

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Meeting held on Wednesday 13<sup>th</sup> May 2020 at 7.00 pm by conference call.

Present: Cllr K Hawkings (Chairman), Cllr M Bulloch, Cllr T Harding, Cllr B Holyome (Vice-Chairman), Cllr C McCrystal, Cllr M Morton, Cllr G Rothery, Mrs R Greenwood (Clerk)

1. Election of Chairman

Cllr Hawkings was proposed by Cllr Bulloch, seconded by Cllr McCrystal, and there being no other nomination was duly elected Chairman. It was agreed that Cllr Morton would chair the meeting (minutes to be approved and signed by Cllr Hawkings).

2. Declaration of Acceptance of Office of Chairman

The Clerk would arrange for Cllr Hawkings to make the Declaration of Acceptance of Office.

3. Election of Vice-Chairman

Cllr Holyome was proposed by Cllr Morton, seconded by Cllr Hawkings, and there being no other nomination was duly elected Vice-Chairman.

4. Apologies for absence

Cllr Humby, Cllr Lumby, Cllr Ruffell

5. Disclosure of interests on agenda items

None.

6. The Coronavirus Emergency

The Parish Council approved administrative measures implemented since 24<sup>th</sup> March 2020. It was noted that the Recreation Committee meeting arranged for 13<sup>th</sup> May was postponed until further notice. Adrian Taylor had a letter of authorisation for travel to-from the Jubilee Recreation Ground.

7. Public Session

The Parish Council would provide “remote” public access to future meetings while present restrictions remained in force.

Cllr Lumby would request an update from the National Trust on the proposed planning application for land to the east of The Hinton Arms before introducing the Chairmen of adjoining Parish Councils to the Agent. For an update on enforcement cases for Manchester House, 8 Hinton Hill and Bramdean Cottage (see Item 11.3).

Crime statistics. Confirmation was awaited as to when the database might next be available.

8. Approval of minutes of Parish Council meeting – 8<sup>th</sup> January 2020

The minutes were approved for signature post-meeting by the Chairman.

9. Matters reviewed from minutes of Parish Council meeting – 8<sup>th</sup> January 2020

The revised budget had been circulated with the minutes.

The Vision Statement and Key Priorities 2019/20 onwards had been approved for circulation.

A small Steering Group would update the Village Design Statement (VDS) under the guidance of Chris Patterson (SDNPA). The start date had been delayed due to “lockdown”.

10. Finance

10.1 Accounts

Treasurers Account £6441 in credit to year end, (£8196.10 to date, bank statement awaited) including Precept £3500, Lengthsman £1100; 32 Day Notice Account (CIL) £21681.82 in credit to year end.

Cheques raised since last meeting:

541	Corhampton & Meonstoke Parish Council re CANS meeting 8/2	20.00
542	CPRE sub 20-21	36.00
543	Paris Smith registration of recreation ground land	879.60
544	PG & GM lengthsman 18/3	316.80
545	WCC safety inspection 20	44.95
546	Cancelled	0.00
547	R Greenwood pay/expenses 4 1/1-31/3/20	972.99
548	Bramdean Garage mower fuel	50.00
549	Community Heartbeat Trust	2908.00
550	HMRC re R Greenwood 4 1/1-31/3/20	275.40
551	PG & GM lengthsman 8/4	158.40
552	Bramdean Village Hall room hire 19	28.50

Cheques to be signed post-meeting

553	HALC sub & NALC levy 20-21	258.33
554	Bramdean PCC churchyard and war memorial 20-21	386.00
555	Hinton Ampner PCC churchyard 20-21	225.00
556	Church in the Wood churchyard 20-21	163.00

As the former BT kiosk was excluded from the CHT Managed Solution-Annual Support, Came & Co had been asked to increase cover for Street Furniture (cost to replace kiosk £850 excluding VAT). The original premium for 2020-21 was £537.07. The premium could increase further once SLR signage and village gates were installed.

The budget for 2020-21 included £700 for the Clerk’s laptop (estimate from Cato Computers £614 + VAT approved previously). The Parish Council agreed to purchase the laptop in August.

