



MINUTES OF MEETING	: 20 th October 2014
TIME OF MEETING	: 7.30 p m
VENUE OF MEETING	: Royal British Legion
TYPE OF MEETING	: ORDINARY
PRESENT	: MR ALAN HAIGHTON (AH)
	: MR JAMIE WILLIAMS (JW)
	: MR NICHOLAS MELHUIISH (NM)
	: MRS DINAH MURDOCH (DCM)
CHAired BY	: MR DAVID SULLIVAN (DS)
IN ATTENDANCE	: MR DAVID BAKER (DB)
ALSO PRESENT	: CLLR TIM ROLT (HCC) : 8 PARISHIONERS

73. Apologies

73.1 Apologies were received from Ward Councillor Peter Giddings (TVBC).

74. Public Participation

74.1 Mark Betteridge asked to brief the parish council on a brewery premises license application that he was submitting to TVBC.

See appendix 1a for details of his statement.

75 Actions arising

75.1

Councillor Jamie Williams agreed to brief Mr Buckley on any future planning applications submitted to the parish council with regard to Bourne Park. JW to action. Completed
It was agreed that for safety reasons a grid would be installed over the entrance to a culvert on Dene Green. DS to action. In progress. Safety grid had been made and was waiting to be installed
Cllr David Sullivan outlined the proposed scheme to manage access and provide car parking whilst the community hall was being built. Cllr D Sullivan agreed to discuss the arrangements with the primary school head-teacher. DS to action. Completed
The parish clerk was asked to re-visit the Police and Crime Commissioner's Scheme to awards grants for CSW schemes and to see if funds could be secured towards the purchase of a mobile SID

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equipment. DB to action. Carried forward
The inspection found that the main drainage culvert starting near the bus shelter down as far as the Crescent was very heavily silted and some clearance work had been completed. No further work has been carried out and the parish council and Cllr Tim Rolt had requested that the inspection, mapping and culvert clearance should be completed as soon as possible. Cllr Tim Rolt to action. In progress – video footage of the culvert system was under review and repairs were in progress in Church St.
HALC requested that all parish councils in Hampshire to consider an agenda item at their October PC meetings to focus on improving the recruitment of new candidates onto their council. DB to action. See agenda Item 14. . Completed
Resident’s letter requesting for 3 sections of public footways to be cleared of overhanging vegetation – landowners to be notified. DS to action In progress – 2 sections had been cleared
Councillors agreed to accept the level of cover as specified in the renewal documentation for 2014/15. Councillors approved the renewal of the insurance policy at an annual premium of £925.46. DB to action. Completed
It was agreed to approach TVBC with a project request for funding the replacement of the swings by using developer contributions received under S 106 agreement. NM to action. In progress

76. Minutes of meeting 15th September 2014

- 76.1 The minutes of the Annual Parish Council meeting of 15th September 2014 were approved and signed by the Chairman.

77. Declarations of interest

- 77.1 None.

78. Community Speed Watch (CSW) report

- 78.1 Rupert Conder presented his latest report to councillors:
Over the four hours of deployment, most of the drivers slowed down to less than 30mph, but 20 vehicles were detected exceeding 35mph; their details have been passed to the Police.
See appendix 1b for details on the CSW scheme report

79 Flood Working Group progress report

- 79.1 Rupert Conder presented a progress report to councillors following the latest flood working group meeting held on Thursday 11th September on the Dene Green.

See appendix 1c for full details on the flood working group meeting held on 11th September.

80. Hurstbourne Tarrant Community Centre (HTCC) report

- 80.1 Susie Hoare presented a summary of the HTCC October report to the meeting:
All enabling actions have been completed, and site preparations started on Monday 13th October. All being well, the plan is for the bats to be migrated from the pavilion roof in week commencing 20th October and for work to start immediately afterwards on demolishing the pavilion and beginning the necessary groundwork and excavations in preparation for building works.
A contract administrator has been appointed (Nigel Tucker, Quantity Surveyor)

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There are of course many dependencies relating to the overall timetable for completing building works (weather, availability of materials and so on), but the current target date for completion is the end of May next year.

See appendix 2 for details of the report.

A vote of thanks was recorded for the excellent work carried out by HTCC and in particular for the substantial efforts of Susie Hoare and Andrew Russell in leading the project forward.

