

THE PARISH COUNCIL OF ABBOTTS ANN

MINUTES

OF THE MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 6th NOVEMBER 2014
IN THE ABBOTTS ANN WAR MEMORIAL HALL

Present:

Members of the Abbots Ann Parish Council:

Cllr B. Griffiths	Chairman	BG
Cllr G. Whyte	Vice-Chairman	GW
Cllr R. Bone		RB
Cllr S. Oram		SO
Cllr D. Paffett		DP
Cllr B. Sims		BS
Cllr P. Wilkins		PW
Mrs R. Griffiths	Treasurer	
Lt Col (Retd) A. Peters	Parish Clerk	

In Attendance:

Representatives of External Organisations:

Cllr M. Flood	Test Valley Borough Council
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Representatives of Parish Organisations:

Mr R. Lucas	Abbots Ann Action
	Abbots Ann Vision
Mr T. Tayler	Abbots Ann Honorary Archivist
	St Mary's Church PCC Representative
Mr C. Davis	Abbots Ann Neighbourhood Watch
	Abbots Ann Shop Association

14/118 ITEM 1 Apologies

- a. Apologies were recorded from Cllr A. Gibson, Hampshire County Council
- b. Apologies were recorded from Cllr G. Stallard, Test Valley Borough Council
- c. Apologies were recorded from Mrs L. Stockings, Burghclere Down.

14/119 ITEM 2 Minutes of the Previous Meeting

The Minutes of the meeting of the Council held on 02 Oct 14 were confirmed for signature.

Proposed: DP Seconded: GW

14/120 ITEM 3 Actions Brought Forward & Matters Arising

- a. Actions Brought Forward from previous meetings and Matters Arising from this meeting are covered under their corresponding ITEM heading within these Minutes.
- b. Full details of major issues and relevant reports from Parish and external organisations are covered within the Attachments to these Minutes:

14/121 ITEM 4 Reports From External Organisations

- a. Hampshire County Council. Cllr Gibson, HCC was unable to attend the meeting. The HCC update was summarised by the Clerk:

- i. **Actions Brought Forward:**

- (a) **Min 14/94 a.i.** HCC Highways Organisation and Programme of Works. Cllr Gibson agreed to provide more information on the organisation and its current projects, and the procedures for registering new projects. The matter is Carried Forward to the next meeting of the Council. **ACTION: Cllr Gibson**
- (b) **Min14/94 a.ii.** Traffic Calming. Inclusion of Abbots Ann in the 20 mph speed restriction experiment. **Closed.**
Clerk's After Note: This is further discussed under ITEM 6a Highways and Infrastructure.
- (c) **Min 14/101.d.** HCC TV Passenger Transport Forum. Update on Bus and Community Transport Services (as it affects the Parish). **Closed**
Clerk's After Note: The meeting took place on Thu 6 Nov 2014 at the Crossfield Hall and the Council was represented by Cllr Oram. This is further discussed under ITEM 7b. Correspondence and External Meetings.
- (d) **Min 14/111.a. ii. (b)** St John's Cross. Cllr Gibson to convey back to HCC Highways the Parish's request to place this issue as a top priority in the programme of projects. **Closed.**
Clerk's After Note: This matter is covered under ITEM 6a. Highways and Infrastructure
- (e) **Min 14/111. a. ii. (c)** Little Ann Bridge. Works being undertaken in Little Ann apparently in connection with road drainage. **Closed**
Clerk's After Note: This matter is covered under ITEM 6a. Highways and Infrastructure.
- (f) **Min 14/111. a. ii. (d)** A343. Progress on a 40 mph speed limit for the A343. **Closed**
Clerk's After Note: This matter is covered under ITEM 6a. Highways and Infrastructure.
- (g) **Min 14/111. a. ii. (e)** Duck Street. The continuing problem with highway run-off onto the grounds of the War Memorial Hall. **Closed**
Clerk's After Note: This matter is covered under ITEM 7c Reports from Parish Organisations and ITEM 6a. Highways and Infrastructure.
- (h) **Min 14/111. a.iii.** The Clerk to assemble a consolidated list of items that needed to be considered and forward it, with supporting explanations, to Cllr Gibson. **Closed**
Clerk's After Note: This is detailed under ITEM 6a. Highway and Infrastructure and in Attachment 1 to these Minutes.

- b. Test Valley Borough Council. Representative Cllr Flood, TVBC

Cllr Flood updated the Council on her Actions and those of Cllr Stallard from the last meeting of the Council:

i. **Actions Brought Forward:**

- (a) **Min 14/111 b.i.(e).** At Cabinet, Cllr Stallard, TVBC asked that consideration be given to using the Barred Routes Fines Fund to help with this issue as indeed with proposals to resolve the traffic problems at St John's Cross. Cllr Stallard is requested to provide a follow-up statement on the results of his question.
- (b) Statement not received. Action is Carried Forward to the next meeting of the Council.

ACTION: Cllr Stallard

ii. **Report:** The reports to the Council provided by Cllr Flood, TVBC and Cllr Stallard (in absentia) summarising the activities of, and changes within TVBC, as they affect this Parish have been consolidated. Cllr Flood reported that:

- (a) Vehicle Speed Monitoring. Goodworth Clatford Parish Council is obtaining a vehicle speed sensor and display system to monitor traffic speed through their village, and was looking for a Parish with which to share the equipment and costs. The Clerk undertook to contact Goodworth Parish Council and report back to the Council at the next meeting.

ACTION: Clerk

- (b) Traffic from Andover Business Park. The Appeal Hearing for the Andover Business Park [*See Item 8b*] was taking place. Cllr Flood requested the Council to note that she had objected to the Appeal by the owner (Goodmans) at both the recent meeting of TVBC's Northern Area Planning Committee and at the recent meeting of TVBC's Planning Control Committee. Before the meeting of the Parish Council the Clerk had contacted Councillor Stallard to solicit his advice on how best to fashion the Parish Council's late letter of Objection and the verbal presentation for the Appeal Hearing. Cllr Stallard informed the Clerk that he would be attending the Appeal Hearing, but at the time was undecided as to the input he intended to provide.

14/122 **ITEM 5** **Reports from Parish Organisations**

- a. Burghclere Down Community Representation: None
- i. **Actions Brought Forward:**
 - (a) **Min 14/99 a.** July/August Report. **Closed**
 - (b) **Min 14/112 a.** September Report. **Closed**
 - ii. **Report:** None.
 - iii. **Matters Arising:**
 - (a) Mrs Lynda Stockings notified the Clerk that should could no longer find the time to represent the Burghclere Down Community on the Abbotts Ann Parish Council and was relinquishing the commitment. The Clerk has written to Mrs Stockings requesting her to notify the Council of her successor

ACTION: Burghclere Down Community Association
 - (b) Councillors felt such representation was very important so that the residents of Burghclere Down felt part of the Parish, and could draw on the services and financial resources available to the Parish in general. The Clerk would attend the next meeting of the Burghclere Down Community Association. The Clerk is to contact the Association for details of the future meetings.

ACTION: Clerk
- b. Abbotts Ann Action Representation: Mr R. Lucas
- i. **Actions Brought Forward:**
 - (a) **Min14/112 iii. (a).** AAA has been requested to advise the Council on whether or not the Council should lodge a further written representation or choose to rely on what has already been submitted.
 - (b) A further written representation had been submitted on 5 Nov 2014. This is summarised under ITEM 7d. **Closed**
 - ii. **Report:**
 - (a) Test Valley Borough Revised Local Plan (RLP). Mr Lucas summarised the status of the RLP and the involvement of AAA. Full details are contained in Attachment 2 to these Minutes.
 - iii. **Matters Arising:** None
- c. Abbotts Ann Vision. Representation: Mr R. Lucas
- i. **Actions Brought Forward:**
 - (a) **Min 14/99b.ii** AAV Report. Councillors were requested to review the Report and Respond to AAV. Some Councillors have responded to AAV. **Closed**
 - (b) **Min 14/99b.ii.b.** Housing Strategy: Councillors were requested to provide direction on the requirement for a Housing Strategy. The collective view from Councillors was that this should be developed from the Housing Needs Survey [*See Below in the AAV Report*]. **Closed**
 - (c) **Min 14/99b.ii.c.** Footpath into Andover: AAV has prepared a draft Agreement for a Permissive Path between the A343 and Salisbury Road junction and the A303 flyover and Salisbury Road; this Agreement will be negotiated with the Landowner prior to the next meeting of the Council.
 - (d) AAV reported that the Agreement was passed to the landowner and subsequently referred to the landowner's legal agent. There was no further

progress to report at this stage. The matter was Carried Forward to the next meeting of the Council.

ACTION: AAV

- (e) **Min14/99b.ii.c** Footpath into Andover. Investigation of Section 106 funds to support the project. The Clerk is waiting the signing of the Agreement before approaching TVBC to release the Section 106 funds that could be used to help establish and maintain this path. The matter was Carried Forward to the next meeting of the Council.

ACTION: Clerk

- (f) **Min 14/99b.ii.c** Footpath into Andover: Procurement of Kissing Gates. No information was available to the Council for discussion at this meeting. The matter was Carried Forward to the next meeting of the Council.

ACTION: Footpaths

- (g) **Min 14/99o.i.** Photographic Record of Trees. Cllr Paffet volunteered to assume responsibility for this project. This was a project under the aegis of AAV and Mr Lucas was to arrange contact between Mrs Moon and Cllr Paffett in order to develop the Terms for this project. Cllr Paffett is requested to regularly report progress on this project, commencing December 2014. The matter was Carried Forward to the next meeting of the Council.

ACTION: Mr Lucas & Cllr Paffett

- (h) **Min 14/99o.ii.** Dog Fouling of Footpaths and Verges. This matter was discussed later in this meeting [*See ITEM 5 Min 14/122 g.iii*]. This matter was Carried Forward to the next meeting of the Council.

ACTION: AAV (Tidy Village Project)

- (i) **Min 14/99o. iii.** New Footpaths. No information was available to the Council for discussion at this meeting. The matter was Carried Forward to the next meeting of the Council.

ACTION: AAV

- (j) **Min 14/99o.iii.** Tidy Village / Clean-Up day. Recommendations on setting up a Village Clean-Up day and to report back to the next meeting. No information was available to the Council for discussion at this meeting. The matter was Carried Forward to the next meeting of the Council.

