

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Tuesday 8th January 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. N.J.Campbell-White (Chairman), Mr. M.Bell, Mr. G.Beckett, Mrs. J.Millar, Mrs C.Simmons Mrs. M.Shaw, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: 2 members of the Public.

1. **Correspondence** - circulated to all members for their response.

The correspondence file containing the correspondence for the month of December 2001 was circulated to all Councillors.

The Chairman, Cllr N.Campbell-White made a statement that in order to ensure that all business published on the Agenda is covered, he intended to be very strict on not allowing unnecessary discussion to take place, thereby preventing the business of the Parish Council being completed.

2. **Apologies for absence.**

Apologies were received from County Councillor Ann Bailey, District Councillor Charlotte Bailey and Councillor Mr. T.Threlfall.

3. **Minutes** - To approve the minutes of the meeting held on 4th December 2001

Cllr. N.Campbell-White raised the amendment to item 15 c) on page 8, last paragraph:-

"Cllr M.Bell observed the Following" to be changed to "Cllr M.Bell opined:-"

The first bullet point to be changed to read; "It appeared that the decisions *about altering the junction layout* had been made by *H.C.C.* without any supporting evidence/documentation."

Under item 15 d), second paragraph, second line, it should read ".....work had been done before and after the meeting of 8/11/01 in providing sound and....."

Agreed:

These changes were unanimously agreed by a show of hands.

Having made the above changes, the Chairman signed the minutes as being a true record of the meeting of 4th December 2001.

4. **Matters arising and Action Points** - from minutes and not mentioned elsewhere on the Agenda.

At the last meeting it was determined that 7 copies of the "Draft Minutes" would be made available to members of the Public at the subsequent meeting. Due to cost considerations, the Chairman had taken the decision to reduce this number to two copies. Some discussion ensued.

Agreed:

On the Published Agenda for Parish Council meetings, a statement advising members of the Public that a copy of the Draft Minutes of the previous meeting can be supplied by prior request to the Clerk.

Vote: By a show of hands – unanimous.

Action:

The Clerk to incorporate a suitably worded statement to appear on all future Agenda's for the Parish Council Meetings.

Only "Action Points", known by the Chairman to be outstanding, were raised as follows:-

Page 4, item 9 (Agreed – Compton Lock Trees) – completion unknown as Cllr. T.Threlfall was not in attendance.

Page 4, item 11 – Cllr Campbell-White/Cllr Beckett to write to Steve Opacic, W.C.C., - still outstanding.

Page 4, item 15 – Cllr C.Simmons to address this matter later in the meeting.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Questions were received from Bob Jordan concerning the proposed new tennis court for the tennis Club. These questions covered the lack of Consultation with local residents, the lack of accurate information concerning proposals and misunderstandings that some officers of the Tennis Club and Councillors appeared to have. These questions were answered, but not necessarily entirely to the satisfaction of Mr. Bob Jordan.

The Meeting will be re-opened.

5. County Councillor's Report.

County Councillor Ann Bailey was not in attendance but had submitted a written report, which is as per Appendix "A".

This report was read out to the meeting by the Clerk.

6. District Councillor's Report.

District Councillor Charlotte Bailey was not in attendance and had not submitted any report.

7. Parish Transport Representative's Report.

Cllr. C.Simmons advised that she had nothing to report.

8. Parish Tree Warden's Report.

Cllr. T.Threlfall was not in attendance but had submitted a written report, which is as per Appendix "B".

9. Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall was not in attendance but had submitted a written report, which is as per Appendix "B".

10. Finance and Administration Sub-Committee. - Convenor's Report.

Cllr. G. Beckett's report is as per Appendix "C".

(a) Parish Accounts - Cheques for payment

The Parish Council accounts as at the date of this meeting were as per Appendix "D". Cheques for payment were circulated for signatures.

(b) Sports Club Licence/Tennis Club Lease.

Covered in Cllr. G.Beckett's report, Appendix "C".

(c) Sports Club - Letter of intent.

Covered in Cllr. G.Beckett's report, Appendix "C".

(d) Budgets for Financial Year 2002/2003

Details of the proposed Budget for the Financial Year 2002/2003 are contained in Cllr. G.Beckett's report, Appendix "C". Cllr. N.Campbell-White thanked the Clerk for the very considerable work undertaken on this matter.

(e) Precept for Financial Year 2002/2003 - Recommendation £22,680.

Resultant from the production of the Budget for the Financial Year 2002/2003, the recommended Precept for the same period is £22,680-00, an increase of only %3.09, all as circulated to members prior to the meeting.

Agreed:

The annual Precept for the Financial Year 2002/2003 be set at £22,680-00.

Proposed: Cllr. G.Beckett

Seconded: Cllr. M.Shaw

Vote: Unanimous.

11. Planning Sub-Committee. - Convenor's report.

Cllr. J.Millar's report is as per Appendix "E"

a) Applications and decisions.

Reports on Applications and decisions for the month of December 2001 are as per Appendix "F". Having been asked, Councillors confirmed that they had no problem with the new reporting methodology now being used.

Cllr. G.Beckett advised that it was regrettable that the Parish Council's response to the Winchester District Local Plan Review had not met the deadline set by Winchester City Council.

12. **New Pavilion Sub-committee. – Convenor's report.**

(a) New Pavilion planning application.

(b) Tennis Club - New Court plans/planning application.

Cllr. A.Walmsley had not submitted a written report, but advised the meeting as follows:-

- Cllr. Walmsley had met with Neil Mackintosh, W.C.C. Planning Department and discussions confirmed the following:
 - If planning permission is granted, the same conditions as before will apply.
 - The Car-park entrance should be moved slightly to accommodate the required "site-lines", resulting in a curved driveway to the proposed car park.
 - Planning Permission for the new Tennis Court will not be required, as the original is still valid.
 - Planning permission for an "equipment storage facility", the size of a triple garage, will not be required. The location of this facility is yet to be discussed with the Sports Club.
- The Planning Application, with the changes outlined above will be submitted by the end of this week.
- A draft Planning Application was made available for Councillors inspection.
- The size of the proposed car park has been reduced from 57 car spaces to 37 car spaces.
- Paul Murray's Building Committee have addressed and satisfied all issues raised by Sport England.
- Due to additional requirements imposed by Sport England, together with other factors such as inflation, the anticipated cost of the project has risen by £41,000-00 to £271,500-00.
- Of this £41,000-00, £30,000-00 is being applied for from Sport England and the remaining £11,000-00 will be raised by "fund Raising" by Paul Murray's Committee. No additional funds will be required from the Parish Council.
- The Figure of £271,500-00 being the anticipated total cost of the project, is only a soft estimate as precise figures cannot be obtained until the tendering process has been completed.

Various discussions ensued on the above, the salient points being:

- The Parish Council is not yet committed to proceeding with the project at the anticipated cost.
- It is not surprising that an escalation of originally anticipated costs has arisen
- If the costs have risen due to Sport England requirements, then part of those additional costs should be met by Sport England.

(c) STA Designs Quotation - deferred from last meeting.

In accordance with Standing Orders, all items of work requested by the Parish Council must have three quotations provided.

Action:

Cllr. A.Walmsley to provide the Clerk with copies of the other two quotations for Architectural work, the Quotation from STA Designs being already held on file.

Cllr. A.Walmsley advised that whilst three requests for quotations had been sent out, only two had actually provided a quotation, the third having declined to quote. Cllr. M.Shaw accepted that it is not always easy to obtain the three quotations, but insisted that conformance with Standing Orders be adhered to in the same manner as she had been required to do.

(d) Contour Survey.

This task had been completed. Two quotations for this work had been obtained and copies of these were given to the Clerk for holding on file. The quotation from Solent Surveys had been accepted and the work undertaken in the sum of £485-00 plus VAT. The resultant invoice was passed to the Clerk for payment.

12. **Playing Fields Management Sub-committee. - Convenor's report.**

Cllr. M.Shaw advised there was nothing to report this month, therefore there was no written report.

a) Publicising Compton Street Play Equipment.

With regard to the fund raising necessary to initiating this issue, the Parish Council had just received the returned "Financial Agreement" covering the major donation which will enable this aspect of the overall Children's Play Equipment to proceed.

Action:

Cllr. M.Shaw to initiate the publicising of the Compton Street Play Equipment, preparatory to progressing the installation of the new Play Equipment as previously specified.

b) Temporary Cricket Nets - Memorial Playing Field.

Discussion on this subject took place, the main point's being:-

- The location of the proposed Cricket Nets as proposed by the Sports Club, is unsatisfactory to the Parish Council
- This proposed location is also unacceptable to local residents.
- Alternative locations as specified by the Playing Field Management Sub-committee are understood to be unacceptable to the Sports Club.
- The Sports Club have put their request in writing together with their reasons for choosing their proposed location.
- Local residents should not have a veto on the Playing Field Management decisions.

Action:

Cllr. M.Bell/Cllr. M.Shaw to draft a letter advising the Sports Club that their proposed location for the Cricket Nets is unsatisfactory to the Parish Council.

Action:

Cllr. M.Bell to have informal discussions with the Sports Club to engender a compromise solution.

Cllr. M.Shaw advised the meeting that the issue of overhanging branches on the tree adjacent to the existing car park on Memorial Playing Field, raised under Health and Safety issues by the Sports Club has been attended to.

Similarly, the question of notices concerning Health and Safety raised by the Sports Club, in the vicinity of the Play Area on Memorial Playing Field, is being addressed.

Action:

Cllr. M.Shaw to contact the Parish Council Insurers concerning this issue.

Due to a number of Dogs being allowed to roam within the Play Area on Memorial Playing Field, "No Dogs" notices have been placed in that Play Area.

14. **Parish Hall.**

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "E".

In addition, Cllr. Millar advised that CASCA had had a problem with the cooker in Shawford Parish Hall. Also, the recent presentation of "The Three Musketeers" had been very successful and a small profit had been achieved.

(b) Dogs in the Heathcote Room.

This matter had been discussed by the CASCA Management Committee and it was confirmed that all precautions were being taken and that the bookings should continue.

15. **Highways, Byways, M3 and Environment Sub-committee – Convenor’s report.**

Cllr. C.Simmons had not prepared a written report as there had been no meeting of the Sub-committee.

(a) Junction at Shepherds Lane/Access to the school.

A letter had been received from Richard Oldham, Hampshire County Council, the salient point's being:-

- Due to the Safety implications, the matter had been put to external Safety Consultants.
- Estates Practice were only involved because they were involved with the interchange area of the school.
- Richard Oldham would be pleased to give a presentation of proposals to the Parish Council – on two separate occasions if required.
- Nothing will be imposed, the matter is only being looked at as a result of the Parish Council raising concerns over the Safety issue of the road junction.

It was considered that a detailed Traffic Count/Survey, should be undertaken to support any recommendations, with the time of day when such a survey is conducted recorded.

Action:

Cllr. C.Simmons to arrange for a presentation to be made to the Parish Council when the Traffic Count/Survey has been completed, and representatives of the appropriate Residents Associations to be invited to attend.

(b) M3 Noise - update.

Leaflets covering the “Update” in progress on this issue have been delivered to every household in the Parish. Another “M3 Noise Committee” meeting will take place later in January 2002. It is the Committee’s desire to encourage as many residents to write letters to the Minister responsible.

(c) Dog Bins on Shawford Down.

Cllr. C.Simmons advised that she had spoken to Hampshire County Council on this topic, the salient points arising being:-

- Hampshire County Council is aware of the problem.
- Finance is limited and therefore Hampshire County Council are not able to fund the provision and emptying of two Dog Bins on Shawford Down.
- Hampshire County Council would be happy for the Parish Council to provide and empty two such Dog Bins, albeit located on Hampshire County Council Land.
- It was concluded that the Parish Council could not justify proceeding with the placing of Dog Bins on land that is owned by Hampshire County Council

Whilst on the subject of Dog Fouling, several complaints had been received by Councillors concerning Dog Fouling specifically in Compton Street and Shepherds Lane. Cllr. M.Shaw had been advised by the Dog Warden, that Winchester City Council will install Dog Bins on the Public Highway, but only if the local residents agree. Without specific agreement for residents to have such Dog Bins outside their property, Winchester City Council will not install them.

Action:

Cllr. C.Simmons to pursue the matter, identifying suitable locations for additional Dog Bins which do not impact any local resident.

(d) "Walking Bus".

Due to the Christmas recess when the School Head Teacher was not available, this matter is deferred until the next meeting.

16. **Youth Survey**

As part of his research into this matter, Cllr. M.Bell had written and sent a letter direct to Winchester Detached Youth Work Project, see Appendix "G"

The Chairman, Cllr. N.Campbell-White, expressed his annoyance with this in that sending such letters direct by Councillors contravened Standing Orders. All letters sent out in the name of the Parish Council, must be sent through the Clerk. This to ensure conformity with Parish Council policy on issues and to ensure that nothing considered questionable by the Clerk is sent without a second opinion.