Resolved: Now that the community hall build project has been formally contracted and commenced, councillors agreed to release £23,825 of funding to HTCC that was committed by the parish council on the 30th June 2009.

81. Correspondence

81.1 The list of correspondence received during the month was read and passed to the relevant councillor.

- Councillors had been notified of two road closures: A343 for anti-skid resurfacing on starting on 27th October for up to 3 nights between 20.00 – 06.00. B3048 for sewer replacement work starting on Wednesday 22nd October for up to 3 weeks between Portway and Romans in St Mary Bourne just beyond the Derrydown clinic access road.
- A resident had raised a concern that someone was using the playing field area as a golf practise range. Councillors agreed that this activity was an unsafe use of the playing fields and would not be permitted.

82. Planning Applications

82.1 There following planning application discussed:

RESOLVED: Councillors agreed that the actions documented below would be taken:

14/02000/FULLN	16 Sep 14	Install a 60m by 20m outdoor menage – all weather surface with post and rail surround. Lower Doiley Farmhouse, Doiley Bottom, Hurstbourne Tarrant, Andover. Mrs Tal Fane. No comment.
14/02152/FULLN	20 Sep 14	Change of use to veterinary consulting rooms. 5 The Old Workshop, Dean Garage, The Dene, Hurstbourne Tarrant. Mrs Kate Chitty. . No comment.
14/02208/FULLN	24 Sep 14	Erection of a porch and a two storey extension to the northern elevation to provide a dining room with additional bedroom over. Sunnyside, The Dene, Hurstbourne Tarrant, Andover. Dr Jonathan Otter. . No comment.
14/02344/FULLN	11 Oct 14	Two storey extension and replacement of front porch. 7 Hillside, Upton, Andover, Hampshire. Mr & Mrs P Taylor. . No comment.

83. Councillors' reports:

83.1 Councillors David Sullivan and Nick Melhuish had nothing further to report.

83.2 Councillor Dinah Murdoch reported that the zip wire on the aerial runway was broken.

83.3 Councillor Jamie Williams reported drains in Upton and the painting of slow road signs were still outstanding. Cllr Tim Rolt (HCC) was asked to chase up HCC Highways on the items. **TR to action.**

83.4 Alan Houghton reported that the gully in Upton still needed to be cut to permit ground water to enter the system more easily. . **TR to action.**

Note: The temporary parking arrangements on the edge of the playing fields approaching the back of the school were going to require some protective covering of the grass surface

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during the winter months. Cllrs Jamie Willians and David Sullivan agreed to meet to assess the situation and request quotations for plastic protective mesh. **JW & DS to action.**

84. Clerk's report

84.1 The Clerk had nothing to report.

85 Performance Monitoring – 2Q 2014/15 Financial Report

85.1 The clerk presented the 2Q 2014/15 financial reports and confirmed that the bank reconciliation report and bank statements had been reviewed by the council's internal controller and had been signed off as a true record as required by the revised financial regulations. A list of variances of budget vs actual figures was presented to councillors.

RESOLVED: Councillors agreed that no remedial action was required.

Overall spending during Q1 and Q2 was in line with budget plans. However a year end deficit of £5,000 was now forecasted arising from unplanned project expenses in 2014/15 associated with resurfacing the parish car park, flood mitigation and road safety measures. The project expenses would be drawn down from reserves.

86 Recruitment of new candidates onto the Parish Council in 2015

86.1 The clerk presented the covering report and it was noted that Hurstbourne Tarrant has had very few contested elections in recent years – yet contested elections were an important part of local democracy, they reflected the level of community engagement and were essential to the long term vitality and progress of the parish council. It was expected that at least 3 parish councillors would not be standing for election in May 2015.

86.2 It was agreed that 4 or 5 new candidates would be required to stand in May 2015 for a full election process to take place.

Note: It was recognised that the use of social media was becoming a much more important channel of communication with the general public particularly amongst younger age groups. There was a need to understand how best to approach and make use of social media from a village and parish council perspective.

87 Annual review of Health & Safety – Risk assessments

87.1 The clerk presented the risk assessment report to the meeting. The report's recommendations were discussed and accepted.

RESOLVED: Councillors reviewed the risk assessment report on the allotments and noted the action required.

Note: No annual risk assessment had been made of the pavilion in September 2014 as it was scheduled for demolition in October 2014.

88 Annual review - Risk register, Standing Orders & Financial regulations

88.1 The clerk presented the risk register report to the meeting.

RESOLVED: Councillors discussed and accepted the report.

