

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF  
CHILBOLTON PARISH COUNCIL TO BE HELD ON  
MONDAY 3 JULY 2023  
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 [5 JUNE 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. Discuss and decide on Wherwell Primary School grant application ([3723\\_1](#))
  - B. Flood Advisory Group – Cllr Marits – NOTHING TO REPORT
  - C. [Highways](#) – Cllr Cockram
  - D. Open Spaces Committee (COSC)– Cllr Griffiths to inc.
    - i. [COSC meeting minutes](#)
    - ii. Fishing rights update (Cllr Ewer) -still waiting for a response from the Church Commissioners.
    - iii. To discuss and decide on plaque for Coronation Green
    - iv. To discuss and decide on signage for alternative car parking
    - v. To discuss and decide on matters raised by Common residents re closing Common gate at weekends June, July and August ([3723\\_16 letter](#), [16a photos](#))
    - vi. To discuss and decide on proposed revised [WMPF Development Group Terms of Reference](#)
  - E. [Planning Committee](#) – Cllr Larcombe
  - F. [Village Hall](#) – Cllr Ewer
  - G. [Community Fundraising update](#) – Cllr Hall
  - H. Strategy Working Group update – Cllr Ewer – Report not available for publishing
6. HCC and DISTRICT COUNCILLOR REPORT – Cllr Drew
7. [CORRESPONDENCE](#)
8. QUESTIONS FROM PUBLIC – (*3 mins. per person*)
9. ANY OTHER BUSINESS – For information ONLY
10. ITEMS FOR NEXT AGENDA
11. Date of next scheduled meeting –\_Monday 4 September 2023; 18:30, Chilbolton Village Hall

**Mandy Denyer (Parish Clerk)**  
Published 27/06/23

## **Matters Arising:**

**Finance** - Check on all the CPC assets - 2022/23. All items have now been checked except WMPF. MD to chase NH

**Action: Ongoing**

## **COSC -**

Warden arrangements for 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. DG advised that 90% of visitors to the Common are respectful of the conservation area. The 10% that don't are likely to be defensive and possibly abusive. He is therefore reluctant to ask volunteers to approach these people.

**Action: NH**

## **Tree survey –**

RF to obtain quotes to deal with larger trees

**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 informed that N Ives has looked at trees on CPC land and is in the process of producing a report.

DG/COSC to investigate who will clear Abbots Stream in future. Natural England to be approached to establish whether a mechanical digger can be used for this purpose. MG has been in touch with Sparsholt College who are running a River Management course and may be able to clear Abbots Stream as part of that course.

**Action: Ongoing DG/COSC**

DG and GC to meet and discuss where WMPF boundary needs to be cleared to enable gate to be moved to the boundary and permanent posts installed. On hold until adj. land owner is available.

**Action: DG & GC**

GC informed that Watch Estate is for sale and therefore he would like to chat with Mr Saunders with regards to the boundary with the WMPF. MD to forward Mr Saunders contact details.

**Action: ~~MD & GC~~**

TE to discuss with WMPF adj. land owner (Mr Saunders) If there is any possibility of providing a permissive footpath from Coley Lane to WMPF via the 'bee field'. On hold until adj. land owner is available.

**Action: TE**

Purlygig Bridge - DG to query if the nails to aid non-slipping should be installed. It is for HCC to decide if such nails should be installed. HCC response email ([3723 6](#)).

**Action: Complete**

Old signage - SL asked if the old signage boards should be re-purposed. DG will discuss the matter with COSC.

**Action: DG**

Signage to alternative parking at WD when the gravel area on the Common is full, especially for those entering the village from the May Fly end of the village. SL to draw up a plan of what signage, where it should go and investigate costings for COSC to discuss. SL suggestion ([3723 11](#)).

**Action: Complete**

**Action: COSC to discuss**

JH suggested that a notice should be displayed in the Common gravel area informing of where alternative car parking is available.

DH informed that the waymakers to the Common from West Down are overgrown. DG agreed to clear vegetation from signs.

