



WINCHFIELD PARISH COUNCIL

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MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 21 SEPTEMBER 2020 AT 7 PM.

**THE MEETING WAS HELD VIRTUALLY VIA ZOOM DUE TO CONTINUING
GUIDANCE ON SOCIAL DISTANCING TO HELP STOP THE SPREAD OF COVID-19**

PRESENT: Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart
Cllrs David Simpson and Jonathan Glen (HCC) (both until 7.30pm), the Footpath Warden, the Litter Pick Co-ordinator and 6 Members of the Public
Mrs Alison Ball (Clerk)

1 APOLOGIES

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

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

None.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 20 July 2020 were agreed and would be signed as a correct record.

4 MATTERS ARISING

On Minute number 6: Land North of Winchfield Court Cllr Williams advised that things had been very quiet over the last couple of months. There had been some activity on Plot 5 which Hart District Council (HDC) were aware of. Officers from HDC had carried out a site visit and would be keeping this under review. There were some new TPOs in progress that were due to be considered by the Planning Committee in October but if this meeting did not go ahead the decision would be delegated to officers.

5 COVID-19 RESPONSE

The Chairman again thanked Harry Dicks for all that he had done to co-ordinate the volunteers who had supported residents during the Covid-19 pandemic. Mr Dicks had recently advised that he intended to move from Winchfield and a new volunteer co-ordinator would be needed should another lockdown happen. An email had been sent requesting a volunteer to take on the role but there had not yet been any offers. Cllr Stewart agreed to send an email to all the volunteers to see if anyone would step up. It was noted that the role would not be onerous as Mr Dicks had set everything up.

6 FOOTPATHS REPORT

Cllr Williams advised that there were a number of tasks that the Lengthsman needed to be

instructed to carry out:

- a) Clear the area behind the bus shelter in the Hurst;
- b) One coat of preservative on the inside and outside of the bus shelter;
- c) Coppice the Hawthorn next to the Give Way sign on junction with Pale Lane;
- d) Remove two broken branches on Pale Lane opposite Winchfield Court;
- e) Strim the vegetation on FP2 – the path that leads from the B3016 near the bridge adjacent to the railway line up to where it goes underneath the M3 motorway.

Prior to the meeting the Lengthsman had confirmed that these works would cost £595 excluding VAT and the Clerk confirmed there was enough money in the budget held by the lead council for the Lengthsman cluster for these works to be carried out.

It was **AGREED** that the quote from the Lengthsman to carry out the above works be approved, to be paid for from the money allocated to the Lengthsman scheme by Hampshire County Council (HCC) and held by Yateley Town Council on behalf of the Parish Council.

The Footpath Warden advised that the footpaths were in a good state and he would be walking them all over the next few weeks to check they would all remain that way for the winter months.

7 HIGHWAYS REPORT

Cllr Williams reported that effective dialogue had been established with Daniel Beasant at Hampshire Highways but unfortunately due to a reshuffle at HCC he would be moving on and he would be replaced from 1 October. It was understood that the new contact was a very experienced engineer that knew the area well.

Cllr Williams went on to confirm that the new finger post was ready to be installed at Bagwell Lane / Station Road and this should be done imminently. The contractor who had done this work had been asked to look at supplying a new finger post for Pale Lane / the Hurst link road.

The Highways meeting, chaired by Cllr David Simpson, and held in partnership with Dogmersfield Parish Council, had taken place on Friday 20 September. The three main areas of discussion in relation to Winchfield were:

a) The request by the parish council for new signage on the link road from the Hurst to Pale Lane to warn that the road narrows. This narrowing had been as a result of works carried out by HCC to clear the ditch. Traffic Management at HCC had confirmed that they did not feel any warning signs were necessary as the road was not sufficiently narrow or dangerous to warrant signage. It was requested that Cllr Simpson pursue this.

b) How to address flooding on Bagwell Lane. Some work had been carried out by HCC to clear the ditches along Bagwell Lane but it was felt that this would not be sufficient to alleviate the flooding. HCC had advised that responsibility for maintaining these ditches belonged to the adjacent landowners and they should carry out the necessary works. A site meeting had taken place and an agreement had been reached with HCC. A road closure would be put in place and HCC would cut grips on both sides of the road to allow water to access the ditches, remove excess soil that had been compacted and reduced the effective carriageway width, and manually inspect and clean the underground culverts. Whilst the road closure is in place the Parish Council, with the consent of the adjacent landowners, had agreed to clear the ditches on the left-hand side to an adequate depth to allow water to flow from the gullies towards the main culverts by a combination of raising bank edging and removing excess soil from the site. This work would be carried out by a competent contractor with the correct insurance or by volunteers covered by the Parish Council

insurance. HCC had also agreed to help the Parish Council engage with the flooding authority so that a long-term solution could be considered for the whole area.

c) Overspill car parking from the canal car park. Walking along the canal had become increasingly popular, particularly during and since lockdown, and the current car park no longer met the demand. This would be looked at as part of the s106 project. Cllr Milnes-James would contact the Canal Authority and the Canal Society to discuss. Cllr Glen gave details of the appropriate people to contact and requested that he and Cllr Simpson be copied in on any correspondence.

