

**YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL CHILBOLTON PARISH COUNCIL MEETING
TO BE HELD AT **CHILBOLTON VILLAGE HALL** ON **MONDAY 15 MAY 2023**
COMMENCING AT **18:00**
A G E N D A P A C K**

1. Apologies
2. Election of Chairman and to receive the Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct
3. Election of Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office and written undertaking to observe the code of conduct
4. To receive declarations of acceptance of office and written undertakings to observe the code of conduct from remaining councillors
5. Registration of Pecuniary Interest – To complete new RoPI's
6. To declare any Declarations of Interest for this meeting
7. To sign as a correct record the minutes of the meeting held on [3 April 2023](#)
8. Appointment of Committees, Working Parties/Groups, their members and agree their Terms of Reference (ToR for review hyperlinks below): -
 - a) [Planning Committee](#)
 - b) [Flood Advisory Group](#)
 - c) [Chilbolton Open Spaces Committee](#)
 - d) [War Memorial Playing Field Development Group](#)
 - e) [Chilbolton Strategy Group Working Party](#)
 - f) [Community Fundraising Group](#)
9. Appoint Lead Councillors/Representatives: -
 - a) Highways
 - b) Village Hall
10. To review the following policy documents: -
 - a) [Standing Orders](#)
 - b) [Code of Conduct](#)
11. Annual Report Finance (Mandy Denyer, Clerk/RFO) to include: -
 - a) Approval of the [Annual Governance Statement](#) and Accounting Statements for 2022/23 (Not available at time of publishing)
 - b) [Notice of the period for the exercise of Public Rights](#) – Monday 5 June to Friday 14 July 2023.
 - c) [Declaration of Conflict of Interests with BDO LLP](#)
 - d) [Monthly Finance report](#) – to inc. approval of accounts for payment
- [Chairman annual report](#)
12. [Annual Flood Advisory Group Report](#) – Cllr Marits
13. [Annual Highways report](#) – Cllr Cockram
14. [Annual Open Spaces Committee Report](#) – Cllr Griffiths
15. Annual Planning report – Cllr Larcombe – NOT AVAILABLE AT TIME OF PUBLISHING
16. [Annual Village Hall report](#) – Cllr Ewer
17. [Annual Community Fundraising Group report](#) – Cllr Hall
18. [Annual Strategy Work Group report](#) – Cllr Ewer
19. [Correspondence](#)
20. Questions from public – (3 mins. per person)
21. Any other business – For information ONLY
22. Items for the next agenda
23. Date of the next meeting – Monday 5 June 2023; 18:30 at Chilbolton Village Hall

Mandy Denyer (Parish Clerk)
Published 09/05/2023

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May '23 – Monthly 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.

CiL funds expected re Fenstanton – £ 14225.96

PAYMENTS NECESSARY SINCE 3 APRIL 2023-

Online payments were made to: -

Commercial Lighting – Village Hall Part funded grant - £3000 (*£2500 to be pd to CPC*) – Approved by Cllrs at ¾ CPC meeting

J Hudson – Reimbursement for parking signs (Community Projects/redesign of gravel area) - £40.53 – Approved by TE and GM

St Mary The Less – Annual Grant - £600 – Approved by TE and GM

HALC – Annual subscription (Admin) - £328.08 – Approved by TE and GM

A Denyer – reimbursement for printer ink - £89.30 (Stationery) – Approved by TE and DG

TVBC – Uncontested election fee- £24.00 (Admin) – Approved by TE, GM and DG

T Ewer – reimbursement for CLT Network membership - £80.00 (Admin) – Approved by DG and GM

A Denyer – Salary, Exps and reimbursements - £540.60 (Salary, Exps, Admin: Microsoft sub and mobile phone top-up, Community Projects/Green canopy (winner plaques) – Approved by Cllrs via email

DD payments – NONE

Chq payments - NONE

MARCH 2023 PAYMENTS FOR APPROVAL –

Online Payments: -

Business Stream – WD Water - £36.51

Bank Transfers/Closure –

The WMPF Capital account has been closed and funds transferred to the Batty account. Any interest earned will be allocation proportionately.