**Action: DG**

DG to produce poster showing dead young fox to demonstrate the danger to wildlife from litter being left and not deposited in the bins or taken home.

**Action: DG**

Common 2022 enhancements Press release – JH to provide photos, DH to provide contact details for local press, MD to send to local press.

**Action: JH, DH & MD**

## **Planning –**

Request for TPOs to be placed on trees at Winston, Village Street not granted – Response from TVBC ([6223 2](#)).

CPC to challenge this decision. SL email to TVBC ([6323 11](#)). SL to chase.

**Action: SL/Ongoing**

TE and SL to introduce CPC to the residents of Valley Field Park in early spring.

**Action: TE/SL**

**AOB** – Consideration to be given to upgrade the bench on Coronation ‘plot’. DG to check condition of bench. GC to check if plaque still there. DG informed that the top slat of the bench needs repairing and GC informed that the plaque is no longer next to the tree. MD to investigate costs for replacing the plaque that can then be screwed to the bench. (MD suggestions – [3723 14](#)).

**Action: Complete**

**Action: Decision required**

**Registration of Pecuniary Interest (RoPI)**– RF and TE to complete RoPI’s. MD has sent remaining Cllr RoPI’s to TVBC and updated website.

**Action: RF and TE**

**Flood Advisory Group** – Village Pond Green ditch from driveway across green to pumping station – DG to arrange removal of tree stump and ling of ditch with concrete.

**Action: DG**

**Highways** – JH to investigate barriers for the Mayfly Bridge/Coley Lane junction. JH has made recommendations and sent them to GC, who has passed them onto HCC Highways for review

**Action: Complete**

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## 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

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## PAYMENTS NECESSARY SINCE 5 JUNE 2023-

Online payments were made to: -

A Bond – WD/Village Greens/WMPF running costs - £700.00 [approved by TE and DG]

D Griffiths – Village Greens - £164.48 [approved by TE and MD]

Greenspace Designs Ltd – Common Signage - £4108.50 [approved by majority Cllrs via email]

Grass and Grounds – 1x cut of WMPF - £162.00 [cut confirmed by NH and approved by TE, GM and DG]

DD payments – NONE

## JULY 2023 PAYMENTS FOR APPROVAL –

Online Payments: -

A Denyer – Salary and Exps

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

A Denyer (for L Chin Allotment) - £28.00

## 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. 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
6. 4<sup>th</sup> quarter payments spreadsheet attached here

## **2023/24 BUDGET REVIEW -**

[Precept accounts](#)

[Ringfenced accounts](#)

[Budget Review Summary](#) (Est. 2023/24 closing balances)

**Reallocation of Community Projects budgets** – The remaining budgets for Green Canopy (£274.10) and Gravel area re-design (£3633.70) have been reallocated to Common signage to cover the cost of the Common Information boards, as agreed by Cllrs.

**Fenstanton CiL funds** – No response from TVBC as to when CPC can expect funds

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## **July 2023 Highways Report**

### **Hampshire Highways Operation Resilience Road Repairs**

Prompted by correspondence received by a resident on planned road closures for road surface repairs, I raised concern with the Operations Resilience Team that the A3057 and B3420 (Winchester Road) in particular, should not be closed at the same time, as this would have created problems for travelling south.

The road closure notifications on one.network gave broad closure times with actual closures being of shorter duration within those timeframes. Re-assurance was received that access to Chilbolton would be maintained.

Geoff Cockram

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## **CHILBOLTON PARISH COUNCIL'S OPEN SPACES COMMITTEE (COSC) DRAFT minutes of the meeting held on Thursday 15 June 2023 at Poplar Dene, Cart Lane, Chilbolton; 18:30**

Present: Julian Hudson (JH), Moya Grove (MG), Emma Noble (EN), David Griffiths (DG), Rick Franke (RF)

1. Apologies: Nick Horne (NH), Terry Gilmour (TG), Trish Heaton (TH)
2. Election of Chair of Committee: RF proposed and JH seconded the election of DG as Chair. All members agreed.
3. Declaration of Interests – None
4. Approval of Minutes – Thursday 11 May 2023: These were agreed and signed as an accurate record of the meeting.