10.2 Audit

10.2.1 The Parish Council approved the Annual Governance Statement 2019-20 for signature post-meeting.

10.2.2 The Parish Council approved the Accounting Statements 2019-20 for signature post-meeting

Seamus McLaughlin had signed the Letter of Engagement as Internal Auditor for 2019-20. Internal audit had been completed with no issues arising (report circulated previously). Public inspection of accounts commenced on 1<sup>st</sup> September. On behalf of the Parish Council, Cllr Morton expressed gratitude and thanks to the Clerk for a splendid outcome with the accounts.

## 11. Planning

### 11.1 Decisions received (circulated)

SDNP/19/03184/TPO. The Dairy House, Brockwood. Fell Giant Redwood.

PC – Support

SDNP – Approve

Abstention from decision-making process: Cllr Morton, personal interest.

SDNP/19/04725/LDP. Wood Farm, Bramdean Common. Notification for a proposed change of use of an agricultural building ...

Abstention from decision-making process. Cllr Holyome, member SDNPA Planning Committee.

Parish Council suggested that any consent be conditioned for temporary residence only.

PC – Comment

SDNPA - Approve

SDNP/19/05386/CND. Matterley Farm, Ovington. Variation of condition 3 on planning consent

SDNP/16/00692/CND (to extend time period within which only two motorcycle racing events can take place 29<sup>th</sup> February -15<sup>th</sup> October in any calendar year) for 2020 only.

PC – Comment

SDNP – Temporary permission

Abstention from decision-making process. Cllr Holyome, member SDNPA Planning Committee

SDNP/19/05487/HOUS. Slys Farm, Bramdean. Erect new oak-framed car barn following demolition of existing barn; new windows and open oak porch added to existing farmhouse.

PC – Comment

SDNP – Approve

SDNP/19/05692/LIS. Godwins Farm Cottages, Hinton Ampner. Renewal of 2 windows. Smoke seals and intumescent paint to 5 internal doors.

PC – Support

SDNP - Approve

SDNP/19/05699/CND. Sheep Dip, Hinton Ampner. Variation of condition 2 of approved planning consent SDNP/18/03128/HOUS.

PC – Support

SDNP – Approve

Abstentions from decision-making process: Cllr Morton, applicant; Cllr Holyome, member SDNPA Planning Committee.

### 11.2 Decisions awaited

SDNP/19/06160/CND. Matterley Farm, Ovington. Variation of condition 2 of planning consent SDNP/18/06249/FUL.

PC – Comment

SDNP – Withdrawn by applicant no reason given

Abstention from decision-making process. Cllr Holyome, member SDNPA Planning Committee.

SDNP/19/06035/FUL. Land south west of Woodcote Manor Cottages, Bramdean. Proposed agricultural grain store, agricultural building and associated infrastructure (inclusive of hardstand, attenuation pond and landscaping).

PC – Object (Holding)

SDNP - Awaited

Abstentions from decision-making process: Cllr Hawkings, near-neighbour; Cllr Holyome, member SDNPA Planning Committee. Cllr Morton, applicant;

SDNP/20/00137/LDE. Buckthorn, Woodlands, Bramdean Common. Agricultural workers dwelling occupied by non-agricultural worker since 2009.

PC – No comment

SDNP – Awaited

SDNP/20/00560/FUL. Matterley Farm, Ovington. Modification of existing agricultural field gate access from A272 to provide temporary access for Boomtown Festival for maximum of two weeks in any calendar year.

PC – Refer to Committee

SDNP – Withdrawn by applicant no reason given

Abstention from decision-making process: Cllr Holyome, member SDNPA Planning Committee.

SDNP/20/01458/LIS. Bramdean House. Proposed electric gates.

PC – Support

SDNP - Awaited

### 11.3 Other matters

SDNP/16/03490/LIS. Manchester House, Bramdean. Permanent retention of temporary access, related gates and fences (SDNP/15/01419/LIS refers). 4/12/17 Enforcement pressed for removal of boundary hedge. 22/5/18 Restricted visibility onto A272 compromised road safety reported. 9/10/19 Enforcement signed non-expediency form. Historic Environment Team considered work more sympathetic to that previously approved. Case closed. 15/10 Parish Council displeased at not being informed of decision, safety issues, etc, not addressed. 16/10 WCC reasons for closing case circulated. 14/11 Cllr Humby requested to press for hedge in front of property to be removed as previously stated. 13/12 Cllr Humby's explanation circulated for comment. Enquiries with WCC ongoing, further update awaited. 13/5 Cllr Lumby to be advised that Parish Council understood informally that new owner would take down some of the hedge in due course. Abstention from decision-making process. Cllr McCrystal, pecuniary interest.