Cllr.M.Bell had reviewed the documentation concerning this subject, the main point's being:-

- Winchester Detached Youth Project are interested in assisting the Parish Council in undertaking a Youth Survey.
- The objective would be to establish what could be done for the Youth of the Parish.
- The approximate cost to the Parish would be £450-00.
- A legacy from the defunct Youth Club in the sum of £500-00 could be utilised and its release could be applied for.
- Additional funding could be applied for from Hampshire County Council.
- Cllr. M.Bell envisaged a "Mobile Youth Project" as being the most appropriate outcome.
- Concern was expressed about the number of youth in the Parish who are away at boarding school and therefore unable to participate.

Agreed:

Cllr. M.Bell to proceed with establishing more detailed proposals and report back to the next meeting.

Proposed: Cllr. M.Bell

Seconded: Cllr. J.Vallis

Vote for: 7

Abstention: 1

17. **Land adjoining Compton Heights, Cliff Way, Compton.**

Cllr. G.Beckett advised that a letter had been sent to Hampshire County Council concerning this subject and a response is awaited. It was stated that it was desirable for this piece of land to be incorporated into the Memorial Playing Field.

18. **Replacement of Telephone Kiosk in Shawford.**

This has been completed with the re-installation of the old style red telephone kiosk together with a pay-phone, which is now fully operational.

19. **The New Code of Conduct.**

The Chairman emphasised the importance of this issue and the fact that all Councillors will have to sign up to this "Code of Conduct" by May 2002. Significant discussion ensued, the salient points being:

- Cllr. T.Threlfall had previously submitted written concerns covering Paragraph 6 and Paragraph 15. The Chairman agreed with these concerns.
- All provisions were mandatory, but additional qualifying provisions could be added by the Parish Council where appropriate.
- Suggestions to adopt Parts 1 and 2 in isolation, could not be entertained as Part 2 referenced Part 3.
- No decision concerning adoption could be made at this meeting.
- Part 3, "The Register of Members Interests" presented some Councillors with significant problems.
- The Parish Council need to take advice on this matter.

Action:

Cllr. M.Bell and Cllr. N.Campbell-White to write letters to "The Standards Board for England" and S.Whethnall, Winchester City Council, seeking advice and guidance and report back.

20. **South Downs National Park - Parish Council Response.**
The Chairman, Cllr. N.Campbell-White, asked if Councillors had studied the Proposal document; it was evident that they had not. Discussions covered:
- Little interest arose if the Parish is outside the Proposed National Park.
 - Concern was expressed regarding the desire by County Councillor Ann Bailey to include Compton Down within the proposed National Park.
 - General consensus was that Councillors knew too little about the proposals.

Action:

All Councillors to study the proposals for the next meeting, with a view to determining a Parish Council response and who is to make that response.

21. **Quality Parish and Town Councils.**
Cllr. N.Campbell-White and Cllr. M.Bell had reviewed this subject and determined the following:
- Compton and Shawford Parish Council probably already qualify.
 - Consultation is ongoing.
 - The process is designed for all Authorities, including the smallest Parish Councils. Not all Parish Councils would qualify.
 - Little benefit is provided.
 - Formal compliance is seen to be unnecessary, but failure to do so could have a negative effect.
 - The cost to the Parish Council for accreditation is likely to be £100-00

Action:

Cllr. N.Campbell-White/Cllr M.Bell to write back to DEFRA and respond to the questionnaire.

22. **Parish Project for the year 2002.**
Cllr. N.Campbell-White suggested the following:
Jubilee Project - The refurbishment of the Victorian Jubilee Fountain with additions to commemorate the current Jubilee.

Action:

Cllr. N.Campbell-White to explore this matter further and report back to the next meeting on the understanding that any proposals can be funded from external grants.

A.O.B.

1. Cllr. G.Beckett advised that a Committee had been established to co-ordinate the Jubilee Celebrations. This Committee has asked if the Parish Council will underwrite the cost of providing a marquee and associated equipment in which to hold these Celebrations.

Agreed:

Cllr. G.Beckett to progress this issue subject to the Clerk verifying that legislation permits the Parish Council underwriting the costs.

Vote: By a show of hands – unanimous.

2. Cllr. C.Simmons raised the issue of Fireworks and the fact that the setting off of Fireworks at unsociable hours on numerous occasions other than 5th November seems to be more prevalent now than in the past. Can the Parish Council do anything about it? The general view was that little could be done other than write letters to the parties concerned.

23. **Date of Next Meeting.**
Tuesday, 5th February 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Tuesday 5th February 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. N.J.Campbell-White (Chairman), Mr. M.Bell, Mr. G.Beckett, Mrs. J.Millar, Mrs C.Simmons Mrs. M.Shaw, Mr. T.Threlfall, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey, District Councillor Charlotte Bailey, and 2 members of the Public.

1. Correspondence - circulated to all members for their response.
The correspondence file containing the correspondence for the month of January 2002 was circulated to all Councillors.
2. Apologies for absence.
None.
3. Minutes - To approve the minutes of the meeting held on 8th January 2002.
There were no changes/amendments to the minutes requested, therefore the Chairman signed those minutes as being a true record of that meeting.
4. Matters arising and Outstanding Action Points - from minutes and not mentioned elsewhere on the Agenda.
Only "Action Points" known by the Chairman to be outstanding were raised by the Chairman as follows:-
Page 4, item 12:- Notices concerning Health and Safety in and around the new Children's Play Area on the Memorial Playing Field. Cllr. M.Shaw has not yet contacted our insurers, but will do so.
Page 5, item 15:- Shepherds Lane junction – addressed in Cllr. C.Simmons' report.
Page 6, item 19:- Letters to the "Standards Board for England" – matter in abeyance awaiting further information.
Page 7, item 22:- item now completed.

Cllr M.Bell referenced item16 – Youth Survey – and the second paragraph stating "The Chairman, Cllr N.Campbell-White, expressed his annoyance with this in that sending such letters direct by Councillors contravened Standing Orders". Whilst Cllr Bell agreed with the intention of the statement and the fact that it was said, he pointed out that the sending out of letters through the Clerk is not in fact dictated by a "Standing Order", only by best practice procedures. This was generally agreed.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no Statements/Observations or Questions from the members of the Public.

A letter from Mr. R.Jordan concerning minor landscaping requests around the existing and proposed new Tennis Court will be passed to Cllr. M.Shaw for action.

The Meeting will be re-opened.

5. County Councillor's Report.
County Councillor Ann Bailey had not prepared a written report, but reported orally on the following:-
Anybody whose 50th Birthday falls on the 6th February 2002, (accession day), may be invited to a Garden Party being arranged by the Lord Lieutenant of the County to mark the Queen's Golden Jubilee.
Another tranche of funding for assistance towards Teacher Housing in Hampshire is to be made available - £10,000 per applicant.
Elsie Fisher of 8 Martins Field had recently had an accident due to poor street lighting outside her home. Cllr Bailey had been requested to look into the matter. She advised that this is a matter to be addressed by the Parish Council.

Action:

Cllr. C.Simmons to investigate the matter and report back to the next meeting.

South downs National Park – a response is yet to be formulated. The potential inclusion of Shawford Down within the National Park may assist in the funding of achieving a quieter road surface on the M3 motorway.

A Green Paper has been produced concerning Planning. The County Council are concerned about this issue and acknowledge that “Planning” needs an overhaul, but the Green Paper says little.

Training for Councillors.

New Surveyor at Petersfield.

It is likely that Serco will lose their franchise under a new reorganisation of Waste Management.

An “Extraordinary Meeting” was convened concerning Education. More money is to be made available for Nursery Education.

A Budget meeting is shortly to take place; it is expected that there will be a 9% increase in Budgets.

Meeting on M3 Noise.

6. District Councillor's Report.

District Councillor Charlotte Bailey’s report is as per Appendix “A”.

Discussion took place on the Planning Application concerning land adjacent to Highdown, Cliff Way. It was pointed out that the expiry date for this application had passed.

7. Parish Transport Representative's Report.

Cllr. C.Simmons’ report is as per Appendix “B”.

Cllr. Simmons went on to advise that when she took on the role of “Transport Representative”, it was intended to be on a temporary basis until a permanent representative could be found. This was approximately one year ago. This situation now needed to be reviewed as Cllr Simmons finds that she does not have the sufficient time to devote to the task.

Action:

Cllr. C.Simmons to re-advertise the position of “Transport Representative” in the Parish Magazine. Additionally, she will enquire if there is anybody interested in the job during her discussions with Parents concerning the Walking Bus proposals.

8. Parish Tree Warden's Report.

(a) Tree maintenance - Compton Lock.

Cllr T.Threlfall's report is as per Appendix “C”. Cllr. Threlfall had nothing further to add and there were no questions.

9. Parish Footpaths/Compton Lock Representative's Report.

Cllr T.Threlfall's report is as per Appendix “C”. Cllr. Threlfall had nothing further to add and there were no questions

10. Finance and Administration Sub-Committee. - Convenor's Report.

Cllr. G.Beckett's report is as per Appendix “D”.

(a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the time of the meeting are as per Appendix “E”. There were no cheques for payment as this had been undertaken in advance of the meeting as all cheque books etc., were currently with the District Auditor.

(b) Sports Club Lease.

Discussions with officers of the Sports Club had resulted in agreement on the basis for which the running costs of the Sports Club facilities could be apportioned, once the new Pavilion had been built. The net result would be, as previously anticipated, that initially the Parish Council would receive no rent for the new Pavilion. Detailed figures covering this had been prepared and used as a basis for discussions.

Action:

The Clerk to circulate to all Councillors a copy of the document showing the apportionment of costs of the Sports Club facilities over seven years subsequent to

the completion of the New Pavilion.

(c) Tennis Club Resurfacing.

This matter is covered in Cllr. Beckett's report, culminating in a recommendation to the Parish Council.

Before consideration of the recommendation could be undertaken, significant discussion took place, the salient points being as follows:-

Cllr. M.Bell stated:-

Negotiations had been ongoing for some twelve months.

These negotiations were not being undertaken well.

A number of issues concerning the third court remain outstanding, such as:-

- o Landscaping.
- o Height of the new Court.
- o Positioning of the new Court.
- o Impact and acceptance by local residents.
- o Drainage.
- o Legal Fees.

All of the above needs to be resolved before permission is given to resurfacing the existing two Tennis Courts.

To agree to the current proposals eliminates the Parish Council's bargaining chips when negotiating the third Court.

Two members of the Finance and Administration Sub-committee had a "prejudicial interest" in this subject, both being members of the Tennis Club.

Had the Parish Council enquired of the immediate neighbours as to their opinion concerning the proposed new Court.

Why is the Finance and Administration Sub-committee handling this issue and not the Playing Field Management Sub-committee.

Cllr M.Bell wished it to be recorded that he registered his dissatisfaction with the Parish Council in that the Parish Council had not consulted local residents in respect of the positioning, height etc., of the proposed third Tennis Court.

Cllr G.Beckett and Cllr N.Campbell-White responded by stating that the landlord's permission to resurface the two existing Tennis Courts is not linked to the issue of building a third court. With regard to obtaining the opinions of the local residents, this had been undertaken by the Tennis Club.

Cllr. M.Bell then raised the issue of the "Letter of Intent" sent to the Tennis Club, stating the following:-

It was previously stated that Legal Advice would be obtained concerning the issuance of a Letter of Intent.

The question of who would pay for such Legal Advice was raised.

A Letter of Intent was prepared by Cllr G.Beckett, as convenor of the Finance and Administration Sub-committee, without obtaining Legal Advice and sent to the Tennis Club, albeit having been approved by all members of the Sub-committee.

The issuing of such a letter of intent reduced the Parish Council's bargaining position.

A Sub-committee has no powers to write and send a letter of this nature.

Cllr. G.Beckett responded by advising the following:-

The Parish Council had instructed him as convenor of the Finance and Administration Sub-committee to attend to the matter.

The Letter of Intent reiterated the motion that was passed at the October 2001 Parish Council meeting and incorporated the proviso that a) the un-expired current lease be surrendered and b) the offer is conditional upon the New Pavilion Project proceeds to fruition.

The Letter of Intent said nothing else and therefore it was considered unnecessary to obtain Legal Advice.

Cllr. M.Bell had agreed, with other members of the Finance and Administration Sub-committee, to the contents and issuance of this Letter of Intent.

Cllr. M.Bell requested that an amendment to the motion recommended in Cllr. G.Beckett's report, be tabled.

Agreed:

The motion as recommended in Cllr. G.Beckett's report have the following added to it. "Subject to satisfactory agreement on, a)The position of the third Tennis Court, b) Landscaping, c) Legal Fees, d) Drainage."

By a show of hands:

Vote for = 1

Vote against = 5

Abstention = 3

The motion therefore fell.