ACTION: AAV (Tidy Village Project)

- ii. **Report:** Mr Lucas summarised the recent work of AAV on completing the Housing Needs Survey, the Neighbourhood Plan and the Village Action Plan. A summary of the report is in Attachment 2. Progress would be reported at the next meeting of the Council. The matter is Carried Forward to the next meeting of the Council

ACTION: AAV

- iii. **Matters Arising:** None

- d. Abbotts Ann Green Action Representation: None

- i. **Actions Brought Forward:**

- (a) **Min 14/99.c.ii.** Tighter Procedures for hand back of sports ground. [*See Report from the Abbots Ann Fete Committee - below*].

ACTION: Clerk

- ii. **Report:** None

- iii. **Matters Arising:** None

e. Parish Archives Representation: Mr T Tayler, Parish Archivist

i. **Actions Brought Forward:**

- (a) **Min 14/99d.i** Investigation of Additional Funding Sources. Mr Tayler reported that he was unsuccessful in finding sources for additional funding. The Clerk agreed to do further research, and then pass on the links. **Closed**
- (b) **Min 14/99d.ii** Name & Ownership of Old Coach Road. The Diocesan point of contact (PoC) for Resource Development matters has forwarded a Land Registry map of the ground which showed that most of the Old Coach Road is within the boundary. The PoC has no knowledge of any name being given to the track so it is unlikely the Diocese would object to any move by Abbotts Ann Parish Council to formalise the name currently used. The PoC says that he has never been approached by Hampshire County Council on the maintenance responsibilities for the track. This matter could not be discussed further until more information is available. The Clerk undertook to conduct further research and report back to the Council. The matter was Carried Forward to the next meeting of the Council.

ACTION: Clerk

ii. **Report:** Nothing further to report.

iii. **Matters Arising:** None

f. Abbotts Ann Fete Committee Representation: None

i. **Actions Brought Forward:**

- (a) Min 14/99 e. July/August Report. **Closed**
- (b) Min 14/112 f.ii. September Report. **Closed**

ii. **Report:** None.

iii. **Matters Arising:**

The AGM of the Abbotts Ann Fete Committee is to take place at the Skittle Alley of the Eagle Public House on Wed 12 Nov 2014, starting at 8.00pm. A report from this meeting covering the distribution of money raised should be presented to the next meeting of the Parish Council. The Chairman agreed to attend the AGM and discuss arrangements for tidying the Sports Field after use, and to obtain an update on the Committee's activities. This matter was Carried Forward to the next meeting of the Council.

ACTION : Chairman & AA Fete Committee

g. Abbotts Ann Parish Footpaths Representation: None

i. **Actions Brought Forward:**

- (a) **Min 14/99 f.** Report on the Upper Drove footpath. *[Detailed Below]*.

ACTION: Footpaths

- (b) **Min 14/112 g.iii.(a)** Dumping of cut grass in the field behind Danebury Mews. The Clerk is to follow-up this matter and report back to Council. The Clerk had visited the area and could not find the grass dump. **Closed**

- (c) **Min 14/112 g.iii (b)** A complaint from a resident that Penny Path was impassable due to brambles. The Clerk was to follow-up this matter and report back to the Council.

- (d) The Clerk inspected Penny Path and found the only part impassable as a route was at the end of the path that crossed over a field and on to St John's Cross; this part of Penny Path is no longer in use, as the path turns up to meet the A343. **Closed**
- ii. **Report:** After the last meeting and uncertainty about the status of the Parish's footpaths the Clerk requested the Footpaths Officer to inspect all footpaths and report back to the Council for this meeting. The Report from the Footpaths Officer is detailed in Attachment 2.
- iii. **Matters Arising:**
- (a) **Dog Fouling of Footpaths.** The fouling of Church Path has increased significantly. The Clerk agreed to investigate the problem and report back to the Council on measures to reduce this problem.
- ACTION: Clerk**
- (b) The Footpath's Officer is requested to monitor the matter and bring forward to the Council any further problems on Church Path.
- ACTION: Footpaths Officer**
- h. Abbotts Ann Neighbourhood Watch Representation: Mr C. Davis
- i. **Actions Brought Forward:**
- (a) **Min 14/99g.** July/August Report. **Closed**
- (b) **Min 14/112h.ii.** HCC Police & Crimes Commissioner Report not distributed
- ACTION: Neighbourhood Warden**
- ii. **Report:** The report from Abbotts Ann Neighbourhood Watch (NHW) was presented by Mr Davis. The aspects covered in the report were: A summary of recent changes in the way the Police pass information to the General Public and a summary of the Village NHW network. The full report from the Village NHW is contained within the Attachment 2 to these Minutes.
- iii. **Matters Arising:** Mr Davis informed the Council that PCSO David Trowbridge had agreed to be present outside the shop for the NHW bazaar on 22 Nov 2014 so that people can discuss things with him.
- i. Abbotts Ann Nursery School Representation: Cllr R. Bone
- i. **Actions Brought Forward:**
- (a) **Min 14/112.i.ii.** The Chairman was to discuss access arrangements to the AAWMH with the Chairman of the AAWMH Committee, and report back to the Council at the next meeting. Convenient appointments had not yet been possible. The matter was carried forward to the next meeting of the Council.
- ACTION: Chairman**
- ii. **Report:** None
- iii. **Matters Arising:**
- (a) **Press Coverage.** Cllr Bone expressed concern that some contentious statements had been made by the Village Correspondent in the Andover Advertiser about difficulties in accessing the AAWMH facilities and the surrounding grounds during school time.
- (b) Mrs Griffiths, in her capacity as the Village Correspondent, and not actually representing the Parish Council, stated that she was quite free to report on Village affairs - as is any member of the public attending the Council meetings

- provided that the report she makes corresponds correctly with what was said at the meetings; in this case her report corresponded exactly.

- j. Abbotts Ann Primary School Representation: Cllr R Bone
- i. **Actions Brought Forward:**
 - (a) **Min 14/112 j.ii.** Cllr Bone was to arrange the Council's reciprocal visit to the School; Thu 22 Jan 2015 at 1330 hrs was proposed. Cllr Bone was to contact the Head of the School and report back to the next meeting of the Council.

ACTION: Cllr Bone
 - ii. **Report:** None.
 - iii. **Matters Arising:** None
- k. Sports Field Committee Representation: None
- i. **Actions Brought Forward:**
 - (a) **Min 14/99j.** July/August Report. **Closed**
 - (b) **Min 14/112 k.ii.** September Report. **Closed**
 - (c) **Min 14/112 k.ii.** Funding Assistance. The Clerk was to contact the Sub-Committee and help with establishing a funding line.
 - (d) The Clerk is awaiting the report from the Sports Field Committee meeting in order to establish what further assistance is required from the Parish Council after the share-out from the Village Fete.

ACTION: Sports Field Committee
 - ii. **Report:** None
 - iii. **Matters Arising:** None
- l. Abbotts Ann Parish Tree Warden Representation: None
- i. **Actions Brought Forward:**
 - (a) **Min 14/112 l. ii.** September Report. **Closed.**
 - (b) **Min 14/112 l.iii (a)** Recent Tree Works. The untidy stumps left after felling the chestnut trees on the highway boundary with the land commonly referred to as "the Church Car Park" but belonging to the Old Rectory. The Clerk would investigate this and report back to the Council.

ACTION: Clerk

The Chairman agreed to contact the land owner and raise the Parish's concerns over the appearance of this part of the Village, and to solicit any plans by the land owner for replacing the felled trees.

ACTION: Chairman
 - (c) **Min 14/112 l. iii (b).** Proposed Tree Works. **Closed**
 - (i) Tree works within the Churchyard are covered under ITEM 6c.
 - (ii) Tree works for the AAWMH grounds are covered under ITEM 5n.
 - ii. **Report:** None.
 - iii. **Matters Arising:** As minuted above.
- m. Abbotts Ann Village Shop Association Representation: Mr C. Davis
- i. **Actions Brought Forward:** None
 - ii. **Report:** The Report from the Village Shop Association was presented by Mr Davis. The aspects covered in the report were: General matters covering the Shop's Business

Plan; Methods undertaken to improve the Footfall; New Installations and Equipment; Equipment Needed; New Commodities; Staff Changes; Management; and Financial Situation. The full report from the Village Shop Association is contained in Attachment 2 to these Minutes.

- iii. **Matters Arising:** Mr Davis requested the Parish Council to note that the Association may be approaching the Council for some more funding to help with the purchase of replacement lighting. Full details are contained in the report.

Clerk's After Note: The shop is now collecting for the Andover Food Bank, which supplies emergency rations to people struggling to put food on the table. Non-perishable food is required and also toiletries and cleaning materials. The collection point is just inside the shop door, together with a list of suggested items to donate.

- n. Abbotts Ann War Memorial Hall Representation: None

i. **Actions Brought Forward:**

- (a) **Min 14/112n.ii.(a)** Refurbishment. The Parish Council originally committed up to £4,000 and the final accounts will result in a request to the Council for a second payment of approximately £800 next month.

ACTION: AAWMH Committee

- (b) **Min 14/112n.ii. (b)** Issues. Mr Carter (Chairman AAWMH) will be meeting with The Chairman of the Council to discuss issues touched on by the Chairman in a private phone call on other matters with Mr Palmer.

[Link to Min 14/112 i.ii]. The meeting has not yet taken place. The matter was Carried Forward to the next meeting of the Council.

ACTION: Chairman & Chairman of the AAWMH

- (c) **Min 14/112. n.ii. (c)** Meetings. The AAWMH AGM will be on 5 Nov 2014 commencing 2000hrs. **Closed.**[See Matters Arising]

- (d) **Min 14/112. n. ii.(d)** Car Park Flooding. [See Matters Arising]. **Closed**

- (e) **Min 14/112. n. ii.** Car Park Flooding. [See Matters Arising]. **Closed**

- (f) **Min 14/112.n.ii.CAN(b)** Recreation Ground. Older equipment is deteriorating due to the effects of its positioning - shade, debris from the trees and bird fouling. This had been previously raised for consideration by the Council. Remedies suggested included its possible resiting. Due to other Play Area considerations this is "pending". The Clerk undertook to conduct further research and report back to the Council. The matter was Carried Forward to the next meeting of the Council.

