



WINCHFIELD PARISH COUNCIL

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MINUTES OF THE MEETING OF WINCHFIELD PARISH COUNCIL HELD ON MONDAY 26 SEPTEMBER 2022 STARTING AT 7.15 PM IN THE VILLAGE HALL

PRESENT: Cllr Andrew Renshaw (Chairman), Cllr Meyrick Williams (Vice-Chairman), Cllr Louise Hodgetts, Cllr Richard Milnes-James and Cllr Kate Stewart
Cllr Tim Davies, Hampshire County Council (HCC)
Litter Pick Co-Ordinator
8 Members of the Public
Mrs Alison Ball (Clerk)

Prior to the commencement of the meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8 September 2022.

APOLOGIES

- 1 Apologies were received from Cllrs Anne Crampton, Spencer Farmer and Tim Southern, Hart District Council (HDC), members of the Neighbourhood Policing Team and the Footpaths Warden.

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

Cllr Milnes-James declared an interest in item 11, Tree and Hedgerow Planting Scheme, as he would be a beneficiary of the scheme.
Cllr Kate Stewart declared an interest in item 12, Land adjacent to Winchfield Court, as she lives opposite the site.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council Meeting held on 21 July 2022 were agreed and signed as a correct record.

4 MATTERS ARISING

On item 20 Any Other Business it was reported that an email had been sent to HCC asking if the street lights could be turned off along the B3016 overnight. The response received advised that lighting on the classified road network (A, B and C Class roads) was excluded from the Council's Part-night Initiative for safety reasons and turning these lights off would be a significant departure from the approved policy and would need strong justification. Members agreed not to take this further as any action that might make the B3016 any less safe should not be supported. Also on this item it was noted that South Western Railway had been contacted about turning the lights off at the Station overnight and an acknowledgement had been received and a detailed response was awaited. This would be chased up.

5 CORONATION OF KING CHARLES III

The Chairman thanked Cllr Williams for representing WPC at the reading of the Proclamation of the new King's accession to the throne by the Chairman of HDC, Cllr Doctor Jane Worlock. He also asked those present to think about any events to mark the Coronation of King Charles III next year. WPC may wish to consider setting aside some funds during the 2023/2024 budget setting process.

6 SOUTH EAST WATER: NEW MAIN THROUGH WINCHFIELD

Cllr Williams advised that the works to install the new water main were progressing well. The work in Pale Lane was due to be completed by 31 October and it was understood that the contractors were a week ahead of schedule. It was hoped that there would not be much more disruption for residents. Once the works had been completed WPC would organise a 'walk through' with the contractors to pick up any 'making good' that was needed and raise any issues. There were particular issues with cracks in the road in Bagwell Lane which the contractor was aware of and was planning to rectify.

Cllr Stewart reported that she had noticed that cyclists and pedestrians were being allowed through the works in Pale Lane at evenings and weekends although no official notification of this arrangement had been received.

7 FOOTPATHS REPORT

Cllr Williams reported that HCC Rangers had carried out the cutting back on footpaths 3 and 15 as expected. In addition the lengthsman had cleaned signs and cleared vegetation from around the bus shelter. He would be returning to do some cutting back along Pale Lane and Chatter Alley. This work would be paid for by the lengthsman fund. The dog willow near the bus shelter would also be cut back by the lengthsman.

Provision had been made at the last meeting for work at Round Copse to improve the uneven paths and it was hoped that the work on this would start soon.

Cllr Stewart asked if the nettles on Taplins Farm Lane could be cut back. Cllr Williams advised that this was outside the parish but he would see what could be done.

Cllr Hodgetts asked if the lengthsman could clean the road signs along the B3016 and Cllr Williams said he would speak to him, but was aware this was an unpopular job due to safety concerns working along this road.

8 HIGHWAYS REPORT

Cllr Hodgetts confirmed that the WPC and Dogmersfield Parish Council (DPC) liaison meeting with Hampshire Highways had not taken place as planned at the beginning of September because the new Principal Engineer for the area had just started in post and it had been agreed to let him settle in before holding a meeting. DPC was making the arrangements for a revised date. Cllr Williams said that WPC had previously worked with the new Principal Engineer when he was in a different role and he knew the area well.