5. Matters Arising:

6. 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 ([8623 2](#))  
Nothing further to add
- B) Allotments – T. Gilmour  
Nothing further to add
- C) Common – Prior to the meeting MG circulated the attached report ([8623 3](#))
  - I. Update on Fishing Rights ([5623 5](#))  
MG considers that ‘each and every occasion’ should be put on the fishing rights agreement with regard to access across the Common. DG confirmed that this has been included.
  - II. To discuss Common track and pot holes ([6823 1](#))  
JH confirmed that the cost of resurfacing the whole area professionally may be prohibitive. DG will contact a contractor he recently used and try to get a quote.
  - III. Educational access  
MG confirmed that Mark Way school and Rookwood school have parties coming in July.
  - IV. A notification was put in the Parish Magazine giving the date of 8<sup>th</sup> July for a ragwort pull on West Down. Hampshire Conservation Volunteers (HCV) will be attending. Sheila Evans will be contacted to see if the ragwort needs doing on West Down and if not, it will most likely relocate to the Common to deal with ragwort / thistles.
  - V. DG confirmed that a thistle cut has also been arranged on the Common on the 24<sup>th</sup> June at 10am with volunteers coordinated by Corinne Davis-Cooke (CD-C) the Community Engagement Ranger. DG will attend with the strimmers with the mulching attachment.
  - VI. CPC requested discussion regarding the old notice boards. COSC’s view is that they remain as they are as we cannot think of any other use for them.
  - VII. MG raised again the idea of information leaflets to be distributed or put on cars during busy periods. COSC were not in favour of the idea.
  - VIII. DG brought up the parking issue. JH mentioned Tony Ewer’s suggestion of clamping, but DG does not believe that this has been legal since 2012. It is possible to hire companies to issue fines and this may be something to be contemplated in future, but not at the moment. Using a parking management company implies the area is a car park, which it is not.

- IX. Regarding the TV program being proposed by Meridian TV, MG is willing to be briefly filmed / available. She included that she would like the positive support of CPC.
- X. Sue Curtis complained that cows might be able to get their heads stuck in the new smaller black and gold litter bins installed on the Common. She has been advised to raise her concerns with TVBC. DG has requested a 3<sup>rd</sup> bin and TVBC have agreed to empty them on demand.
- XI. MG has contacted Mike Blackmore at Wessex River Trust who has said he will arrange to have the tops chopped off the fence posts around the new berms. He will also look at the gravel bank area. WRT have confirmed that they will install the new information boards about the work later in the summer.

D) Machinery Maintenance – Nothing to report

E) Parish Paths

DG had a call from Sheila Evans to say that the path behind Station Road is very nettly. DG has left a message with Ian Daubney to strim the path.

DG reported that the lower part of the Mark Way needs strimming and the overhanging trees need cutting back for horse access. RF and DG will look into this to establish how much work is required.

DG has received a report from Nick Ives, the tree expert. Several thousand pounds worth of work on West Down and the Playing Field needs doing. DG will circulate the tree report, but it is difficult to identify which tree is being referred to without referring back to the original Bowden report. The next step is to digest the recommendations and identifying what needs to be done, what work village volunteers can do, what is a priority and what can wait. This work is ongoing.

MG requested that a fence be put round the old oak tree at the back of the Station Road footpath to redirect walkers away from risk areas. This would reduce the need to chop branches off.

JH identified a recent Facebook post by a local horse rider about the state of the bridleway over the Common. DG, RF and EN will clear the tree blocking the river. The new gate is in progress (EN to chase) and EN will email CD-C to see if anything can be done about the drop down into the river at the long bridge. EN will reply to the Facebook post.