CURRENT ACCOUNT RECEIPTS – Receipts since last report –

Allotment rents - £84.80

HMRC VAT reclaim - £643.03

2023/24 ACCOUNTS -

1. Bank Reconciliation as at 04/05/23 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

2023/24 BUDGET REVIEW -

[Precept accounts](#)

[Ringfenced accounts](#)

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Chairman's Report

This report is an update on the activities of the Parish Council over the year.

First, I would like to express my sincere thanks for all the work undertaken by our parish councillors and members of sub committees and working groups and of course, our parish clerk, over the year. Without this invaluable support our parish would be in serious difficulty.

The past year has been a busy one made more difficult by the Covid threat. In addition, we have sadly lost our beloved Queen and seen the Coronation of King Charles III.

The Open Spaces committee (COSC) has been engaged with a new layout and policy for the parking area on Chilbolton Cow Common including a lockable gate, improvements to the river test and the carrier running through the common to improve water flow and the environment for fish, the War Memorial Playing Field (WMPF) Sothern Boundary determination, a project to purchase new equipment for the WMPF play area, and trees surveys amongst all the regular work of management on the Common and West Down. The COSC Report gives full details.

During the year the fishing rights on the common carrier and our side of the river Test were leased by the Church Commissioners England (CCE) to the Freelands estate and this change brought to light a number of areas where the rights of the Parish, who own the land under the carrier and under our half of the river Test, the requirements of the Department of the Environment through Natural England who manage SSSIs and public commons, and the owners of the fishing rights, CCE, are conflicting. PC have been negotiating a clearer definition of these rights and it is hoped that an agreement will be reached in the next few months.

The Strategy WG has been investigating the provision of 10 affordable and 10 downsize homes in accordance with our adopted Neighbourhood Plan 2029 and preparing responses regarding the new Local Plan 2040 that is being prepared by Test Valley Borough council. The Report of the Strategy WG gives full details.

The Planning Committee has been busy and has been deeply concerned by the number of applications that seek to develop very large luxury houses when the parish has a clear need for smaller houses of 1 to 3 bedrooms some affordable and some for downsizers. The proposed development of 9 luxury houses on part of test valley farm is the most glaring case. However, the 9 became 7 and the application was refused. There is now an application for 4 very large luxury homes and that is being strongly objected to. I do not propose to comment on the peculiar circumstances whereby part of test valley farm, an agricultural tenancy, was included in the Village settlement boundary because, in spite of all our efforts, this cannot now be changed. The committee is awaiting the application for a proposed solar panel site on the Wherwell to A3057 Winchester Road although it appears that it will not be visible from our parish.

Finally, a mention about the very successful Warm Hub that met during the Winter at the Village Hall and provided soup, rolls, tea and coffee to local people. More details in the Village Hall report.

Tony Ewer

Chairman , Chilbolton Parish Council. April 2023

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ANNUAL REPORT OF THE FLOOD ADVISORY COMMITTEE FOR 2022/23

The principal role of the Flood Advisory Group is to ensure that the surface water dispersal system is fit for purpose. Complementing this, the Group also monitors severe winter weather.

The Group have continued with the work of advising HCC,CPC,SW and TVBC when work is required, to ensure that verges , ditches and drains are clear. The group has struggled to maintained good relations with all the major groups, who provide assistance to the village. Mainly due to the movement of peoples within both Southern water and Hampshire highways.

Members of the FAG have attended a number of events , to raise our profile with these groups, so that we can liase more effectively with them in times of need.

