



# AWBRIDGE PARISH COUNCIL

Minutes of the meeting held on Thursday,  
21<sup>st</sup> September 2023 at 7.30pm in Awbridge Village Hall

**Present:**

Cllr Peter Allen  
Cllr Grahame Jackson (Chair)  
Cllr Gordon Piper  
Cllr Janet Whiteley  
Cllr Kelly Seymour  
Cllr Chris Wheeler  
Cllr Tony Byrne

**Apologies:**

None

Two members of the public

## PROCEDURAL ITEMS

### Action

1. **044/23 Welcome**  
Cllr Jackson welcomed everyone to the meeting.
2. **045/23 Apologies**  
No apologies were received.
3. **046/23 Declarations of interest**  
None
4. **047/23 Reports and Correspondence**  
Cllr Adams-King gave a verbal report covering:
  - Roadworks/roads conditions
  - New Hampshire County Council leaflet explaining landowners' responsibilities for overhanging foliage and ditch maintenance.
  - Stanbridge Earls – Landscaping of playing fields
  - Nutrient neutrality scheme
  - Roke Manor Quarry
  - Hampshire County Council budget 2026/2027 and impact on non-statutory services, including school crossing patrols
5. **048/23 Public observations/questions on agenda items**  
None.

6. **049/23 Minutes**

It was proposed that the draft minutes of the meeting of the Parish Council held on 3<sup>rd</sup> August 2023 be accepted as an accurate record of the business conducted. **RESOLVED.**

7. **050/23 Matters arising**

From the minutes of the meeting held on 3<sup>rd</sup> August 2023 not included in the agenda or in reports.

None.

**STANDING ITEMS**

8. **051/23 Financial and Administrative**

- a. Bank reconciliation. This was agreed and signed by Cllr Jackson and the Clerk/RFO
- b. It was proposed that the payments listed at Appendix 2 be noted and approved. **RESOLVED.**

9. **052/23 Planning**

To consider planning applications notified to the Council.  
See Appendix 1

10. **053/23 Lengthsman**

Currently on sickness absence. Double-up on September tasks in October. Use what3words app to identify task locations.

**Cllr  
Seymour**

**BUSINESS TO BE CONDUCTED**

11. **054/23 To fill two vacancies on the Parish Council by Co-option**

It was proposed that Christopher Wheeler and Anthony Byrne be co-opted to the Council. **RESOLVED.**

**Clerk**

12. **055/23 Neighbourhood Development Plan (NDP)**

1. To receive an update on progress  
Grant application for additional government funding to complete the NDP has been submitted to Locality.
2. To authorise an NDP £500 project grant from  
Community Infrastructure Levy monies. **RESOLVED.**

**Clerk**

13. **056/23 Website**

The current website platform is provided free of charge by Hugo Fox. To continue to use the website after 5<sup>th</sup> October 2023, Council will have to select a Hugo Fox paid package. The package option which aligns with the features of the current website will cost £9.99 + VAT monthly.

An alternative option is to seek another provider to build and host a new website. This option was discounted at this time as

it would add to the burden of change generated by the retirement of the current clerk.

It was proposed that use of the Hugo Fox website platform continue at a cost of £9.99 + VAT monthly. **RESOLVED.**

**Clerk**

**14. 057/23 Traffic Calming Measures**

Please refer to workplan at Appendix 3

**15. 058/23 Pedestrian access to Awbridge School**

To review representations made concerning safe pedestrian access to the school across Romsey Road, and to explore possible solutions.

The criteria to be met for the installation of a zebra crossing(s) were discussed in the context of the three-way junction at Saunders Lane, Danes Road, and Romsey Road. Two crossings may be required, one by the bus shelter on Romsey Road, another at the lay by in Danes Road. Applying zig-zag yellow lines on the Romsey Road carriageway near to the School may contribute to safe crossing by preventing poor parking at this location.

It was proposed that the Council reply to the correspondents who raised this issue and advise that the Council will support the School and parents in anyway it can. Also suggest that they consider a further approach to Hampshire Traffic Management regarding the suggestions detailed directly above.

**Clerk**

**16. 059/23 Land at Saunders Lane**

To discuss the problem of vehicles parking on the grassed amenity area and explore solutions.

Several approaches to this problem were discussed. It was proposed that the situation be monitored pending a firm decision at a future date.

**All**

The condition of the oak trees adjacent to the rear gardens of 37-43 Cowleas Cottages was discussed. It was proposed that Council contact Test Valley Borough Council and request that an arboricultural officer inspect the trees and report on their safety. **RESOLVED.**

**Clerk**

**17. 060/23 Communications Policy**

It was proposed that the draft communications policy circulated to Members on 22<sup>nd</sup> August 2023 be adopted. **Resolved.**

**Clerk**

**18. 061/23 Community Bus Service**

The Clerk advised that a community bus stop sign and a wall-mounted cabinet to display the bus timetable have been purchased.

The Clerk agreed to create a community bus service question and answer style article for Awbridge News, and to give thought to how Awbridge Primary School children can be involved in helping to raise the profile of the community bus service. **Clerk**

**19. 062/23 Clerk Succession Plan**

Please refer to workplan at Appendix 3.

**20. 063/23 Hampshire & D Day 80 – 6 June 2024**

**Clerk**

It was proposed that this item be carried forward to the November 2023 meeting. **RESOLVED.**

**21. 064/23 Closure of meeting**

Date of next full council meeting 2<sup>nd</sup> November 2023

**Appendix 1**

**Planning**

**Current Applications**

23/02267/FULLS. Holly Cottage, Romsey Road. First floor extension, rear dormer extension, ground floor rear extension, new garage, external facade alterations and porch extension.

It was proposed that Council's response be 'No objection' with the following comments recorded. "The Parish Council would like to see a traffic plan established for the parking of construction vehicles, and for materials delivery. The stretch of Romsey Road near Holly Cottages is already problematic due to on-road parking. This is exacerbated during school drop-off and pick-up times. It would be preferable if construction vehicles can be parked on-site, and delivery of materials avoid the twice-daily school run." **RESOLVED.**

23/02289/FULLS. Holm Oak House, Saunders Lane. Replace conservatory with single storey rear extension. Closes 28 September 2023. It was proposed that Council's response be 'No objection.' **RESOLVED.**

**Previous Applications**

23/01710/FULLS. Dunhelme Newtown Road Newtown. Convert double garage to annexe for elderly relative, erect side extension and rear conservatory. PERMISSION subject to conditions & notes.

22/03287/FULLS. Change of use of former car park to B8 vehicle storage. REFUSED.

23/01515/FULLS. 41 Cowleas Cottages. Side and rear single storey extension, and revised fenestration. PERMISSION subject to conditions & notes

23/01053/FULLS. Hilltop Farm, Newtown Road, Newtown. Continued seasonal change of use from agricultural and (formerly golf course) to tourism accommodation comprising x 2 overnight holiday let shepherds huts, x 3 ancillary huts (kitchen, break-out and replacement larger bathroom), two open front shelters, timber decking, formation of car park area, sewage treatment plant and landscaping. STILL CURRENT.

## Appendix 2

### Payments for formal approval

<b>Date</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount £</b>
04/09/2023	Simon Nightingale	SLR Maintenance July	97.86
04/09/2023	Simon Nightingale	SLR Maintenance August	97.86
22/09/2023	Ian Milsom	Salary/expenses July-Sep 2023, Backdated pay rise April 2022 – June 2023	1980.05