ACTION: Clerk

- (g) **Min 14/112.n.ii.CAN (c)** Trees. The lower limbs of the Oak Tree at the rear of the AAWMH are overgrown . Subject to the approval by the Council and the Chairman of the AAWMH, the Clerk will engage the TVBC Arboriculturalist to advise on ways to address the problems caused by the tree's growth whilst ensuring the tree continues in good health. The matter was Carried Forward to the next meeting of the Council.

ACTION: Clerk

- (h) **Mon 14/112.n.ii. CAN (d)** Stage Lights. A formal presentation of grants with a photo-shoot is being organised to include our HCC and TVBC

Councillors, The Chairmen of the Abbots Ann Parish Council, The AAWMH and Abbots Ann Players. The Clerk is to organise a suitable date and time for this photo-shoot.

ACTION: Clerk

ii. **Report:** None.

iii. **Matters Arising:**

(a) **Annual General Meeting.** The AGM of the AAWMH Committee took place on 5 Nov 2014. The Parish Council was represented by the Chairman and the Clerk. The report from the AGM is requested for the next meeting of the Council.

ACTION: AAWMH Committee

(b) **Flooding of the Car Park.** As a result of a meeting with HCC Highways engineers on site on Tue 4 Nov 2014 measures were agreed to try and resolve the flooding that has been a regular occurrence in the car park of the AAWMH for several years. Full details of this site visit are covered under ITEM 6a.

o. Abbots Ann Community Website Representation: None

i. **Actions Brought Forward:**

(a) **Min 14/122.o.ii.(a) CAN.** Reimbursement of Website Running Costs. Paid. **Closed.**

(b) **Min 12/122.o.iii.(e). CAN.** The Webmaster has set up website logins for all the Village Groups, but very few Group contacts have even tried to login and certainly additions to the site continue to be made by the Webmaster and Mrs Haigh. The Webmaster plans once again to email all these account holders to ask them to provide updates in a timely manner.

ACTION: Webmaster

ii. **Report:** None

iii. **Matters Arising:** None

p. Countryside Group Representation: None

i. **Actions Brought Forward:** None

ii. **Report:** None

iii. **Matters Arising:** None

14/123 ITEM 6 General Discussion

a. Highways and Infrastructure

i. **Actions Brought Forward:**

- (a) **Meeting with HCC Highways** (04 Nov 2014). The Clerk and the Chairman met with representative from HCC Highways on site to review the highways and infrastructure problems affecting the Parish in general, and the village of Abbotts Ann, in particular. The meeting incorporated a full tour of the problem areas and a brief by the Clerk on each location.
- (b) Full details of the issues addressed and the immediate actions taken at this meeting and subsequent to this meeting are shown in the Clerk's Report under Attachment 1 to these minutes. The actions arising from this meeting are Carried Forward for discussion at the next meeting of the Council.

ACTION: Clerk

b. Children's Play Area

i. **Actions Brought Forward:**

- (a) **Min 14/97a.xxiv & Min 14/116 e.ii.(a)** Children's Play Area. Financial. Section 106 Funds for Recreation Ground. Investigation of additional Sect 106 funds for the Play Area. This matter could not be addressed at the meeting. The Clerk agreed to research the matter and report back to the Council. This matter is Carried Forward to the next meeting of the Council.

ACTION: Clerk

- (b) **Min 14/116 e.ii.(b)** Children's Play Area. Equipment Siting: Some of the original safety matters recommended in the RoSPA inspection reports remain outstanding; these are:

- (i) **Min 13/100 dated 3 Oct 2013.** Safety. Arranging the fitting of secure covers to the drains inspection points within the Play Area.

ACTION: Chairman

The outstanding Action on the Chairman was placed in abeyance as the Clerk reported that he had found an alternative contractor for fitting the covers and was awaiting notice of the contractor's availability and written quote for the job. The Clerk will report progress to the next meeting of the Council. The original action on the Chairman was transferred to the Clerk

ACTION: Clerk

- (ii) **Min 13/48 dated 2 May 2013.** Safety. Arranging the fitting of a child-proof catch on the entrance gate to the Play Area.

ACTION: Chairman

The outstanding Action on the Chairman was placed in abeyance to allow the Clerk to assess the market for a suitable catch that can be fitted to the gates that would make them "Child Proof" and report his findings back to the Council for the approval of the works. The original Action on the Chairman was transferred to the Clerk

ACTION: Clerk

- (iii) **Min 14/19 dated 6 Feb 2014.** Safety. Arranging the purchase and fitting of cushioning below the Climber and the completion of a

Risk Assessment for the new Equipment , specifically, and for the Play Area, in general.

ACTION: Project Manager

The outstanding Action on the Project Manager was transferred to the Clerk.

ACTION: Clerk

- (c) **Min 14/116e.ii.(c) & Min 12/102 dated 4 Oct 2012.** Safety. Children's Play Area. Legislative Compliance. The Build and Layout of the Play Area needs to be confirmed as compliant with the requirements of European Standard EN 1176 & EN1177 before it is Signed-Off from the Build Contractor and formally Accepted by the Parish Council

ACTION: Project Manager

The original Action on the Project Manager was transferred to the Clerk.

ACTION: Clerk

- (d) **Min 14/116 e. ii. (d)** Children's Play Area. Outstanding Matters. The responsibility for completing the Project has been transferred from the Project Manager for the Children's Play Area to the Clerk.

ACTION: Clerk

c. Church, Churchyard and Burial Ground

i. **Actions Brought Forward:**

- (a) **Min 14/97a.v** Churchyard and Burial Ground. Burial Ground Extension. The Parish Council owns the area and it is up to the Parish Council to decide how much of the area should remain un-consecrated and that will depend on an estimate of uptake. Clearly the un-consecrated area could be considerably reduced to accommodate the different need.

ACTION: Clerk

- (b) **Min 14/97a.vi.** Churchyard and Burial Ground . Churchyard. Review of the Maintenance Plan. The Clerk is to work in conjunction with the Church Warden to establish a Maintenance Plan with agreed funding responsibilities. Progress in developing and implementing this Maintenance Plan is to be monitored by the Council at each Council meeting from December onwards.

ACTION: Clerk

- (c) **Min 14/97 a.xv.** Burial Ground Fence. The repairs to the Burial Ground fence remain incomplete. The Clerk is to contact the contractor and arrange completion, including the damage to the Churchyard fencing near to the Church entrance - which presents a minor safety risk, This was not part of the original specification to Burial Ground fence repairs . The original Action is reopened, and the matter Carried Forward to the next meeting.

ACTION: Clerk

- (d) **Min 14/103a.i** Churchyard and Burial Ground. Churchyard Trees. Overgrown Lime Tree. The Lime tree adjacent to the eastern end of the Church is overgrown and needs cutting back to prevent it further affecting the structure of the Church. An Application for Tree Works is to be completed and submitted. through the Clerk to TVBC.

ACTION: Tree Warden & Chairman

ii. **Matters Arising:**

- (a) **Measures to Enforce No Cycling Byelaw on Church Path.** The Clerk reported that he had been in contact with HCC Highways to request replacement of the “No Cycling” signs for Church Path as this is a Public Right of Way and falls within HCC responsibility.
- (b) **Measures to Reduce Dog Fouling of Church Path .** [*See ITEM 5 Min 14/122 g.iii*]
- (c) **Maintenance to the Church and Churchyard (Urgent).** The Church Warden contacted the Clerk on 5 Nov 2014 to review progress on some matters associated with the Parish Council’s responsibilities for the Church and Churchyard. A meeting had been held on 26 May 2014 to address urgent issues associated with works to prevent damage to the Church; these covered: setting up a proper Maintenance Plan for the Churchyard; felling of some trees within the Churchyard; improving the drainage of rainwater from around the Church and the reimbursement by the Council of money so far spent by the PCC in addressing some of the problems. A full report from the Church Warden is covered in the Attachment 2. This matter is Carried Forward for discussion at the next meeting of the Council.

ACTION: Clerk

- (d) **Church Structure and Facilities.** Mr T. Tayler, representing the PCC, addressed the meeting to brief the Council on some recent projects being initiated by the PCC:
 - (i) Church Roof. The repairs to the Church roof will cost £250,000 and HLF has been approached for funding assistance
 - (ii) Toilet Facility. Establishing a Toilet Facility will cost £40,000 and the PCC is looking to the Council for some assistance with the funding. A full report is in Attachment 2.

Clerks After Note: This appears a bit excessive for this construction, even taking into account the discounted costs for Architectural services. The PCC is requested to revisit this figure before the Council investigates additional funding for these works.

ACTION: PCC

d. Defibrillator

i. **Actions Brought Forward:** None

ii. **Matters Arising:**

- (a) An update on the status of the Village defibrillator was requested by a number of residents of the Village who had contributed to its purchase, which started in early 2013. Neither the Chairman nor any Councillor at the meeting could confirm the status of the defibrillator.
- (b) The Clerk undertook to investigate the history of Actions assigned and report the matter to the Council. The matter is Carried Forward to the next meeting of the Council.

ACTION: Clerk

e. Wider Recruitment of Parish Councillorsi. **Actions Brought Forward**

- (a) Min 14/116 a. Wider Recruitment of Parish Councillors. Due to the forthcoming elections in May 2015, the Council is required to nominate a Councillor who is to assume the lead on the recruitment of Parish Councillors. A volunteer for this responsibility was requested.
- (b) No Councillor volunteered to lead on this matter.
- (c) Some Councillors had informally declared that they would not be standing at the next election, and the Clerk requested that they should confirm this as soon as possible so that action can be initiated to find candidates for election or co-option.
- (d) The matter was Carried Forward to the next meeting of the Council

ACTION: Councillors

f. Programme for Visiting Speakersi. **Actions Brought Forward**

- (a) **Min 14/116 d.** Visiting Speakers. Councillors were requested to consider this out-of-committee for discussion and closure at the next meeting. The discussion was also to include establishing a “wish list” of future topics and presenters. No information was presented to the meeting of the Council. This matter was Carried Forward to the next meeting of the Council.

