

**MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON  
MONDAY 18 SEPTEMBER 2023 AT 7PM IN THE VILLAGE HALL**

**PRESENT:** Cllr Meyrick Williams (Chairman), Cllr Cepta Hamm, Cllr Richard Milnes-James  
and Cllr Kate Stewart  
8 Members of the Public  
Mrs Alison Ball (Clerk)

The Chairman welcomed everyone to the meeting and advised that Cllr Louise Hodgetts was not in attendance due to a recent family bereavement. He expressed condolences on behalf of WPC to Cllr Hodgetts and her family.

**APOLOGIES**

- 1 Apologies were received from Cllr Louise Hodgetts (WPC), Cllr Tim Davies, Hampshire County Council, (HCC), Cllrs Anne Crampton, Tim Southern and Spencer Farmer, Hart District Council (HDC), members of the Neighbourhood Policing Team, the Litter Pick Co-Ordinator and the Footpaths Warden.

**DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATIONS  
UNDER S33 OF THE LOCALISM ACT 2011**

- 2 Cllr Kate Stewart declared an interest in item 12, Land adjacent to Winchfield Court, as a close neighbour to the site.

Cllr Cepta Hamm declared an interest in item 7b, Charrington Farm, as a close neighbour to the site.

**MINUTES OF PREVIOUS MEETING**

- 3 The Minutes of the Parish Council Meeting held on 24 July 2023 were agreed and signed as a correct record.

**MATTERS ARISING**

- 4 None.

**SOUTH EAST WATER: NEW MAIN THROUGH WINCHFIELD**

- 5 The work on the installation of the new water main was complete. The walkthrough the village by the Project Manager had been delayed to an unspecified date. The Chairman would continue to follow this up to make sure it was carried out.

**FOOTPATHS REPORT**

- 6 The Chairman gave the following updates;
- On footpath 5 the stile had been replaced with a kissing gate. HCC had provided the gate and WPC would be paying for the installation – the invoice was awaited;
  - On footpath 4 the work to further alleviate the flooding was on the ‘to do’ list;
  - On footpath 3 the cutting back had not been done. It was noted that this was in

Hartley Wintney.

- On footpaths 501 and 502 in Potsbridge the cutting back had been completed and an invoice was awaited.

It was noted that a walk was being organised by the Footpaths Warden with CPRE on 30 September following a path to show the areas that would be lost if the Shapley Heath Garden Village had gone ahead.

The Chairman had recently met with the new Countryside Ranger for North Hampshire and the following had been discussed:

- On footpath 10 there had been a discussion about moving the official path from diagonally across the field to around the edge but this had been deemed to be cost prohibitive. Once the crops had been harvested the farmer would maintain the route diagonally across the field but would also provide a permissive path around the edge of the field. This meant the footpaths leaflet would not need to be changed;
- On footpath 6 the Countryside Ranger had confirmed that HCC could provide a closure notice for works at no cost;
- On footpath 2 the steps from the road to the path underneath the M3 need to be repaired. HCC had agreed to do this work but would first check who was responsible for these steps;
- On footpath 501 HCC had raised a work order for the repairs to the sunken ditch.

It was noted that a volunteer had come forward to take on the role of Footpaths Warden who would work with the current Footpath Warden until his move away from the village.

## **HIGHWAYS REPORT**

### **7 Pale Lane/ A323 Junction**

The Chairman reported that following the discussion at the last meeting a letter (full letter available on the WPC website) was sent to HCC outlining safety concerns at the Pale Lane junction with the A323 and requesting that a review of the junction take place. HCC had responded advising that the location had been discussed by the Casualty Reduction Team at a meeting with the local County Councillors. At this meeting it had been agreed that there were some simple measures that could be taken to help improve the junction and drawings would be prepared setting out the proposals. Once these had been agreed within HCC they would be shared with WPC.

### **Charrington Farm**

The Chairman advised that following the last meeting where concerns were expressed by residents about the use of Charrington Farm as a distribution centre, particularly with regard to lorries entering and exiting the site along Station Road, a letter had been sent to HCC setting out concerns and requesting a review of the traffic management approvals for the site. A response had been received from HCC which advised that the site had been reviewed by the Safer Roads Team who had confirmed that the vicinity of the proposed operating centre had a good safety record and there were no existing injury collisions recorded. It concluded that there was no justification to intervene on the basis of safety concerns. Full details of the correspondence could be found on the WPC website.

The Chairman encouraged residents to record and report any incidents to the Clerk who would collate details to present to HCC at a future date if necessary.

It was noted that an informal meeting had been held between residents and the operators of the site. Another meeting was planned for December.