A member of the public commented that the new finger post looked lovely and thanked those involved in getting it installed.

Following this item Cllrs Glen and Simpson advised that they would be leaving the meeting to go and join other meetings. Before leaving, Cllr Glen asked if the Parish Council was aware of the pre-application for a large area of solar panels at Bunkers Hill Farm near Rotherwick. This was unlikely to directly affect Winchfield but he felt that it would be useful for the Clerks to liaise. Cllr Williams advised that he had been contacted about negotiating a favourable deal with the solar companies to secure some benefit for the parish should the development go ahead and he had responded offering to discuss the experience at Winchfield but had not heard any more.

(NOTE: At the conclusion of this item Cllrs Glen and Simpson left the meeting.)

8 SHAPLEY HEATH GARDEN VILLAGE

The Chairman advised that nothing had been heard about Shapley Heath Garden Village since the last meeting. It was noted that there had been an interesting discussion on Radio 4 about garden villages and the link to this could be sent round to anyone who wanted to listen to it.

9 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW

Cllr Williams advised on progress with the project over the last couple of months. A positive meeting had taken place with the Principal Planner in the Policy Team at HDC, the Manager for Planning Policy and Economic Development at HDC and the Parish Council consultant from JB Planning Associates. The notes from this meeting were on the Parish Council website. A tentative date in December had been set for another meeting but this date could change depending on progress.

The lead for the Winchfield Neighbourhood Development Plan Review advised that an excellent workshop had been held with the JB Planning consultant. He had visited the Village and spent some time looking at the main areas, he followed this up with some notes including suggestions for next steps. The working group had met on 16 September and had spent some time carrying out a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats). Once the working group had formed a clear vision of what it wanted to achieve the policies could be looked at. The working group was also looking at community engagement. Due to Covid-19 it would not be possible to hold the usual public meetings in the Village Hall and alternatives were being considered. It would be important to get feedback from residents to ensure the project had the support of the Village. Any suggestions for how to communicate with residents would be gratefully received. It was requested that residents email winchfieldndp@gmail.com authorising the use of their email address for communications about the NDP Review as this consent was needed to comply with GDPR legislation.

Cllr Williams confirmed that there was approximately £34,000 available in the budget for Planning Counsel/ NDP Review. He hoped to have received outstanding invoices from JB

Planning for approximately £4,000 for approval but these had not been forthcoming. At the last meeting expenditure up to £6,000 had been approved of which approximately £5,500 had been spent. It was requested that additional expenditure from the Planning Counsel / NDP Review budget of up to £3,000 excluding VAT and disbursements be authorised for work taking place within the next two months.

It was **AGREED** that expenditure from the Planning Counsel / NDP Review budget of up to £3,000 excluding VAT and disbursements be authorised for work taking place within the next two months.

Prior to the meeting Cllr Williams had circulated a fee proposal for £6,400 from Michelle Bolger Expert Landscape Consultancy for a revised Landscape Character Assessment. The one that had previously been produced was now out of date and since that time more NDPs had been relying on similar reports. The intention was to apply for a Locality grant from central Government to cover this cost. However the application may not be successful in which case this cost would fall to the Parish Council.

It was **AGREED** that an application for a Locality grant to cover the cost of a revised Landscape Character Assessment be made by Cllr Williams in consultation with the lead for the Winchfield NDP Review and Cllr Milnes-James.

It was **AGREED** that should the application for the Locality grant be unsuccessful or should there be a shortfall that up to £8,000 from the Planning Counsel / NDP Review budget be allocated for this purpose.

Cllr Williams would keep his colleagues updated with progress on the application. He anticipated receiving a decision within 15 days of the application.

Thanks were expressed to Cllr Williams and the NDP Review group for all their efforts on this project.

