

CHILBOLTON PARISH COUNCIL
Meeting to be held at 18:30 at Chilbolton Village Hall on
MONDAY 6 FEBRUARY 2023

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 [9 JANUARY 2023](#)**
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. update on opening of new bank account
 - 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. [Cow Common Gravel area redesign update](#)
 - iv. [Professional Tree Survey update \(Cllr Griffiths and Franke\)](#)
 - v. [Fishing rights update \(Cllr Ewer\)](#)
 - E. [Planning Committee](#) – Cllr Larcombe
 - i. Update re TVBC meeting to discuss Settlement Boundary
 - ii. To discuss proposed Wherwell Solar Farm
 - F. [Village Hall](#) – Cllr Ewer
 - i. Update of Village hall Warm Hub
 - G. [Community Fundraising Group update](#) – Cllr Hall
 - H. Strategy Working Group update – Cllr Ewer – Nothing to report
6. **To discuss building waste materials outside 3 Branksome Close and decide on any action that may be required**
7. **Update re smell in village emanating from Tunnel Tech and decide on any action to be taken**
8. **HCC and DISTRICT COUNCILLOR REPORT – Cllr Drew**
9. **[CORRESPONDENCE](#)**
10. **QUESTIONS FROM PUBLIC – (3 mins. per person)**
11. **ANY OTHER BUSINESS – For information ONLY**
12. **ITEMS FOR NEXT AGENDA**
13. **Date of next scheduled meeting – Monday 6 March 2023; 18:30, Chilbolton Village Hall**

4. Matters Arising

- JH to complete the Registration of Pecuniary Interests; MD to forward to TVBC. **Action: Complete**
- Finance –**
COSC will be asked to physically check on all the CPC assets – DG and RF will check **Action: DG & RF**
- Opening of Metro bank account – Account opened. Online Banking register to be completed prior to 1/4/23
Action: MD
- MD to submit precept application for 2023/24 **Action: Complete**
- 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 (see item 5dvi of these minutes). **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**
DG has been in touch with a local contractor (R. West of Vesper) and will discuss the above actions on a site with him and RF (and GE) in January '23.
- DG/COSC to investigate who will clear Abbots Stream in future. **Action: DG/COSC**
- WMPF Boundary - DG to arrange for posts to be installed to mark the boundary **Action: DG**
- DG and GC to meet and discuss where WMPF boundary needs to be cleared. **Action: DG & GC**
- DG to liaise with K Bradley re the Green Canopy project. **Action: DG**
- TE to discuss with WMPF adj. land owner (Mr Saunders) if
1. To make the WMPF boundary a straight line rather than dog-legged and
2. If there is any possibility of providing a permissive footpath from Coley Lane to WMPF via the 'bee field'.
Action: TE
- DG to draft letter to Wessex River Trust thanking them for their work on the river –COSC recommend delaying letter until Summer '23 so as to see the full effect the changes have made to the river. **Action: DG/on hold**
- Planning –**
TPOs to be placed on trees at Winston, Village Street – Response from TVBC ([6223_2](#)). **Action: Complete**
- 13 Branksome Close - DH to write to the owners asking for a report as to when the material will be removed and that if no action is taken by the next CPC meeting, CPC will discuss and consider next steps. 13 Branksome Close email to DH ([6223_3](#)) and DH response ([6223_3a](#)). **Action: DH/Ongoing**
- TE and SL to introduce CPC to the residents of Valley Field Park. **Action: TE/SL**
- Tunnel Tech –**
TG to draft letter to TVBC (to be sent by MD) and Caroline Nokes MP (to be sent by TE) – Letter sent to TVBC Chief Exec re Tunnel Tech ([6223_4a](#)). **Action: Complete**
TVBC initial response ([6223_4ai](#)).
Emails to and from Cllr Drew ([6223_4b](#)).
TVBC Environmental Health Service response ([6223_4c](#)).
Responses from JH and AK ([6223_4d](#)).
Draft letter to Caroline Nokes MP ([6223_4](#)). **Action: TE**
TE to contact Bassetlaw District Council for a full report of how they achieved the outcome with Tunnel Tech North. (TG to supply TE with contact details). **Action: TE**

AOB:

MD to return of documents to Hampshire Archives

Action: MD

MD to investigate if Kings Coronation will affect the May '23 CPC scheduled meeting – HALC reminded MD that there is to be a parish election in May '23 and therefore this will affected the scheduled meeting. Which will now have to be held on 15/5/23 instead.

