

**CHILBOLTON PARISH COUNCIL**

**DRAFT – Minutes of the meeting held on Monday 4 March 2024; 18:30, Chilbolton Village Hall**

Present: Cllrs Tony Ewer (Chairman) (TE), Geoff Cockram (GC), David Hall (DH), Julian Hudson (JH), Sue Larcombe (SL), George Marits (GM), Mandy Denyer (Clerk) (MD), HCC/TVBC Cllr David Drew (DD)  
Members of public: 3 plus Emma noble (EN) WMPF DG member

1. Apologies: Cllrs David Griffiths (Vice-Chairman) (DG), Rick Frank (RF)
2. Declarations of Interest: None
3. To sign as a correct record the minutes of the meeting held on Monday 5 February 2024: These were agreed and signed as an accurate record of the meeting.

4. Matters Arising:

**COSC –**

There is a dead ash tree that have fallen on the Common boundary fence. RN to remove tree from fence when ground conditions permit. **Action: Ongoing**

The Mark Way is passable but the village end needs to be cut back further. Although this is the responsibility of HCC the Lengthsman has been instructed to clear this section of the path. **Action: Complete**

TE questioned if HCC comment re lack of funding was an excuse not to complete work that they are legally responsible for. DD said that no it's not an excuse but an explanation as to why it is lower on HCC list of priorities.

Sleeper bridge on the Common will need repairing. DG to ask A Bond and R Nightingale to come up with a plan and quote for this project.

JH informed that A Bond has submitted a plan and JH had asked a structural engineer to look over the plan and they have said that this plan would be OK. No quote has yet been supplied. **Action: Ongoing/DG**

Fishing Rights signed by MD as Proper Officer of the Parish Council and TE as Chairman. Awaiting return of document/s from Strutt and Parker. **Action: Complete**

Improvised Track from West Down (WD) concrete road to Test Valley Farm (TVF) - DG will write to HCC (Mr M Hardy) and inform him that CPC intend to close the temporary access from WD to TVF. [\(3424 8\)](#) **Action: Complete**

A courtesy letter will also be sent to the grazier **Action: DG**

**COSC to close opening/access point on the West Down side of gateway as a matter of urgency by way of a barrier (e.g. post and rail fencing) and to investigate who needs to secure the loose manhole cover.** **Action: COSC**

Common car parking signs update - DG agreed to get these installed signs along Coley Lane prior to Easter. **Action: DG**

**Planning/SL and TE –**

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 forward communications to DD, who will look into the matter. **Action: SL/Ongoing**

TE and SL to introduce CPC to the residents of Valley Field Park in early spring 2024. **Action: TE/SL**

**First Aid course** – Letter rather than email delivered but still no response from R Mawer. An alternative provider to be investigated. **Action: MD**

**FAG –**

Proposed draft letter to Southern Water CEO. After minor amendment, Cllrs agreed to sending the letter via the Clerk (cc'd to Cllr Drew and Caroline Nokes MP) – [\(3424 2\)](#). See correspondence **Action: Complete**

Agreed and Signed ..... (Chairman)

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TE to write article in next parish magazine stating CPC position on the matter and request that everyone writes to the Southern Water CEO. **Action: Complete**

**Community Fundraising -**

Open Garden event: A provisional date of Sunday 30 June 2024 was agreed. MD to contact local parish clerks to check for any conflicting village events. Responses received forwarded to SL **Action: Complete**

**Policy Review** – Delegation Scheme - Community Fundraising Group TOR removed, updated version published on website **Action: Complete**

5. To take questions and to discuss and decide on any proposals within the monthly reports as follows:

A. Finance – Prior to the meeting MD circulated the attached report ([3424 19](#)).

DH checked, agreed and signed the bank reconciliation check.

i. Approval of accounts for payment: All listed payments in the attached finance report were approved plus A Denyer salary £552.14 and Aviva Pension contribution £342.80.

One additional payment was agreed prior to the meeting; Hampshire Generators £252 (part-funded grant for the village hall (Village Hall invoiced £210)) and MD informed of £56.88 direct debit to SSE (pavilion electric).

B. Flood Advisory Group: Prior to the meeting GM circulated the attached report ([3424 10](#)). Water level is currently 16.1. GM informed that Caroline Nokes MP is trying to get someone at Southern Water to be responsible for the whole of the Test Valley area. Houghton River Pollution Pan Parish forum and Parish Councils need to keep pressure on SW for long-term infrastructure improvements.