10 GOVERNMENT CONSULTATION ON REFORM OF THE PLANNING SYSTEM

The Government had recently consulted on proposed changes to the planning system. The Parish Council had written to the local MP Ranil Jayawardena to express concern about these changes and to endorse the concerns raised by the CPRE. The letter was available to view on the Parish Council website.

The Clerk had written to the Chair of the Hart District Association of Parish and Town Councils to advise of the action taken by the Parish Council and to suggest that the letter to the MP be shared with other members of the Association. Cllr Williams agreed to follow this up to see if it had been shared.

A member of the public advised that a petition had been set up and he encouraged others to sign it.

11 BEAUCLERK GREEN ADOPTION

The Chairman was pleased to report that further progress had been made on the adoption of Beauclerk Green. The vegetation had been cut back to comply with the requirements for adoption. At the last meeting it had been agreed that the Parish Council apply to HCC for a planting licence but this could not be done until the adoption was complete.

12 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts advised that Ian Janes at HCC had now ordered all the street furniture that

was needed. The initial plan had been to share the SID with Dogmersfield Parish Council but it had been clear at the recent Highways meeting that they had not progressed the SID project. Cllr Hodgetts would contact them to see if sharing the device was still an option. She had already emailed Mattingley Parish Council as they had also expressed an interest in sharing equipment but there had not been a response, but this would be followed up. As soon as a date was received from HCC for the installation of the new street furniture a leaflet drop would be done to advise residents living near the proposed SID locations what would be happening.

At the Highways meeting Cllr Simpson had agreed to raise the broader issue of how rural parishes that had been designed for much less traffic could cope with the increasingly large vehicles and increasing speeds on the narrow roads. This should also be considered by the parish and it was suggested that this be considered as part of the NDP Review. Cllr Hodgetts agreed to liaise with the NDP Review group on this.

13 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts confirmed that location information had been attached to the two defibrillators at the Barley Mow and at the Village Hall. This included the location description, postcode and the what3words details. She thanked Cllr Stewart and her brother for assistance with this.

Posters had been drafted for placement around the Village giving details of the locations of the defibs. These would be printed, laminated and put up at the Winchfield Inn, the Barley Mow, the railway station, the village hall and the noticeboard at the Hurst. The churchwarden would be approached to see if one could also be put on the church noticeboard.

14 PLANNING

14.1 Applications received since the last meeting

20/01706/HOU 32 Beauclerk Green *Erection of single storey rear extension.* WPC Response: No objection.

20/01943/FUL Bridge Farm, Potbridge Road *Relocation of existing stables.* WPC Response: No objection.

20/02002/HOU 4 Barley Mow Close *Erection of a single storey extension to one side and single storey extension and first floor extension to the other and alterations to fenestration.* WPC Response: No objection.

15 FINANCE AND GOVERNANCE

15.1 To approve the internal audit engagement letter

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

15.2 Payments for Approval

The following payments were approved:

Clerk - AB	October Salary	£303.33
Clerk - AB	November Salary	£303.33
Clerk – AB	Working from Home Allowance (August and September plus Zoom subs October)	£40.39
Oak Design	Footpath Leaflets	£390.00*
DM Payroll Services	Payroll admin April to September	£60.00*
Hampshire County Council	Basingstoke Canal Donation	£250.00*

HCC	Cultivating Licence	£131.00
Rod Summerfield	NDP Review Document Costs	£32.73
*Payment already made; expenditure agreed in the budget in January 2020 and by email.		

16 CORRESPONDENCE

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

17 ANY OTHER BUSINESS *Report Only*

Litter Pick: The litter pick co-ordinator advised that it had been hoped that it would be possible to hold a litter pick in November but as the Government had restricted social gatherings to a maximum of six people it was now looking unlikely. Whilst the litter pick itself could be conducted in groups of six, it would be much harder to co-ordinate the refreshments afterwards. This social element of the event was very important to the villagers that volunteered. As the Government guidance could change at any time it would be difficult to plan too far in advance.

Councillors discussed ways that a litter pick with refreshments could safely be organised. It was felt that with good planning and with the correct procedures in place it could be done. However the latest guidance would need to be considered nearer the time. It was suggested that a proposed date be circulated so that volunteers could keep the day free should an event be possible.

18 DATE OF NEXT MEETING

It was noted that the next meeting was due to be held on 16 November 2020 with further meetings to be held on 18 January 2021 and 15 March 2021. A decision on whether these meetings would be held virtually or in person would be made nearer the dates and based on the Government guidance at that time.

It was agreed that the Annual Parish Assembly should be postponed until May 2021.

There being no further business, the meeting closed at 8.13pm