ACTION: All Councillors

g. Programme of Worksi. **Actions Brought Forward**

- (a) **Min 14/116 b.** Better Communications. The Clerk also outlined his proposals for refreshing the Council’s notice boards and ensuring that the information regularly displayed on the notice boards remains current, relevant, easy to understand and interesting. The Clerk will provide further details at the next meeting. This matter was carried forward to the next meeting to await the Chairman’s nomination of a Councillor to assist the Clerk in this activity.

ACTION: Chairman

- (b) **Min 14/115. a.ii.** Priorities for the Council’s Programme of Works. Village Action Plan. This is summarised in Attachment 2.

ACTION: AAV

h. Abbotts Ann Village Greeni. **Action Brought Forward:**

- (a) **Min 14/115 b.i.** Name. It was resolved at the last meeting of the Council to offer the name “Abbotts Ann Village Green (“The Village Green” in abbreviation) as the future name for this field. This resolution was to be confirmed with Hampshire County Council before formal adoption.

Clerk’s After Note: Further to a telephone conversation with David Allen, Hampshire County Council on 7 Nov 2014, the following details are to be recorded:

- *An invoice for £1 is being sent by HCC so that the Council can pay the rent on the Abbotts Ann Village Green.*
- *Whilst there is no legal problem with calling the field “Abbotts Ann Village Green”, it could lead to misunderstandings with, for example, new residents, who might try to insist on the rights conferred by an officially-designated Village Green (e.g. full access at all times). Thus, while there is no objection to the name as resolved, it might be more diplomatic to refer to it simply in future as “The Green” .* **Closed**

(b) **Min 14/115 b. ii.** Use and Management. As an initial step to further engage the community, the requests for suggestions on the use of the field are being solicited through the Parish Magazine and the web mail. A wider consultation process will take place over the next 2 months. The Clerk would send out a summary of developments to Village Group leaders, so that they could liaise with their members. This matter was carried forward to the January meeting of the Council, by which time the results of the consultation process would have been received.

ACTION: Clerk

ii. **Matters Arising:**

(a) Use and Management

E-mail to the Council from Mr D Wells of Manor Close - 6 Nov 2014.

Mr Wells led the team that applied to the County Council to have the Manor Close Playing Field designated as a village green under current National legislation. The main points from the e-mail were:

- There is no need to do anything with the land except develop it as an open space amenity for all to enjoy, old and young alike.
- There is a requirement for an opening gate on the southern boundary where currently there is a locked gate for vehicles.
- It is nearly 5 years since this process was initiated and getting on for a year since the Parish Council took control. It is now time for action, not more discussion

Clerk's After Note. The Clerk will incorporate the comments from Mr Wells in the report following the current consultation with interested residents.

ACTION: Clerk

The Clerk will investigate the access restrictions on The Green's south boundary.

ACTION: Clerk

14/124 ITEM 7 Correspondence and External Meetings

- a. Correspondence to the Parish. Further to the correspondence referred under other ITEMS of these Minutes, the following correspondence received by the Parish from outside organisations was to be considered:

i. **Actions Brought Forward:**

- (a) **Min 14/114 a.ii.** Crime. The Clerk reported on very helpful updates he was regularly receiving from the police. He would discuss with Mr C Davis, the Neighbourhood Watch Co-ordinator, to see how this could best be disseminated through the village.

Clerk's After Note: The NHW Coordinator, Mr C Davis is trialling the sending of all NHW notifications into the village web email distribution network, thereby reaching more people, rather than just to those who are signed up to the NHW network. Mr Davis is requested to provide feedback to the Council on the practicalities and popularity of this approach to the prompt distribution of important crime, safety and financial security information.

ACTION: Neighbourhood Watch & Clerk

- (b) **Min 14/114 a.iii.** New Legislation - The openness of Local Government Bodies Regulations 2014. Update of Standing Orders to incorporate the new provisions to replace NALC Model SO3L (or similar). This matter is Carried Forward to the next meeting of the Council.

ACTION: Clerk

- ii. **Matters Arising:** None, other than the routine journals and news bulletins sent to the Clerk by e-mail and then passed on by the Clerk to the interested Councillors and Officers for information and response outside-committee as seen necessary. Most of the emailed information was regurgitated and repackaged generic information; some information was also duplicated in other e-mailed correspondence. The Clerk will endeavour to filter out this material, but this remains a low priority.

ACTION: Clerk

- b. Feedback From External Meetings

- i. **HCC Test Valley Passenger Transport Forum** - 6 Nov 2014 - Romsey
Representation: Cllr Oram.

- (a) Cllr Oram reported back to the Council on the discussions at the forum covering: Changes to the infrastructure and Information; Older Drivers; and the campaign for the recruitment of Volunteer Drivers. The summary of the full report from the Forum is in Attachment 2
- (b) Literature relevant to all these items has been deposited with the Clerk for reference and to expand on this report.
- (c) Some useful contacts were made; these have been passed on to the Clerk.

- c. Correspondence within the Parish. Further to correspondence referred under other ITEMS of these Minutes, the following correspondence from members of the Parish was to be considered:

i. **Actions Brought Forward:**

- a. **Min 14/144 c.iii.** Boundary Map of Abbots Ann (Website). The descriptive map is inaccurate in that it did not show Kings Mead and Gilberts Mead, as part of Abbots Ann. This error is to be corrected on the website map. This matter is Carried Forward to the next meeting of the Council.

ACTION: Clerk & Webmaster

ii. **Matters Arising:**

(a) **Junction Church Road/Mill Lane/Little Ann Road.**

e-mail from Mrs Livingston of Little Ann Road - 31 Oct 2014

The e-mail drew the Council's attention to the difficulties in negotiating the corner of Church Road and Mill Lane in a vehicle and safely on foot. The e-mail also drew the Council's attention to the poor sight-line when attempting to exit Mill Lane at this junction, and the state of the road surface in Mill Lane.

This matter was identified also by HCC Highways Assistant Manager who visited the Village on 4 Nov 2014. More information on this and other Highways/infrastructure problems are detailed under ITEM 6a.

*Clerk's After Note: The hedging that was intruding on the highway and causing a problem for traffic negotiating this corner has been cut back to the level required by HCC Highways; the verges at the top of Mill Lane have been cleared completely and the sight-line at the junction improved considerably. This matter has been fully addressed and the Clerk has reported back to Mrs Livingston. **Closed***

- d. Correspondence From The Parish. Further to correspondence referred under other ITEMS of these Minutes, the following correspondence has been sent from the Parish to outside organisations was to be considered:

i. **Actions Brought Forward:** None

ii. **Matters Arising:**

(a) **Local Plan (Revised).**

Letter to the TVBC Programme Office - 5 Nov 2014.

The letter gave further weight to the retention of the Local Gap, as supported by TVBC in the draft of the Local Plan (Revised). The letter highlighted the statements in a range of planning reference documents that drew attention to the role of Local Gaps and how the Local Gap represented by Little Park, specifically at Little Bridge, contributed significantly in preventing the coalescence between the urban sprawl of Andover and the close rural setting of Abbots Ann. Further, the letter introduced the full details of a survey conducted by Dr J. Moon that assessed the visibility

impact on the village of Abbots Ann from any construction within the area that is currently designated and upheld as the Local Gap.

- (b) **Andover Business Park** - Application to relax the restrictions placed on all Commercial vehicles accessing the park. Appeal by the Applicant.

Letter to the Planning Inspectorate

The Parish Council reviewed a draft letter to the Planning Inspectorate objecting to the Application on the basis that any relaxation in the route restrictions would encourage commercial traffic to “rat-run” through the village of Abbots Ann.

The Council requested that these major concerns be taken into account when the Applicant’s appeal is considered by the Inspector. Additionally, The Council requested the opportunity to present its objection at the Hearing on 2 Dec 2014.

Clerk’s After Note: Following slight changes to the original draft, the letter, signed by the Chairman, was sent to the Inspectorate on 14 Nov 2014 and was considered by the Inspector prior at the Hearing. Dr J Moon represented AAA at the hearing

14/125 ITEM 8 Planning

- a. Electronic Processing of Planning Applications.
- i. The Clerk explained that the transposing of Councillor’s comments on to the TVBC Planning Application response form was time-consuming.
 - ii. Following the Clerk’s request to a TVBC Planning Officer for an electronic template of the Planning Application response form, as adopted by other Parishes, the Clerk was contacted by the Head of Planning and Building Service TVBC .
 - iii. The Clerk was asked if the Parish Council would be prepared to conduct a TVBC trial on an electronic system for notifying and submitting comments on applications. This would circumvent the need to pass paper documents between Councillors for viewing and entering their comments in manuscript.
 - iv. This electronic circulation would help TVBC to meet its tight deadlines for processing applications and also save costs for the preparation and recirculation of hard copies of applications.
 - v. The Council agreed to adopt the trial with a caveat that sometimes there is a need to review large scale plans, which was difficult to do effectively on-line.
- b. Planning Applications. The planning applications to review or issues to report were:
- i. Applications Approved by Test Valley Borough Council or Withdrawn:

Application Numbers	Application Dates	Location and Proposal	TVBC Decision
14/01485/FULLN	Registration: 24 Jun 2014 Decision: 17 Oct 2014	Down Farm Abbots Ann Down, Andover Removal of existing structures and the conversion of existing barns to 5 dwellings, with associated parking, turning, landscaping, private amenity space and highway improvements	Permission Subject to conditions and notes.
14/01737/FULLN	Registration: 23 Jul 2014 Decision: 22 Oct 2014	Rosecomb Farm, 21 Cattle Lane. Abbots Ann. Erection of first floor extension to provide 2 bedrooms and bathroom, single story rear and side extensions to provide enlarged dining room and sitting room, veranda and timber clad south and west elevations.	Permission Subject to conditions and notes.

ii. Applications and Notifications Made to Test Valley Borough Council:

Application Numbers	Application Dates	Location and Proposal	AAPC Decision
14/02311/TPON	Registration: 07 Oct 2014 Publicity Expiry: 29 Oct 2014	6 Abbots Close Abbots Ann Andover SP11 7NP T1 Ash - Re-pollard reducing crown back to previous pollard points	No Objection
14/02357/FULLN	Registration: 06 Oct 2014 Publicity Expiry: 03 Nov 2014	29 Blueberry Gardens, Andover, Hampshire, SP10 3XD To replace the existing garage door with a white upvc window due to garage conversion	No Objection
14/02390/TREEN	Registration: 08 Oct 2014 Publicity Expiry: 30 Oct 2014	Burlea, Little Ann Road, Little Ann Andover SP11 7SN 2 x Conifers - Fell; 2 x weeping willows - Raise the crown and remove low hanging branches to give 2 - 2.5 m clearance from the ground on both trees.	No Objection
14/02412/TREEN	Registration: 10 Oct 2014 Publicity Expiry: 03 Nov 2014	Burial Ground, St Mary's church, Church Lane Footpath, Abbots Ann T1- Cherry - Crown Lift to height of 4 m; T2 - Cherry - Crown lift to height of 4 m; T3 - Small-leaved Lime - Crown Lift to height of 4m	No Objection

- iii. Applications and Notifications Made to Test Valley Borough Council. Awaiting input from the Parish Council:

These applications were referred to an extraordinary meeting of the Parish Council that was held on Thu 13 Nov 2014 at the Bulbery Sports Field Pavilion. The minutes of this planning meeting are at Attachment 3 to these Minutes; decisions from this meeting are summarised below:

Application Numbers	Application Dates	Location and Proposal	AAPC Decision
14/02412/TREEN	10 Oct 2014	Burial Ground. [Parish Council] Crown lift Trees	No Objection
14/02451/PDMBN	15 Oct 2014	Land Adjacent to Cattle Lane Farm, Change of use of cattle shed into single story dwelling	Objection
14/02558/TREEN	28Oct 2014	Abbotts Hill Lodge, Little Ann Fell 1 x Fir	No Objection
14/02482/FULLN & 14/02509/RDCAN	28Oct 2014	The Herons, Church Road, Abbotts Ann. A single-story side extension, a shortened garage, and a porch.	Objection
14/02532/FULLN	29Oct 2014	Ridge Cottage, Clatford Lodge. Andover. Erection of a detached garden outbuilding	No Objection
14/02437/LBWN	03 Nov 2014	85 Little Ann Road, Little Ann . Replacement of windows and remedial repairs to brickwork	No Objection
14/02598/FONN	03 Nov 2014	Withers Trust Corporation Ltd Strengthening the forest tracks.	No Objection
14/02619/TPO	03 Nov 2014	4 Abbotts Close, Abbotts Ann, Andover Crown lift tree.	No Objection
14/00746/FULLN	12 Nov 2014	Pollyanna, Little Ann Road, Little Ann, Retention of Perimeter Fencing	No Objection

iv. Local Inquiries/Hearings

Application Numbers	Application Dates	Location and Proposal	AAPC Action
14/00485/OBL	Hearing Date: 2 Dec 2014	Andover Business Park, Proposal to modify Schedule 6 , Part 4 of the Planning Obligation attached to its Planning Permission for the erection of the Andover Business Park (on the site of the Andover Airfield). The proposed modification is to allow cars to access Plot 1 of the Business Park via Monxton Road and Heavy Commercial vehicles (HCVs) via roads that are currently defined as “Barred Routes” Application Refused at Northern Area Planning Committee (NAP) meeting Decision of NAPC endorsed at Planning Control meeting.	Objection AAPC Letter of Objection being sent to Inspector.. AAPC request to speak at the Hearing

iv. Forthcoming Test Valley Borough Council Planning meetings were:

Date	Meeting	Location	Parish Applications For Consideration
13Nov 2014	Northern Area Planning Committee	Andover	None
25 Nov 2014	Planning Control Committee	Andover	No Information

14/126 ITEM 9 Finance & Contractual Matters

- a. **Treasurer's Report.** The meeting did not permit enough time for the Treasurer's report to be properly presented and discussed, so the Treasurer circulated the report in "hard copy" for Councillors to consider out-of-committee.
- i. **Budget FY 2015/16.** Most of the work this month has been associated with the preparation of the draft Budget for the FY 2015/16 so that its approval can be given in time for the Precept demand (to be sent early in the New Year).
 - ii. The Treasurer has been rationalising the information from last year's accounting books and documentation so as to establish a basis for the Budget. The first job was to analyse the figures presented at the last Parish Annual Meeting. This was necessary to present items in more detail so that they were immediately transparent to readers and also to set up a system which would provide year-on-year comparators. The new regulatory environment does make greater demands for clarity of detail and explanation than has hitherto been necessary. The Treasurer has had to consolidate all the information held into one computerised spreadsheet, and then retrospectively restate the accounts for FY 2013/14 and then FY 2014/15.
 - iii. Further work has been in developing the cash flow figures to enable the monitoring of ongoing expenditure and income, on a month-by-month basis. Taking into account the payments agreed at the October meeting of the Council, the half-yearly summary bank balance is £20,654.17.
 - iv. Thanks to the extensive work done by the Treasurer, the Council now has updated accounts that provide a basis for confidently estimating the Budget for FY 2015/16. At the Meeting the draft Budget was circulated to Councillors for their review; Councillors were requested to assess the document and to notify the Treasurer of any further inclusions that should be made. This action was required by 20 Nov 2014.
ACTION: Councillors
 - v. The Treasurer was requested to compile a second iteration of the Budget (Draft) for review at the next (December) meeting of the Council.
ACTION: Treasurer
 - vi. **Burial Ground Fees.** The Clerk requested the Treasurer to advise on updating the Burial Ground fees; these had not been updated since 2009. The Treasurer has requested information from other Parish Councils which have similar responsibilities. Upon receipt of this information the Treasurer will compare the fees charged and recommend to the Council an appropriate increase to cover the forthcoming 5 years.
ACTION: Treasurer

b. Authorised Payments and Authorisation of Invoicesi. **Payments:** The following authorised payments have been made since the last meeting:

<u>Chq</u>	<u>Payee</u>	<u>Details</u>	<u>Minute</u>	<u>Amount</u> (£)
863	R Griffiths	RFO salary (net)	Sep	280.00
864	A Stokes	Clerk salary - part (net)	Sep	205.33
865	PAYE 2nd Quarter	Tax deducted from salaries	Jul/Aug/Sep	265.00
866	HALC	Finance Seminar		60.00
867	D Murphy	Grass Cutting	Sep	90.00
868	A Peters	Clerk net salary - part	Sep	485.94

ii. **Invoices:** The following invoices/payments were authorised by the Council:

<u>Chq</u>	<u>Payee</u>	<u>Details</u>	Proposed: PW Seconded: BS	
			<u>Period</u>	<u>Amount</u> (£)
869	A Hayter	WMH Lights Reimbursement		2000.00
870	A Peters	Clerk salary (net)	Oct	526.58
871	R Griffiths	RFO salary (net)	Oct	280.00
872	A Rose	Playground Benches	Oct	360.00
873	K Bott	Mowing Wild Flower Meadow	Oct	140.00
874	Enham	2 hrs	20/10/14	88.01
875	Enham	1.7 hrs	29/09/14	77.00
876	Enham	1.5 hrs	27/08/14	-
		2.25 hrs	17/08/14	165.00
877	Hants CC	Correction (Street Lighting)		17.77
878	K Saunders	Maintenance of Village Website		300.00
879	AA Village Shop	Brown Tourist sign		362.00

iii. Expenditure Liabilities and Expected Income: The following non-routine payment liabilities and expected income for the next month were notified to the Council:(a) **Actions Brought Forward:**

- (i) **Min14/100b.i.** Children's Play Area. Payment to Mr A Rose of £360. Invoice for work done to be received and payable on authorisation at the next meeting. Paid: Cheque # 872. **Closed**
- (ii) **Min 14/100b.i CAN.** Children's Play Area: Estimate the further funding needed to complete the original project. This matter is Carried Forward to the next meeting of the Council. **ACTION: Clerk**
- (iii) **Min 14/100b.ii CAN:** Brown Signs. Payment of £362.00 to cover the residual element of the cost of producing traffic signs for the Village Shop and for the Eagle Public House. John Murray, the internal auditor, telephoned to confirm that payment for signs advertising the village shop will be permissible. The Treasurer is to obtain written confirmation of this. Paid: Cheque #879. **ACTION: Treasurer**

- (iv) **Min 14/100b.iv CAN.** AAWMH Stage Lighting: Payment for the lighting had already been authorised, and £2,000 has been paid to the AAWMH committee. The details of a supplementary payment (believed to be £321) is awaited from AAWMH Committee. This matter is Carried Forward to the next meeting of the Council

ACTION: AAWMH Committee

- (v) **Min 14/113 c. iv. (a)** VAT. A VAT refund was applied for at the end of July. Currently the HMRC has a backlog of work and is only working on the summer returns. Further, the Council needs to confirm its VAT registration status.
- (vi) The Treasurer has spoken again with HMRC about the Council's outstanding claim for the refund of VAT paid and was advised that the Council's claim remained within a backlog. HMRC is currently working on the applications registered in June 2014. HMRC also confirmed that the Council is not "VAT Registered" which makes life simpler. It does not prevent the Council from claiming for VAT refunds, but it does mean that the Council is exempt from producing quarterly returns and from making the decision on what income or expenditure is business or non- business, etc.**Closed**
- (vii) **Min 14/113 c.iv. (b)** Budget. The Treasurer is working on the draft budget for presentation at the next meeting, in preparation for the Precept demand, which needs to be submitted around the end of the calendar year. This is discussed in detail above. This matter was to be Carried Forward for discussion and finalisation at the next meeting of the Council.