F) Village Greens

DG reported that there had been a complaint about the cutting of the long grass on Stocks Green as there were some Bee Orchids growing on it. DG to investigate who cut it.

The dragons teeth have now been installed in front of Poplar Dene and to the adjacent properties and the ditch has been cleared. There is a big root in the ditch which prevented it being done thoroughly.

G) War Memorial Playing Fields – N. Horne to inc. ([Hyperlink to Nick's report](#))

- I. Update on WMPF Development Group and Adventure Tower proposal update  
EN confirmed that the grant has now been approved and Caledonian, the contractor, have been contacted. EN asked if we could now arrange the removal of the slide mound slide and soil to the area where the bike track is to be. DG advised that George Whitfield is having an operation but we should be able to get this done in good time.
- II. Regarding the pavilion roof repairs and the quote we had last year for c£400, it was established that ideally the tree branches need to be removed first in autumn. Once done, RF is willing to do the repairs. DG considers that the tree removal may need to be done professionally because of the size.
- III. EN raised the issue of the poor state the pavilion is sometimes left in and NH's suggestion of a formal agreement. MG did not consider that this was necessary for educational access visits, because she always checks the pavilion after use. COSC also believes that there is one already in place as part of the football team's contract. COSC agreed that for all other users an agreement could be drafted or possibly a schedule of how it should be left after use.
- IV. EN discussed the work done to try to map the bike pump track area and the difficulties JH had had with the software in marrying up the measurements taken. JH has established it would be prohibitively expensive (over £4,000) to have a professional topographical survey. JH said it may be necessary to re-take the measurements, but from only 3 fixed points. EN can assist.
- V. There were no objections raised to Wherwell Royals using the field for their football practice. COSC to recommend to CPC.
- VI. In his report NH raised the issue of the water and pipework problems in the pavilion. EN advised Ed Treadwell may be able to look at this and will raise with him. This will need to be looked at before the Wherwell Royals start their season.
- VII. EN requested that a copy of the boundary survey be provided to COSC / NH for future reference. DG confirmed that he is arranging with Geoff Cockram to look into putting a proper boundary in.
- VIII. Regarding the use of CCTV to cover the basketball court, COSC confirmed that they agree in principle, but would like to discuss further with NH as the practicalities need confirming.
- IX. The new Terms of Reference for the Development group have been amended and a copy given to DG ([hyperlink](#)) to confirm with CPC.

- X. Following the ROSPA report on the playground equipment EN raised the issue of the zip wire, that there must be at least 350mm clearance under load and currently there is not. COSC considered that it would be acceptable to remove the plate on the zip wire and see if we can shorten the chain in some way ourselves before seeking professional advice.

Another issue from the ROSPA report was that there is a rotten timber on the tangle log climbing frame. NH plans to go back to VitaPlay and try to get it amended under the warranty. COSC has no issues with this plan.

#### H) West Down

DG reported that it became clear that the Green Canopy trees would need water, and he and Andy Bond have watered them with a bowser. Andy has watered them again since. 8 are fine, but the 2 oak trees have no leaves. They still appear to be alive though.

As above, tree work is being considered. DG has cut down one of the overhanging branches.

DG reported that sign posting for the overflow parking on West Down is inadequate. Sue Larcombe has arranged for some new signs.

Regarding the new bridleway signage on West Down, the location of the posts still needs to be established and someone else may be required to action it if George Whitfield is still recuperating.

- 7. To discuss ways to make Virgin Media and BT junction boxes around the village more aesthetically pleasing – NH proposal [21623 1](#) and [BT information](#).  
Virgin Media still haven't responded. NH or JH to chase them. There are diverse views. Once we have confirmation that it is permitted we will consider the next steps.