The Chairman expressed thanks to those residents who had cut back trees and hedging on Station Road between the B3016 and Charrington Farm which had helped to improve site lines. WPC had arranged for cutting back to take place from the bridge to the station and from the pub to South Lodge.

The situation would continue to be monitored.

### **Updates from HCC Highways**

There was nothing to report.

### **NEIGHBOURHOOD PLAN – REVIEW**

8 Christine Strudwick gave the following update:

- WPC had responded to the Inspectors 'Clarification Request' on 25th July and received from him a 'fact check report' on 24th August. This was the first sight of his examination report which was very complimentary.
- The Steering Group and Working Group had met to discuss the recommendations and agreed to accept all of them. A couple of items required attention but no major changes were required in terms of Plan layout or structure.
- Changes to policy wording were all accepted as were some minor modifications suggested by the Inspector and WPC responded, via HDC, to accept the Inspector's report.
- The final Examination Report was received on 7th September and it had been very pleasing to find it included the words "in the round it is a first-class example of a review of a neighbourhood plan both in terms of its format and content".
- The report was proofread again to ensure that all the changes had been correctly marked up for the design studio to make the layout of the final version reflect the modifications required by the Examiner. Thanks were expressed to a member of the WNP Working Group whose careful eyes and editing skills had been invaluable at every stage of compiling the Plan helping to produce a well written and informative document.
- Working with the design studio all the modifications and changes had been made and the final 'referendum' version would shortly be sent to HDC.
- One more 'table of changes and modifications' needed to be prepared which would be reviewed, with the Plan, at the HDC Cabinet meeting on 5th October. At that meeting, unless something unexpected occurred, approval would be given for the Plan to go to Referendum on Thursday 23rd November.
- Later in October there would be a leaflet drop to every house to announce the referendum and also a poster campaign to encourage as many people as possible to come and vote in support of their new Plan.
- It was requested that residents remind other Winchfield residents that the referendum result would be really important. Although the Plan had passed examination and the Plan would, short of a complete disaster, be 'adopted' and therefore be part of the Hart Local Plan a really healthy majority vote 'for' the plan would make a strong statement in considering future planning applications.
- The next Parish Council meeting would be on Monday 20th November so everyone would be reminded again at that meeting

Cllr Stewart thanked Christine Strudwick for her work on the revised Plan. She had spent many hours working on this and the Parish Council and the whole village owed her immense gratitude.

The Chairman advised that by law up to £2,394 could be spent advertising the referendum and campaigning for a yes vote. He did not expect to spend the full amount and he requested approval to spend up to £2,000 on costs associated with the referendum mostly relating to printing costs.

It was **AGREED** that the Chairman be given authority to spend up to £2,000, excluding VAT, on costs associated with the referendum.

In addition HDC had requested paper copies of the revised NP along with other documents and the Chairman requested approval for up to £1,000 to be spent on these costs.

It was **AGREED** that the Chairman be given authority to spend up to £1,000, excluding VAT, on printing of documents needed for the referendum.

The Chairman advised that Deuce Creative would need to be involved in the amendments to the Plan as, whilst these were minor in terms of content, even small changes would significantly affect the layout. This work was expected to take no more than 2.5 days and cost no more than £2,500.

It was **AGREED** that the Chairman be given authority to spend up to £2,500, excluding VAT, with Deuce Creative to make the necessary amendments to the NP document.

Following the referendum the Plan would be made and adopted by HDC as part of the planning documents.

## **RURAL EXCEPTION SITE**

9 The Chairman read out a statement:

“Following the drop-in session which was held on 26th July the Parish Council had expected to be able to announce a decision at this meeting on which of the proposed sites Rural England should proceed with to a detailed design and submit to Hart District Council for preliminary outline planning approval. Rural Exception Sites need to be fully compliant with the criteria specified in the Hart District Local Plan Policy H3. Both proposed sites have positive attributes and both have similar and different challenges. Due to a family bereavement the full Parish Council has been unable to meet in person to discuss both sites in detail, and, due to the importance of this project, considers it inappropriate to proceed until it has agreed unanimously on the most appropriate solution. The Parish Council will also consider asking Rural England, as a member of the Working Group, to approach landowners adjoining or closely related to the two current settlement areas and proposed new settlement area at Beauclerk Green, in the updated Winchfield Neighbourhood Plan, to ascertain whether any other sites have become available since the last request was made some 20 months ago. Should any additional sites be put forward prior to the next Parish Council meeting on November 20th we will advise the landowners of the current two sites and update the Parish Council website.”

The Chairman apologised to those residents attending the meeting possibly expecting a decision to be made.