88.2 The clerk reported that both the Parish Council Standing Orders and Financial Regulations had been reviewed, revised and adopted within the last 12 months to take account of the latest Models Codes that had published by NALC. It was agreed that no further update was necessary in 2014.

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89. River Swift riverbed clearance from Murrle to Lower Farm

89.1 It was agreed that the work required to remove excess silt and improve clearance under the 2 footbridges would be assessed and costed.

Note: A meeting was planned on Thursday 23 October with the Environment Agency and their advice would be sought on the river Swift riverbed clearance.

Next meetings and forward plan update

90.1 The next ordinary Hurstbourne Tarrant Parish Council meeting will be held on Monday 17th November 2014 in **the HbT Royal British Legion** at 7.30 p.m.

Forward plan agenda items:

- Budget setting for 2015/16;
- To review the Clerk's salary for 2015/16;
- To review annual subscriptions for 2015/16.

91. Disbursements – 20th October 2014.

91.1 The following cheques were presented for signature:

Number	Payee	Expenditure	Amount
1067	D R Baker	Salary October	£ 131.38
1068	HM Revenue & Customs	PAYE	£ 87.60
1069	Information Commissioner's Office	Data Protection fee	£ 35.00
1070	St Mary Bourne	6 months hire of SID	£ 200.00
1071	Murdoch Farms Ltd	Maintenance Aug/Sep	£ 156.00
1072	HTCC	New build donation	£ 23,825.00
1073	Erwin Phillips	Tree felling	£ 950.00
1074	HbT RBL	Room hire	£ 20.00
1075	HALC	Clerks' Update course	£ 36.00
1076	Wessex Drainage solutions	Drain Clearance	£ 114.00
1077	Southern Electric	Pavilion Jul – Oct	£ 30.01

Total authorised £ 25,584.99

Meeting closed at 9.05 p.m.

Signed.....

Chairman

Date:.....

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Appendix 1a

BETTERIDGE'S BREWERY

Statement and Public Information notice – HBT Parish Council Mtg 20 Oct 2014

In order to give a better service to the local area and the village in particular, I would like to be able to sell beer from the barn at specific times during the day, and to conduct brewery tours, beer tastings and the odd event throughout the year. In order to do this I require a Premises License through the TVBC.

The license application will involve publication of broad hours of opening to cater for all events, but will not of course be the published opening hours. All events will be for small numbers and I am most aware of the need for there not to be any form of noise nuisance to the village in general and my immediate neighbours in particular. The details will be published in a newspaper and the Parish magazine as well as on the village website.

The purpose of this announcement is to ask for support and to ensure the village understand that this is not intended to compete with the George and Dragon and the British Legion, but to provide a sales outlet and an additional string of business and interest for the convenience of local people. Patrick Vaughan-Fowler has been consulted and approves of the idea.

I would ask that if anyone has any misgivings or worries concerning my intent, then they should in the first instance contact me and I will explain anything which is either misunderstood, or any concerns about the idea. They will of course be able to subsequently make objections to the application through the Borough Council if they still have concerns.

Details will also be made available on the HBT website and in the Parish Magazine

Contact details: Mark Betteridge, 07771 966058, email: info@betteridgesbrewery.co.uk or the website contact page on www.betteridgesbrewery.co.uk

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Appendix 1b.

Hurstbourne Tarrant Community Speed Watch Report to Parish Council October 2014

Community Speed Watch by displaying the speed drivers that are going aims to increase their awareness of their speed and so reduce their speed, especially if in excess of the limit.

I have been in contact with SMB Parish Clerk and have arranged to run our sessions on a fortnightly basis. Our first session under the new arrangements was last week when we started at 9.00 am at the bus shelter and moved during the day to the three other authorised locations within the parish.

By displaying the SID and standing in groups with yellow jackets, HbT will become better known as a “speed trap” area and drivers will be more careful of their speed when driving through our village.

In two of the deployment areas; one in Ibthorpe and the other outside the George & Dragon, we did not expect to “catch” anyone, but they were useful places to publicise that the 30mph zone extends to the edges of Hbt. Over the four hours of deployment, most of the drivers slowed down to less than 30mph, but 20 vehicles were detected exceeding 35mph; their details have been passed to the Police.

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Appendix 1c.