SDNP/18/00296/LB. 8 Hinton Hill, Hinton Ampner. Consent for wooden structure erected in garden of listed property. 20/11/17 Referred to Enforcement. 16/1/19 WCC Historic Environment Team to advise whether structure acceptable in front of listed building. 10/7 NT had no objection to structure, in-situ for 18-24 months. Neighbours would find more acceptable if relocated closer to house to left of property. 14/11 Gill Cooper (Enforcement Officer) gave three options: (i) Remove wooden structure; (ii) Relocate wooden structure to area agreed with Historic Environment Officer; (iii) Submit application for planning permission. Deadline for removal or relocation 30/1/20; if occupier chose to submit application deadline 12/12/19 (no application received). 13/5 Cllr Lumby had requested update from WCC who still awaited response to letter dated 14/11/19. Cllr Lumby to be advised property was thought to be occupied.

SDNP/18/00379/LB. Bramdean Cottage. Close boarded fencing erected either side of shared entrance with The Gomms (SDNP/16/00271/HOUS to erect similar fence refused); APP/Y9507/W/16/3148562 dismissed refer). 16/1/19 Case referred to WCC Historic Environment Team. 10/6 WCC instructed owners to remove fence by 2/8. 10/12 Enforcement notice served requiring removal. If no appeal made to Planning Inspectorate, effective 14/1/20; for compliance 28 days from day notice takes effect. 29/4 Appeal commenced. 10/6 Final deadline (APP/L1765/C/20/3244657+3244658 refers).

SDNP/18/05230/FUL. The Plantation, Bramdean Common. Erection of 3 holiday chalets within existing clearing. 27/4/20 Appeal commenced. 1/6 Final deadline (APP/Y9507/W/19/3239485 refers).

Boomtown Festival UK Ltd. Application for New Premises Licence (details circulated)

PC – No comment

WCC – Awaited

SDNP/19/00241/OPDEV. Kalamunnda, Bramdean. Alleged newly created hard standing parking area. 14/10/19 WCC advised new hard surface area permitted development within McGregor's curtilage (report circulated). 11/11 Alasdair McGregor advised trial of erecting/taking down poly tunnel, would not remain on site. 14/12 Two shipping containers attached to new hoop structure

closer to A272. 16/12 Reported to WCC. 8/1/20 Items removed. 13/5 Refer latest hoop structure to Link Officer for advice.

SDNP/20/00041/LB. Walnut Tree Farm House (formerly Manchester House), Bramdean. 17/1 Alleged breach of planning control reported (scaffolding erected). 13/5 Refer to Link Officer for advice.

SDNP/20/00161/GENER 15/10/19. Maple Cottage, Bramdean. Owner advised permission might be required for current building works. 14/11 Owner advised to contact SDNPA. 24/3/20 Registered as enforcement breach. Refer to Link Officer for advice.

Cllr Hawkings said for consistency the Parish Council should agree a procedure to follow when considering enforcement issues. Adoption of a policy to cover this and other aspects of planning would be considered for discussion at a future meeting.

## 12. Flooding Update

21364007 Clear ditch and pipe under road outside Woodland Gate Cottage to reduce back-up at Hell's Bottom. 28/6/18 Start of pipe not found. 30/9/ HCC requested to create proper water catchment pit to accommodate silt and jet out pipe under road. 5/6/19 HCC confirmed landowner responsible for adjoining ditch south side of cross roads. 12/7 Pipe under road outside Woodland Gate Cottage required further investigation; jetted pipe ran up private track. 18/11 Landowner sent notice to clear ditch as matter of priority.

21377112 Jet drainage pipe under Hinton Ampner crossroads, remove gravel from bottom Hinton Hill. 7/2/19 HCC agreed gravel was dangerous. 8/5 Gravel blocking potholes at entrance to A272. 12/7 Works orders raised for road sweeping and repairs. 24/9 Potholes worsened. 3/12 Contractor to prioritise pot holes. 8/1/20 Pothole bottom Hinton Hill/A272 very deep and hazardous. 13/5 Large pot hole repaired. Several recent smaller pot holes required repair. Pipe in verge outside Yew Tree Cottage, Hinton Hill fed into pipe under A272. Cllr Holyome to obtain contact details to liaise with resident at Primrose Cottage.