This Year we finally got he drains and culverts both jettted out and camera surveyed by both Hampshire County Council Highways Department and by Southern Water

Southern Water have also undertaken a village wide survey to find out where ground water is getting into there waste water system. This will help them ensure that both the pump house by the Pub and the treatment plant itself can cope with excess amounts of ground/rain water.

The drainage pipes on the common were RODDED out to ensure that they were clear as well as those on Pond Green and the Sleeper bridge was cleared too.

Rainfall has been sporadic and at times incredibly heavy, followed by long periods of no rain. Whilst this has caused minor problems the current state of ground water is at the average levels for this time of year and little chance of groundwater flooding occurring. This will be continually monitored.

We are quite worried about the exit of numbers of personnel from the Environment Agency , mainly due to cost cutting. It is the Environment Agency who can influence the activities of Southen Water in both provision of clean drinking water and the management of waste water.

M.G.Marits

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Annual Highways Report for 2022/23

Following the completion of the Test Way Coronation Green/West Down road crossing, there have been no further projects this year.

Without the support from Fuller, Smith & Turner, it has not been possible to progress a footbridge crossing of The Test to The Mayfly pub near the road bridge.

The focus this year has been to preserve road safety by reporting flooding (particularly along Coley Lane by West Down), pot holes and road sign maintenance issues. These have been mostly dealt with by Hampshire Highways in a timely manner.

Cllr G Cockram

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REPORT ON MAIN ACTIVITIES OF COSC 2022-2023 – from Cllr David Griffiths (Chairman of COSC)

In no particular order:

THE COMMON

We cleared along the south west boundary along the fence bordering the Test.

We cleared, mainly blackthorn from the right of the bridleway across the Common. We were assisted by Hampshire Conservation Volunteers (HGV).

A willow tree fell blocking the bridleway on the far side of the Purlegig Bridge. This was cleared. more needs to be done.

HGV also assisted us in cutting creeping thistles that are becoming too prominent. Another thistle cut is taking place on 24th June 2023. Please come and help.

Assisted by students from Sparsholt College we filled in the area to the left of the Purleygig Bridge.

The ladder boards marking the Conservation Area were removed and reworded to comply with relevant legislation. Three have been re-erected. The other three will be replaced soon.

Information Boards have been designed and manufactured. They will be erected very soon.

A plea for volunteers to act as wardens on the Common during busy periods elicited only one response. We plan to have another go.

The area where cars are allowed to park has been changed again because parked vehicles were still blocking access to the dwellings on the common. It has reduced the spaces available. This would have been unnecessary if drivers had obeyed the "No Parking" notices.

A gate with a numeric lock has been installed to make closing the common parking area easier.

A policy with regard to closing with gate has been agreed by CPC and promulgated.

The gate was closed last summer to try and control crowds due to a serious fire risk.

Access for horses by the side of the cattle grid has been improved, A longer opening handle has been fitted to the metal gate and dragons teeth installed to prevent parked cars blocking access.

On the far side of the common a new gate will be installed to make access to and from the common safer for horses and their riders using the bridleway. The gate is being provided by HCC free of charge. We will have to pay the cost of installation.

Major works were carried out by Wessex Rivers Trust to the Purlegig Stream to improve the flow of water. The planks to the right of the bridge have been removed and replaced by a sloping gravel bank. Most people agree the appearance is much improved.

In the last few days HCC have replaced the planks of the Purleygig Bridge.

Weevils were employed to control azolla.

Clearing of the Abbot's Stream has been a problem. This was carried out by hand by the Lengths Man but he has refused to do it again. He found the work too hard! We are applying to Natural England (NE) for permission to use a digger as we used to in the past. No response yet.

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Discussions are taking place with Freelands with regard to fishing rights. The main sticking point is vehicular access over the Common. We will not grant this right. We will consider granting permission on a case by case basis.

Education Access Visits earned us £1100. Thanks are due to Moya Grove.

The Environmental Stewardship Agreement has been extended until 2028.

We have found a new contractor to cut the common. He did a very good job.