Regarding the river running in front of the Purlygig bridge – Sparsholt College have indicated that they would like to undertake the task of extending the bridge further down the footpath. As this is part of the Test Way it is a matter for HCC. However, it is likely this will be a low priority funding-wise for HCC. Therefore, it was suggested that if CPC can get written confirmation that Sparsholt will supply the labour and if CPC supply the materials then CPC could ask HCC for permission to proceed (and perhaps HCC could fund 50% of costs)?

MD to contact Sparsholt for written confirmation and then HCC for permission to proceed. **Action: MD**

Thanks was given to MG, R Nightingale and A Smith for dealing with flooding matters as they have arose over the past few months.

C. Highways: Prior to the meeting GC circulated the attached report ([3424 16](#)) and Glasdon Gateway price Guide ([3424 16a](#)).

i. To discuss speed and village gateway signage: After discussion, it was agreed that the work involved with SLR/SIC's far outweighs the benefits. It was therefore agreed to 'park' this idea for the time being. However, GC to investigate how easy or not an SLR/SID can be changed from 20mph to 30mph.

**Action: GC**

Village Gateways – GC to investigate if HCC will allow CPC to have gateways made and to get quotes for gateway signage that says 'Welcome to Chilbolton. Please drive carefully. 20 MPH'. For the purposes of grant funding the initiative will need residents support, therefore it was agreed to discuss the matter at the public meeting on 26 March. **Action: GC**

It was agreed to look at road markings in the future.

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D. Open Spaces Committee (COSC): -

- i. COSC meeting minutes: Prior to the meeting DG circulated the DRAFT minutes of the COSC meeting held on 8 February '24 ([3424 6](#)), an update report ([3424 7a](#)) and an update on RN tree works ([3424 7b](#)).
- ii. Fishing Rights update: Awaiting return of Grant of Deed of the Fishing Rights from Strutt and Parker. Matter to be removed from agenda for the time being and reviewed in 3 months.
- iii. To discuss and decide on Agreement for Common residents parking: Prior to the meeting the attached draft agreement was circulated to Cllrs ([3424 20](#) and [plan](#)). The agreement letter and plan were agreed by Cllrs. MD to send to the relevant residents. It was agreed that if the residents have any concerns with the plan this could be altered/revised. **Action: MD**
- iv. To discuss and decide on enclosing the WMPF to be able to apply for an 'Enclosed Sports Area' under the TVBC Public Spaces Protection Order: JH informed that COSC were concerned that fencing off the play equipment could cause issues with mowing and maintenance. TE suggested that the path around the WMPF (from behind the pavilion to the Whiteland Path) could be reinstated by clearing the area outside the WMPF, thereby not encroaching on the playing field itself. COSC to investigate feasibility and cost. **Action: COSC**

WMPF DG paper re Adventure Tower snagging and final payment ([3424 26](#)): EN explained to Cllrs the situation and their recommendations. After discussion, Cllrs agreed with the WMPF DG recommendations and that final payment will not be made until the safety issue with the fireman pole is addressed.

The WMPF DG to investigate how deep soil needs be above the concrete used to secure the fireman pole. To avoid any issues with warranty, any measures to address this safety issue will need to be undertaken by Caledonia or at the very least an assurance from them that any work that is done by CPC or a contractor will not affect the warranty. WMPF DG to forward information to DD so that he may ask the TVBC leisure team for any guidance. **Action: WMPF DG**

It was agreed that TE would speak with Caledonia Play and discuss the safety concern, iterating that it is only this one issue that is holding up CPC making the final payment now. **Action: TE**

It was agreed that the fireman pole need not be taken out of use at this time.

- E. Planning Committee: Prior to the meeting SL circulated the attached report ([3424 5](#)) and minutes of the Planning meetings held on 5 and 19 February '24 ([3424 5a](#) and [5b](#) respectively). SL informed that TVBC Planning have issued a Planning Enforcement Notice regarding the land known as 'The Orchard' and situated to the rear of Lynton Meadow. The Notice comes into effect on the 21 March 2024 and requires the removal of the 3 unauthorised buildings on the land. The deadline for compliance is the 21 March 2024, unless a valid appeal against the Notice is submitted before the effective date.

Felling of trees at Test Valley Farm was discussed. According to a letter on the TVBC website legislation places a duty upon landowners to plant replacement trees for those removed as close to the stump of the original tree unless otherwise agreed in writing with this Authority. The replacement trees should be planted at the time of felling or during the first planting season (November to April) following the felling. This has not happened with previous trees that have been felled and therefore SL to seek enforcement from TVBC.

