



# WINCHFIELD PARISH COUNCIL

www.winchfield-pc.org.uk

Chairman • Andrew Renshaw • Talbothays Farm, Station Road, Winchfield, Hook, Hampshire RG27 8BZ • Tel: 01252 843566  
• e-mail: renshaw.aj@gmail.com

Clerk • Alison Ball • e-mail: winchfieldparishclerk@outlook.com • Tel: 01256 397009

## MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON WEDNESDAY 15 SEPTEMBER 2021 AT 7 PM IN THE VILLAGE HALL

**PRESENT:** Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart  
Footpaths Warden  
Litter Pick Co-ordinator  
3 Members of the Public  
Mrs Alison Ball (Clerk)

The Chairman welcomed everyone to the meeting.

### 1 APOLOGIES

Apologies were received from Cllrs Anne Crampton, Spencer Farmer and Tim Southern (HDC), Cllr Tim Davies (HCC) and members of the Neighbourhood Policing Team.

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

As at previous meetings, the Chairman declared his ownership (with his wife) of 45 acres of land in the parish which had been the subject of overtures from developers. He reiterated that the land is not available for development.

Cllr Kate Stewart declared an interest in item 14 Land adjacent to Winchfield Court, as she lives opposite the site.

### 3 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 21 July 2021 were agreed and were signed as a correct record.

### 4 MATTERS ARISING

It was noted that the Deed of Amendment extending the agreement with Oakfield Solar Farm for an additional six years had been signed by all parties.

### 5 COVID-19 RESPONSE

Cllr Williams reported that in the last seven days there had been 247 positive Covid cases reported in Hart which was a reduction of 20% on the previous week. There had been zero deaths which was no change on the previous seven days. There had been 61 people admitted to Frimley Health in the last seven days which was an increase of almost 2%. Within Hart 89.1% of people had received one vaccine dose and 81% had received two doses. People were continuing to be encouraged to do regular self testing and kits were available in local pharmacies. This was a slightly improving picture on a couple of weeks

earlier when case numbers were on the increase but they now seemed to be levelling off.

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

Cllr Williams reported that he and Cllr Stewart had attended an on-site meeting with representatives from South East Water. It was clear that the contractors were familiar with the route and the councillors had only been able to point out a couple of additional culverts they were not aware of. It was thought that the work in the SSSI area at Bagwell Lane was almost complete and they had nearly reached the trees near Bagwell Green Farm. Councillors had been reassured by the contractors that they would take great care of the trees when working and any that needed to be removed would be replaced. The contractors would have someone specifically looking for archaeological finds during some of the digging which was in direct response to the Parish Council pointing out that such finds were possible. It was agreed that, for the November WPC meeting, the contractor be asked to report where they were in the schedule.

## **7 FOOTPATHS REPORT**

The Footpaths Warden reported that Hook 1 had not been improved during the summer and it was suggested that a conversation be had with Hook Parish Council about this. Cllr Williams thought that this would be something the lengthsman could do. The chippings on the footpath had rotted away and this would cause a problem in the wet weather. There were also lots of nettles and the surface was very rutty. Whilst it was felt that this path was used by residents of both Winchfield and Hook, Cllr Williams agreed that it should be considered as a project for the parish council to address.

There had been work last year on Footpath 2 to level the ground but this had now become overgrown with nettles and brambles. Cllr Williams agreed to ask the Lengthsman to cut this back.

A new fence had been installed by the adjacent home owner to Footpath 2 which would make it easier when the vegetation needed to be cut. Cllr Williams agreed to speak to HCC about cutting this back.

Cllr Williams confirmed that the work to improve Footpath 5 was still outstanding.

A run of footpath leaflets had been produced to make sure there was a supply over the summer. Work would now be carried out to make the changes to the map to include the two footpaths newly designated as in Winchfield before any further leaflets were printed.

The Footpath Warden confirmed that the Walk for Winchfield had been a success and he was thinking of arranging another one for late October or early November.