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5A. Finance Report

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.

PAYMENTS NECESSARY SINCE 9 JANUARY 2023-

Online payments were made to: -

The Mapping Company (re WMPF boundary/WMPF Running Costs) - £360 (inc. £60 VAT) [approved by DG, TE and GM. NB. Adj. land owner has been invoiced £150)

HSBC – Banking Charges for December '22 - £8.00 (Admin)

G Evans – reimbursement for WD/Green Canopy trees (Community Projects) - £70.73 [approved by GM, TE and DG]

D Griffiths reimbursement – WD misc. - £32.15 [approved by GM and TE]

DD payments – NONE

Chq payments - NONE

FEBURARY 2023 PAYMENTS FOR APPROVAL –

Online Payments: -

A Denyer – Salary £ 536.82, Exps £35 = £571.82

Business Stream – WD Water - £38.57

Chq payments: - NONE

DD payments: - NONE

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

RPA – Common Educational Visits payment for 2022 - £1200

RPA – WD Countryside Stewardship - £1523.34

HMRC – 3rd Quarter VAT reclaim - £481.36

2022/23 ACCOUNTS -

1. Bank Reconciliation as at 30/1/23 attached [here](#)

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

3. 1st Quarters Payments spreadsheet attached [here](#)

4. 2nd Quarters Payments spreadsheet attached [here](#)

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

6. 4th quarter payments spreadsheet attached [here](#)

Metro Bank – As agreed, a new bank account has been opened for CPC with Metro Bank. The next stage is to register for online banking. I will do this before we start using the account from 1/4/23.

Precept 2023/24 – As agreed, £16805 has been applied for (using the Metro bank account details)

In addition to the above listed payments for approval, Chilbolton Village Hal Management Committee have requested a part-funded grant of £600 towards the material and labour to repair and relay the Village Hall Car Park.

Notification of Direct Debit – 12/2/23 SSE for pavilion electric £36.70

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5B. Flood Advisory Group

Drain at Frog lane Has now been jetted and camera run through . I am waiting for Highways to provide a report of what was found.

Abbotts Mitre Waste Water pump house , tankering.

Southern Water Technical team had been alerted to a potential surface water infiltration problem into the Pump House following the recent heavy rains. They had sent an inspector to assess the situation and his assessment was that there had certainly been infiltration but not sufficient in his view to threaten the pump. However, bearing in mind the previous problems in Chilbolton, the technical Team leader for our area recommended the tankering of the surplus water, which had started very quickly and greatly reduced the threat. In the Team leader's view the situation is now under control and tankering is no longer required.

Ongoing coordination problems between Fag and Southern Water are being discussed.

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5C. Highways -

Pot holes in road near the old school, Winchester Road have been reported to Hampshire Highways.

Road Closure Warning Sign at Coley Lane/Drove Road Junction has finally been removed

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5D. Open Spaces Committee

COSC DRAFT Minutes of meeting held on Thursday 12/1/23

PRESENT: Cllrs David Griffiths (Chairman) (DG), Julian Hudson (JH), Moya Grove (MG),
One member of public

1. Apologies: Nick Horne, Trish Heaton, Emma Noble, Abby Purver
2. Declarations Of Interest: NONE
3. Approval of minutes of meeting held on Thursday 8 December '22: These were agreed and signed as an accurate record of the meeting.
4. Matters Arising: dealt with under subject headings below
5. To take questions and/or discuss and decide on any proposals within the monthly update reports as follows:
 - A. Finance – Prior to the meeting the Clerk circulated the attached report ([12123 3](#)).
COSC is pleased that GW has been awarded some payment for his work on our behalf
 - B. Allotments – Nothing to report
 - C. Common – Prior to the meeting MG circulated the attached report ([12123 2](#)).
Educational Visits: three have been booked in January and May: Sparsholt; Cricklade/ Sparsholt; MD has been in touch with Wherwell School at Tony Ewer's request to further their involvement.