THE QUEEN'S GREEN CANOPY

A tree was planted on Stocks Green. Thanks are due to Jenny Hamilton.

10 mature trees and numerous saplings have been planted on West Down.

Thanks are due to those who donated money and to Kate Bradley for organising the project.

WAR MEMORIAL PLAYING FIELD

An outdoor table tennis table has been installed

The slide mound will be removed and replaced by an adventure tower (which includes a slide) provided we receive a grant from TVBC. A decision is imminent.

We plan to use the spoil from the slide mound to create some cycle bumps for children.

The basketball equipment has been repeatedly vandalised.

No football team uses the football pitch. We are looking for a suitable team.

Unfortunately our contractors have increased the charges for mowing the field.

Scrub has been cleared to open up a view across the Common. Some tidying up will be carried out.

With the aid of a grant a new hedge has been planted. Thanks are due to Emma Noble who carried out this project.

A mole catcher has had to be employed on a couple of occasions.

From time to time fallen trees have been cleared.

Despite clear notices persons continue to exercise their dogs off the lead on the playing area.

The pavilion has proved useful during educational visits (see under the Common).

A professional survey has been carried out. The result is the the the fence does not mark the boundary of our land. Our land is more extensive. The new boundary has been agreed with the adjacent landowner. Frankly, it won't make much difference.

As usual an annual safety inspection was carried out and the recommendations implemented.

Weekly inspections are carried out by volunteers.

Thanks are due to the WMPF Development Group and the above mentioned volunteers. Thanks are also due to Ed Treadwell for the work he has done on maintaining the play equipment.

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WEST DOWN

From September until March the Tuesday working parties by WD Volunteers have continued. A lot has been achieved but more could have been done if the weather had been kinder and if we had more volunteers. Those who attended worked hard and should be warmly thanked. We had some useful help from HCV's.

The annual ragwort pull was very poorly attended. We hope for better this year. Thanks are due to the few who did help. Again, HCV assisted. There will be a pull this year on 8th and 9th July. Please make a note in your diary. Your help would be appreciated.

I have mentioned tree planting above.

Thanks are due to Ed Treadwell for keeping our machinery in good order.

The cattle will soon be grazing. Last summer was difficult for the cows due to the exceptionally hot, dry weather.

We have a new contractor to top cut. He did a great job.

The way marking of the permissive bridleway has been improved. Further improvements are planned if grants are forthcoming.

West Down is proving increasingly popular with dog walkers and the paths are well used. Many villagers prefer it to the Common as it is usually much quieter.

PROFESSIONAL TREE SURVEY

CPC is responsible for a large number of trees mainly on West Down, the Common and the WMPF. We need to take reasonable steps to ensure that they do not endanger public safety. The problem has been exacerbated by ash dieback. We have had a full professional survey carried out. The view of our own tree warden is that the recommendations are far too cautious and would involve felling trees that do not endanger the public. The cost to CPC would be very great. A tree specialist who lives in the village has kindly agreed to review all the above recommendations and let us know those trees which really need to be felled. This is in hand at the moment. Thanks are due to Glynne Evans and Nick Ives.

FOOTPATHS AND BRIDLEWAYS

These have all been kept clear. When necessary fallen trees have been removed and defective gates fixed. All are well used. Thanks are due to Ed Treadwell and Ian Daubney for their assistance.

VILLAGE GREENS

These have been regularly maintained. Again, thanks are due to Ian Daubney and the Hamiltons (Stocks Green).

Test Rise green areas are to be sown with wildflower seed by residents. We look forward to seeing the results. I am sure the bees will be pleased!

We are finding out whether BT and Virgin Media will agree to local artists decorating their boxes.

ALLOTMENTS

These are well used. The hot, dry summer exposed the lack of a sufficient water supply. CPC have looked into having a mains water supply installed. The expense is deemed too great. Allotment holders have been asked if they would agree to share the cost. So far one person has agreed!. Perhaps more will do so. Thanks are due to Terry Gilmore for overseeing the allotments on behalf of COSC.