The following Motion was put to the Parish Council:

Agreed:

That the Parish Council grant "Landlord's Permission" for the resurfacing of the existing two Courts, involving the raising of the surface by 26.5cms. The surround netting to be at 2.75m above the surface. The southern netting to be at an increased height to avoid the nuisance of balls in private gardens, if discussion with affected householders shows this to be wanted.

Vote for = 7

Abstention = 2

The Chairman, Cllr. N.Campbell-White, noted Cllr. M.Bell's observation concerning which Sub-committee is handling these issues. Accordingly the following was put to the Parish Council and agreed upon.

Agreed:

In respect of the Tennis Club's proposal for a new third Court, the Playing Fields Management Sub-committee will attend to the following:

- o Landscaping.
- o Height of the new Court.
- o Positioning of the new Court.
- o The gap between the Courts.
- o Impact and acceptance by local residents.
- o Drainage.

The Finance and Administration Sub-committee will attend to the following:

- o Legal Fees.
- o Lease.

By a show of hands -

Vote for = 8

Vote Against = 1.

(d) Jubilee Celebrations.

This matter is covered in Cllr. G.Beckett's Report, Appendix "D".

Agreed:

That the Parish Council make available up to £1000-00 by forward payment or guarantee to assist our Golden Jubilee Celebrations on the Memorial Playing Field on the 1st June 2002, on the proviso:-

1. That Parish Council monies be repaid from the proceeds of the event.
2. That the Finance and Administration Sub-committee review and approve the events planned budget before releasing any funds.

By a show of hands –

Vote For = Unanimous.

The questions previously raised concerning "Public Liability Insurance" for the proposed event had been answered by the Parish Council's Insurers, a copy of their letter is held on file by the Clerk.

It was suggested that a "Letter of Support" to the committee undertaking the organising of this event on behalf of the Parish Council, should be sent.

Action:

Cllr. G.Beckett to draft a letter for the Clerk to send, giving the Committee who are organising the proposed event, the support of the whole of the Parish Council.

(e) Draft Procedural Instructions covering financial transactions.

A "draft" document entitled "Financial Transaction Procedures" , prepared by the Clerk, was circulated to all Councillors for review and comment.

Action:

All Councillors to review the document "Financial Transaction Procedures" and provide comments at the next Parish Council meeting.

Cllr. G.Beckett advised that it was his intention to use this document as the basis for advising Paul Murray's "New Pavilion Building Committee" on the procedures to be adopted for the processing and payment of invoices.

The subject of "Parish Projects" raised in Cllr G.Beckett's report is covered under item 20.

The issues of "Parish Hall Maintenance" referenced in Cllr G.Beckett's report is being researched by Cllr. N.Campbell-White.

Action:

Cllr. N.Campbell-White is obtaining quotations for CASCA for the remedial work necessary within the Caretaker's Cottage and report back.

Agreed:

It was unanimously agreed that the "Gas Cooker problems in the Village Hall Kitchen" is not the responsibility of the Parish Council.

11. Planning Sub-Committee. - Convenor's report.

Cllr. J.Millar's report is as per Appendix "F"

a) Applications and decisions.

Reports covering "Applications" and "Decisions" are as per Appendix "G".

Discussion then ensued covering the following:-

"The Hielands" – Concerns over the application re the second storey – Sole occupancy was not made a condition – Demolition of the existing structure resulting in the new building being similar in size.

"Longacre" – Rumours that plans for more than three dwellings on the site are circulating. (The WDLP Urban Capacity Study indicates possible scope for 2 dwellings.)

The development of this site will constitute a precedent in respect of the Winchester District Urban Capacity Plan.

Action:

District Councillor Charlotte Bailey to keep the Parish Council informed of any developments re Longacre.

"Telecoms Mast" at Shepherds Lane, what is happening – nothing at present.

Action:

Cllr J.Millar to monitor the issue.

12. New Pavilion Sub-committee. – Convenor's report.

Cllr. A.Walmsley, being out of the Country, was unable to submit a written report. However, he reported orally as follows:-

- 1) The New Pavilion plans had been submitted to Winchester City Council for Planning Permission. Only a few minor changes were necessary concerning access and bicycle racks. The "Orange Notices" have been put up and Local residents have been informed. Cllr. A.Walmsley had advised local residents and it was pointed out that such notification has duplicated the efforts of Cllr. J. Millar, Convenor of the Planning Sub-committee. It is understood that Mr. Ellis has written to Winchester City Council suggesting that the proposed car-park is too small.
- 2) An "Auction of Promises" is being held on the 23rd February. Currently there is a list of 75 items to be auctioned and this list closes on Friday 8th February

2002. These was some discussion concerning the Snooker Table, whether it should be in the auction, who actually owned it and where it is now located.

Action:

Cllr. M.Bell to investigate this matter and report back to the Parish Council.

Cllr. M.Bell raised the issue of escalating costs of the New Pavilion Project and the related issue of "Borrowing". The salient points arising being as follows:-

The Parish Council has committed £100,000 to the New Pavilion Project.

Any escalation of costs is thought to result in increased funds to be provided by the Parish Council, which they have not got.

Borrowing is not thought to be an acceptable way to manage any shortfall.

Entering into a project of this nature without the cushion of the possibility to borrow is not thought to be good business practice.

It is considered too early to determine with any degree of certainty as to the final cost of the New Pavilion Project.

It is necessary to determine precisely what money is to come in and the results of the tendering process must be known before any potential shortfall can be identified.

Any shortfall in funding is intended to be covered by fund raising by Paul Murray's Committee and it is all Councillor's responsibility to assess the likelihood of that Committee to raise any required funding.

The general consensus amongst Councillor's was that it is too early to assess whether borrowing will be necessary, albeit there being a reluctance to borrow to meet any shortfall.

13. Playing Fields Management Sub-committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix "H".

a) Publicising Compton Street Play Equipment.

A "Public Meeting" was held in the Scout Hut on Friday, 1st February 2002, at which three Parishioners were in attendance. The meeting resulted in the following points being made:-

In addition to the proposed Play Equipment, a Junior Swing is required.

Repair to the dips in the ground in front of the goal posts was requested.

Basket-ball facilities were requested.

Due to inflation as well as the requested increase in play equipment, it is estimated by Cllr. M.Shaw that for the Children's Play Equipment alone, a shortfall of up to £900 will occur. This is after a £1,000 discount negotiated by Cllr. M.Shaw.

Agreed:

Cllr M.Shaw may draw up to £900 from the "Open Spaces Fund" to cover any shortfall between the cost of the revised specification for Children's Play Equipment to be installed in the Compton Street Play Area, and the funding received to date via Charitable Donations and Grants etc. This is on the proviso that detailed figures can be provided to the Chairman and the Clerk for their agreement.

Conditional upon those figures being satisfactory, Cllr. M.Shaw should proceed immediately with the project.

By a show of hands:

Vote: - Unanimous.

The subject of repairs to the dip in the ground in front of the goal posts in the Compton Street play area, together with the question of provision of Basket-ball facilities, is considered to be an entirely separate issue.

Action:

Cllr. M.Shaw to investigate the repair in the ground and Basket-ball facilities at the Compton Street Play Area and submit proposals to the Parish Council.

Cllr. C.Simmons stated that Cllr. M.Shaw should be congratulated by the Parish Council for her work in raising Grants and Donations for the Children's play equipment, and following the project through to fruition. This was unanimously agreed to by all councillors.

b) Temporary Cricket Nets - Memorial Playing Field.

The Parish Council's position on this issue had been conveyed by letter to Gordon de la Mare of the Sports Club. A response is awaited.

c) Health and Safety issues – Memorial Playing Field

Deferred until the next Parish Council Meeting.

d) Open Spaces Strategy.

Cllr. M.Shaw reported that she had completed the "Open Spaces Strategy Questionnaire" and had sent it direct to Winchester City Council. A copy was provided to the Clerk to be held on file.

The Chairman, Cllr. N.Campbell-White, reminded Cllr. Shaw that all such documents, letters etc., should not be sent direct by the Councillor concerned, but should only be sent through the Clerk. Cllr. M.Shaw accepted this.

At this point in the meeting, Councillor J.Vallis left the meeting due to domestic reasons.

14. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "F".

Some discussion ensued, the salient points being as follows:-

"Quiz Evening" – are the Parish Council raising a team.

Action:

Cllr. N.Campbell-White will telephone Councillors to see if a team can be established.

Cllr. M.Bell asked about Sunday Hire of the Hall and was told that because Sunday was the Caretaker's day off, a charge of £100 would be made which he thought was excessive. He was of the opinion that arrangements could be made which allowed for Sunday Hire and also allowed for the Caretaker's day off.

Action:

Cllr. J.Millar to raise the matter of Sunday Hire with the CASCA Management Committee and report back to the Parish Council.

(b) Parish Hall Maintenance.

Covered under item 10 above.

14. Highways, Byways, M3 and Environment Sub-committee – Convenor's report.

Cllr. C.Simmons' report is as per Appendix "B".

(a) Junction at Shepherds Lane/Access to the school.

This issue is covered within Cllr C.Simmons' report.

Agreed:

It was agreed that an on-site meeting with Highways Department and the Consultants would take place to discuss the details as now understood. The two local Residents Associations will be kept informed.

By a show of hands: **Vote:** - Unanimous.

(b) M3 Noise - update.

This issue is covered within Cllr. C.Simmons' report. In addition, Cllr. Simmons advised that there is to be a meeting with Mark Oaten M.P. next week.

(c) "Dog Bins" – suitable locations.

Cllr. C.Simmons had spoken with the Dog Warden and the following is understood:-

If the owners of dogs who make the mess can be identified, then the Dog Warden will give that person an official warning.

The Dog Warden will investigate the specific case of Compton Street.

(d) "Walking Bus".

Issue dealt with in Cllr. Simmons' report, Appendix "B".

16. Youth Survey

Cllr. M.Bell had met with Jackie Porter who had provided him with a quotation for the work to be undertaken, this is as per Appendix "I".

With regard to the previously advised £500, it appears that this money is held in a Bank account held for the now defunct Youth Club. It is understood that Simon Theobald and Tim Priddle are signatories to this account and they need to be persuaded to release the funds for the purpose of undertaking the proposed Youth Survey.

Action:

Cllr. M.Bell to pursue this matter and establish if these funds can be released to fund the proposed Youth Survey, reporting back to the Parish Council.

17. The New Code of Conduct.

Cllr. M.Bell had previously requested the Chairman for the Parish Council to adopt the New Code of Conduct. The Chairman considered this to be premature.

Motion:

The Compton and Shawford Parish Council adopt the New Code of Conduct.

Proposed:- Cllr M.Bell

Seconded:- Nil.

As there was no "Seconder" to the motion, the motion fell.

Significant discussion ensued on the New Code of Conduct, the salient points were as follows:-

It was stated that full information was held by the Parish Council and therefore adoption should proceed, but;

It was considered that further clarification of "Declaration of Interests" was required.

Definitions of "Prejudicial Interests" was required.

HAPTC had recommended that adoption of the New Code of Conduct should be undertaken by all Parish Councils, en bloc, at the same time.

Part of the process of adoption necessitated publication of such adoption in the local press. It had been suggested that this could be arranged at a lesser cost if all Parish Councils adopted the Code en bloc, thereby facilitating a single publicising of such adoption by all Councils by Winchester City Council.

Training Sessions are being arranged by Winchester City Council, the first being on 6th February 2002. Attendance at this would assist the Parish Council moving towards adoption.

18. South Downs National Park - Parish Council Response.

Having studied the Consultation Documents on the proposed South Downs National Park, Councillors made the following comments:-

Why is there a need to create a "South Downs National Park?"

There are no sound reasons for putting in place such a National Park.

Planning issues concerning the proposed National Park are of particular concern.

Planning officers within the present Planning Authority are elected. In the proposed National Park the equivalent Officers would not be elected, but appointed.

The proposed National Park would not work in terms of administration.

Too wide an area is included within the proposal.

No benefit is envisaged, it is anticipated that harm will come from it therefore it is not needed.

Cllr. N.Campbell-White had attended a seminar conducted by ENTEC who are acting as Consultants on the proposed South Downs National Park; the salient point arising from the W.D.A.P.C. meeting:-

o Clear from the meeting that it is not needed.

o There are no added values.

o There would be greater pressure on roads to the proposed National Park.

- Area is too wide.
- Planning pressure on areas adjacent to the park intensified.
- Strengthening of A.N.O.B. is considered to be the way forward.
- Representative membership is an issue
- The consensus was that it was not wanted as it only serves to create another layer of bureaucracy.

The Parish Council is asked to send a response via the Countryside Agency questionnaire, but the questionnaire is biased in favour of the proposal.

Action:

Cllr. N.Campbell-White will formulate a response in accordance with the Parish Council views expressed above.

The issue of County Councillor Ann Bailey's desire to include Shawford Down in the proposed South Downs National Park was discussed.