Discussions had been ongoing with the Road Safety Team at HCC but there had been very little progress as it had been agreed to wait for the work on the new water main to be completed before undertaking any further works on the roads.

Cllr Davies advised that he had spoken to an officer at Hampshire Highways about the flooding on the B3016 under the M3 bridge and he had suggested that a leak in the pond at Winchfield House could be the problem. The meeting generally agreed that the issue was rain water, particularly that coming off the M3. It was noted that Cllr Davies had also asked

about fixing the path near the Barley Mow and the items needed to do the job had been ordered.

Cllr Williams asked if Cllr Davies could provide job titles for those he had been corresponding with at Hampshire Highways so WPC could ensure enquiries were sent to the right person.

Cllr Hodgetts reminded everyone that at the last meeting it had been agreed that she and Cllr Williams draft a response to the consultation on 20mph speed limits in Hampshire by HCC. This had been done and the response approved by all prior to submission. The consultation requested views based on the proviso 'given the limited funds of Hampshire Highways, what would you do'. With this in mind the WPC response sought support for enforcement of what already existed and support for initiatives already in motion rather than the introduction of a 20mph zone in Winchfield. This was not to say WPC did not support the introduction of 20mph but that, for Winchfield, given the parameters set by HCC, there were other priorities.

9 NEIGHBOURHOOD DEVELOPMENT PLAN - REVIEW

Christine Strudwick advised:

- A very comprehensive report had been received from Ann Skippers which had been worked through with the consultant and the suggested changes had been made;
- There would be another phone call with Ann before the plan would go to Regulation 14 so that the final wording of policies and any issues of concern could be addressed;
- The first draft of the plan had been received from the designer and the work so far was good;
- The last two Steering Group and Working Group meetings had been spent addressing final text for the Plan and positioning of photos;
- There were still some maps to be reworked for better resolution but the majority of diagrams and tables had been done;
- The Basic Conditions Statement had been done in readiness for Regulation 14 submission.

Christine expressed her thanks to the team for their input and support. She advised that Cllr Williams would give an update on the 'process legalities' of the SEA (Strategic Environment Assessment) and the HRA (Habitats Regulations Assessment) and the proposed dates going forward to Regulation 14.

The Chairman thanked Christine and the whole team.

Cllr Williams reported that, as noted by Christine, the report from Ann Skippers had been received and the invoice approved by email and paid. This expenditure had been approved at the meeting on 19 May 2022. There would be no additional charge for the small bits of follow-up work she would be doing.

Cllr Williams advised that work had been done by landscape consultant John Jeffcock on the proposal to create a local gap in and around Brenda Parker Way on BOAT 1. This proposal had been supported by Hook Parish Council which had suggested the re-classification of BOAT 1 as a Bridleway which would restrict its use by any motorised

vehicles and limit the damage they cause but protect it for use by horse riders. They had also raised no objection to the proposal to designate a local gap on the WPC side of the path or to designate the path as a SINC. John Jeffcock had produced a short appraisal to support an emerging NDP policy on the conservation of the special character of Brenda Parker Way. A final version of this should be available shortly. It was noted that expenditure of £2,300 from within the money allocated for the NDP review had been approved for this and for a consistency check of draft NDP policies NE1 and NE2 to ensure the language corresponded with that used in the LCA and Key Views evidence base documents.

A meeting had taken place with the Planning Policy and Economic Development Manager at HDC where the screening required under the SEA and Habitats Regulations had been discussed. HDC had advised that they did not currently have sufficient capacity to conduct the screening process, but they would consider using a consultant to do this. WPC's consultant Nick Ward had offered to carry this out and he did not believe this would result in a conflict of interests. WPC would be happy to instruct Nick Ward in this matter with full repayment for the work from HDC. A decision on this was awaited.

The draft NDP was now ready and it was hoped the formal version, with all maps and correct formatting, would be completed in the next few weeks. Once completed it would be circulated for any final minor amendments before being released for public consultation in mid-October. Regulation 14 consultation would follow for six weeks. On expiry of the consultation period all comments would be looked at and each one addressed. Any edits needed would be carried out. Once completed, the plan would be passed to HDC for Regulation 16 consultation, with examination in April/May and a referendum in June 2023.