## **8 HIGHWAYS REPORT**

Cllr Williams reported that he had been in contact with Hampshire Highways about the maintenance of the trees on the verge between Barley Mow Close and the Hurst. They had confirmed that they did not believe the trees stood on highway land and therefore they would not carry out any maintenance work. It was difficult to know what more could be done to assist the residents but if needed WPC would continue to be involved.

There had been a road safety meeting on 29 July where the extent of the 50mph limit on the B3016 and issues with HGVs on this road had been discussed. Hampshire Highways had agreed to look at the accident information for this stretch of road to inform whether they would take any action. Unfortunately Hampshire Highways only looked back at the data for the last five years even though the information extended back 20 years. The system was

dependent on people reporting incidents. Cllr Hodgetts had hoped that a ‘not suitable for HGVs’ restriction could be imposed on the road but it was unlikely that Hampshire Highways would approve this as it was very difficult for the police to enforce as they needed to prove the HGV was driving through and not accessing a property. Cllr Hodgetts intended to write to the companies whose HGVs used the road. It was thought that there may be additional use by HGVs at the current time due to the closure of Redfields Lane which would be ongoing for a significant period.

Cllr Williams reported that the turning at the Barley Mow was also discussed at the meeting on the 29 July. This junction had two blind corners and was very dangerous. There was no easy resolution to this but Hampshire Highways had suggested some changes to the signage which might help. Cllr Williams intended to discuss the proposals with the residents in the immediate vicinity of the junction before taking this any further. It was suggested that a 20mph limit in this area would help and it was agreed that this be suggested to Hampshire Highways. Consideration had been given to putting the SID on the approach to the junction but this could not be done as it was where the speed limit changed from 40mph to 30mph.

Cllr Williams reported that the new fingerpost on Pale Lane had been installed and all agreed it looked smart.

## **9 SHAPLEY HEATH GARDEN COMMUNITY**

Cllr Williams reported that Cllr Radley (HDC) had announced at the Cabinet meeting on 2 September that all work on the SHGC would be paused for two months to allow a business case to review the Local Plan to be put together. A member of the public, who was present at the meeting, had done extensive work studying the financial arrangements at HDC and particularly the budget for SHGC. This was now being formally reviewed by Ernst and Young and the questions raised would have to be answered. Cllr Williams had been in touch with WPCs planning consultant to make him aware of this change. The planning consultant JB Planning had recently been acquired by Carter Jonas and they were undertaking an internal review to check there would be no conflict of interest within the business.

The member of the public that had reviewed the HDC budget advised that he had sent a complex series of questions to HDC at the end of July and had written to the auditor pointing out anomalies. The auditor had responded saying a formal objection report was needed which he had done, along with a formal complaint to HDC. He was waiting for a response.

It was noted that HDC had also announced that the results of its recent public survey on SHGC would be postponed. It was expected that the results of the survey by the Conservative Group would be published shortly.

## **10 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW**

Christine Strudwick advised that the community engagement meeting had taken place in the Village Hall on 24 July and had been attended by 60 people, with some additional enquiries after the event from people who had been unable to attend. The attendees had been very supportive of the work that was being done and the working group had studied the comments made by people at the session. A second public engagement meeting was being planned for Sunday 28 November from 3pm to 6pm in the Village Hall. The most important thing to come out of the public engagement was to know that the people supported the vision and objectives drafted by the working group and this could now be used as a basis to draft some comprehensive policies. An update meeting with officers from HDC was scheduled for mid-October.

Cllr Williams advised that the £5,000 approved at the last meeting had not been spent so he

did not require any further approvals for expenditure at this time. He had reviewed the budget for the remainder of the year and was confident that the funding allocated would be sufficient. Thought would be given to the funding needed for 2022/2023 and this would be presented at a future meeting. Cllrs Stewart and Williams were due to attend a CPRE workshop at the beginning of October on how to influence a local plan.

Prior to the meeting there had been a discussion about whether the Local Character Assessment (LCA) document should be made public and it had been agreed that it should. It would be placed on the WPC website in due course. Following this the Key Views document and the Local Green Spaces (LGS) document would be added to the website in draft form. These documents were too large to hand out in hard copy and it would be important to let residents see them before the second public engagement meeting at the end of November. The project plan had been updated by the planning consultant and this would also be added to the website.