Resident request for [TPO's on Test Valley Farm](#) land was briefly discussed and agreed that the Planning Committee will be seeking TPOs on the remaining trees.

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F. Village Hall: Prior to the meeting GC circulated the attached report ([3424 18](#)). GC informed that a grant will be applied for the new chairs. Cllrs agreed, in principal, to a part-funded grant.

G. Community Fundraising update:

i. To include update on Solar Farm: Prior to the meeting DH circulated the attached report ([3424 14](#)). DH had no other news on the Solar Farm to report.

Open Gardens – Date confirmed at 30 June 2024. Funds raised will be for Community Projects and local charities will be able to apply for some funding.

DH to speak with Abbots Mitre re tickets tent.

**Action: DH**

MD to speak with Mr Hook re providing horse-drawn carriage rides around the gardens taking part.

**Action: MD**

H. Strategy Working Group: TE informed Cllrs that work was continuing with the draft response to TVBC Local Plan 2040. The settlement boundary referendum, housing need survey and parish priorities survey have been delivered and responses are to be collected from the village shop. Thanks were given to the parish magazine team for delivering these surveys.

The Strategy WG will meet next week to further discuss the draft response to TVBC Local Plan 2040.

The public meeting on 26 March will be held at 19:30 and the draft response will presented to residents and cover points/issues that will affect Chilbolton.

6. HCC and TVBC Cllr report:

Prior to the meeting DD circulated the attached HCC report ([3424 27](#)), and gave a verbal TVBC report as follows: An update on the Queen’s Platinum Jubilee Public Art Commission can be found [here](#).

Fly tipping – another successful prosecution; a Southampton man being fined £1200.

7. Policy Reviews:

i. [Constitution](#)

ii. [Website Privacy Notice](#)

iii. [GDPR Policy](#)

No amendments were necessary and above policies were agreed.

8. To discuss Cllr Hudson’s proposal re Attracting New people to volunteer with CPC: Prior to the meeting JH circulated his proposal ([3424 9](#)). Cllrs agreed to JH proposal. The matter will be raised at the public meeting on 26 March. DH agreed to be a ‘champion’.

9. Correspondence:

6/2/24 - Hampshire ALC Conference 2024 Partnerships in Action ([3424 1](#))

6/2/24 - A Graham-Smith (NE) email re Southern Water overpumping ([3424 3](#)) and MG response

7/2/24 - CPC letter to Southern Water CEO (cc Caroline Nokes and David Drew) ([3424 2](#)) 9/2/24 - Caroline Nokes response ([3424 2a](#))

9/2/24 - TVBC Local Plan 2040 re Chilbolton ([3424 4](#))

14/2/24 - DG email to M Harding, HCC, re West Down access to TVF ([3424 8](#))

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15/2/24 - Letter to SW re equipment on Grindstone Green ([3424 7](#))

23/2/24 - Commonwealth Day Flag Raising Ceremony 2024 ([3424 11](#))

23/2/24 - SW issues in Longparish ([3424 12](#)) – GM to respond

23/2/24 - HALC Hampshire County Policy Forum Survey ([3424 13](#))

26/2/24 - Resident query re Test Valley Farm settlement boundary referendum ([3424 15](#)) - TE responded that surveys/referendum will be delivered to each household within the next few days along with the parish magazine

25/2/24 - Electric Vehicle Chargers on the Parish/Town Land ([3424 17](#))

28/2/24 - Notification of water pollution incident - River Test at Fullerton ([3424 21](#))

28/2/24 - TV Community resilience forum save the date ([3424 22](#))

29/2/24 - Test Valley Association of Parish and Town Council meeting ([3424 23](#))

29/2/24 - Resident email re TVF TPO request ([3424 24](#)). Discussed under Planning

29/2/24 - Resident email re Common ([3424 25](#)) – awaiting response to point 2 from COSC and point 3 from SL/Planning Committee.

10. Questions from Public: NONE

11. Any Other Business:

MD reminded Cllrs that she will be on leave 18 – 22 March '24 inclusive.

12. Items for the next agenda:

Review of 23/24 accounts prior to Internal Audit.

13. Date of next scheduled meeting: Monday 8 April '24; 18:30, Chilbolton Village Hall (Monday 1 April being a Bank Holiday). [GM, GC and SL gave their apologies as they will not be able to attend this meeting].

All monthly reports are due by 12:00 Thursday 28 March '24.

There being no further business to discuss the meeting was closed at 21:00.

Agreed and Signed ..... (Chairman)  
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