Discussion of gravel area works: work already carried out to reduce area where cars are parked with the aim of reducing risk of access to the Old Inn etc. being obstructed by parked vehicles; remaining works, relocation of gate to Old Cottage; barrier rail to rear of parking on south side; fitting of restraining post to new gate over cattle grid. Weather permitting, works to be done next week . Also revised ladder boards to be replaced.

Many dragons teeth do need redoing. Collecting of the old ones that are damaged and installation of new ones This should be done soon. ACTION: DG and GW

The Abbot's Stream has been cleared from the river to the sleeper bridge.

Lengths man will not do job next year. Complained work is very tough. Has used up the 14 hours but out of goodwill will go back and complete job (bit on other side of bridge to where stream enters common) once health recovers. HCC not happy with unpaid work so will probably not be done. HCC suggested we use JCB or similar. NE has banned use of machines in past.

Mechanical clearance – permission should be sought from Alison GS (Natural England). ACTION: MG to draft letter to AGS. Important as Abbots Stream is a key floodwater defence

Common Management Plan: NH comments received and incorporated as necessary. MG to send clarifications and comments to NH.

Environmental Stewardship: NE grant of £3651/annum for the next 5 years each year. Runs to end 2027, and thereafter will be 10% of the current level.

Bridge application at Freelands:

Noted that NE wants a full CEMP survey. COSC view that, provided applicant complies with the CEMP and TVBC are satisfied there are sufficient measures in place to ensure the work will not adversely impact the SSSI of Chilbolton Common no need to raise any objection.

Jenny Wedick – scheduler for Hants Conservation Volunteers has requested tasks. We suggest – thistle cut on the Common and ragwort pull on West Down (or deal with sycamores if insufficient ragwort).

HCV Scrub clearance in February. Blackthorn lopping – restore line of footpath.

Big ash which has fallen across fence should be cleared urgently.

Thistles in June – 24/25 June

Ragwort pull pencilled in for 8/9 July

Rob West (Vespa Ecology) local & qualified. Need to get him over to look at various issues including work to trees.

WRT – formal congratulations letter sought by CPC. COSC have already thanked them for being helpful and good to work with; considered that this is sufficient for now. Professional and welcoming.

MG suggestion: Feedback after Summer 2023 after we see how new gravel bank is used

- 1) Update on Common signage – final version corrected by MD; they are currently in production
- 2) Update on Fishing Rights – No response yet from Church Commissioners as yet to TE's letter

D. Machinery maintenance – no comments

E. Parish Paths –

Test Way as it passes parallel to WMPF is blocked by a fallen tree, adjacent to the Common. DG Understanding is that it is the landowner's responsibility – but it's also by a footpath whose responsibility is Hants CC. Fortunately local resident (John Rowles) will get it cleared as he wishes to make use of the timber.

Complaint received about barbed wire on Whitelands footpath – not considered by COSC as "likely to cause danger". Guidance says that the top strand should not be barbed wire ideally. MD has written to enforcement at TVBC as this is their responsibility.

F. Village Greens – nothing to report

G. War Memorial Playing Fields (WMPF) –

Accounting – capital vs maintenance accounts - approx £650 discrepancy due to this for a few years. As such accounts will not be reopened (decision of CPC) recommend CPC consider ex gratia payment so WMPF funds are not disadvantaged.