13/1/20 Adam Cleal spoke to owner of ditch behind Maple Cottage and discussed work required. 20/2/20 Cllr Morton and Ed Hawkings met Adam Cleal to review state of drainage system along A272 (report from Cllr Morton circulated). Blockage in field at Hinton Ampner noted, also sluice gates at Hinton Marsh no longer in situ.

28/2 WCC delivered 100 sandbags for residents at risk of flooding to collect from car park opposite Jubilee Recreation Ground. 19/3 Remainder covered in black plastic sheeting.

The flow of water had been better than in previous years. Cllr Harding (Flood Warden) was grateful to Cllr Morton, Cllr Hawkings and Ed Hawkings, for their assistance during winter floods. It was agreed that riparian owners should be asked to clear their watercourses in the summer, in particular under the concrete bridge above the pond it should be ensured that the arisings did not cause slippage. Cllr Hawkings would meet Adam Cleal (Environment Agency) to discuss remedial work for the blockages in the "pond" field (east of Hinton Ampner cross-roads). Mr Cleal would be asked to update on progress with the landowner on digging out in the field by Maple Cottage.

## 13. Highway Report and Parish Lengthsman

21312075 11/9/18 Road breaking up outside The Old Cottage, A272. 16/1/19 Initial work completed. 7/2 Repair potholes between central white lines and east of The Old Cottage. Replace solid line across access to The Old Cottage with broken line. 12/7 Missing cats' eyes to be inspected and replaced

including outside Canterbury Cottage. Replace solid edge line outside Old Cottage with intermittent line. 24/9 No more work required.

13/5 In view of forthcoming surfacing works on A272, it was agreed to press HCC to carry out works agreed 5/9/19 when Parish Councillors met Andy Smith (HCC Traffic Management Team) to discuss traffic issues, road markings and signage:

30 mph rounded signs to be painted on road next to the 30mph repeater signs.

“Slow” to be painted on road at A272/Wood Lane junction and “Children crossing” sign.

“Pedestrians in road” signage to be provided for Wood Lane.

Broken line to be painted outside entrance to The Old Cottage and at footpath junction opposite The Fox; also install bollard on right hand side and tidy road edge.

21427353 7/5 Replace broken arm of signpost indicating ROW (start of FP10, Church Lane).

12/7 Mike Seed to verify with Countryside Service. 5/5/20 Still not replaced.

21431009 30/5 Dig out highway ditch between telegraph pole and field to same depth as previous section. 12/7 Ditch not dug out when footpath works near Maple cottage were carried out. 3/12 Contractor to prioritise ditching but safety defect repair work priority.

21474908 Broken BT manhole cover, Littledean, A272. 22/1 Work completed.

10/12/18 Lorry stuck in mud when turning on Broad Lane. 10/1/19 Fix “No Turning” signage to “No Through Road” signage. 24/9 Signage still not provided. 13/5 Still outstanding.

3/12/19 Footway to be sided out, Church Lane - The Old Rectory, contractor to prioritise ditching but safety defect repair work priority. 13/5 Work completed.

7/5 Traditional cast iron signpost by Inwood School. “Brookwood” roundel/finial needs repair. 12/5 Advised West Meon Parish Council, signpost just over parish boundary.

Cllr Bulloch report on bus shelter by The Fox: remove moss from one side of tiled roof and sweep out (job done by Lengthsman).

Cllr Hawkings would send a letter of thanks to Cllr Humby (Highways) thanking them for clearing the entrances to the culverts this winter which helped significantly with the water flow out of the village.

Parish Lengthsman

18/3 Lengthsman visit 12 hours; final visit c/f to 8/4 due to wet weather. 6/4 Cllr Morton signed contract 2020-21 (Lengthsman £1000; Administration £100). 16/4 PG & GM engaged for 50 hours @ £22 per hour (PC to make up shortfall).

#### 14. Bramdean Common

Cllr Bulloch responded to Home Office consultation, “Strengthening police powers to tackle unauthorised encampments”. 19/3 Five caravans outside Elm Cottage. As HCC would not permit Welfare Visit during lockdown, WCC could not start eviction process. Fire lighting reported. 5/4 Departed. WCC cleared rubbish including large items. 16/4 Car and caravan arrived. 21/4 Police to investigate whether abandoned. 28/4 Second caravan and car arrived. 30/4 All departed, WCC cleared site. 5/5 Two caravans and flat bed vehicle arrived, east side. 10/5 Flat bed vehicle arrived, west side. 6/5 WCC stated incidents of antisocial behaviour, etc, should be reported to Police (101) not to 3<sup>rd</sup> party or social media. 13/5 Details of Basingstoke & Deane’s 5-year injunction procedure had been forwarded to WCC (to be circulated to Parish Councillors). Annabel McLaughlin to be asked to forward WCC statement to residents of the common not included in original circulation.