Cllr Stewart advised that there had been a discussion at the NDP Review Working Group about whether to make the LCA public or not. There were some concerns that it may help HDC in the pursuit of a new town. However the final decision was that there was nothing to hide and it should be made public. It was a purely factual document and did not contain opinion. It was also an important part of the update to the NDP.

Cllr Williams confirmed that the end of grant report was being drafted for the grant received in June for the Housing Needs Assessment and the LGS document. It was hoped that there may be some further funding available for future work.

## **11 HOUSING NEEDS SURVEY**

Cllr Williams advised that the final draft of the Housing Needs Survey (HNS) had been reviewed and Action Hampshire had taken on board all the comments received. It provided an accurate snapshot of the current need for housing in the village and it recommended that six to eight houses be allocated as affordable homes to rent. Feedback received to the survey suggested there was support within the village for a small development of homes for affordable housing. A telephone meeting was scheduled with Action Hampshire to discuss the next steps. This was likely to include a discussion of whether there were any suitable sites within the village and the details of how the allocation of housing would work. The full document would be available on the Parish Council website from October.

In response to a question it was confirmed that any potential site would need to conform to a strict set of criteria including needing to be close to amenities and near an existing settlement.

It was **AGREED** to accept the Housing Needs Survey and to begin a dialogue regarding the next steps.

## **12 NATIONAL TREE CHARTER**

Cllr Stewart asked if anyone had any further thoughts on whether she should be looking into offering residents a tree to plant. Cllr Milnes-James advised that approval had not been sought to spend s106 money on this project and the developer would need to give permission to release the funds.

A member of the public asked that strict parameters be attached to the giving of trees to ensure that they not be planted in unsuitable locations.

Cllr Hodgetts suggested that as there were already a lot of trees in Winchfield and it had

been difficult to identify a suitable location to plant new trees, that consideration be given to looking into adopting a tree outside Winchfield.

The Footpaths Coordinator advised that some of the trees on the land in front of Winchfield Lodge that had been used for storage during the development had died and this would be a good place for tree planting. Cllr Stewart confirmed that she had looked into this but until there was a management committee in place for the development there was no one to approach to obtain permission.

Further thought would be given to this when setting the budget for 2022/2023.

### **13 BEAUCLERK GREEN ADOPTION**

The Chairman reported that Beauclerk Green had finally been adopted by HCC.

The Parish Council had been asked to apply for a cultivation licence from HCC on behalf of the residents so they could maintain the verges. Whilst the Parish Council had agreed in principle to do this, further details had been received which meant this needed more thought. HCC had confirmed that should the residents not carry out the work or not carry it out to a satisfactory standard, the Parish Council would be liable for the work. The Clerk had been trying to contact the residents to see if an agreement could be drawn up.

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

Cllr Williams confirmed that activity on the site was being monitored by the Planning Enforcement Team at HDC. There was no update on the appeals against the Enforcement Notices and any actions required by the notices was suspended whilst the appeals were pending.

### **15 LITTER PICK PLANS**

The Litter Pick Co-ordinator advised that she was making arrangements to hold a litter pick on Sunday 5 December.

### **16 UPDATE ON THE SPEED INDICATOR DEVICES**

Cllr Hodgetts advised that she had been looking at the data produced by the SID to try to assess the impact of the closure of Bagwell Lane. The volume of traffic across all the SID locations was up between 30 and 40%. The data also showed that the impact of the SID did not seem to be dropping with speeds mostly reduced when exiting the SID compared to the approach. The location at the railway bridge was still a hot spot, closely followed by traffic travelling towards the station. There was still a peak at about 3pm, and 11am was also a busy time. Once the SID had completed a cycle at the next two sites Cllr Hodgetts would produce a summary report of all the data. Regular reports were being added to the Parish Council website.

Cllr Hodgetts advised that she planned to seek to get a further two sites for the SID approved by HCC. These would be close to the existing sites that were currently only approved in one direction to make it so the SID could face both directions.