ACTION: Treasurer

d. Expenditure & Income Estimates for November [Clerk's After Notes]

- i. **Expected Expenditure:** The following represent the additional non-routine expected expenditure for Nov 2014, as estimated by the Clerk:
- (a) **Village Shop Lights.** [See ITEM 5c Min 14/122.m.ii.(d)] On behalf of the Village Shop Committee, Mr Davis has approached the Council with a request for further assistance to help fund the electrical (fire safety) re-wiring and lighting for the shop, which needs to be completed at the earliest opportunity. Mr Davis has requested a grant from the Council of £720, as a contribution towards the total cost of £1670. £500 is being sought from TVBC and £450 has been provided from the Village fete share-out. Payment by the Council is deferred until requested by Mr Davis.
- (b) **AAWMH Car Park Drains.** [See ITEM 5cMin 14/122 n.iii. [CAN (b) & (c)] and ITEM 6a] Costs arising from clearing the drainage system at the AAWMH car park, £ 870 plus VAT:
- i. Dyno-Rod attendance 13/11/14: £ 180 plus VAT
- ii. Dyno-Rod attendance 18/11/14: £ 690 plus VAT
- (c) **Administration.** Parish Office Costs, £336.63 :

- i. Stationery; Viking Supplies: £ 147.39 plus VAT.
- ii. Telephone Line Connection. £130.00
- iii. Monthly Line Rental (from 28 Nov 2014): £23.24.
- iv. 3 months telephone Line Rental (estimated): 3 x £12 i.e. £36.

ii. **Expected Income.** The following represent the additional income for Nov 2014., as estimated by the Clerk

(d) **Garden of Remembrance Fees** , £195.00:

- i. Interment of Ashes of Mr Kirby (double rate for non-resident):
£160 (Receipt # 319)
- ii. Interment of Ashes of Mr Austin: £ 35 (Receipt # 320)

(e) **Burial Ground Fees**, £ 280.00:

- i. Burial of Mr Pike: £165 (Receipt # 321)
- ii. Headstone fee for Mr Abrahams: £115 (Receipt # 322)

14/127 ITEM 10 Any Other Business / Public Participation

14/128 ITEM 11 Next Meeting

The next meeting of the Council is scheduled for 1900hrs Thu 04 Dec 2014 in the Abbots Ann War Memorial Hall, Abbots Ann.

Signed..... [Original Signed by The Chairman].....

Date.....23 December 2014.....

List of Attachments

- | | |
|--------------|--|
| Attachment 1 | Clerks Monthly Report - October 2014 |
| Attachment 2 | Reports from Parish Organisations and External Meetings |
| Attachment 3 | Minutes of the Meeting of the Council's Planning Committee |

Attachment 1
To the Minutes of the Meeting of the Abbotts Ann Parish Council
Dated 6 Nov 2014

CLERK'S MONTHLY REPORT - OCTOBER 2014

The Clerk's Report for this month covers the following subjects:

- Flooding in the Car Park of the Abbotts Ann War Memorial Hall [ITEM 5n]
- Highways and Infrastructure [ITEM 6a]
- Children's Play Area of the Abbotts Ann War Memorial Hall Recreation Ground.[ITEM 6b]

a Flooding in the Car Park of the Abbotts Ann War Memorial Hall Car Park

- i. The major contributor to the accumulation of surface water in the car park was a blocked drain at the Jubilee Oak junction which caused an overflow to run across Duck Street into the car park. The drain gully in the car park was also partially blocked which meant that this water could not drain away.
- ii. The drain gullies on the highways have been cleared by HCC.

Clerk's After Note: The drain gully in the car park was cleared by a contractor (Dyno-Rod) on 13 Nov 2014 at a cost of £ 180 plus VAT. This emergency action and payment was authorised out-of-committee by Councillors [See ITEM 9 Min14/126 d.ii].

(a) During the clearance of the drain gully the contractor discovered that the main Catchpit was blocked with silt such that the Soak-Away was only partially functional. The contractor estimated that this clearance task would involve at least half a day's work using a special sludge-sucking tanker held at Southampton. The cost of this action was quoted at £ 690 plus VAT. This supplementary emergency action was authorised out-of-committee by Councillors. In accordance with our SOs Amendment Para 60 (01 Apr 1999) - Contracting for Goods & Services, as this sum was verging on the threshold for single tender authorisation, the Clerk undertook to solicit quotes from other similar organisations; none was able to match the cost and response-time assured by Dyno-Rod, so the contract with Dyno-Rod was confirmed.

(b) The Catchpit and Soak-Away was cleared on Tue 18 Nov 2014 as per the contract; the car park drainage since appears to be functioning correctly.

(c) A maintenance contract has been arranged with Dyno-Rod for clearing the drain gully and Catchpit on a quarterly basis from Mar 2015. The estimate for this activity is £180 plus VAT each quarter.

b Highways and Infrastructure.

- i. The Clerk and the Chairman met with Mr A. Harding, HCC Assistant Highway Manager and Mr P. Walsh, HCC Highways Engineer for Abbotts Ann on 04 Nov 2014 to discuss Highways and Infrastructure problems affecting the Parish in general, and the village of Abbotts Ann, in particular. The meeting incorporated a full tour of the problem areas and a brief by the Clerk on each location. The following issues are restated:
 - (a) Duck Street: Rain water run-off from highway into the AAWMH.

- (b) Duck Street: Ineffective highway drainage into the area surrounding Pill Hill Brook.
 - (c) Duck Street: Inadequate highway drainage outside the Old Telephone Exchange.
 - (d) West Hill: Inadequate highway drainage all the way down the hill.
 - (e) Primary School: Inadequate safety signage and problems with cars parked outside the school.
 - (f) St John's Cross: Difficult crossing point with heavy traffic on the A343 and high speed of traffic on the A343.
 - (g) St John's Cross: Inadequate safety warnings for School.
 - (h) Southern exit /entrance road . Traffic speed reduction measures.
 - (i) Abbots Ann Down: Poor sight-lines on exiting the hamlet on to the A343.
 - (j) Anna Valley: Poor highway drainage and liability to flooding.
 - (k) Little Ann Road (adjacent to the Poplar Farm Inn): Inadequate highway drainage resulting in regular flooding of highway.
 - (l) Little Ann Road: Traffic speed reduction measures.
 - (m) Church Road/Mill Lane corner: Poor sight-lines and confusing road markings.
 - (n) Mill Lane: Poor condition of road surface.
 - (o) Junction West Hill / Duck Street: High kerb stones opposite the shop between No 50 Abbots Ann and the entrance to Dunkirt Lane.
- ii. The HCC representatives noted the problem areas and undertook to give each problem area priority consideration. Mr Harding reported back to the Clerk on 06 Nov 2014 with the following updates:
- (a) [Para b.i.(a)] . Duck Street Blocked Drain Gullies. Mr Walsh deployed the clearance team immediately. The blocked drain gully at the Jubilee Oak is now clear and not causing the highway run-off into the AAWMH. These gullies would be the subject of additional annual maintenance forthwith.
 - (b) [Para b.i(b)]. The Duck Street ditch into the Pill Hill Brook The ditch has been recut and is now able to function as required; however the drain link between the highway remains restricted and is to be investigated by HCC.
 - (c) [Para b.i(f)] St John's Cross. St John's Cross: Because there are no identifiable treatable patterns to the accidents at the cross roads in the 5 year period ending 30 Jun 2014, there is no remediate measure that could target specific problems. As such, the site cannot be considered a high priority for casualty reduction measures. This site is included within the Transport Statement list of schemes for junction and accessibility improvements. The Transport Statement outlines transport strategy and delivery priorities that help with investment, development and planning and includes a list of potential schemes that support these priorities. Currently funding is being secured for studies and progressing of recommendations arising as a result.
 - (d) [Para b.i.(m)]. Church Road/Mill Lane Corner. The problem has been referred to Mrs M. Ware HCC Team Leader for Traffic Management (West) who will consider possible changes to the highway layout at this junction.

- (e) The overgrown hedging at the Church Road/Mill Lane corner has been cut back; also the verges on entry to Mill Lane have been cut back. Sight-line is now much improved.
- iii. The Clerk has arranged a follow-up visit from the HCC Traffic Management Division to assess works needed to resolve the other issues as detailed in Para b.i. This meeting is scheduled for 24 Nov 2014 and the report from this visit will be tabled by the Clerk at the next meeting of the Council (4 Dec 2014)
- c. Children's Play Area of the Abbots Ann War Memorial Hall Recreation Ground
- i. The Clerk has concerns over the new play equipment that has recently been constructed in the Children's Play Area of the Recreation Ground of Abbots Ann War Memorial Hall, Duck Street. Abbots Ann.
 - ii. **Compliance with Safety Legislation.** Any new Play Equipment installed outside for public use should comply with European Standard EN1176. BSI and TuV will use EN1176 in assessing compliance. This was a requirement acknowledged by the Parish Council before the Play Area contract was let, but from the limited records on this contract, this requirement did not feature in the selection of the Design/Build /Installation Contractor nor in the Specification and Statement of Work given to the Contractor. [Note 1]
 - iii. At present, there is insufficient evidence to show that the equipment designated as the Climber complies with European Legislation EN 1176 and EN1177 and that the construction and installation has been undertaken by a Contractor who has the appropriate recognition to build and install Play Equipment for public use.
 - iv. The concerns are related to the equipment, the surrounding area and the documentation needed to demonstrate that all safety risks have been mitigated to a realistic and ALARP level (As Low As Reasonably Practical). This is not just the new Equipment - there are some minor safety-related Actions for the Play Area that were identified at the time of the RoSPA inspection (27 Jan 2014) which have also not been addressed by the Council.
 - v. **Build Quality.** There is no question over the high quality of the craftsmanship involved in the construction of the equipment and the Contractor has been commended by RoSPA for his high standard of work.
 - vi. **Third Party Insurance Indemnity Cover.** The information on the build, including the RoSPA report has been conveyed to the Parish Council's Third Party Indemnity Insurance Underwriters who, in turn have referred the information to the Insurer to see if the Insurer is prepared to accept the equipment, as justified by the high build quality of the equipment - the Insurer allows this concession for equipment in use that was built before the new legislation came into force.
 - vii. The Insurance Underwriters intend to visit the site later in the month to assist the Parish Council in bringing this excellent amenity into use.
 - viii. Until the insurance indemnity cover for this new equipment has been confirmed, the Chairman has directed that the Play Area is to be closed to the Public.
 - ix. The Clerk will work closely with the Contractor to address some of the outstanding Safety Actions, including :
 - Installation of Safety Matting around the Climber
 - Equipment Marking for correct identification and through-life management

- Area Marking to facilitate an emergency response and/or the reporting of defects
 - Risk Assessment to address and mitigate to ALARP all probable hazards in use
 - Writing the Maintenance Instructions that will ensure equipment continues to be safe in use
- x. The Clerk will compile and pass on to the Contractor a list of technical information needed from the Contractor to satisfy the Parish Council's Insurer so that Third Party Indemnity liability for the Play Area can be rightfully assumed by the Parish Council.
- xi. **Financial** .There is a lack of documentation to enable the Council to recover part of its expenditure (approximately £7000 of £9000) from the Sponsor, Test Valley Borough Council (TVBC), as there is difficulty in certifying that the procedures specified under the TVBC Planning & Building Service and Planning & Transport Service on the Release of Section 106 Contributions for External Projects has been complied with:

"...Payments will not be authorised without receipt of appropriate paperwork e.g. signed contract certificates, suppliers invoices etc..."