#### 8. Correspondence

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

9/5/23 – A thank you re Common ([15523 19](#))

15/5/23 - Hampshire Countryside Awards 2023 from the Test Valley ([5623 4](#))

15/5/23 - Fishing rights update ([5623 5](#))

7/3/23 - 19/5/23 - Emails from and to TVBC re bins on Common ([5623 6](#))

#### 9. Questions from Public -

10. Any Other Business – For information only

11. Items for the next agenda –

12. Date of the next meeting – Scheduled date is Thursday 20th July 2023 at Poplar Dene, Village Street.



There being no further business to discuss the meeting was closed at 20:10.

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### Planning Report - June 2023

1. **Fenstanton** I have been in touch with Charters regarding our concerns. They have responded and we await new applications for the bifold doors at Plot 1 and new landscaping designs. Charters have removed advertising from rightmove and requested a meeting with the developers about the bedroom and en-suite and the access staircase to the 2<sup>nd</sup> floor. It was a condition of the planning consent that this would not be allowed.
2. **Winstan** I had a conversation with the tree officer about our request to put TPOS on the 3 betula trees on the boundary with Daventry and Room Cottages. He has promised to make another visit.
3. **Test Valley Farm** Alfred homes have submitted amendments to their plans for 4 houses. It is considered that this is just 'window dressing' and we have responded accordingly. Meanwhile they have appealed against the refusal for 7 houses. When the inspector commences the appeal process we will be notified and then be able to respond. It appears that it could take anything from 18 to 33 weeks.

Planning minutes for meetings held on [05/06/23](#) and [19/06/23](#)

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### Village Hall

Nothing special except ongoing maintenance of the parking area, now re surfaced, decoration of the Durnford room, this week, and sale /disposal of all the players costumes that were deteriorating badly in the damp conditions of the storage container.

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### COMMUNITY FUNDRAISING REPORT - June 2023

On 5<sup>th</sup> June CPC received confirmation that we have been successful in our application for a Community Asset Fund grant from TVBC for the Adventure Play Tower. The grant is for £17,000 provided this represents no more than 50% of the total cost. Ring-fenced CPC funds of £15000 are also available for the play tower which will now be progressed by COSC and the WMPFWG meaning that the project is funded to a value of £30,000 without the need for further fundraising activity. A number of reasonable conditions have been included in the offer letter from TVBC which will be paid against supplier invoices.

The first Chilbolton Open Gardens event will be held on July 2<sup>nd</sup> and will raise money for the CPC Community Fund and Hampshire Air Ambulance. A total of 11 gardens are participating with tickets and maps available from a gazebo adjacent to the Abbot's Mitre (£6 or £12 including tea and cake). Teas will be provided at Sue Larcombe's house and will be offered separately. In return for a donation.

David Hall

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## Correspondence –

5/6/23 - Wherwell Primary School grant application ([3723 1](#)) – to be discussed under Finance

5/6/23 - Test Valley Arts Foundation ([3723 2](#))

8/6/23 - Test Valley Borough Civic Service 11/7/2023 (Chairman and guest) ([3723 3](#))

8/6/23 - HCC email re Purlygig Bridge ([3723 6](#))

9/6/23 - HCC resurfacing letter re Winchester Rd ([3723 4](#))

12/6/23 - DD email to TE and SL re Winston ([3723 5](#))

12/6/23 - ITV request re Common ([3723 9](#)) – 26/3/23 response to ITV ([3723 9a](#))

12-13/6/23 - Cutting of Stocks Green ([3723 8](#)) – Policy to be discuss by COSC for approval by CPC

13/2/23 - Resident email to TVBC re Common bins ([3723 7](#))

15/6/23 - Common moth recording request ([3723 15](#))

16/6/23 - HCC Hampshire Transport Forums ([3723 12](#))

17/6/23 - Resident email re vegetation at Fenstanton, Coley Lane ([3723 13](#)). 26/6/23 GC email to Fenstanton Developers ([3723 13a](#))

20/6/23 – Common Residents letter to CPC requesting closure of Common gate June, July and August weekends ([3723 16 letter](#), [16a photos](#))

23-26/6/23 – TE email to DEFRA re Bye-laws and DEFRA response ([3723 17](#))

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