A member of the public spoke on this item asking for reassurance that representatives of

Rural England had visited the sites as it was felt that at the public engagement sessions they were not familiar with the constraints of the sites.

The Chairman confirmed that he had visited both sites with the person in charge of the project at Rural England and they had discussed the advantages and disadvantages of both but he would ensure that these were raised again.

In response to a question from a member of the public the Chairman advised that he hoped a decision would be made at the November meeting of WPC but if for any reason this was not possible it would be the January meeting.

The member of the public asked for reassurance that Rural England would not progress the project until after the decision was made by WPC and this decision had been communicated to residents. The Chairman confirmed that this was the case as the next stage for Rural England would be to make a request to the Board for funding to go to the next stage ie looking at achieving planning permission and staff would not do this without the support of WPC. The member of the public stated that as a not for profit organisation he did not want them to spend money, particularly grant money, on a proposed site that may fail at the planning stages partly due to the amount of local opposition. The Chairman thanked the member of the public for his comments.

#### **TREE AND HEDGEROW PLANTING SCHEME**

- 10 Cllr Stewart advised that notification had been received from the Hampshire Forest Partnership, a project within HCCs Countryside Service, which aimed to plant one million trees across Hampshire by 2050. A new initiative was being launched called 'Shoots Along the Routes' which aimed to develop a green network of trees along selected roads in Hampshire. A map had been provided of these routes and included tree planting on land 1km either side of the chosen roads. There was a very small section of land that had been identified within the parish boundary. Cllr Stewart would wait for further information on the project and then approach the relevant land owners if appropriate.

The Chairman advised that following the presentation at the last meeting by Tristram Cary on his tree project he had introduced Mr Cary to the Chairman of Odiham Parish Council as they owned a small woodland.

#### **CLIMATE CHANGE PROJECT**

- 11 Cllr Hamm advised that the local champions had recently met with representatives from the Climate Change group in Hartley Wintney to see if any joined up working could be done. As a result she would be getting in touch with the local Scouts and Guides to get input from young people in the area. A member of the public with a specific interest was looking into the feasibility of installing chargers for electric cars at the station and other locations in the village. The Women of Winchfield Group had also had a good discussion about potential projects.

A invitation had been received from HDC to attend a new group called the Hart Climate Change Emergency Engagement Group.

#### **LAND ADJACENT TO WINCHFIELD COURT**

- 12 The Chairman advised that there was no update to the report last month that the enforcement hearing for the injunction for plots 2, 3 and 4 would be heard on 12 December 2023. It would be a one day hearing and would be held in the HDC offices. There was nothing to report on the planning appeal for plot 1.

**13 BEAUCLERK GREEN**

Cllr Stewart advised that there was nothing to report at the current time but she would like to keep this as an agenda item to discuss any progress once she had heard from HCC.

**LITTER PICK**

**14** Prior to the meeting the Litter Pick Co-ordinator had advised that the next litter pick would take place on 3 December.

**UPDATE ON THE SPEED INDICATOR DEVICES**

**15** Prior to the meeting Cllr Hodgetts had advised that:

- The SID had completed another full cycle of all sites across the parish - a full report would be consolidated in the coming weeks;
- The SID would be back at The Barley Mow from Sunday 24th September;
- Following a meeting with the operators at Charrington Farm, it was hoped that it would be possible to progress discussions about installing a more permanent speed device along Station Hill. She would pick this up on her return.

**UPDATE ON THE DEFIBRILLATORS**

**16** Prior to the meeting Cllr Hodgetts had advised that:

- Thank fully there had been no call to use the defibs at either of the locations. She expressed thanks to the guardians for ensuring they had been operational throughout.
- A defibrillator had been installed at Winchfield train station. The national database did not provide its specific location so she would talk to the station manager before approaching the train company.
- A very generous resident along Bagwell Lane had agreed to install his privately owned defib outside his property. WPC would fund the purchase and installation of the cabinet which would happen towards the end of September.
- Another training event would soon be organised for December. Dates would be shared once the trainers had confirmed availability.

It was **AGREED** that WPC would fund the purchase and installation of a new cabinet for a defibrillator at Bagwell Lane, with the defibrillator to be provided by a resident.

**S106 MONEY**

**17** Cllr Milnes-James confirmed there was nothing to report.

**PLANNING**

**18.1** Applications received since the last meeting:

**23/01380/FUL Four Winds, Old Potbridge Road**

Demolition of existing 4 bedroom dwelling and outbuilding and erection of a 6 bedroom dwelling with garage, plant shed, bin store and replacement front gate. WPC response: objection with detailed reasons.