- xii. To satisfy the requirements of the Sponsor, the Clerk will work with the Contractor to recover the following documentation that should have supported the Contract:
- Specification of equipment to be constructed and area Layout
 - Tender or Quotation provided for the work
 - Proof that the Contractor is accredited to an accepted standard for undertaking the work
 - Design Documents showing compliant material, foundations and fixings
 - Contract of Supply
 - Acceptance Criteria and Sign-Off Certification
 - Warranty

Notes:

1. **Min 12/102 dated 4 Oct 2012:** ...The Clerk had heard from RoSPA confirming that there was no problem with the use of local resources provided that the equipment conforms to the standard BS EN1176: 2008. Alternatively an overall plan and design details could be forwarded to RoSPA for comment and advice for which there would be a charge of £250; it was agreed that this service should be used. *Clerk's Note: In the subsequent Minutes there is no record that this service was used, nor a resolution for a payment to RoSPA of £250*
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Attachment 2
To the Minutes of the Meeting of the Abbotts Ann Parish Council
Dated 6 Nov 2014

REPORTS FROM PARISH ORGANISATIONS AND FROM EXTERNAL MEETINGS

OCTOBER 2014

The Reports from Village Organisations and from External Meetings for this month are as:

- Abbotts Ann Action (AAA)
- Abbotts Ann Vision (AAV)
- Abbotts Ann Footpaths
- Abbotts Ann Neighbourhood Watch
- Abbotts Ann Village Shop Association
- Church and Churchyard
- Test Valley Passenger Transport Forum - 6 Nov2014

a Abbotts Ann Action (AAA)

- a **Revised Local Plan.** Mr Lucas and Mr Patience of AAA have corresponded with the Clerk concerning the best way the Parish Council should present its position (if given the opportunity) at the Inquiry into the TVBC's Revised Local Plan (RLP) which have been scheduled for the period December 2014 and January 2015.
- b It was agreed that during the December period, AAA would attend the review meetings to assess how other aspects of the RLP are being debated by TVBC and the potential developer(s) of the Little Park area (The Local Gap) so as to gauge the best way for AAA to champion the issue for the retention of the Local Gap.
- c As the part of the review relevant to Abbotts Ann's main interest occurs before the January meeting of the Council, AAA will report any issues that require Council notice or endorsement out-of-committee.
- d The Council made the following representations on the Pre-submission draft of the RLP:
 - (a) Objection to the Housing Provision policy and the amount of land being allocated for housing development.
 - (b) Support for the Local Gap policy and the Abbotts Ann Local Gap in particular.
 - (c) Support for the Settlement Policy.
- e A letter to reinforce these representations was submitted by the Parish Council this month.

b Abbotts Ann Action (AAV)

- i. **Housing Needs Survey and Neighbourhood Plan.** An important item was the need to carry out a Housing Needs Survey in the village, to substantiate the perception that some type of affordable or social housing was required for Village families. The Survey would not just look at current needs, but take views on future requirements. Preferably the Survey should be carried out before deciding whether or not to recommend a Neighbourhood Plan. Mr Lucas considered that it was more likely that a non-statutory plan would be recommended rather than a Neighbourhood Plan as it was uncertain if there was sufficient commitment within the Village to pursue the latter. The Housing Needs Survey was to be discussed at the next meeting of the AAV; the outcome of discussions would be presented to the Council at the next meeting of the Council.
- ii. **Village Action Plan.** The Council had approved the principle of a Village Action Plan which would define terms of reference /objectives / responsibilities for projects and which the Council would oversee. A meeting with the Clerk, Mr Lucas, Mr Taylor and Mrs Moon took place on 3 Nov 2014 to discuss the Plan. The first draft of the Plan had been developed and was tabled for discussion at that meeting. The refinements to the first draft were to be discussed prior to the next meeting of the Council (December) and the report from this meeting will be presented to the next meeting of the Council (January).

c Abbotts Ann Footpaths

- i. **Rights of Way.** Having checked the Rights of Way within the Parish recently they all appear to be in a remarkably good condition considering the large amount of growth that occurred during the summer. They are all perfectly passable as countryside Rights of Way.
- ii. **Footpath Problems.** Only one problem is outstanding and that concerns FP 7, The Drove, where a hedge was removed some time ago but some roots remain and can present a trip hazard; this was reported to the AA Estate in July, hastened by the Footpaths Officer in September and again just prior to the November meeting of the Parish Council. The problem has also been shown on site to the HCC Senior Countryside Access Ranger for the Central West Area. There appears to be no problem with FP 4, Penny Path as it was walked by the Footpaths Officer just prior to the November meeting. The Clerk has agreed to take on this matter. **Action Required**

d Abbotts Ann Neighbourhood Watch

- i. **Information Dissemination.** The Neighbourhood Watch (NHW) organisation in the village has been somewhat transformed with the Police getting much more into providing bulletins by email. Their own resources have been considerably depleted and the days when we would see a local Police Officer frequently around are gone.
- ii. **Village NHW Network.** Although there is a network of NHW coordinators who cover most of the homes in the village, they are perhaps primarily there now to introduce the system to new residents, or to pass on to their immediate locality any information sent on from the NHW coordinator from HCC Trading Standards Officers or the Police. The NHW coordinator also gets notifications from the national NHW organisation about general safety issues and the latest scams that are about to hit residents. There are currently about 45 residents signed-up to the email information system, and the warnings from the local Police can come through very regularly

e Abbotts Ann Village Shop Association

- i. **General.** The shop has undergone much change in the last year. Its principal concern is to serve the Village community, both for the supply of food, drink and basic household items, but also as a centre for social contact, helping to build the relationships that make our community so cohesive. As part of its strategy to offer a cafeteria facility (like other community shops), the shop has the tables and chairs inside and out; also it is about to begin onsite catering involving local cooks. The manager, is very keen to develop this facility and hopes that sandwiches, quiches, cakes, pies etc will soon be cooked on the premises or using the village hall kitchen. All this has been enthusiastically supported by the TVBC environmental health officer.
- ii. **Foot Fall.** So that the footfall can be increased, the shop is constantly trying to stock what people need at a competitive price. The Post Office is an essential feature of the shop and brings the shop a good deal of trade and vice versa. The newly erected brown tourist signs for the shop at St John's Cross and publicity on Facebook all help to encourage a greater footfall.
- iii. **New Installations and Equipment.** In the last few months new shelving, counter units, chiller, coffee machine and EPOS (electronic point of sale system) have been installed; the latter has given problems which are being addressed with the supplier. Also the shop has had to fund the replacement of the boiler in the flat above.
- iv. **Equipment Needed.** More new developments are in the pipeline, with new stainless steel worktops, hand basin, oven and fridge-freezer units for the back room due shortly. The lighting is about to be replaced with new LED units for both safety and economic reason. [See ITEM 9 Min 14/126 d.i]

- v. **New Commodities.** This year has also seen the ‘local produce’ initiative develop and many people have generously supplied the shop with fruit and vegetables from their gardens. The shop has also have been supplied with watercress from the local beds. The local apples have been juiced and bottled by Kimpton Farm and this has sold very well in the shop. All this helps the shop to be profitable and also increases the engagement of local people with the shop.
 - vi. **Staffing .**The volunteer staff pool numbers about 40 and are the back bone of the shop. The volunteers meet bi-monthly as a group and give feedback to the managers and committee. In the last month the shop has taken on an additional member of staff, Shirley Hicks who, as retail assistant on Friday and Saturday morning, is able to take the pressure off the managers. In October all shop and Post Office staff had a review of their pay and an increase.
 - vii. **Management.** The shop has an excellent management committee with their responsibilities spread around as much as possible. Pam Lytle, the long-serving secretary is resigning at the end of the year and the shop is looking for someone to replace her.
 - viii. **Financial Situation.** Changes have been largely financed by generous grants from HCC, TVBC and also the Parish Council. The shop’s financial situation is precarious and without grants and donations it would not be able to improve its facilities. Last year the shop made a loss of about £3,500. The monthly takings for October are looking healthy such that the shop may be able to reduce some of its loans which currently stand at approximately £13,200.
- f Church and Church Yard
- i. **Maintenance Plan** A Parish Council Maintenance Plan was suggested by the Diocesan Advisory Committee (DAC). If a faculty were submitted, and agreed, for an on-going Maintenance Plan then such maintenance could be carried out against that Plan without the need for further applications. This should be confirmed by TVBC. **Action Required**
 - ii. **Tree Works.** The Church Architect carried out a major inspection last July and his report recommended the felling of the large Lime tree by the Priest’s door and the Yew Tree nearest to the door. The TVBC Arboriculturalist recommended a reduction of 20% for the Lime tree and the pruning of the Yew tree. The PCC accepted the former, but the Parish’s Tree Warden (Dr J Moon) and the Church Warden both felt it would be better to fell the Yew Tree. The Church Warden requested the Parish Council to complete and submit an application to TVBC. **Action Required**
 - iii. **Rain Water Drainage.** The Urgent Repairs project for the Church had identified the need for better drainage of rainwater from the Church . This was to be enabled in the Parish Council’s Maintenance Plan by the construction of Soak-Aways all around the Church . **Action Required**