It was **AGREED** that the draft WNP would be presented for public consultation in accordance with Regulation 14 in mid October 2022.

Cllr Williams requested approval to spend up to £5,000 on any work needed in relation to the review of the NDP. He hoped the plan was in its final stage and there would be a good response from members of the public. During the consultation the plan would be available electronically and there would be some paper copies available to view within the village. There would be a leaflet delivered to every house advising of the consultation.

Christine advised that a member of the NDP Working Group was pulling together all the evidence needed to designate Brenda Parker Way as a SINC.

It was **AGREED** that £5,000 be allocated to the NDP Review project for any work needed before the next meeting.

10 RURAL EXCEPTION SITE

Cllr Hodgetts thanked her colleagues for supporting the payment to Action Hampshire ensuring the continued involvement of the officer at Action Hampshire in the project, which would be an invaluable asset. The costs were being shared, with WPC paying one third.

A meeting had taken place recently where it had been agreed to discount two of the sites put forward for consideration. The landowners had been informed of this decision. There were still other sites that were being considered and further work was being conducted to assess their suitability. Work was being carried out in consultation with housing and planning officers at HDC to ensure viability of any potential site. English Rural was continuing to work through the sites and they would report back to the working group in due course.

The results of the Housing Needs Survey had been examined in more detail in an attempt to ascertain exactly what type of housing was needed. It appeared there was more need for one- and two-bedroomed properties, with a lesser requirement for three-bedroomed properties. As the survey had identified a need for six to eight homes, more work needed to be done on exactly what size of home would be appropriate.

Cllr Williams confirmed that sites could still be put forward for consideration but it was hoped that there might be a recommendation by the November meeting.

A member of the public spoke confirming that he was the landowner of one of the sites that had been rejected. He advised that the letter confirming this decision did not set out the reasons why his land had been rejected and he asked if the Community Right to Build scheme had been considered. Cllr Williams requested that he put his thoughts in writing and these would be looked at by WPC.

Cllr Williams confirmed that information relating to the sites that had been put forward was being kept confidential for the protection and privacy of the landowners. Details of any areas of land that had been rejected would never be revealed. If any land was deemed to be suitable all details would be made available and there would be public consultation on the proposals.

11 TREE AND HEDGEROW PLANTING SCHEME

Cllr Stewart reminded those present that at the last meeting £5,000 had been allocated for the purchase of trees and hedging for the planting scheme. She had received requests from approximately 100 properties, which was about one third of all households in the village.

Cllr Stewart had been looking at potential suppliers and following a sweep of the market had obtained detailed quotes from four potential suppliers. Key to making the decision on which supplier to recommend had been the size and variety of the plants available and the quantities the plants could be bought in as well as the costs involved. Cllr Stewart recommended that the plants be purchased from CGJ Mathias & Son, who had not provided the cheapest quote, but they were able to provide slightly more mature trees which were more likely to survive and they had been very helpful giving advice and guidance as well as being a locally based firm in Farnham. She had also received positive reviews of the company. Prior to the meeting Cllr Stewart had circulated details of the quotes to the councillors.

Cllr Stewart intended to order the plants as soon as possible with delivery in the first week of December. She had been advised that the bare root plants needed to be lifted from the ground when the plant was dormant and when the weather was favourable. Cllr Stewart would email all residents that had requested plants to let them know an approximate date for delivery so they could prepare the ground for planting. She would also provide an information sheet with basic care instructions to help ensure the plants survive and grow.

It was **AGREED** that an order be placed with CGJ Mathias & Sons for the plants for the tree and hedgerow planting scheme and that it be noted that up to £5,000 excluding VAT had already been allocated for this project.

12 LAND ADJACENT TO WINCHFIELD COURT

It was confirmed that there was still no update on the hearing to consider the appeals against the Enforcement Notices, and the Enforcement Team at HDC was continuing to monitor the site.

A member of the public advised that a recent pre-app on plot 1 for the construction of a house had received negative comments from HDC. Local residents had been invited to a site meeting where the plans for this house were to be on display. Another member of the public advised that she had attended this meeting and viewed the plans.