Agreed:

Cllr. N.Campbell-White to draft and send a letter to County Councillor Ann Bailey indicating that Compton and Shawford Parish Council cannot support her in her wish to see Shawford Down included within the proposed National Park in view of the previous comments.

By a show of hands: **Vote** – Unanimous.

19. Quality Parish and Town Councils.

Cllr. M.Bell, supported by Cllr. N.Campbell-White had formulated a response to this consultation document. A response is awaited.

20. Parish Project for the year 2002.

Funding for such "Parish Projects" by WDAPC is understood to be in doubt as there is no money being allocated to WDAPC for such issues by Winchester City Council. The proposed Parish Project is the renovation of the "Victorian Jubilee Drinking Fountain" in Shawford Village. A further suggestion is the installation of another Jubilee memorial on the other side of the Road, this is to be considered further.

Action:

Cllr N.Campbell-White to investigate further and obtain costings.

AOB.

Cllr. M.Bell raised the question of membership of CPRE.

Agreed:

The Parish Council should renew its membership of CPRE at an annual subscription cost of £17-50.

21. Date of Next Meeting.

Tuesday 5th March 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Tuesday 5th March 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. N.J.Campbell-White (Chairman), Mr. M.Bell, Mr. G.Beckett, Mrs. J.Millar, Mrs C.Simmons Mrs. M.Shaw, Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey, and 3 members of the Public.

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of February 2002 was circulated to all Councillors.
2. **Apologies for absence.**
County Councillor Ann Bailey
Cllr. Mrs. J.Vallis
3. **Minutes** - To approve the minutes of the meeting held on 8th January 2002.
There were no changes/amendments to the minutes requested, therefore the Chairman signed those minutes as being a true record of that meeting.
4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
Only "Action Points" known by the Chairman to be outstanding were raised by the Chairman as follows:-
Page 2, item 5:- Cllr C.Simmons to report back on the question of street lighting in Martins Field. Cllr C.Simmons advised that she was unsure as to whether it was her responsibility to take on this matter, but having discussed it she will now pursue it and report back at the next Parish Council meeting.

Action:

Cllr. C.Simmons to investigate street lighting in Martins Field and report back to the next Parish Council meeting.

Page2, Item 7;- Advertising for a replacement Transport Representative. Cllr. C.Simmons advised that an advertisement had not been placed in the Parish Magazine. However, discussions with Charlotte Bailey indicated that she may be prepared to take on the role, discussions are continuing.

Action:

Cllr C.Simmons to discuss with Charlotte Bailey the filling of the "Transport Representative" role.

Page 4, Item 10 (d):- Cllr. G.Beckett to draft a letter of support to the Sub-committee who are organising the Jubilee Celebrations. This had not been done.

Action:

Cllr G.Beckett to draft a letter for the Clerk to send, giving the Sub-committee who are organising the proposed event on behalf of the Parish Council, the full support of the Parish Council.

Page 6, Item 12:- Cllr. M.Bell advised that the Snooker Table had been sold in the Auction for the sum of £185-00.

Page 6, Item 13:- Cllr. M.Shaw had undertaken preliminary investigations regarding the provision of Basket Ball facilities, this matter is in hand.

Page 7, Item 14:- Cllr J.Millar had investigated the question of "Sunday Hire" of the Parish Hall, her findings are as per Appendix "A", as advised by J.Pitt.

Page 8, Item 16:- Release of funds from defunct Youth Club for undertaking a Youth Survey. Cllr. M.Bell advised this was covered within the Agenda.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no questions or submissions from members of the Public.

The Meeting will be re-opened.

5. **County Councillor's Report.**

County Councillor Ann Bailey was not in attendance, but had submitted a written report, which is as per Appendix "B". The Clerk read this report to the meeting. Questions were raised concerning the request for Street Lighting in Otterbourne Road and the increase in budgets for the Police Authority in the amount of 27.3%.

Action:

The Clerk to write to County Councillor Ann Bailey requesting details of the requested Street Lighting in Otterbourne Road and a breakdown of the 27.3% increase in budgets for the Police Authority.

6. **District Councillor's Report.**

District Councillor Charlotte Bailey had not prepared a written report, but reported orally on the following:-

- a) "Parish Project" monies will now be made available via W.D.A.P.C. for the Financial Year 2002/3 only – this reverses the previous decision to eliminate such funding.
- b) Resurfacing of Compton Street had taken place with little disruption.
- c) Planning permission for development of land adjacent to "Highdown", Cliff Way had been refused. It was stated that the development was not for sufficiently densely populated dwellings – three dwellings would be a possibility.
- d) The Planning Application for the New Pavilion is proceeding well – it is understood that the planning officer responsible will decide.
- e) Neil Mackintosh of the Planning Office is not happy regarding the proposed demolition of the Malms and the subsequent rebuild.
- f) A written Appeal against the decision concerning development proposals at Shawford Park is anticipated.
- g) The resurfacing of pavements in Martins Fields is due to take place in April 2002.
- h) The Bushfield Camp project is to be considered by Cabinet on 6th March 2002 with a view to a decision in principle.
- i) Telecommunication masts at Silkstead Farm have been approved with Tree Preservation Orders being pursued on surrounding trees.
- j) A meeting on the M3 Noise project has been held. Further noise measurement exercises are being undertaken within the School as well as in the School grounds.
- k) A Pay rise has been awarded - £5,200-00 pa – this was recommended by an independent panel and was based upon 2 days per week with 30% of the time being undertaken on a voluntary basis.
- l) The Bishops Waltham training seminar on the New Code of Conduct was well attended (better than the first one at Winchester Guildhall). The "Declaration of Interests" package will be distributed by Winchester City Council within the next two weeks.
- m) With regard to the Annual Parish Assembly, Cllr Bailey advised that she would be in attendance to answer any questions. She would also be prepared to give a report should the Parish Council so decide.

Cllr. A.Walmsley requested clarification that monies for Parish Project that would now be made available was for the Financial Year 2002/2003. Cllr. C.Bailey confirmed that this was correct.

Cllr. J.Millar referenced the Telecommunication Mast, approved for Silkstead Farm, and advised that she had received representations from Harry Ree in that access to and from the site should not be along Shepherds Lane.

Action:

District Councillor Charlotte Bailey will pass on these representations to the planning department, such access to be through Silkstead Farm.

Cllr. N.Campbell-White welcomed the progress of the Bushfield Camp issue and the proposed decision in principle expected from cabinet. Having made enquiries, he was previously of the opinion that the planners would defer the matter.

Action:

District Councillor Charlotte Bailey to put in a plea for the Parish Council to be kept informed of progress on this issue.

17. **The New Code of Conduct.** (At the discretion of the Chairman, the order of the Agenda was changed to include this item at this point.)

Cllr. N.Campbell-White reported on the Training Seminar that he and the Clerk had attended. A written report of the Seminar had been previously circulated to all Councillors. General discussion ensued covering the following:-

The new Code of Conduct must be adopted at some stage.

The new code only documented that which had always previously been intended, ie., to act with integrity.

The timing for its adoption should coincide with the adoption by other Parish Council's thereby benefiting from the opportunity of a single press advertisement of adoption.

The Declaration of Interests pack is awaited from Winchester City Council.

The Clerk's concerns over his maintaining the Register of Interests is contingent upon the content of the Declaration of Interests pack.

Adopting the New Code of Conduct in principle now, with formal adoption at a later date was acceptable to all Councillors.

Agreed:

Compton and Shawford Parish Council agreed to adopt the New Code of Conduct in principle, pending receipt of the documentation to be received from Winchester City Council covering the Declaration of Interests. Formal adoption of the New Code of Conduct will take place at the April 2002 Parish Council Meeting.

Vote:- By a show of hands – unanimous.

7. **Parish Transport Representative's Report.**

Cllr. C.Simmons advised that there was nothing to report this month.

(a) Permanent Transport Representative

With regard to finding a permanent replacement as Transport Representative, Cllr. Simmons was in discussion with Charlotte Bailey who may be prepared to take on this role. See "Action Point" under item 4 above.

8. **Parish Tree Warden's Report.**

Cllr. T.Threlfall's report is as per Appendix "C".

9. **Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T.Threlfall's report is as per Appendix "C".

Cllr. T.Threlfall also reported that the refurbished Compton Lock and Meads Project is due to open at 11.00am on 7th September 2002. these projects had raised a question over which Cllr. Threlfall expressed a degree of concern. This is the question of the Parish Boundary between the Parishes of Compton & Shawford and Twyford. Whilst the Ordinance Survey maps of 1990 showed the boundary running up the middle of Compton Lock and the navigation, *earlier* maps showed it to be further to the west above Compton Lock. It appears that Twyford Parish Council have differing views as to the precise location of this boundary from those held by Compton and Shawford parish Council. Some discussion on this took place as follows:-

Why not accede to Twyford Parish Council views and let them assume responsibility for the area in doubt.

It is logical that the Boundary should run up the middle Compton Lock and the Navigation.

The only reason that could be determined for any change was the building of the M3 motorway.

It was generally considered that it would be wrong to "give" areas of what is considered Compton and Shawford Parish to the neighbouring Parish without some definitive reason.

Action:

Cllr. T.Threlfall to discuss the issue with the Chairman of Twyford Parish Council and report back to the next Parish Council meeting.

Action:

The Clerk to write to the Ordinance Survey, quoting the two maps showing different

boundaries and find out if there was a reason for the change.

10. **Finance and Administration Sub-Committee. - Convenor's Report.**

Cllr. G.Beckett advised that there had not been a meeting of the Finance and Administration Sub-committee during February 2002 and therefore there was no written report.

(a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the time of the meeting were as per Appendix "D". This was circulated to Councillors at the meeting. Cheques for signing were circulated for signing.

(b) Reformation of the "Tennis Club Lease" Sub-committee.

With the introduction of the New Code of Conduct, Cllr N.Campbell-White, as Chairman, had been made aware that it was some Councillor's perception that the New Code of Conduct made it necessary to change the composition of the Finance and Administration Sub-committee when dealing with the Tennis Club Lease. This perception concerned the question of personal "Interests" and "Prejudicial Interests" of those Councillors serving on the Finance and Administration Sub-committee. Cllr. Campbell-White stated that it was his personal opinion that Cllr. G.Beckett had a personal "interest", Cllr. A.Walmsley had a personal "Interest" and Cllr. M.Bell had both a personal and Prejudicial Interest. Accordingly, Cllr. N.Campbell-White asked the question whether the composition of the Finance and Administration Sub-committee should be changed when dealing with the Tennis Club Lease. Extensive discussion ensued, the salient points being as follows:-

Issues of contention upon which agreement within the Sub-committee could not be reached could be referred to the full Council.

In any case, the full Council has to ratify decisions/recommendations of the Sub-committee.

The suggestion that due to disagreement on one issue within a Sub-committee, that separate arrangements need to be established, has wider implications than this one issue under consideration.

The suggestion that the Tennis Club Lease should be handled by a separate body arises from the perception that some members of the Finance and Administration Sub-committee have Interests/Prejudicial Interests, but:-

- o The onus is on the individual Councillor to declare any interest, prejudicial or otherwise.
- o The Council has no authority to decide if a Councillor has an Interest/Prejudicial Interest.
- o It is the individual Councillor's interpretation of the Public's perception as to whether he/she has an Interest/Prejudicial Interest, and must act accordingly.
- o The Chairman cannot rule on whether an individual Councillor has an Interest/Prejudicial Interest.

The current members of the Finance and Administration Sub-committee are negotiating the Tennis Club Lease as representatives of the Parish Council, not as members of the Tennis Club.

Instead of the Sub-committee making "recommendations" to the full Council, could such matters be simply "referred" to the full Council. "Recommendations" have a degree of authority.

Agreed:

Compton and Shawford Parish Council has full confidence in the composition and arrangements of the Finance and Administrations Sub-committee.

Proposed:- Cllr. T.Threlfall

Seconded:- Cllr. G.Beckett

Vote for:- 7 votes

Vote against:- 0 votes

Abstentions:- 1 abstention.

(c) Re-designate "Sub-committees" to Committees"

This issue was placed on the Agenda as questions had been raised concerning this matter and the powers that a "Sub-committee" had as opposed to a "Committee". It was reported that the reasons to refer to the Parish Council Committees as Sub-

committees were based upon a previously incorrect premise in that the Public were entitled to attend all Committee Meetings, but not necessarily Sub-committee meetings.

Agreed:

All Committees, previously referred to as Sub-committees, of Compton and Shawford Parish Council will henceforth be referred to as "Committees".

Proposed: Cllr. G.Beckett.

Seconded: Cllr. M.Bell

Vote: Unanimous.

(d) Sports Club Licence.

Cllr. G.Beckett advised that there had not been a meeting with Gordon de la Mare of the Sports Club and consequently no further progress had been made.

(e) Tennis Club Lease.