Thanks were expressed to Cllr Hodgetts for moving and monitoring the SID and for analysing the data. It was suggested that an item be written for the NDP on the SID. A member of the public thought that many residents would not be aware that it was the Parish Council that had installed the SID. She thought the Parish Council should try to get better PR for the work it was doing including the SID and the work being done to improve the footpaths. It was suggested that the Parish Council send a Christmas card to every house in the village with a summary of what had been done during the year. It was also suggested

that a newsletter could be sent out once or twice a year with a summary of activities. It may be possible for this to be distributed with Contact magazine.

**17 UPDATE ON THE DEFIBRILLATORS**

Cllr Hodgetts advised that there was nothing new to report, as thankfully the defibs had not been used. She still planned to organise training once this could take place safely but this was unlikely to be until 2022. There was a discussion about the use of What 3 Words to identify locations to the emergency services. All were encouraged to find out the three-word combination for their own home and keep this in a safe place so in the event of an incident the emergency services could easily find the correct location which was particularly important in a rural community.

**18 S106 MONEY**

Cllr Milnes-James advised that there was nothing new to report on this other than that the temporary repairs to the steps at Stacey's Bridge had been completed.

**19 PLANNING**

Applications received since the last meeting:

**21/01996/HOU 8 Beauclerk Green** *Erection of a single storey rear extension and insertion of window to ground floor side.* WPC Response: by 3 September. No objection.

**21/01254/REM Land North of Netherhouse Copse, Hitches Lane** *Reserved matters application seeking the approval of access, appearance, layout and scale of 39 residential dwellings pursuant to 16/01651/OUT.* WPC Response: No comments, out of parish.

It was noted that there had been a pre-application consultation on a new application for a 20-metre phone mast at the station. The Chairman had asked if the mast could go on the south side of the railway but it was understood that a site on the south side had been dismissed due to it causing access problems to the footbridge. It was agreed to wait to receive details of the full planning application before making any comments.

**20 FINANCE AND GOVERNANCE**

**20.1 Conclusion of Audit to year end 31 March 2021**

The external audit for the year ended 31 March 2021 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 2020/21.

**20.2 Internal Audit – Letter of Engagement for 2021/2022 Financial Year**

It was **AGREED** to approve the internal audit engagement letter from Farsight Consulting.

**20.3 Payments for Approval**

The following payments were approved:

Clerk - AB	October Salary	£312.43
Clerk - AB	November Salary	£312.43
Clerk – AB	Expenses (Working from Home Allowance August & September)	£26.00
PKF Littlejohn	External Audit Fee	£240.00*
Michelle Bolger Expert Landscape Consultancy	Updating LCA	£480.00*
Michelle Bolger Expert Landscape Consultancy	Key Views Document	£5,454.00*
Hampshire County Council	Leaflet Printing	£172.00*
JB Planning Associates	NDP Review Work 16 June to 2 July	£1,050.00*
Michelle Bolger Expert Landscape Consultancy	Local Green Spaces document	£6,708.00*
Community Action Hampshire	Housing Needs Survey	£3,000.00*
D M Payroll Services Ltd	Payroll services April 2021 to March 2022	£60.00
Hampshire County Council	Cultivating Licence	£133.00
*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.

Cllr Williams reported that the letter from Long Sutton Parish Council that was expected with regard to concerns relating to planning applications for solar farms had not been received.

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

None.

**23 DATE OF NEXT MEETING**

It was noted that the next meeting was due to take place on Wednesday 17 November in the main hall.

A discussion took place regarding meeting dates beyond November and whether the Parish Council could move back into the smaller Gale Room. The Clerk advised that she had checked availability of the main hall and had been told that once all the regular users of the hall returned the main room would be booked every evening. It was agreed that it would be preferable to continue to hold the parish council meetings in the main hall particularly over the winter months when the number of Covid cases was likely to be high. The Clerk agreed to contact the Chairman of the Village Hall Committee to see if an agreement could be reached.

**There being no further business, the meeting closed at 8.40pm**