Finally, my thanks to all those members of COSC who have worked hard to maintain and improve our open spaces and to those of you who pick up litter on the common and elsewhere in the parish. Please don't stop!

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Chilbolton Village Hall annual report

This report is an update on the activities of the Village Hall Management Committee over the year.

My first duty is to thank all the members of the Management Committee for their hard work and dedication through the year.

The Village Hall is a social centre of our village, popular for weddings, private parties and village celebrations. We are fortunate indeed to have one of the best halls in the area and a wonderful village asset that is enjoyed by most parishioners throughout the year.

The impact of coronavirus has been serious and the village hall was closed for the duration although operations recommenced in September. Bookings are slowly getting back to normal levels but our income was seriously down in the last financial year ending 31 March 2023.

Administration.

Although year end accounts are not yet audited, the management accounts show an operating loss of about £5000. The bank balances at the year end are about £41,000 and this figure includes a ring fenced amount of £2,574 that is being held for future amateur dramatics activities in Chilbolton. An grant amount of £1000 towards the warm hub operation remains outstanding from TVBC.

This was not a satisfactory result because the object is to break even whilst maintaining and improving the various services and facilities. The management committee aims to have over a year of expense "in the bank" to cover unforeseen circumstances and after the covid related grants received in prior years the bank balance is sufficient for the year ahead.

The trustees have all completed a declaration of trust and the annual return to the Charities Commission was submitted by the end of January as required by the Charities Commission.

The VH committee actively seeks grant funds to improve and finance the VH. We are seeking to apply also for a grant under the Village hall Improvement Grant Scheme.

Fit for purpose and Village Emergency Centre

Generally the Hall is in good shape and meets a growing demand in our Village.

A warm hub for parishioners was started in January and ran through to April. This provided a choice of soups and rolls followed by tea and biscuits on Mondays and was well supported with regular attendance of 20 – 25. The management committee applied to TVBC for a grant to support this activity and £1000 was awarded. We record our grateful thanks to Jane Brown and her many volunteers. The warm hub will re commence in September. The arrangements for the warm hub are a good starting point should the hall need to be activated as an emergency centre because there is an established core of supporters.

The safety checks have been reviewed and updated where necessary, and regular checks are carried out by Geoff Cockram and Kate Ballard. The fire extinguishers and boiler have been serviced in November.

The leak in the roof has been repaired and the direction pointer of the wind vane correctly positioned.

The car park has recently been resurfaced and the gardens adjacent the hall have been re planted so that the appearance is much tidier and more welcoming.

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Next actions by the VH committee.

During the forthcoming year the Village Hall Management committee propose to:-

- Consider more comfortable seating for our film shows and similar events
- Investigate solar panels for electricity generation and possibly a pay as you go vehicle charging bay.
- Cost and seek funding for a permanent stage.

I would like to thank all our hard working and dedicated committee members and volunteers and the Parish Council, Hampshire County Council and Test valley Borough Council for their grants and support.

We thank them for many years service on the Management Committee and hope to see them often at hall events

Kate Ballard our bookings secretary who also keeps the buildings clean and tidy has continued to make an extraordinary contribution and her enthusiasm has helped to bring in many hirers of the hall and thus kept the rental income at a good level. Kate is working with Steven Cooper on a new web site and we intend to promote this venue for seminars and similar events through the website and direct mail and advertising

A sincere Thank You also to Mike Croston who audited our accounts and to Liz Blakemore for keeping our finances healthy and to Beryl Lawrence who manages the film shows. Thank you all for all the hard work during the year and, finally, a very special thank you to Wendy Fakes who quietly keeps our agendas and minutes in a most professional way.

All these good people give of their time and skills to ensure that the village hall is and will continue to be such a wonderful asset for all in our village.