Cllr. G.Beckett reported that a Draft Lease had been prepared with a view to submitting it to White and Bowker, the Parish Council's Solicitor for Legal opinion. Questions had been raised by other members of the Finance and Administration Committee and consequently the Draft Lease had not been submitted to the Solicitor. The matter will be discussed further by the Finance and Administration Committee.

(f) Jubilee Celebrations.

Cllr. G.Beckett advised that Judith Harris of the Sub-committee who are organising this event had reported to him as follows:-

To date the following have been hired:

- a) Marquee
- b) Three portaloos.
- c) A Spit Roast for the evening.
- d) Hampshire Youth – two big games.
- e) St. Johns ambulance cover.
- f) Carousel and Barrel Organ.

The required tables and chairs have been sourced.

Tom Threlfall has agreed to do something with vintage cars.

A local Farmer will provide two horses/ponies for rides.

Musical entertainment plans are progressing.

Inter Village games are in the pipeline.

The Sub-committee have contacted all local organisations and none has declined to help.

(g) Draft Procedural Instructions covering financial transactions.

Agreed:

The procedures for financial transactions as detailed in the document "Financial Transaction Procedures", circulated to all Councillors at the Parish Council Meeting of 5th February 2002, be adopted and henceforth followed by Compton and Shawford Parish Council.

Vote: By a show of hands, unanimous.

11. Planning Committee. - Convenor's report.

Cllr J.Millar's report is as per Appendix "E".

a) Applications and decisions.

Planning Applications for the month of February are as per Appendix "F". There were no Planning Decisions notified during February.

Cllr. J.Millar advised that CPRE had put out a note drawing people's attention to a change of rules regarding Planning. HAPTC had made a response to these changes and it was suggested that the Parish Council should respond to CPRE in a similar vein.

Action:

Cllr. M.Bell to draft a response to CPRE in a similar vein as the HAPTC response, for the Clerk to send.

Discussions took place concerning the refusal of planning permission in respect of land adjacent to "Highdown", Cliff Way, as reported by District Councillor Charlotte

Bailey. The refusal being on the grounds of not being of sufficiently dense occupation. The main points discussed encompassed the following:-

No frontage, therefore backland development.

Reference was made to the letter from Steve Opacic of W.C.C. concerning the Winchester City Urban Capacity Study.

Cannot rely any longer on the previous rules – PPG3 now prevailing.

The “design principle” is not relevant.

The position now creates a precedent especially in respect of Longacre.

Sustainability – not a good argument.

High density housing, eg. A block of flats, does not fit in with the character of the Parish.

With the apparent change in Planning Policy, the Parish Council needs to develop their own policy that sits comfortably with Planning Policy. Without a definitive Policy it is difficult to formulate a cohesive argument.

The Parish Council needs to liaise with the appropriate Residents Association and ensure that views are the same and then be proactive in representation.

Action:

Cllr. J.Millar to co-ordinate with Cllr. G.Beckett and Cllr. M.Bell, a response to the “Highdown” situation.

12. New Pavilion Committee. – Convenor’s report.

Cllr. A.Walmsley’s report is as per Appendix “G”.

(a) Auction of Promises – Snooker Table.

The Snooker Table was included within the Auction and raised £185-00. Details of the Auction are as per Appendix “G”.

Cllr. A.Walmsley advised that Bill Everton has not as yet received a Letter of Appointment from the Parish Council.

Agreed/Action:

Cllr. A.Walmsley to draft a letter of appointment to Bill Everton for the Clerk to send.

Vote: By a show of hands – unanimous.

Cllr. A.Walmsley advised that more money needs to be spent. The issue of drawing up plans for Building Regulations needs to be undertaken with urgency. Such costs could be funded by monies raised by Paul Murray’s Committee and their Fundraising activities. Unfortunately, the details of these costs were not available at this meeting.

Agreed:

Details of the Building Regulations Drawings/Plans to be provided at the Finance and Administration Committee meeting on Wednesday 13th March 2002 and that Committee will Authorise the expenditure. Paul Murray will donate the equivalent amount of the costs, to the Parish Council to meet those costs.

Vote: By a show of hands – unanimous.

Cllr A.Walmsley also advised that whilst Hampshire Waste were not able to make a donation towards the New Pavilion, they had agreed to undertake the demolition and clearance of the old Pavilion free of charge. However, an “Asbestos Report” on the old pavilion at a cost of £150 to £200 will have to be undertaken.

Action:

Paul Murray to write a letter to Hampshire Waste thanking them for their offer.

Cllr. N.Campbell-White expressed the Parish Council’s thanks to Paul Murray for his Fundraising efforts on behalf of the Parish Council.

13. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw’s report is as per Appendix “H”.

a) Temporary Cricket Nets - Memorial Playing Field.

No response to the Parish Council’s proposals has yet been received.

b) Health and Safety issues – Memorial Playing Field

See Report.

c) Repairs to “Goal Mouth” ground – Compton Street Play Area

See report.

d) Basketball facilities at Compton Street Play Area.

Preliminary investigations have taken place on this subject, further work has yet to be undertaken together with the issue of fund raising.

The subject of Landscaping/Screening of the Tennis Courts, subsequent to the resurfacing of the existing courts was discussed at length. The salient points arising being:-

Cllr. C.Simmons had spoken to Alison Hanson who was not happy because she would be overlooked by people using the resurfaced Courts.

Leylandi had been suggested as a screening.

Maintenance of these would be an issue if planted on Parish Council Land.

It is understood that the Tennis Club would be happy to maintain the screening.

Not all residents concerned necessarily want such screening – some consider such screening would disrupt their views.

The planting of such screening may impact the sewer, which runs along that area of land, and could cause a problem.

It would not be appropriate to establish screening to only one property.

Action:

The Playing Fields Management Committee to contact all four residents affected together with Mr Bob Jordan who may be affected by the new Tennis Court and establish exactly what those residents would like by way of screening, if any. The results of these enquiries to be referred back to the Full Council

Cllr. N.Campbell-White enquired as to why, with regard to the work to be undertaken on the northern boundary of the Memorial Playing Field, the quotation from Richard Morris had been chosen as it was not the cheapest. Cllr. M.Shaw advised that the quotations were not comparable in that they did not compare “like with Like” and consequently it was considered that the Richard Morris quotation was the best value.

14. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar’s report is as per Appendix “E”.

(b) Caretakers Cottage – remedial work quotations.

Quotations to undertake this work are still awaited.

(c) Hire of Hall on Sundays.

This issue is answered within Appendix “A” – a report from J.Pitt.

It was pointed out that CASCA have yet to pay the rent of £12-00 for the financial year 2001/2002,

Action:

Cllr. J.Millar to raise the issue of CASCA’s rent for the Parish Hall with Peter Moll.

Cllr. J.Millar had been advised that due to dampness and cold conditions within the storeroom at the Parish Hall, the archived documents belonging to the Parish Council might be prone to damage.

Action:

Cllr. N.Campbell-White and the Clerk to review the situation.

14. Highways, Byways, M3 and Environment Sub-committee – Convenor’s report.

Cllr. C.Simmons had not submitted a written report, but reported orally.

(a) Junction at Shepherds Lane/Access to the school.

An on site meeting with Hampshire County Council is being arranged for after Easter.

(b) M3 Noise - update.

A meeting with Mark Oaten MP had been undertaken. It is understood that Mark Oaten is looking at the issue from the viewpoint of 5 to 15 years time together with the impact upon the School.

(c) "Walking Bus".

No progress on this issue has been made as yet.

(d) Street Lighting – 8 Martins Field

Cllr. C.Simmons had not realised that it was her responsibility to address this matter. She will now do so.

Action:

Cllr. C.Simmons to investigate the question of Street Lighting in Martins Field and report back to the next Parish Council meeting.

16. Youth Survey

(a) Release of Funds from Defunct Youth Club.

Cllr. M.Bell reported that he had received a written response from Simon Theobald concerning the release of funds from the now defunct Youth Club which essentially stated:-

The monies should not be used for paying for consultants.

The Parish Council should contribute a proportion of the monies to be spent.

As the proposal for a Youth Survey relied heavily upon the use of consultants and that the Parish Council had no money for this project, it was thought that the matter could proceed no further.

Some discussion ensued as to whether Simon Theobald had the authority to make such conditions.

Action:

The Clerk to locate the Youth Club's Constitution to establish the procedure for disposal of any funds remaining from the now defunct Youth Club. This to determine the way forward on this issue.

17. Parish Boundary – Badger Farm Parish Council

The proposal to change the Parish Boundary whereby Badger Farm Parish Council assume responsibility for Bushfield Camp, as put forward in their letter – Appendix "I" – was discussed at length. The main points arising were as follows:-

From Compton and Shawford's point of view, there was no reason to change.

It is assumed that with the proposed development of Bushfield Camp, Badger Farm Parish Council are seeking the money that will ensue from such development.

There is no statutory method for forcing Compton and Shawford to comply with the Badger Farm Parish Council request.

There is a strong historical argument for retaining the Bushfield Camp area within Compton and Shawford Parish.

The fact that a relatively new road separates that area from the rest of Compton and Shawford is not sufficient reason to change the existing Parish Boundary.

The conclusion reached was that there is no reason to give that area of land in question to Badger Farm Parish Council. However, Compton and Shawford Parish Council would be happy to discuss issues of relevance in connection with any Planning and/or development of the area with Badger Farm Parish Council.

Action:

Cllr. G.Beckett to draft a letter for the Clerk to send to Badger Farm Parish Council, outlining Compton and Shawford Parish Council's views on this matter.

18. Audit for Financial Year 2000/2001 – Completion.

Cllr. N.Campbell-White advised the meeting that the Parish Council's accounts for the Financial Year 2000/2001 had been audited – full audit – and found to be correct. Only two minor comments were made by the Auditor, both of which were answered within the Minutes for that period.

Cllr. N.Campbell-White wished to record the Parish Council's thanks to the Clerk, Mike Langford, for his work in this respect.

19. Parish Project for the year 2002.

Cllr. N.Campbell-White advised that in view of the cancellation of WDAPC grants for the Financial Year 2002/2003 as previously advised, no action had been undertaken on this subject. However, as these grants are now to be reinstated, albeit for the Financial Year 2002/2003 only, the issue will now be progressed.

Action:

Cllr. N.Campbell-White to instigate the grant application to WDAPC for the financial year 2002/2003 and to obtain quotes for the refurbishment of the Victorian Jubilee Fountain together with associated proposals.

20. Annual Parish Assembly – Wednesday 24th April 2002

The proposed Agenda for the Annual Parish Assembly only required the addition of "M3" under item 7 c), see Appendix "J". The accompanying notes (Appendix "J") were accepted in full.

The question of arranging a "Keynote Speaker" was raised.

Action:

Cllr. N.Campbell-White to ask Mr. Steve Opacic of Winchester City Council if he would attend the Annual Parish Assembly and be the "Keynote Speaker".

The suggestion from District Councillor Charlotte Bailey that she could give a report was discussed. It was concluded that this being a Parish Assembly, it should be kept to just Parish Matters.

Agreed:

It was agreed that County Councillor Ann Bailey and District Councillor would not be required to give a report, but it would be appreciated if they could attend to answer any questions that may arise.

Vote: By a show of hands – unanimous.

Cllr A.Walmsley advised that as it had been previously agreed that he would produce a "Parish Council Newsheet" in advance of the Annual Parish Assembly, reports from all convenors would be required by the week before Easter.

Action:

All Convenors of Committees and Representatives to provide copies of their proposed reports for the Annual Parish Assembly to Cllr A.Walmsley by the week before Easter 2002.

Any Other Business.

Cllr A.Walmsley advised the meeting that it is likely that the Parish Magazine Editor is to resign. This was due to undue criticism being directed to the Editor. The Editorial Board are preparing a statement to appear in the magazine on this issue.

21. Date of Next Meeting.

Tuesday 2nd April 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Tuesday 2nd April 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. N.J.Campbell-White (delayed arrival, took over the Chair half way through the meeting), Mr. G.Beckett, Mrs. J.Millar (acting Chairman at start of meeting), Mrs C.Simmons Mrs. M.Shaw, Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey, and 2 members of the Public.