Complaint about holes possibly left by goalposts – will be investigated by DG

1) Update on WMPF Development Group and Adventure Tower proposal update – Existing Slide comes out - New tower goes in same position –

Report from EN – confirmation from Caledonian that the price will be honoured for a little longer. MD has asked Caledonian to keep quote until end of March. Problem that some items originally indicated as part of the quote are in fact paid for extras. Difference is about £2630.

2) Discussion on installation of CCTV – Prior to the meeting the Clerk circulated the attached advice from HALC ([12123 1](#)) including the Surveillance Camera Code of Practice - A Guide for Councillors ([12123 1a](#)) - NH confirms formal CCTV not required – was thinking more like a motion sensor camera. Suggested that this issue is parked until NH return. Statutory requirements in terms of data collection and handling are significant and public safety and safeguarding are essential considerations in this regard.

H. West Down – Disappointing situation – no progress due to poor weather and Xmas break. Significant amount of material cut but cannot currently be burned as too wet.

6. To discuss making local legislation to protect the Common (re correspondence received from The Rt Hon Caroline Nokes MP) – Prior to the meeting the Clerk circulated the attached email ([9123 3](#)) and letter to CN from DEFRA ([9123 3a](#)) –

MG – we don't want to institute byelaws as we cannot enforce them.

DG - We are doubtful, subject to further consideration, whether an unenforceable byelaw would really achieve anything.

It might underline the importance of what we are trying to achieve.

Behaviour needs to be sufficiently antisocial to merit prosecution.

MD should minute that this is for further consideration as only three members of COSC present.

7. To discuss and decide on Chainsaw Safety equipment – should CPC provide or ask users to provide own and sign a disclaimer of some sort? – needs to be discussed with RF. We currently provide a helmet. Other safety equipment such as trousers, boots, gloves are down to the individual at present. Most of the people who currently do work have or will get their own kit. Ought to insist that anyone working on behalf of CPC must use the appropriate PPE. Chainsaw work requires two people minimum in a work team. Will be given further consideration in future meetings. Not comfortable with signing a waiver.

8. Green Canopy Project – needs liaison with KB – ACTION DG. Fairly urgent as work needs to be carried out by end of March.
9. Correspondence –
6/12/22- TE email to Strutt and Parker with updated draft agreement re fishing rights ([9123 2](#))
7/12/22 - C Noakes email to TE re making local legislation to protect Common ([9123 3](#)) –[see item 6 above](#)
8/12/22 - Insurance enquiry re ESTIMATE of additional premium re installation of adventure tower ([9123 6](#))
13/12/22 - HALC advice re installation of CCTV at WMPF ([9123 8](#)) – [see item 5G2 above](#)
13/12/22 - RPA agreement opportunities ([9123 10](#)) – This was discussed.
10. Questions from public – member of public questions – note above re: Gravel area remaining works; precise play tower location and colouration
11. Any Other Business – for information only – NONE

Items for next agenda –
Chainsaws and safety equipment
Byelaws relating to ASB on Common
Further consideration of CCTV at basketball facility
12. Date of next meeting – Thursday 9 February 2023: 18:30 at Poplar Dene, Village Street.
Monthly reports to be circulated by 12:00 Wednesday 1 February '23.

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

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5E. Planning Committee report from SL

Freelands - Permission had been granted for the building of the bridge across the river. I am personally still concerned about what is in the landscapers report about the maintenance going forward and how that could impact on the common. I know that Tony is still in discussion with Freeland's agent about the ownership of about the ownership of this area. I would suggest that this needs some further discussion.

Fenstanton- I have spoken to the planning officer, Emma Jones, about the fact that they submitted their amendment on the wrong plan. Fortunately she had already spotted this and is waiting for a correct submission from them. She appreciates that anything submitted on this plan could not be granted, i.e. the extra bedroom in the roof that is shown on the old plan. We can only 'assume' that this was an error on their part!