It was noted that the decision of the Inspector would be the key to whether planning permission would ever be considered for these plots and if a decision was taken to override the section 52 agreement there would be far-reaching consequences.

13 LITTER PICK PLANS

The Litter Pick Co-ordinator advised that the next litter pick would take place on Sunday, 27 November. She had booked the village hall and refreshments would be available as usual. She hoped to see everyone there.

The Chairman thanked the Litter Pick Co-ordinator for her recent email in which she had circulated information on fly tipping.

14 UPDATE ON THE SPEED INDICATOR DEVICES

Cllr Hodgetts confirmed that the SID had been sent away to have the new gsm modem fitted to allow data to be collected remotely. She had also ordered a new style bracket to try but the one that had arrived appeared to be the same as those already in use so she would follow this up.

Cllr Hodgetts confirmed that included in the SID's next cycle would be one of the new locations, at the top of Station Hill. The second new location could not be included until some street furniture had been moved.

15 UPDATE ON THE DEFIBRILLATORS

Cllr Hodgetts advised that there was nothing new to report, as thankfully the defibs had not been used. She had received information that there had been a software alert for the one at the Barley Mow but this had been sorted without any issues. She expressed thanks to the guardians who were regularly checking the defibs.

Cllr Hodgetts had been looking for a voluntary group to provide training but had been unsuccessful so far and she may have to look at using a commercial company.

16 S106 MONEY

Cllr Milnes-James reported that the Village Hall Committee had put forward a proposal for works at the village hall totalling just over £22,000 which they hoped could be funded from the s106 money. The works included acoustic rafts, an audio visual system, new tables and chairs, a new website and booking system, a warming oven for the kitchen, internet connectivity, installation of LED lighting and a bicycle rack.

Cllr Milnes-James had spoken to the officer at HDC responsible for the s106 money and he had indicated support for the proposal. He would prepare a report for presentation to HDC Cabinet requesting that the funds to be released. The officer had requested evidence of support from WPC for the project and a copy of the Minutes of this meeting would be sent which would confirm this.

It was **AGREED** to support the application from the Village Hall Committee for approximately £22,000 of s106 money to be used to make improvements to the village hall.

17 ODIHAM COMMON MANAGEMENT PLAN

The Chairman advised that HDC had completed a comprehensive Management Plan for Odiham Common which included a substantial amount of proposed tree felling. Much of the tree felling related to trees in the Potbridge section of the woods within Winchfield Parish. Previously WPC had not been consulted or included on any discussions but this was now changing and HDC would like parish councils to take more responsibility. It was likely that a representative would be required to attend meetings on this subject, approximately once a year.

Cllr Williams agreed that this was very important to the parish and suggested a letter be written to the Leader of HDC expressing support for the inclusion of parishes on any discussion about Odiham Common.

It was **AGREED** that an email be sent to the Leader of HDC expressing support for the inclusion of parish councils in any discussions or decisions relating to Odiham Common.

18 PLANNING

Applications received since the last meeting:

22/01502/HOU 7 Winchfield Crescent, Old Potbridge Road Erection of a single storey side extension with rear pergola and conversion of garage to habitable accommodation. WPC response: The Parish Council objects to the application as the conversion of the garage leaves the property with three parking spaces which means it does not comply with policy A2 of the existing Winchfield Neighbourhood Plan which requires four car parking spaces for a four-bedroom unit.

22/02119/HOU Little Orchard, Old Potbridge Road Demolition of conservatory and erection of a single storey rear extension, part single part two storey side extension, first floor side extension, covered porch, alterations to one window to ground floor front, one window to ground floor rear and one window to ground floor side, insertion of one window to first floor rear and one rooflight to front. WPC response: The Parish Council objects to the application, as the provision of three parking spaces means it does not comply with policy A2 of the existing Winchfield Neighbourhood Plan which requires four car parking spaces for a four-bedroom unit, unless that owner can clearly demonstrate that there are 4 spaces within the curtilage of the property.

19 FINANCE AND GOVERNANCE

19.1 Conclusion of Audit to year end 31 March 2022

The external audit for the year ended 31 March 2022 had been completed with no matters arising and the requisite Notice of Conclusion of Audit had been displayed both on the Council's noticeboards and on the website.