1. Correspondence - circulated to all members for their response.
The correspondence file containing the correspondence for the month of March 2002 was circulated to all Councillors.
2. Apologies for absence.
County Councillor Ann Bailey
Cllr. Mr.M.Bell
3. Minutes - To approve the minutes of the meeting held on 5th March 2002.
Page 3, item 9, second paragraph, sixth line, the words "...the middle of Compton Lock and the navigation, subsequent maps showed...." should read "...the middle of Compton Lock and the navigation, earlier maps showed....".
There being no other alteration to the Minutes, they were accepted as a true record of the Parish Council Meeting of 5th March 2002, and were signed off by Cllr J.Millar as acting Chairman.
4. Matters arising and Outstanding Action Points - from minutes and not mentioned elsewhere on the Agenda.
Only the following "action points" were established as being outstanding:-
 - a) Cllr. M.Bell to draft a letter to CPRE regarding the proposed change in rules concerning Planning – issue still outstanding.
 - b) Cllr. A.Walmsley to draft a letter of appointment for Mr. Bill Everton, Project Manager – issue still outstanding.
 - c) Cllr. N.Campbell-White and the Clerk to review the archived documents situation at the Parish Hall – issue still outstanding.
 - d) Cllr. N.Campbell-White to initiate a Grant Application to WDAPC – issue still outstanding.
 - e) All Councillors to provide Cllr A.Walmsley with copies of their reports to be made to the Annual Parish Assembly – some are still outstanding.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs. J.Lockett asked for an explanation as to why the proposed car park for the New Pavilion was being limited to 37 spaces when 43 parked cars were counted around the old pavilion today when there was minimal activity on the Sports Field. Cllr. A Walmsley advised that Winchester City Council, in their Planning Consent, had encouraged the minimum of car-parking spaces. This matter has been discussed and is being monitored.

Mr. Barry Lipscomb, Winchester Conservative Association, submitted a written question, which is as per Appendix "A".

Cllr. C.Simmons advised that as the notices were for a report of the District Councillor's activities over the past twelve months and as such did not, in her opinion, constitute an electioneering platform, she gave her permission for the notices to be put up in the Parish Notice boards. As convenor of the Highways and Byways Committee, the Notice boards came under her area of responsibility.

General discussion ensued and it was accepted by the majority of Councillors that as an election of District Councillors had been announced by Winchester City Council, any public meeting of incumbent District Councillors takes on a significant change of emphasis, if such meetings are held during the six week period prior to an election. Accordingly, in order to maintain the Parish Council's apolitical policy, the Parish

Council Notice boards should not be used for publicising meetings being held by incumbent District Councillors during any election period.

At this point, Cllr. N.Campbell-White joined the meeting. Cllr. J.Millar relinquished the "Chair" to Cllr N.Campbell-White.

Action:

Cllr. N.Campbell-White to respond in writing to Mr. Barry Lipscomb, advising that permission to use the Parish Council Notice boards was given in error.

The Meeting will be re-opened.

5. **County Councillor's Report.**

County Councillor Ann Bailey was not in attendance and had not submitted a report.

6. **District Councillor's Report.**

District Councillor Charlotte Bailey's report is as per Appendix "B".

Some discussion ensued on the subject of Bushfield Camp, the salient points being as follows:-

The subject keeps appearing in the Winchester City Council's list of "forward Key Decisions".

The second Key Decision so listed concerns "Consultation", but until the first Key Decision of "Decision in Principle" is achieved, this never appears to come to fruition.

Are the Church Commissioners involved.

It is thought that the Church Commissioners would only be interested if the full development value was paid to them.

The question of Compulsory Purchase was not considered a viable option.

7. **New Code of Conduct.**

(a) Motion:

All Councillors had been circulated with documents and details concerning the Model Code of Conduct. The Clerk had prepared a "timetable of Events" covering Compton and Shawford Parish Council, this is as per Appendix "C".

Agreed:

It was generally agreed to comply with the "Timetable of Events", Appendix "C".

Whilst the Parish Council had agreed to adopt the Model Code of Conduct in principle at its last meeting, it was necessary to formally adopt the Code at this meeting. It was also pointed out that the adoption of the code was the adoption by the Parish Council, not the individual Councillors.

Agreed:

"The Compton and Shawford Parish Council formally adopt the Model Code of Conduct at its meeting held 2nd April 2002, to take effect from 5th May 2002."

Proposed: Cllr. J.Millar

Seconded: Cllr M.Shaw

Vote: 7 for.

1 against

(b) Signing of new "Declarations of Acceptance of Office".

The Parish Council, having adopted the Model Code of Conduct, now as individual members of that Council have to sign up to that Model Code of Conduct by signing new Declaration of Acceptance of Office. All Parish Councillors in attendance at the meeting signed the new Declaration of acceptance of Office forms, which were witnessed by the Clerk as "Proper Officer to the Parish Council".

Action:

The Clerk to ensure that Cllr. M.Bell signs the new Declaration of Acceptance of Office on his return from holiday.

(c) Register of Members Interests.

Some discussion ensued on the "Register of Members Interest" which has to be completed and signed by each Councillor and witnessed by the Clerk as "Proper

Officer to the Parish Council". It was pointed out that these documents must be completed and submitted to the Monitoring Officer, Winchester City Council, within 28 days from the Parish Council adopting the Model Code of Conduct, i.e., 6th June 2002.

8. Parish Transport Representative's Report.

(a) Permanent Transport Representative.

Cllr. C.Simmons advised that Charlotte Bailey had agreed to take on the role of the "Parish Transport Representative". The Parish Council's thanks to Charlotte were expressed.

9. Parish Tree Warden's Report.

Cllr. T.Threlfall's report is as per Appendix "E", which was taken as read.

10. Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall's report is as per Appendix "E", which was taken as read.

Cllr. J.Millar advised that the "Bridleway" signs at the end of Shepherds Lane/entrance to the M3 underpass, had been broken.

Action:

Cllr T.Threlfall will look into the matter and report back to the next meeting.

(a) Parish Boundaries between Compton & Shawford and Twyford.

Cllr. T.Threlfall had been in discussion with Mrs. Pottinger, Clerk to Twyford Parish Council, and he continues to consider the boundary runs up the centre of Compton Lock and the Navigation. This view is supported by the response from the "Ordnance Survey".

Action:

Cllr. T.Threlfall to discuss the matter further with the Chairman of Twyford Parish Council and finally resolve the matter.

11. Finance and Administration Committee. - Convenor's Report.

Cllr G.Beckett's report is as per Appendix "F".

(a) Parish Accounts - Cheques for payment

The state of the Parish Council's accounts as at the close of business on the 31st March 2002, the end of the financial year, were as per Appendix "G".

Cheques for payment were circulated for signatures.

(b) New Pavilion Project – pre-contract costs.

This issue is covered within Cllr. G.Beckett's report, Appendix "F"

Significant discussion took place on this subject, the main points being as follows:

Cllr. G.Beckett wanted to include Cllr. M.Bell in discussions as it was believed that Cllr. Bell had some strong views on this matter.

Cllr. N.Campbell-White was not happy in that the Architect Fees were not quoted as being a "fixed Price", he believed that the Parish Council could be open to additional costs without this being accepted as an all encompassing "Fixed Price".

If a "Fixed Price" could not be obtained, the Architect Fees of £4,470 should be quoted as being the upper limit of the Fees.

Cllr. N.Campbell-White was happy that £4,740 represented a reasonable sum for the work. He also explained to the Parish Council the necessity for all the other pre-contract expenditure and had agreed the figures.

Reliance on Paul Murray and Bill Everton, the Project Manager, was necessary in order to "manage" such issues. A "Recorded Vote" was requested.

Agreed:

The Parish Council approves in principle the quotations and estimates as summarised in Appendix "A" of Cllr. G.Beckett's report Appendix "F".

Proposed: Cllr. G.Beckett

Seconded: Cllr. T.Threlfall

Vote For: 4 votes – Cllr. G.Beckett, Cllr. A.Walmsley, Cllr. T.Threlfall, Cllr. J.Millar

Vote Against: 0 votes

Abstentions: 4 votes – Cllr. N.Campbell-White, Cllr. C.Simmons, Cllr. M.Shaw, Cllr. J.Vallis.

Having agreed in principle to the pre-Tender costs as quoted in Cllr. G.Beckett's report, Appendix "F", the second recommendation was addressed.

Cllr. G.Beckett advised the meeting that Paul Murray's New Pavilion Building Committee had paid a cheque to the Parish Council, via the Clerk, in the sum of £15,040. This sum was the result of Paul Murray's "fund raising activities" and was paid to the Parish Council to be used specifically for the New Pavilion Project and in particular to cover the cost of "pre-contract" work to be undertaken. A "Recorded Vote" was requested.

Agreed:

The Parish Council approves the expenditure of "pre-contract" work in the sum of £15,040 as detailed in Cllr. G.Beckett's report, Appendix "F".

Proposed: Cllr. G.Beckett

Seconded: Cllr. J.Millar.

Vote For: 4 votes – Cllr. G.Beckett, Cllr. A.Walmsley, Cllr. T.Threlfall, Cllr. J.Millar

Vote Against: 0 votes

Abstentions: 4 votes – Cllr. N.Campbell-White, Cllr. C.Simmons, Cllr. M.Shaw, Cllr. J.Vallis.

The question of Legal Fees in respect of the "S 106 Agreement" which has to be entered into with Winchester City Council in order to obtain Planning Permission was raised.

Agreed:

The Parish Council will pay the Legal Fees in the sum of £100, negotiated with Winchester City Council.

Vote: By a show of hands – unanimous.

(c) Sports Club Licence.

Not reported on.

(d) Tennis Club Lease.

Not reported on in so far as the proposed new lease.

However, as reported in Cllr. G.Beckett's report, Appendix "F", the Tennis Club have requested a conditional extension of their current Lease in order to secure funding for the re-surfacing of the existing two tennis courts.

Agreed:

That the Parish Council extend the existing lease to an un-expired term of 21 years, on the understanding that this extended lease is surrendered on issue of the new agreement in due course, on the proviso that:-

a) The cost of any legal work is met by the Tennis Club.

b) The extension includes a "break clause" at the point, which would have been the expiry date of the original lease, for re-negotiation of the rent basis, with provision for arbitration in the event of failure to reach agreement.

Proposed: Cllr. G.Beckett

Seconded: Cllr. N.Campbell-White

Vote For: 6 votes.

Vote against: 0 votes

Abstentions: 2 votes.

(e) Jubilee Celebrations.

This issue is covered within Cllr. G.Beckett's report, Appendix "F".

Additionally, Mrs. J.Harris had reported as follows:-

The Subcommittee thanked the Parish Council for formalising their position.

A Bank current account had been opened with Barclays Bank.

Chris Coster has agreed to judge a dog show.

Have the possibility of a Helium Balloon race.

Have ordered souvenir Jubilee Mugs for the village children.

A four-piece Jazz Band has been hired for the first part of the evening celebrations.

A meeting of the Subcommittee and Volunteers from local organisations is being arranged for the 10th April to sort out "stalls".

The question of the Parish Council making a grant of £600 towards the Children's Party was briefly discussed.

Agreed:

The Parish Council makes a grant of £600 towards the Jubilee Celebrations, on the condition that:

- a) This £600 is "ring fenced" and is to be used solely for the Children's Party expenditure.
- b) In the event of greater than anticipated demand for the party, it be understood that this grant is the limit of the Parish Council's contribution.

Proposed: Cllr. G.Beckett

Seconded: Cllr. N.Campbell-White

Vote For: 8 votes, unanimous.

(f) Bank of Ireland – Deposit Rollover - £100,000.

This issue is covered within Cllr. G.Beckett's report, Appendix "F".

Indicative Rates of interest at the Bank of Ireland as at 2nd April 2002, are as per Appendix "H".

Agreed:

The Clerk be instructed to "roll-over" the total deposit (£100,000) for a further period of three months at the Bank of Ireland.

Proposed: Cllr. G.Beckett

Seconded: Cllr. J.Millar

Vote For: 8 votes, unanimous.

Action:

The Clerk to instruct the Bank of Ireland on the 4th April 2002, to "Roll Over" the £100,000 deposit for a further period of three months.

Cllr. G.Beckett advised the meeting that he had responded to the Compton Pre-School request for help on funding, to the effect that the Parish Council could not assist in the current financial year. However, further approaches would be entertained in December 2002 when the Parish Council are undertaking their Budget deliberations for the following Financial Year.

12. Planning Committee. - Convenor's report.

Cllr J.Millar's report is as per Appendix "I".

a) Applications and decisions.

Applications and Decisions notified during the month of March 2002 are as per Appendix "J".

Significant discussion took place with regard to the Planning Application, ID69, at Mawdlam Lodge, Southdown Road, the salient points being as follows:-

What is the Parish Council's position on this proposed development?

Should the Parish Council object now?

The proposed development constitutes "Backland Development".

Previously "Backland Development" would not be allowed, however new and as yet unknown criteria now seems to allow such development.

Suggested criteria being made apparent from the "Highdown" issue indicates higher density development is to be encouraged.

Requests for clarification as to the criteria now used in determining suitable developments from a Planning perspective are still awaited. It is thought that such clarification will not be forthcoming from Winchester City Council.

Reference to a letter from Mr. Freeland indicates that Winchester City Council would accept multiple dwelling backland developments.

It is the plot of land that receives planning Permission, not the occupiers of the land.

If "Backland Development" is allowed, the precedent would open the floodgates for further such developments.