TVF - Emma is also the planning officer for TVF. We are still waiting for a date for the committee hearing. She was able to report that there are still many concerns about the site which have been conveyed to Alfred Homes. We have had a meeting with Graham Smith who deals with boundaries and are due a meeting with Karen Dunn regarding the legal situation for the above before Christmas. We are still waiting for the minutes from the first meeting from TV. This will all be in Tony's report.

I am in the process of following up Andrew Kent's concerns about Fenstanton.

I have written an email to the owners of 3 Joys Lane saying that the PC will be happy to help with any issues they may have during their build. Namely access for residents of Joys Lane and the common if the road is blocked and also parking for builders vehicles.

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5F. Village Hall

The parking area has been completely refurbished and George has done an excellent job on this.

A group led by Sheila Evans is tackling the planned areas and should have these sorted out before Summer making appearance much more attractive and reducing maintenance.

Our application for a grant under the Test Valley cost of living grant scheme has been successful and we have been granted £1000 (the maximum) to support the Chilbolton Warm Hub. The CWH has met every Monday since 16th January for a bowl (or two) of warm soup, bread, tea coffee and biscuits. A very cheerful crowd averaging more than 20. Many thanks to the enthusiastic volunteers who make the tasty soup and then serve everyone and also to many supporters.

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5G. Community Fundraising Group

Following the discussion at the last CPC about the revised quotation for the installation of the new play tower, COSC have requested the price is held until the end of March to enable us to gain confirmation of CAF funds from TVBC. The application for a CAF grant has been uplifted to cover the new quotation (increased by £2,630).

The meeting between myself, Cllr Larcombe, Sheila Evans and Jenny Seddon from the Chilbolton Gardening Club was not rescheduled due to a lack of appetite from CGC for such an event. We will discuss how to proceed at the February CPC meeting.

The coffee morning to raise funds and winter/spring contributions for Andover Food Bank was postponed to Saturday February 11th so that an advert could be published in advance in the village magazine. The event will take place at the Village Hall from 10:00 to 12:30.

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9. Correspondence

10/01/23 - Email to HCC rights of way re barbed wire adj. to footpaths ([6223 1](#)) – HCC have investigated and we await formal report

10/01/23 - TVBC response re application for TPOs at Winston Village Street ([6223 2](#))

10/01/23 - Response from 3 Branksome Close ([6223 3](#)). 17/1/23 - DH response ([6223 3a](#))

12/1/23 - Letter sent to TVBC Chief Exec re Tunnel Tech ([6223 4a](#)). TVBC initial response ([6223 4ai](#)) - 13/1/23 emails to and from Cllr Drew ([6223 4b](#)). 17/1/23 TVBC Environmental Health Service response ([6223 4c](#)). 18 & 22 responses from JH and AK ([6223 4d](#))

13/1/23 - TVBC re Parish Council Elections on Thursday 4 May 2023 ([6223 5](#))

17/1/23 - SPARSE Rural Cost Of Living Survey ([6223 6](#)) – On website and in village shop

18/1/23 - RPA Countryside Stewardship payment rates have been updated ([6223 7](#)) – forwarded to COSC

18/1/23 - updates from Southern Water ([6223 8](#))

23/1/23 - HALC re King's Coronation ([6223 9](#))

23/1/23 - TVAPTC meeting 23 February 2023 ([6223 10](#))

26/1/23 - resident email to TVBC re application for TPOs at Winston ([6223 11](#))

12/1/23 - SSE re non eligible supplies - WMPF pavilion ([6223 12](#))

25/1/23 - SSE contract end and renewal quote - WMPF Pavilion ([6223 13](#)) (SSE renewal quote and British Gas comparison ([6223 13a](#)))

27/1/23 - HALC January newsletter ([6223_14](#))

27/1/23 - Environmental Land Management funding update ([6223_15](#)) – Forwarded to COSC

31/1/23 - Southern Water taskforce_january_update_2023 ([6223_21](#)) – Forwarded to FAG

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