It was **AGREED** to receive and approve the report of the external auditor contained within section 3 of the Annual Governance and Accountability Return 2021/22.

19.2 Internal Audit – Letter of Engagement for 2022/2023 Financial Year

Advice had been received from the Internal Auditor that he had moved his services away from Farsight Consulting into a new company, April Skies Accounting Ltd. He had confirmed that this had been done with the agreement of Farsight Consulting which was focusing work in other areas. There would be no change to the service provided and the relevant insurance was in place.

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

19.3 External Audit 2022/2023 to 2026/2027

The Clerk reported that the Smaller Authorities Audit Appointments (SAAA) was responsible for appointing external auditors to all smaller authorities and the next round of appointments was about to take place. All smaller authorities must have an external auditor. All councils must be given the opportunity to opt out of the scheme and appoint their own external auditor. This must be done by 28 October at the latest. Opting out and appointing an external auditor was a significant decision and would result in substantial costs and work for the council. To opt in the council would not need to do anything.

It was **AGREED** to remain as part of the SAAA sector led appointment scheme.

19.4 Grants for Approval

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

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

19.5 Payments for Approval

The following payments were approved:

Clerk - AB	October Salary	£328.03
Clerk - AB	November Salary	£328.03
Clerk – AB	Expenses (WFH Allowance August and September plus expenses)	£41.30
PKF Littlejohn	External Audit	£360.00*
Carter Jonas	NDP Work to 25 July 2022	£3,847.20*
Carter Jonas	NDP Work to 25 August – work on Health Check Report	£3,796.80*
Carter Jonas	NDP Work to 25 August – draft Basic Conditions and Equality Checklist	£3,242.40*
Charterlith the Printers	300 A5 Meeting Cards	£93.00*
Christine Strudwick	NDP Expenses	£136.36
Prof RJ Summerfield	NDP Expenses	£31.99
Ann Skippers Planning	NDP Health Check Review	£1,980.00*
DM Payroll Services	Payroll Services – April to Sept	£60.00
Louise Hodgetts	Reimbursement for SID expenses	£90.25
Charterlith the Printers	Copies of NDP	£45.00
Winchfield Village Hall	Hall Hire May, July, September	£112.39
CPRE	Membership Fee	£36.00
CPRE	Donation	£200.00
Action Hampshire	Work on Rural Exception Site	£369.73
TWM Traffic Control Systems Ltd	SID Upgrade modem fitting	£529.50
*Payment already made; expenditure agreed by email and within previously agreed budgets		

20 CORRESPONDENCE

An email had been received from Farnborough Noise group asking whether WPC would sign a petition calling for the Civil Aviation Authority to carry out the Farnborough Airspace Review properly, largely over concerns about the lack of public consultation. The

content of the email was noted and it was agreed to continue to monitor the subject, but signing petitions was not appropriate for parish councils.

21 ANY OTHER BUSINESS *Report Only*

Cllr Hodgetts advised that she had seen the design for the front cover of the revised NDP and as part of this a logo had been designed which she thought could be adapted for use by WPC. The main work had already been done, meaning there would not be any more costs involved, and it would give WPC a more modern look. Cllr Hodgetts agreed to work with the Clerk on this. All agreed this was a good idea.

It was noted that the website needed to be checked for out of date information. The Chairman and Cllr Williams agreed to work with the Clerk on this.

22 DATE OF NEXT MEETING

Concern was expressed by councillors that WPC was now being charged, for the first time, for use of the hall. The charge is at £12.50 an hour, and for additional quarter-hours proportionately, the justification being that the hall was losing revenue by turning away other potential users. A member of the Village Hall Committee advised that the village hall was now available on Monday evenings should WPC wish to revert to Mondays following the recent change to Thursdays.

All councillors agreed that Mondays would be preferable, and after the meeting future dates were agreed as 21 November 2022, 23 January 2023, 20 March 2023, 15 May 2023, 17 July 2023, 18 September 2023 and 20 November 2023, all starting at 7pm.

There being no further business, the meeting closed at 8.36pm