If the new policy on developments being followed by Winchester City Council allows for "Backland Development", then the Parish Council must comply and try to influence rather than stop it.

Until the Parish Council has more information on the new policy being followed by Winchester City Council, the Parish Council can only make objections under the existing guidelines.

It was recommended that in this instance, the Southdown Residents Association should encourage as many letters of objection to be submitted to Winchester City Council.

Action:

Cllr. G.Beckett to draft a letter of objection, based upon existing guidelines, to Winchester City Council, concerning the Proposed Development ID69, Mawdlam Lodge, Southdown Road.

Further discussion ensued on Planning Application ID67, The Malms Rest Home, Shawford, the main points being:-

Previous Planning Permission for conversion to 14 self-contained flats had been granted.

The developer now considers that conversion is not viable.

The Planning Application now proposes demolition and the construction of a block of 18 self-contained flats.

It is considered that this application for Higher Density development is different to the Higher Density propositions of "Highdown" and "Mawdlam Lodge".

The comments of Mr. Colin Birt were recognised.

The Parish Council is cognizant of the access, roadway and footpath concerns. Compton and Shawford is in need of 1 and 2 bedroom dwellings.

Consequently, to refuse the Malms application would not be logical.

Does the Parish Council proactively support the Application.

Agreed:

The Parish Council supports the Application, provided that questions of access and road/footpath safety are adequately addressed.

Vote: by a show of hands, unanimous.

Action:

Cllr J.Millar to draft a letter of support, providing the Parish Council's concerns are addressed.

12. **New Pavilion Committee. – Convenor's report.**

Cllr. A Walmsley's report is as per Appendix "K".

(a) Pre-contract costs – Building New Pavilion.

This issue is covered under Item 11 b) above.

(b) Bill Everton's letter of appointment – Project Manager

Cllr. A.Walmsley advised the meeting that this had not been undertaken and would be shortly.

(c) New Pavilion Planning Permission.

Cllr A.Walmsley covered this issue in his report, Appendix "K". However, the current position of the "S 106 Agreement" is as per Appendix "L". It was pointed out that in addition to the Legal Fees of £100, referenced under Item 11 b) above, there would be the as yet unknown Legal Fees of White and Bowker, the Parish Council's Solicitor.

13. **Playing Fields Management Committee. - Convenor's report.**

Cllr. M.Shaw advised that as there had not been a meeting of the Playing Fields Management Committee, there was no written report.

(a) Basketball facilities at Compton Street Play Area.

Initial investigations into this issue have revealed the following:-

The cost of an acceptable facility would be in the region of £2,000.

The Parish Council does not have the money for such a proposal this financial year.

A location within the Compton Play Area cannot as yet be identified.

The possibility of installing a reduced in size facility would result in not being able to qualify for any Grants.

Action:

Cllr. M.Shaw to continue her investigations.

(b) Landscaping/screening Tennis Courts.

Cllr. M.Shaw advised that she had spoken to the affected residents and had received a mixed response as to the nature of the proposed screening. General discussion ensued covering the following:-

There would be a reluctance to plant Leylandii trees due to the question of maintenance

The Tennis Club have confirmed that they would bear the costs of screening.

It would be preferable to plant a screen of deciduous trees, however it is accepted that such trees would not give the degree of screening during the winter months.

The possibility of a fence was raised.

Action:

Cllr. M.Shaw to draw up a plan, resultant from her discussions with all interested parties, and put such a plan to the affected residents.

Mr. Mark Jenkins had requested permission from the Parish Council to erect on a temporary basis, a Tennis Club Notice board in the porch of the existing Pavilion.

Agreed:

The Parish Council agrees to the erection of the Tennis Club Notice board in the porch of the existing Pavilion on the understanding that no responsibility will accrue to the Parish Council.

Vote:- By a show of Hands – unanimous.

14. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "I".

(b) Caretakers Cottage – remedial work quotations.

Cllr. N.Campbell-White reported on the obtaining of quotations for remedial work on the Caretaker's Cottage and that he is having difficulty finding three contractors willing to quote.

(c) Parish Council Archived Documents.

CASCA Management Committee had raised this issue again at their meeting and Cllr. N.Campbell-White advised that the matter has yet to be addressed.

15. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. C.Simmons' report is as per Appendix "M".

(a) Junction at Shepherds Lane/Access to the school.

A meeting is arranged for 18th April 2002.

(b) "Walking Bus".

Cllr. C.Simmons is awaiting progress in consultation with the Head Teacher of Compton School.

(c) Street Lighting – 18 Martins Field

This issue is covered in Cllr. C.Simmons' report, Appendix "M". As there is no money available in the Parish Council Budget for 2002/2003, and the affected residents

were Tenants of Winchester City Council, it was suggested that approaches be made to them for assistance in funding.

Action:

Cllr. C.Simmons to ascertain how many dwellings were still tenanted in the cul-de-sac and with this information to draft a letter to Winchester City Council, seeking assistance with funding for an additional street light.

(d) Street Lighting Otterbourne Road

A request for Street Lighting had been made by Mr. Stuart Taylor. Some discussion ensued covering the following:-

There had been no accidents on the road in question, thereby justifying Street Lighting on safety grounds.

It was thought that some residents would rather not have Street Lights on the road in question.

The Parish Council do not have the Budget to address the matter.

Action:

Cllr. C.Simmons to draft a letter to Mr. Stuart Taylor expressing the Parish Council's position.

It was reported that "subsidence" of the road at the junction of Fairfield Road and Grove Road had occurred again.

Action:

Cllr. C.Simmons to draft a letter to the Highways Agency reporting the matter and obtain repairs.

16. Youth Survey

(a) Release of Funds from Defunct Youth Club.

Deferred until the next meeting.

17. Parish Project for the year 2002.

Cllr. N.Campbell-White briefly outlined the proposals to refurbish the corner where the Victorian Jubilee Memorial stands. To undertake this work, an application for a grant from WDAPC had been completed. However, this grant application would be a late submission.

Action:

The Clerk to submit the Grant Application to WDAPC, only handed to him at the meeting.

18. Annual Parish Assembly – Wednesday 24th April 2002

In preparation for the Annual Parish Assembly, Cllr. A.Walmsley had prepared a Newsletter covering the activities of the Parish Council over the preceding twelve months. This comprised of reports to be given at the Annual Parish Assembly by Convenors of Committees. It is proposed to hand deliver these Newsletters with the Agenda for the Annual Parish Assembly to every household in the Parish. Accordingly the following will be prepared by the clerk:-

550 copies of the Agenda

550 Copies of the Newsletter, (each of 3 pages A4 printed double sided – black & white)

These will be delivered to Cllr. J.Millar when printed.

Agreed:

All Councillors will hand deliver the Agenda and Newsletter to all households on their "patch", under the co-ordination of Councillor J.Millar.

Vote: By a show of Hands, unanimous.

(a) Keynote Speaker – Steve Opacic, Winchester City Council.

Cllr. N.Campbell-White advised that Steve Opacic had agreed to give a presentation as "Keynote Speaker". Additionally he will answer question if so required.

19. Date of Next Meeting.

7th May 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Tuesday 7th May 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett, Mr. M.Bell, Mrs. J.Millar, Mrs C.Simmons Mrs. M.Shaw, Mr. T.Threlfall, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: 1 member of the Public.

1. **ELECTION of CHAIRMAN**

Being the Parish Council Annual Meeting, the first item that had to be attended to was the election of a Chairman for the forthcoming year. In the absence of the existing Chairman, Cllr. N.Campbell-White, the Vice Chairman Cllr. M.Bell took the Chair for the purpose of electing a new Chairman. The election took place, details as per Appendix "A".

Agreed:

Cllr. Mr. G.Beckett to serve as Chairman of Compton and Shawford Parish Council for the forthcoming year.

Proposed: Cllr. A.Walmsley

Seconded: Cllr. J.Millar

Vote: Unanimous.

Cllr. G.Beckett took the Chair and thanked the Parish Council for their support in unanimously electing him Chairman. He went on to say that it was ten years to the day since he ended his previous term as Chairman of the Parish Council.

2. **Correspondence - circulated to all members for their response.**

The correspondence file containing the correspondence for the month of April 2002 was circulated to all Councillors.

3. **Apologies for absence.**

County Councillor Ann Bailey
District Councillor Charlotte Bailey
District Councillor Peter Mason
Cllr. N.Campbell-White

4. **Minutes - To approve the minutes of the meeting held on 2nd April 2002 (as circulated)**

The minutes, having been reviewed, were accepted as being a true record of the meeting. Cllr. G.Beckett, as Chairman, signed the Minutes.

5. **Matters arising and Outstanding Action Points - from minutes and not mentioned elsewhere on the Agenda.**

A review of the minutes was undertaken to identify any outstanding action points which were as follows:-

1. Page 1, item 4 a) – Cllr. M.Bell advised that this had not been undertaken as the deadline for submitting comments had passed.
2. Page 7, item 13 a) – Cllr. M.Shaw advised that the matter is still under investigation.
3. Page 7, item 13 b) – Cllr. M.Shaw advised that this will be discussed during her report.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs Gillian Webster raised the question of building developments not requiring Planning Permission. She was advised that under current planning legislation, up to 10% of the building total area could be permitted without Planning Permission. The Parish Council will obtain details of the rules relating to Permitted Development.

Action:

The Clerk to obtain details of "Permitted Development" from Winchester City Council.

The Meeting will be re-opened.

6. **County Councillor's Report.**
County Councillor Ann Bailey was not in attendance, but had submitted a written report, which is as per Appendix "C".
This report was read out to the meeting and there were no questions arising.

7. **District Councillor's Report.**
District Councillors Charlotte Bailey and Peter Mason were not in attendance, but had submitted a written report, which is as per Appendix "D".
This report was read out to the meeting and there were no questions arising.

Cllr. G.Beckett suggested that as there are now two District Councillors representing the Parish and in view of Charlotte Bailey's past difficulty in putting forward the Parish Council's representations on planning matters due to her being on the Winchester City Council Planning Committee, it may be beneficial to request Peter Mason to put forward the Parish Council's views on Planning matters. Through such an avenue the Parish Council could possibly advise District Councillor P.Mason in representations to Winchester City Council. This is on the assumption that District Councillor C.Bailey is re-elected to the Planning Committee.

Action/Agreed:

Upon confirmation that District Councillor Charlotte Bailey is re-elected to the Winchester City Council Planning Committee, Cllr. G.Beckett to draft a letter to District Councillor Peter Mason asking him if he will take on the role of being the Parish Council's representative in respect of issues relating to Planning.

Vote: By a show of hands – unanimous.

8. **New Code of Conduct.**
(b) Repeat Signing of new "Declarations of Acceptance of Office".
As a result of the directive from the Monitoring Officer, Winchester City Council, the signing of the new Declaration of Acceptance of Office had to be repeated. New declarations were signed by all Councillors in attendance.

Action:

The Clerk to ensure that Cllr. N.Campbell-White has the opportunity to sign a new Declaration of Acceptance of Office on his return from holiday.

(c) Register of Members Interests.

All Councillors were reminded of the need to ensure that completed "Registration of Members Interests" forms are submitted to the Monitoring Officer, via the Clerk, by the 6th June 2002.

Action:

All Councillors to complete the forms "Register of Members Interests" and pass them to the Clerk by 29th May 2002.

9. **Parish Transport Representative's Report.**
Charlotte Bailey's report is as per Appendix "D" which was taken as read.

10. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**
Cllr. T.Threlfall's report is as per Appendix "E" which was taken as read.

11. **Finance and Administration Committee. - Convenor's Report.**

(a) Parish Accounts - Cheques for payment

The state of the Parish Council's accounts as at the close of business on 7th May 2002, were as per Appendix "F".

Cheques for payment were circulated for signatures.

(b) Extended Tennis Club Lease.

Cllr. G.Beckett advised that a draft of the extended lease had been received from the Parish Council's solicitors, White and Bowker, and this had been copied to members of the Finance and Administration Committee as well as representatives of the Tennis Club. Cllr Beckett went on to say that he was disappointed with the quality of the document received from White and Bowker in that it contained errors, quoted

incorrect Rent amounts, ignored instructions on break clauses. In general the quality of the document was not acceptable from White and Bowker.

Action:

Cllr G.Beckett to revert to White and Bowker when all comments on the Draft Lease had been accumulated, passing those comments to White and Bowker together with the Parish Council's views on the quality of the work undertaken to-date.

(c) Jubilee Celebrations.

Cllr. G.Beckett had been advised by Mrs. Judy Harris of the Jubilee Celebrations Committee that plans are going well. The required furniture had been booked and the anticipated 250 tickets had been sold out. It was envisaged that the underwriting of costs by the Parish Council, in the amount of £1,000, will not now be called upon. Cllr. Beckett suggested that a bouquet of flowers together with a bottle of wine be presented to each of the three main organisers of the event as a token of the Parish Council's appreciation.