**Chapel Bungalow, Potbridge**

The Chairman reported that residents had raised concerns about activity at this location. There was ongoing action by HDC enforcement and Cllr Southern was involved.

**18.2 Paynes Cottage Planning Appeal and Rule 6 Status**

The property owners at Paynes Cottage had appealed against an enforcement notice issued by HDC which alleged that, without planning permission, there had been a material

change of use of the land from a single dwelling house to a mixed use comprising of the land to run a telecommunications equipment installation business, the use of the dwelling as a house in multiple occupation and the stationing of a caravan for residential use. The appeal was due to be held on 15 November and WPC had been granted Rule 6 status which bestowed equal status with the appellant and the Local Planning Authority with the right to play an active part in the inquiry including receipt of all inquiry documents, appear at the inquiry and cross examine witnesses. The Chairman would represent the parish at this inquiry.

### **18.3 HDC Settlement Capacity Study**

Notification had been received from HDC that they were conducting a new study to understand the potential for regeneration and growth within existing towns and villages. Communities were being asked to highlight possible sites and regeneration opportunities through a Settlement Capacity and Intensification Study. The sites needed to be brownfield sites within existing settlement boundaries.

It was agreed that there were no opportunities within existing settlement boundaries in the parish and therefore no response would be submitted.

## **19 WEBSITE**

The current provider of the free website, Hugofox, had advised that they would be ceasing to provide a free service from 4 October. The Clerk had been in touch with Hugofox and they had agreed to provide the WPC website for free until April 2024 to allow time to look at the options available and to make provision in the 2024/2025 budget for costs associated with continuing with the current website or setting up a new one. The Clerk was in the process of getting quotes from a number of providers and would report back at a future meeting.

## **20 FINANCE AND GOVERNANCE**

### **20.1 Conclusion of Audit to Year End 31 March 2023**

The external audit for the year ended 31 March 2023 had been completed with no matters arising and the requisite Notice of Conclusion of Audit had been displayed both on the Council's noticeboards and on the website.

It was **AGREED** to receive and approve the report of the external auditor contained within section 3 of the Annual Governance and Accountability Return 2022/23.

### **20.2 Internal Audit – Letter of Engagement for 2023/2024 Financial Year**

It was **AGREED** to approve the internal audit engagement letter from April Skies Accounting Ltd.

### **20.3 Grants for Approval**

It was noted that provision had been made in the budget for a donation of £200 to CPRE.

It was **AGREED** to make a donation of £200 to CPRE and to pay the £36 membership fee.

### **20.4 Payments for Approval**

The following payments were approved:

Clerk - AB	August Salary (including overtime)	£599.70*
Clerk - AB	October Salary	£354.30
Clerk - AB	November Salary	£354.30

Clerk – AB	Expenses (WFH Allowance August and September)	£26.00
Charisma Spatial Planning Ltd (Ann Skippers)	NP Response to Inspectors Clarification Note Support	£945.00*
Louise Hodgetts	Reimbursement for new light for defib	£13.99
Meyrick Williams	Reimbursement for gift for volunteer work on NP	£141.37
D M Payroll Services	Payroll Services – October to March	£60.00
Winchfield Village Hall	Room Hire – September	£25.00
CPRE	Membership Fee	£36.00
CPRE	Donation	£200.00
BDO LLP	External Audit	£378.00
Nick Robins (Lengthsman)	Cutting back Station Road	£582.00
Prof R Summerfield	NP Expenses	£26.74
*Payment already made; expenditure agreed by email and within previously agreed budgets		

## 21 **CORRESPONDENCE**

No correspondence had been received other than that already forwarded and none that needed addressing that had not appeared elsewhere on the agenda.

## 22 **ANY OTHER BUSINESS** *Report Only*

Cllr Stewart advised that she needed to give her apologies for the November meeting as she would be away.

Cllr Hamm advised that the first drop in session by the Citizens Advice Bureau had been held in the village hall. It had been agreed that these sessions needed more publicity as there had been poor attendance.

Cllr Hamm advised that she had been approached about WPC providing some funding for a Christmas party for children in the village. It was generally agreed that WPC would be supportive but more details were needed.

## 23 **DATE OF NEXT MEETING**

Dates of future meetings were noted: 20 November 2023, 29 January 2024, 18 March 2024, 20 May 2024, 15 July 2024, 16 September 2024, 18 November 2024 starting at 7pm.

It was agreed that the Annual Parish Assembly 2024 should be held on a separate night to the regular meeting and the Clerk agreed to look for an alternative date.

**There being no further business, the meeting closed at 8.03pm**