HURSTBOURNE TARRANT & UPTON FLOODING WORKING GROUP REPORT TO THE PARISH COUNCIL OCTOBER 2014

Abbreviations:

FWG ... Flooding Working Group
HbT ... Hurstbourne Tarrant
MACC ... Military Aid to the Civil Community
PC ... Parish Council
POC ... Point of Contact

On 2nd October I had a meeting with Cllr Tim Rolt, Mr Paul Walsh and Mr Andy Harding of Highways, the principle aim of the meeting was to get an update on the flooding mitigation and remedial measures, but we also discussed some road safety issues.

1. HGVs. As a result of several recent complaints about the size of HGVs which are unable to negotiate the chicane in The Square without crossing the centre line, I stated that our long term aspiration would be to get HGVs banned from using the A343 through the village altogether. We therefore intend to try to reduce the danger to pedestrians by requesting:

- A. The installation of additional bollards and the replacement of the damaged ones at the Safe routes to school crossing.
- B. That Highways consider installing a raised HGV kerb on the South East side between Mr Antelme's lay-by to the North side of the safe-routes to School crossing near Four Winds.
- C. That Highways consider installing a build-out to limit the speed of traffic entering the village from the North at the Southern traffic-splitter island; giving priority to traffic exiting the village.
- D. The installation of 40 mph buffer zones at the North and South of HbT.

2. White lining. Highways agreed to get the White lining in Church Street renewed where it has been over-laid by the new Tarmac once the anti-skid surface has been renewed, which is due to start on 27th, and to renew the worn white lines.

3. In respect of the flooding matters:

- A. We have received plans of the utilities/services on The Green, which I have discussed with Cllr Murdoch.
- B. We are awaiting a report on and plans of the drains, which should be completed when Mr Walsh has watched the CCTV footage.
- C. We discussed the feasibility of installing a new drain from the front of the George & Dragon public house into the river, either directly across the road, or preferably by

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the road bridge along the South East side of the A343. Highways stated that it would be more efficient to run the main drain straight into the Bourne by the bridge instead of it doing a 90 degree turn down Church Street.

4. Funding the MACC project on The Green was also discussed.

4. Project on Dene Green.

A. MACC. I am awaiting a reply to emails I sent to the Second-in-Command of 26 Engineer Regiment RE to obtain information about the progress of the MACC Project.

B. Funding. Cllr Melhuish has received an email from TVBC stating that the Council tries to take a flexible view when releasing S106 money to enable Parish Council's to use it effectively for as wide a range of projects as possible. The Council requires a request detailing the scheme, setting out a justification for it and accompanied by three quotes for the work. In respect of Dean (sic) Green, there is one sum available for informal recreation (£2518.68) which could potentially be used for Dean Green for improving the drainage to make it useable during the winter months.

C. Other Contractors. Project descriptions have been sent to two local contractors to obtain quotations for the specified work.

D. The Ditch. The ditch needs only to have a cross section of 5000 sq cms. A possible cross section might be 1m across the bottom and ½m deep with sides sloped at 45 degrees. It would therefore be fairly unobtrusive and would be easy to negotiate unless it is filled with flowing water.

E. Utilities. Utility run plans have been received. It is unlikely that the planned ditch will interfere with any utilities

E. Culvert under the Dryer Track. The pipe under the Dryer Track should be 600mm HDPE or Concrete and will require concrete wings. A supplier is being sought.

G. Community Self-Help. A separate project will be undertaken by a local Working Party to clear the water course between the gravel pits and The Rank drain, improve the ditch from the back of Garage to enable surface water to flow into the gravel pits and plant hedging alongside A343 to screen The Green as a safety measure to prevent children falling into the ditch, especially when it is in flood.

5. Upton. Most Upton resident who were affected by flooding are reported as having taken precautions to protect their properties against further flooding; however, the main problem relates to flooding of the road for which they are still awaiting the EA Report.

6. Grid. Installation of a grid to be placed over the entrance to the drain by The Rank to prevent access by children is awaited.

7. Village Emergency Plan. We were advised by the Fire & Rescue Services that we need to draft an Emergency/Incident Plan including a village POC and a cascading Communication Plan to distribute information throughout the village in the event of any emergency.

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8. Ground water level. Based on measurements in our wells, both Mike Nash and I calculate that ground water level is still about one metre higher than this time last year, which means that for floods to occur again we need less rain than we had at the end of last year. The weather could be better, but we'll still be in trouble.