Thank you all.

Tony Ewer
Chairman.

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Fundraising Group Annual Report 2022-2023

No specific fundraising events were planned during 2022-3 and it was agreed that the Community Fundraising Group would reconvene once specific fundraising projects have been identified.

Following on from the successful installation of the table tennis table last year, the focus for 2022-3 has been on supporting the War Memorial Playing Fields Development Group in securing funding for the Adventure Play Tower. This has been achieved without the need for further fundraising activity through the allocation of ring-fenced funds from Little Island Productions and an increased application to TVBC for a grant from the Community Asset Fund.

Fundraising activity is now focused on the Open Gardens event set for July 2nd. This will raise funds jointly for CPC projects and for a chosen charity (Hampshire Air Ambulance is proposed).

CFG will continue to ensure that future projects planned in our community, such as the Wherwell Solar Farm, make a meaningful and sustained contribution to funding enhancements to our village.

David Hall

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Strategy Working Group

The Strategy Working group (WG) met several times during the year and has now started to have more regular meetings since Covid has declined and the new Test Valley Local Plan (LP) moves ahead.

2040 Local Plan

A detailed response was prepared in response to the REG 18 Consultation due in April 2022 and the next step will be to respond to the first draft of the new LP originally due in November 2022 although recent enquiries suggest that this will now be circulated to parishes in Autumn 2023.

The WG have a number of policies that we wish to be addressed in the LP but cannot do further work on this until the draft is available and we can see what is proposed.

It is planned to have a parish meeting to discuss the draft response before it is approved by PC and submitted but the timing depends on the timing of the draft LP.

20 Downsize and 20 Affordable Houses

The Chilbolton Neighbourhood Plan 2029 (NP) included a policy to initiate the construction of 20 Downsize and 20 Affordable Houses to partly meet the established housing needs of the parish. The WG has started to discuss the approach to this project in particular the sourcing of suitable land, deciding on a legal structure for ownership and management of the properties and sourcing of permanent finance and working capital. We have had discussions with the Petersfield community land trust and also the Annas Valley community land trust and taking their advice we have become members of the National Community Land Trust organization. This will support our work and help with alternative solutions and sourcing grants etc.

There are three SHLAARs (Strategic Housing Land Availability Assessment) for Chilbolton parish on the Test Valley website and we will be investigating these as part of the project.

Abbots Ann were able to obtain over £100k towards professional work on their project and also to source over £1m of grant and bridging finance so that the project will commence in the next few months. Because they are close to us we are looking to cooperate with them and learn from each other's experience as our projects progress.

Forward Plan

The WG plans to issue an update of the NP soon after the LP is approved although our NP will extend the planning horizon for about a further 20/30 years to 2060/70 to ensure that parish amenities are expanded together with, and in line with, future growth.

A public survey update on parishioner preferences and public meeting to discuss survey findings are planned for the Autumn period.

The 20 houses will proceed as soon as possible but only after full public consultation.

Tony Ewer, Chair Strategic WG April 2023.

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Correspondence –

3/4/23 - Southern Water Pioneering solutions to reduce storm overflows will bring nature back to communities ([15523 1](#))

17/4/23 - SSEN community resilience funding ([15523 4](#))

21/4/23 - Public Consultation from Test Valley Borough Council - Proposal to extend a Public Spaces Protection Order – Dog Control (deadline for comments 19/5/23) ([155223 5](#)) – COSC notified and on 11/5/23 agenda under correspondence

21/4/23 - Public Consultation from Test Valley Borough Council - Proposal to extend a Public Spaces Protection Order PSPO: Alcohol Related ASB. (Deadline for comments 19/5/23) ([15523 6](#)) - COSC notified and on 11/5/23 agenda under correspondence

4/5/23 - RPA re changing from BPS to Delinked payments for WD ([15523 13](#)) – COSC notified (to check eligibility)

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