15. Registration of Recreation Ground

The lengthy registration process was complete (details circulated, cost £743 + VAT). The Clerk would return the original documents when the Hampshire Record Office re-opened.

16. Traffic Calming and Signage

Cllr Bulloch obtained costings for speed limit restriction (SLR) signage from Evolis and Westcotec which met HCC technical specifications. 12/3 Cllrs Bulloch, Holyome, Morton and Rothery recommended the Evolis Elan City SO-UK01108 (cost ca £3696.10 + VAT); HCC to install posts and ground anchors at approved locations (£2500 + VAT). All Parish Councillors gave written consent. There had been no reply to the request for an additional post eastbound between Canterbury Cottage and the bus stop. Photographs suggested that the sightlines might be too poor. Cllr McCrystal was happy to liaise with HCC for a site visit to discuss the additional post. Cllr Bulloch would press Ian Janes (HCC) for a response and also enquire when site visits would commence to finalise project details. Cllr Holyome would ask the SDNPA to advise any preference as to the design of install village gates before the Parish Council chose a design.

The SLR signage and village gates qualified for CIL funding. Subject to the design being approved by the Parish Council and the SDNPA, improved signage at the bottom of Church Lane to Bramdean parish church could also be CIL funded.

Chris Day was confident Speedwatch could be implemented with the support of the Neighbourhood Watch Team. However, in view of previous lack of support for the scheme, Cllr Bulloch would request Mr Day to speak to the Police in the first instance.

17. Defibrillator

29/2 Presentation by Martin Fagan (Community Heartbeat Trust), Village Hall. Of the five machines displayed, the Zoll AED was the most appropriate. CHT provided a revised quotation according to decisions at presentation (notes circulated). 7/4 Order placed (£2908 inc VAT), delivery within eight weeks. Justin Berryman had volunteered to co-ordinate a team of local volunteers, trained by CHT to respond in an emergency. Current restrictions were likely to delay installation and training of volunteers (Mr Berryman to be updated).

18. General Data Protection Regulation (GDPR) and Parish Website

Cllr McCrystal was happy to set up bhapc.org.uk email addresses for Cllrs Harding, Holyome, Morton and Rothery post-lockdown; also to have advanced training in due course (cost £70 per hour + VAT).

19. An Affordable Housing Scheme in every Parish

Cllr Morton had written to landowners regarding a possible site. Cllr Holyome had verified the level of funding SDNPA would offer landowners per plot for a suitable site. It was agreed that Cllr Hawkings would forward the information to the landowners.

20. Code of Practice for Local Councils in Handling Complaints

It was agreed to adopt the text based on revised guidance and examples of codes used by other councils (circulated previously).

21. Correspondence

Cllr Morton approved increasing the donation to the shortfall on room hire costs for the CANS meeting on 8<sup>th</sup> February from £10 to £20.

The Boomtown Festival 12<sup>th</sup>-16<sup>th</sup> August had been cancelled.

22. Reports from Parish Councillors and Clerk

9/1/20 Cllr Rothery attended the Hampshire 2050 Commission of Inquiry at The Castle, Winchester, which outlined ways in which authorities were proceeding with “greening” (report to be circulated).

23. Items to be considered for the next meeting to include:

Defibrillator

Financial Regulations

Policy for Acceptance of Petitions

Revision of practice for commenting upon planning applications

Standing Orders

Traffic Calming

24. Date of next meeting

Wednesday 8<sup>th</sup> July at 7.30 pm (venue to be confirmed).

Cllr Morton thanked Cllr McCrystal for providing the conference call system. Cllr Hawkings thanked Cllr Morton for kindly chairing the meeting.

On behalf of all present, Cllr Holyome expressed thanks to Cllr Morton for his long service as Chairman. Everyone was very glad that Cllr Morton would continue to serve as a Parish Councillor.

The meeting closed at 8.28 pm.

KH/RG