9. Quotations for the Dene Green. In addition to the Army, five local civil engineering contractors have been invited to submit quotes; one of whom has declined as it too large for him and one carried out a site visit this afternoon.

10 Community Self-help project. Some clearance work has been done by a small working party on the old water-course by The Rank. It is apparent from the slow progress that we made that a tractor hedge trimmer is needed to clear the bank and as much of the water course as possible so that manual effort can be more efficiently directed. As the parish council is the riparian owner of The Green, it is requested that the PC arrange to clear the bank and water course and remove cuttings.

11 Church Street drain. A large section of the Church St drain has been opened up for clearance of root intrusion and the resultant build-up of debris.

RC

Members:

DE... David Ellis

DM ... Dinah Murdoch

DS ... David Sullivan

GE ... Gary Edwards

JM ... James Mihell

JT ... Judy Turley

PVF ... Patrick Vaughan-Fowler

RC ... Rupert Conder

VP... Victoria Pilling

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Appendix 2

Hurstbourne Tarrant Community Centre (HTCC) Update to the Parish Council: 20th October, 2014

- In our September update, we reported that we were close to being able to begin building works on the new community centre in October – the critical starting date because of bat migration requirements if we were to avoid putting back the project until April 2015.
- At that point, discussions with the Winchester Diocese Board of Finance (WDBF) as custodian trustee of the Church Hall Charity regarding the promised contribution of £100k from the Church Hall sale proceeds were progressing. However, a number of last minute issues were subsequently raised by WDBF and it became clear that assuming these outstanding matters could be resolved, the required WDBF authorisation for the Church Charity contribution to the project would not happen before November.
- Nevertheless, due to an extremely generous offer, we were able to ‘bridge the gap’, and this, together with a number of very recent kind donations / pledges, meant we had the reassurance that sufficient funding was in place at least to enable building works to go ahead.
- Given this, we were in a position to let the building contract (a JCT fixed price contract) earlier in October, and therefore to publicise the name of the contractor. This is JF (John Finan) Building Ltd, a company with an impressive track record of success and who were responsible for the highly successful building project for the East Stratton Village Hall.
- All enabling actions have been completed, and site preparations started on Monday 13th October. All being well, the plan is for the bats to be migrated from the pavilion roof in week commencing 20th October and for work to start immediately afterwards on demolishing the pavilion and beginning the necessary groundwork and excavations in preparation for building works.
- A contract administrator has been appointed (Nigel Tucker, Quantity Surveyor) who will certify at each stage of the building process that the work has been completed in accordance with the specification and associated standards. He will also supply the required CDM services during the building project. HTCC will be providing the necessary project management input and will liaise closely with the contract administrator.
- There are of course many dependencies relating to the overall timetable for completing building works (weather, availability of materials and so on), but the current target date for completion is the end of May next year.
- There is bound to be some disruption whilst building works are in progress, but we hope that parishioners will bear with this given that we are now at last able to proceed with building the new community centre after all these years’.
- The pavilion has given very good service to the village over the years – and we bid a fond farewell to it, and thanks on behalf of the village to Andrew Murdoch, who in the early 1960’s rescued from demolition what was an old Nissan hut at Barton Stacey army camp and organised for it to be transported to HbT to be used at that time as a cricket pavilion, as the existing one was too small. Thanks also to Brian Golding as well as the Willis and Dykes families who then turned it into what became a working sports pavilion for the village. Finally, thanks too to the parish council for making it last so long by maintaining and repairing it over the years.

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- We have put into temporary storage a number of items from the pavilion, some of which can be re-used in the new centre, but the remainder will not be needed. The latter will be advertised in the November parish magazine / project updates.
- We have also arranged to make a photographic record of all the main stages of the demolition / building work as it progresses. These together with photos already taken of the interior and exterior of the pavilion will be provided to the Historical Society; and we will also be including with our regular project updates photo 'collages' of the various stages of the works as they progress.
- The process of submitting grant funding 'bids' continues, as do village fund raising activities and events, including exploring the potential for private donations or pledges as we move forward to help fund 'kit' for the new Centre.
- In addition, work will now start on setting up the necessary organisational arrangements and management systems for the operation of the centre once built. We know from the experience of other village halls/community centres that work cannot start too soon on this.

*The HTCC Team,
20th October, 2014*