- iv. The Parish Council should note that the initial testing of gulleys and drains cost £100 and the jetting and detailed inspections recommended by the Church's Architect will cost up to £1200. This work is needed urgently. The PCC would therefore be grateful if the Council could agree the work and the release of the funds required. **Action Required**
- v. **Toilet Facility.** The PCC wishes to establish a Toilet Facility for primary use by the congregation of the Church . English Heritage supports the proposal, but because the Church is a Grade 1 Listed Building, any Toilet Facility must not impact on the fabric and structure of the Church, both inside and outside. Therefore, the Toilet Facility has to be a separate building. Unfortunately HLF will not assist in funding a separate building. The estimated cost provided by the Church's Architect is £40K.
- vi. The PCC is proceeding with plans for the Toilet Facility to:
 - (a) Show HLF that the PCC is serious about heritage access.
 - (b) Save money by using the Architect engaged for the Roof to plan the Toilet Facility.
 - (c) Start the lengthy process of getting planning permission for the Toilet Facility.
 - (d) Obtain costed plans that most funding bodies require before making a grant.
- vii. One funding option is the idea of community Toilet Facility. The advantages of this are:
 - (a) Better access to funds available to community projects but not religious buildings.
 - (b) Meeting the social need (as mentioned in the AAV survey)
 - (c) The issues to be addressed are: positioning (visibility verses accessibility); size; signage; and maintenance.
- viii. The PCC is requesting assistance from the Council to secure funding for the project. This matter is carried forward for discussion at the next meeting of the Council.
Action Required

g Test Valley Passenger Transport Forum

Cllr Oram attended the Forum held at Romsey on 06 Nov 2014

Cllr Oram reported back to the Council on the discussions at the forum covering: Changes to the infrastructure and Information; Older Drivers; and the campaign for the recruitment of Volunteer Drivers:

- i. **Infrastructure and Information:** A comprehensive report on the new Bus Station in Andover was provided. This was followed by a presentation of the new system of Real Time Information being installed at bus stops across Hampshire. This system will use new technology to identify where the bus is and what its average speed is to produce predictions of the waiting time before the bus arrives at the next and further stops on its route. There are variants of the display system available for single post bus stops (such as we have in Abbots Ann) rather than the grand displays for use in the sort of bus shelters in towns. There is an 'App' downloadable from the HCC website which will work anywhere. This is likely to be the most useful aspect of the new system for many users.
- ii. **The Older Drivers Forum:** The aim of the organisation is to enable older drivers to continue to drive safely until they reach the point where they have to stop driving. The organisation is an enabling organisation rather than one trying to take all older drivers off the road.
- iii. **Volunteer Driver Recruitment Campaign.** This is only relevant to those communities which operate voluntary community transport schemes. It would of course be relevant to us in Abbots Ann if we ever took the route of a community owned a transport

Attachment 3
To the Minutes of the Meeting of the Abbots Ann Parish Council
Dated 6 Nov 2014

THE PARISH COUNCIL OF ABBOTTS ANN

MINUTES

OF THE EXTRAORDINARY PLANNING MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 13th NOVEMBER 2014
IN THE BULBERY SPORTS PAVILION.

Members of the Abbots Ann Parish Council:

Cllr B. Griffiths	Chairman	BG
Cllr S. Oram		SO
Cllr D. Paffett		DP
Cllr B. Sims		BS
Cllr P. Wilkins		PW
Lt Col (Retd) A. Peters	Parish Clerk	

In Attendance:

Cllr M. Flood	Test Valley Borough Council
Cllr G. Stallard	Test Valley Borough Council

ITEM 1 Apologies

Apologies were notified to the Clerk from Cllr Whyte & Cllr Bone and conveyed to the meeting.

ITEM 2 Applications for Consideration

Written input was submitted prior to the meeting from Cllr Whyte and Cllr Bone; this was taken into consideration during the discussions of the meeting.

The following Planning Applications were considered by Councillors:

Application Numbers	Application Dates	Location and Proposal	AAPC Decision
14/02412/TREEN	Registration: 10 Oct 2014 Publicity Expiry: 03 Nov 2014 (Extended)	Burial Ground, St Mary's Church, Church Lane Footpath. T1 - Cherry - Crown lift to height of 4m; T2 - Cherry - Crown lift to a height of 4m; T3 - Small Leafed Lime - Crown lift to a height of 4m.	No Objection Parish Council Application

Application Numbers	Application Dates	Location and Proposal	AAPC Decision
14/02451/PDMBN	Registration: 15 Oct 2014 Publicity Expiry: 10 Nov 2014	Land Adjacent to Cattle Lane Farm, 25 Cattle Lane, Abbots Ann. Notification of Prior Approval under Class MB-Change of use of Cattle shed into single story dwelling	Objection Pro: PW Sec: DP Note 1
14/02558/TREEN	Registration: 28Oct 2014 Publicity Expiry: 18 Nov 2014	Abbots Hill Lodge, Little Ann Road, Little Ann Fell 1 x Fir	No Objection Pro: PW Sec: GW
14/02482/FULLN & 14/02509/RDCAN	Registration: 28Oct 2014 Publicity Expiry: 21 Nov 2014	The Herons, Church Road Abbots Ann. Erection of a single-story side extension to provide lounge and wood store, single story front extension to add additional bedrooms, family/play room, 1 bedroom Granny Annex and a shortened garage for storage and erection of porch.	Objection Pro: PW Sec: None Declaration of Interests: BG SO DP Note 2
14/02532/FULLN	Registration: 29Oct 2014 Publicity Expiry: 19 Nov 2014	Ridge Cottage, Clatford Lodge, Salisbury Road. Andover. Erection of a detached oak-framed garden outbuilding to provide gym and store.	No Objection Pro: SO Sec: BS
14/02437/LBWN	Registration: 03 Nov 2014 Publicity Expiry: 25 Nov 2014	85 Little Ann Road, Little Ann Andover. To replace 2 ground floor windows to match original windows; replace existing front door and side panel with stable style door incorporating small glazed panel inset and 4 glazed panels; remedial repairs to area of brickwork above right hand ground floor window.	No Objection Pro: SO Sec: BS
14/02598/FONN	Registration: 03 Nov 2014 Publicity Expiry: 13 Nov 2014	Withers Trust Corporation Ltd Great Wood & The Groves on Dunkirt Lane, Abbots Ann and Lower Oakcuts Copse in Red Rice, Andover, Hampshire.	No Objection Pro: SO Sec: DP Note 3

Application Numbers	Application Dates	Location and Proposal	AAPC Decision
14/02619/TPO	Registration: 03 Nov 2014 Publicity Expiry: 25 Nov 2014	4 Abbots Close, Abbots Ann, Andover 1 x Sycamore - Crown lift canopy on North and North-Western aspect by removing seven lowest branches that extend towards property, raising this quadrant of the canopy to a height of 5 m.	No Objection Pro: PW Sec: SO
14/00746/FULLN	Registration: 12 Nov 2014 Publicity Expiry: 12 Dec 2014	Pollyanna, Little Ann Road, Little Ann, Andover Retention of Perimeter Fencing (Retrospective)	No Objection Pro: BS Sec: DP

Notes: Comments made to the Planning Authority (TVBC) subsequent to the meeting:

Note 1. 14/02451/PDMBN. The Parish Council of Abbots Ann considered the subject Notification of Prior Approval under Class MB and wish to register an OBJECTION to the notification and to make the following observation:

- It is assumed that this application falls under the category of Permitted Development, but is concerned that this conversion from Agricultural use to Residential use assumes that the buildings are either inappropriate for further agricultural use, or that the use for agricultural purposes has been demonstrated as no longer practical or economically viable.
- The existing buildings (pig sties) sit within an agricultural setting (not a residential setting) on the raised ground set back from Cattle Lane, and a redevelopment on the existing site would be out of line with the other buildings on Cattle Lane.
- Further, the proposed conversion would sit adjacent to sheds currently used for agricultural purposes (cattle sheds and baled-feed store) and, as such, a residential development in such proximity would appear inappropriate.
- Furthermore, the conversion would be seen as an additional residential development in the countryside, contrary to the Local Gap policy.

Note 2. 14/02482/FULLN&14/02509/RDCAN. The Parish Council of Abbots Ann considered the subject Notification of Application. Some Councillors who expressed a “Personal Interest” made statements on the design of the building. The inquate minority of the Council who did not declare a “Personal Interest” wished to have the following Observations taken into consideration:

- The design does not correspond with the Abbots Ann Village Design Statement:
 - The design has little architectural merit or originality for inclusion as a modern / modernised building set within or impacting on a Conservation Area

- The design is incongruous with the existing construction
- The design is not in keeping with neighbouring properties (although due to its isolation it has little impact on the visual amenity of neighbouring properties and the street scene in general).
- The building and facing materials selected for the design (particularly the roof and chimneys) are unconventional for a rural village setting and are disliked.

Note 3. 14/02598/FONN. The Parish Council of Abbots Ann considered the subject notification but was constrained by the Authority's conditions that the proposed development already has planning permission, and that the comments from the Council were restricted to the siting and appearance of the development. The Council therefore registered NO OBJECTION to the siting and appearance.

This proposed development has been the subject of considerable correspondence between Dr J Moon, the Authority and Borough Councillor G Stallard. Dr J Moon, a resident of Abbots Ann, is the local representative for the Campaign for the Protection of the Rural Environment (CPRE) and is a member of the Parish Council's sub-Groups of AAA and AAV. The main concern expressed by Dr Moon and fully supported by the Parish Council of Abbots Ann is that the proposed reinforcement of the surface of the tracks appears to be in excess for the proposed use of the tracks (logging operations) and that there is a fear that the area through which the tracks run might be used for purposes other than logging operations. A similar situation has occurred in the neighbouring Parish of Monxton where the ancient woodlands are thought to be now being used as an area for landfill operations for excavated land rubble from the large new residential developments around Andover. It is reported that the regular and excessive movement of dumper trucks through the village of Monxton (60 movements per day) is impacting upon the amenity of residents living adjacent to the truck routes, and the dumped rubble is decimating the areas of wild flora and fauna within the ancient woodlands.

The key objections raised by Dr Moon are:

- The forecast number of HGV movements is completely unreasonable and should not be tolerated on rural roads and tracks. The arithmetic for the no. of HGV loads [396] does not make sense.
- Neither the application nor TVBC's comments acknowledge that two of the tracks to be made up are rights of way (RoW). Both of these RoWs are heavily used by the public, yet no mention is made of how these public paths will be maintained during the period of reconstruction nor how conflicts between the heavy HGV traffic and the public will be avoided. The impact on other RoW is not discussed
- Because of the situation in Georgia Lane, Monxton, where planning consent for a similar development is possibly being abused, local residents need to be certain that sufficient checks, e.g a specified limit on the number of HGV movements, a limit on the duration of the work, and on-the-ground checks of the extent of the work, are put in place to ensure that this currently-proposed work does not become a de facto landfill operation.

Signed..... [Original Signed by The Chairman].....

Date.....23 December 2014.....