant submission deadline. The next submission deadline is 23 January 2023 for a scheduled decision by 24 March 2023. However, we should remind the CPC that the decision on the TTT grant was not received until after their published date.

Although the DG CAF application will seek a 50% grant for the whole project, taking in to account the Caledonia Play quote of c£27,000: the funds already allocated to the CWMPF; the CWMPF ring-fenced monies; and the S106 monies, the shortfall to be funded is estimated at around £10,000:

3-tower Adventure tower by Caledonia Play	£27,000
Removal of slide mound and creation of cycle bump track	£ 1,000
<b>TOTAL COST FOR TWO NEW ITEMS</b>	<b>£28,000</b>
<b>LESS – Available funds</b>	<b>£18,000</b>
<b>BALANCE TO BE FUNDED</b>	<b>£10,000</b>

Is the CPC willing to fund up to £10,000 and secure a fixed price project cost in line with the quote (updated by Caledonia Play as necessary), on the basis that:

It will later be recouped from a CAF grant or other grant source; or

In the unlikely event that no grant monies are forthcoming, the £10,000 will be contributed from other CPC funds.

By way of mitigation: we have been advised that although the existing metal slide and plastic tunnel at the mound cannot be integrated into the adventure tower, they will have material secondhand values and could be sold to recoup costs. A figure of £4000 has been mentioned for the slide but this will involve effort to find a suitable buyer at this price and may well not be available to fund the adventure tower payments as they become due.

## RECOMMENDATION

The structure proposed, its suitability, pricing, and features comprise a package of additions to the CWMPF facilities that is unlikely to be available again at this cost.

The CPC should commit to the purchase and installation of a three-tower adventure tower construction, with Caledonia Play as its chosen supplier and installer, as soon as possible to limit any increase in costs after the expiry of the current quote.

To delay will mean a combination of higher costs or a smaller construction with fewer features and with it a lost opportunity to install a long-lasting feature with a high level of activity and stimulation for its users.

On that basis the DG would use its best endeavours to follow up on its previous successful application to obtain a 50% grant from the CAF.

Trish Heaton, Nick Horne, Emma Noble for the CWMPF Development Group

November 2022

[Appendix a – Supplier Analysis](#)

[Appendix b – image of proposed/preferred option](#)

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### **10 Correspondence –**

8/11/22 - HCC Hampshire Minerals and Waste Plan Partial Update Draft Plan consultation ([51222\\_1](#)) -deadline 31/1/2023 – Consultation event took place at Chilbolton Village Hall on 24/11/22

9/11/22 - HALC November '22 newsletter ([51222\\_2](#))

11/11/22 - TVBC update re Statement of Community Involvement in Planning (SCI) 2022 Public Consultation ([51222\\_3](#)) – discussed by Planning Committee on 21/11/22?

14/11/22 - Southern Water draft Water Resources Management Plan ([51222\\_4](#)) – Forwarded to GM/FAG

15/11/22 -South East Water's plans to secure future drinking water supplies in the south east up to 2075 ([51222\\_5](#)) – forwarded to GM/FAG

16/11/22 - Unity re Cost of Living Crisis and response ([51222\\_6](#))

17/11/22 - HALC re HCC Early years education information ([51222\\_7](#)) – Forwarded to webmaster for village circulation

20/11/22 - Resident email re WMPF and praise re Common ([51222\\_8](#))

21/11/22 - Free Parish Online Subscription from BHIB Councils Insurance ([51222\\_9](#))

23/11/22 - Email to TVBC re Application for TPO at Winston, village street ([51122\\_10](#))

25/11/22 - TVBC re Valley Field Park, Leckford appeal decision ([51222\\_11](#))

27/11/22 -TE email to Strutt and Parker re Fishing rights ([51222\\_13](#))

28/11/22 - 221128 letter re settlement boundary and pecuniary interest ([51222\\_17](#))

28/11/22 - Environment Agency chairman lecture on Restoring confidence in the quality of English rivers ([51222\\_19](#))

28/11/22 - 28/11/22 - SAAA notification of External Auditors ([51222\\_22](#))

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