Agreed/Action:

A bouquet of flowers together with a bottle of wine be presented to each of the three main organisers of the event as a token of the Parish Council's appreciation. Cllr. M.Shaw to arrange the provision of the bouquets of flowers. The cost to be taken from "The Chairman's allowance".

Vote: By a show of hands – unanimous.

(d) Review of Clerk's Salary/Office Allowance.

Despite being published on the Agenda, the Chairman had no information on this subject and therefore this matter would be referred to the Finance and Administration Committee for recommendations, accordingly this item was passed over.

12. **Planning Committee. - Convenor's report.**

Cllr. J.Millar had nothing specific to report beyond that which was reported at the Annual Parish Assembly.

a) Applications and decisions.

Applications and Decisions for the month of April 2002 are as per Appendix "G".

Cllr. M.Bell asked why the Parish Council's views on "The Malms" planning application had changed. Cllr. J.Millar advised that Winchester City Council were making it difficult for the developer and it was concluded that support was needed from the Parish Council.

Some general discussion ensued with regard to the recently published list of "Omission Sites" to be added to the Winchester District Local Plan/Urban Capacity Study.

Action:

The new Committee responsible for Planning issues to look at this subject.

Further to the Presentation given by Mr. Steve Opacic at the Annual Parish Assembly, Cllr. G.Beckett had spoken to a number of people who has concluded as follows:-

We do not have to accept what Mr. Opacic says.

The statutory Local Plan has the force of Law.

PPG3 is guidance only, but has to be given some "insight".

If PPG3 is incorporated into the Winchester District Local Plan, then it assumes the force of Law.

Currently PPG3 is not in the Winchester District Local Plan and therefore the planners are wrong to give PPG3 overriding consideration in their deliberations for Planning decisions.

Currently it suits Winchester City Council to use PPG3 in order to achieve higher density housing.

The drive to utilise "Brownfield Sites" for development is understood, but peoples back gardens cannot be construed as "Brownfield Sites" – Mr.Opacic's interpretation is arguable.

The Urban Capacity Plan is accepted in its broadest sense, but not necessarily the issue of buildings for multiple occupation.

Action:

Cllr G.Beckett to draft a letter on this subject for the Planning Committee to consider.

13. **New Pavilion Committee. – Convenor’s report.**

(a) New Pavilion Planning Permission.

Cllr. A.Walmsley advised that there was no change to report.

(b) S.106 Agreement.

Cllr. A.Walmsley reported that the matter is still in the hands of the Parish Council’s Solicitors.

14. **Playing Fields Management Committee. - Convenor's report.**

Cllr. M.Shaw’s report is as per Appendix “H”.

(a) Landscaping/screening Tennis Courts.

Significant discussion took place on this subject, the salient points being:-

The Hansens are the residents who are most overlooked by the proposed resurfaced tennis courts and who want some form of screening.

They do not want flowering cherry trees as the screening will not be effective in winter months.

The Parish Council do not want Leylandii trees/hedges due to maintenance problems.

Other conifers will take too long to be effective.

Suggestions concerning “trellis” or “plastic mesh” screening were made although height and appearance might be a problem.

The Tennis Club have agreed to undertake anything reasonable the Parish Council wants in respect of this issue.

A Compromise solution must be sought.

Action:

Cllr. M.Shaw to investigate further and to prepare a proposal that is acceptable to all parties.

Cllr. M.Shaw had been advised by Messrs Jordan/Pooley that the shrubbery alongside the driveway access to the Memorial Playing Field needs to be trimmed/cut back. The question of the precise boundary was raised by Cllr. M.Bell.

Action:

Cllr. G.Beckett will investigate the issue and report back to the next meeting.

15. **Parish Hall.**

(a) Report from our rep on CASCA Management.

Cllr. J.Millar advised that she had nothing further to report this month over and above that which was reported at the Annual Parish Assembly.

(b) Caretakers Cottage – remedial work quotations.

The remedial work on the Caretakers Cottage had been completed – a note covering this issue submitted by Cllr. N.Campbell-White is as per Appendix “I”.

General discussion ensued on this matter, the main points being as follows:-

Members were generally unhappy with the unilateral decision by Cllr. N.Campbell-White authorising and proceeding with the work without reference to either the full Parish Council or the Finance and Administration Committee.

The agreed procedures for authorising such work had not been followed.

However, it was accepted that Cllr. N.Campbell-White was up against certain deadlines and the work was becoming urgent.

In view of the urgency of the necessary work, the situation was accepted.

(c) Parish Council Archived Documents.

The Clerk reported as follows:-

The archived documents had been looked at.

Those documents belonging to Otterbourne Parish Council to be removed.

Action:

Cllr. N.Campbell-White to request Otterbourne Parish Council to remove their archived documents.

Steel shelving or cupboards are required in which to place the boxes of archived documents

The boxes of documents to be sealed in plastic bags to prevent deterioration.

Action:

Cllr. N.Campbell-White to investigate the provision of steel shelving or cupboards.

16. Highways, Byways, M3 and Environment Committee – Convenor’s report.

Cllr. C.Simmons’ report is as per Appendix “J”.

(a) Junction at Shepherds Lane/Access to the school.

Cllr. C.Simmons advised that with regard to “white lining” along Shepherds lane – from the junction in question to the entrance of the Playing field – a problem has arisen. The Problem is that Hampshire County Council advise that this stretch of road is a “private road” and as such they are not allowed to instigate white lines. This being in spite of Hampshire County Council undertaking maintenance of the road, which they now say, has been done in error. General discussion ensued as follows:-

As Winchester City Council had built houses along that road, it was thought unlikely that the road would have remained “un-adopted”.

If the road is a private road, then it would be necessary for a local residents association to be formed in order to establish a body that could administer the maintenance of the road.

Action:

Cllr. C.Simmons to investigate further and to argue the case with Hampshire County Council, eventually obtaining the ruling on ownership in writing.

(b) "Walking Bus".

No progress to date.

(c) Street Lighting – 18 Martins Field

Cllr. C.Simmons had received numerous telephone calls from local residents saying that they do not want additional street lighting in Martins Field. It is proposed to investigate further.

Action:

Cllr. C.Simmons and Cllr. J.Vallis to meet with all householders in the cul-de-sac and immediate vicinity to ascertain the precise requirements of the residents.

Cllr. J.Millar advised that the bench opposite the School has no back in it.

Action:

Cllr. C.Simmons to investigate and report back to the next meeting.

17. Youth Survey

(a) Release of Funds from Defunct Youth Club.

Cllr M.Bell reported that he had reviewed the Youth Club Constitution and established that disposal of funds was down to the officers of the Youth Club. A response to Mr. Theobalds concerning the release of these funds in order to undertake a Youth Survey had been rejected. Accordingly, unless an alternate source of funding can be identified, the proposed project can proceed no further.

Cllr G.Beckett enquired as to whether Mr. Tim Priddle, the other officer of the Youth Club had been consulted by Mr. Theobalds about releasing the funds.

Action:

Cllr. A.Walmsley to verify whether Tim Priddle was consulted as to the release of the defunct Youth Club funds for the purpose of undertaking a Youth Survey.

18. **Data Protection Act - Registration.**

Cllr. A.Walmsley raised this issue as he was concerned that the Chairmen, Cllr. N.Campbell-White had unilaterally allowed the Parish Council's Registration under the Data Protection Act to lapse. Cllr. Walmsley was concerned that this matter had not been put to the full Parish Council as the original registration had been.

The Clerk advised as follows:

The Parish Council's Register Entry Y3813145 expired on 15th February 2002.

On the 1st March 2002, the "Data Protection Act 1998" took effect.

"Registration" under the 1984 Act has been replaced by "Notification" under the 1998 Act.

Under the 1998 Act, exemption from notification has been introduced.

A "Self Assessment" decision tree indicates that the Parish Council no longer has to Notify.

The "Self Assessment" booklet was passed to Cllr. A.Walmsley for review.

19. **Committees – Election of Officers**

Vice Chairman

Finance and Administration

Planning

New Pavilion

Playing Fields Management

Tree Warden/Footpaths/Compton Lock

Highways & Byways

CASCA Representative

Transport Representative

WDAPC Representative

CAH Representative

CPRE Representative

Sports Club Representative

Winchester Rural District Welfare

Trust

In order to simplify the procedure, the following was agreed:-

Agreed:

It was proposed that all Officers, Committee Members and Representatives remain as for the year 2001/2002, unless otherwise proposed, seconded and elected.

Proposed: Cllr. G.Beckett

Seconded: Cllr. J.Vallis

Vote: Unanimous.

Accordingly the details of the election process are as per Appendix "A".

It was suggested that the New Pavilion Committee be disbanded and this was agreed – see Appendix "A".

Agreed:

Paul Murray's New Pavilion Building Committee will now report direct to the Finance and Administration Committee.

Vote: By a show of hands – unanimous.

Action:

Cllr. G.Beckett to write to Mrs Lyn Spickernell inviting her to continue as the Parish Council's Representative for the Winchester Rural District Welfare Trust.

As a result of the Officer and Representatives Elections, a revised structure chart for the year 2002/2003 is as per Appendix "B".

20. **Annual Parish Assembly - Review of Assembly 24th April 2002.**

(a) Actions arising.

Cllr. G.Beckett summarised his perception of the Annual Parish Assembly as follows:-

The "Keynote Speaker", Mr. Steve Opacic was good and informative.

In general it was a useful meeting.

Cllr. A.Walmsley asked if the "Newsletter", published and circulated to every household was worthwhile and whether presentations from the Hampshire County Councillor and the District Councillor should be included next year.

In response, it was agreed that the Newsletter was well received and the question of having presentations from the County and District Councillors next year will be addressed later, taking into account that this year (2002), the Annual Parish Assembly was held during an election period.

Agreed:

A vote of thanks and congratulations to Cllr. A.Walmsley for his work in producing the newsletter was proposed.

Vote: By a show of hands – unanimous.

A.O.B.

Agreed:

Cllr. G.Beckett asked that the Parish Council's thanks to Cllr. N.Campbell-White be recorded for undertaking the position of Chairman for the last three years.

Proposed: Cllr. G.Beckett

Seconded: Cllr. J.Millar

Vote: Unanimous

21.

Date of Next Meeting.

Due to the advent of the Queen's Golden Jubilee celebrations, the first Tuesday in the month of June falls on the Bank Holiday of 4th June 2002, the date for the next Parish Council meeting has therefore exceptionally been moved to Thursday 6th June 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Thursday 6th June 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs C.Simmons
Mrs. M.Shaw, Mr. T.Threlfall, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey
District Councillor Peter Mason
4 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of May 2002 was circulated to all Councillors.
2. **Apologies for absence.**
County Councillor Ann Bailey.
3. **Minutes** - To approve the minutes of the meeting held on 7th May 2002 (as circulated)
The minutes of the meeting held on 7th May 2002 were reviewed and there were no amendments requested. The Chairman signed those minutes as being a true record of that meeting.
4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
There were no "matters arising" which were not referenced in the agenda for this meeting. Only one outstanding "action point", not referenced elsewhere in the Agenda for this meeting was identified as follows:-
Page 5 – Item 15 – "Cllr N.Campbell-White to investigate the provision of steel shelving or cupboards." – This is yet to be undertaken, the matter is in hand.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no questions from members of the Public.

The Meeting will be re-opened.

5. **County Councillor's Report.**
County Councillor Ann Bailey was not in attendance and had not submitted a written report.
6. **District Councillor's Report.**
District Councillor Charlotte Bailey's report is as per Appendix "A".
With regard to the Planning Application concerning "Mawdlam Lodge", the Chairman, Cllr. G.Beckett asked if the application was now out of time. It was suspected that it was.
Cllr. N.Campbell-White noted the comment regarding Bushfield Camp and emphasised the need for the Parish Council to reinforce its position on this issue.

With the recent change in District Councillor representation, Compton and Shawford now have two District Councillors and as a consequence he welcomed District Councillor Peter Mason to the meeting

District Councillor P.Mason briefly outlined one of his responsibilities on the District Council as follows:-

He sits on the "Licensing Committee".

There is a growing pressure on issuance of "Entertainment Licenses"

Entertainment Licenses result in extending late licenses for the sale of alcohol.

The result is a trend of extending the licensing of alcohol sales.

Cllr. Mason considered that this is a matter worthy of being brought to the attention of the Parish Council.

7. **New Code of Conduct.**

(b) **Register of Members Interests.**

The Parish Councillors were reminded that the deadline for submission of their "Register of Financial and other Interests" forms to the Monitoring Officer had now passed. At the date of this meeting three Parish Councillors had not submitted their forms to the Clerk for onward transmission to the Monitoring Officer, Winchester City Council.

8. **Parish Transport Representative's Report.**

Mrs. C.Bailey's report is as per Appendix "B".

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T.Threlfall's report is as per Appendix "C" which was taken as read.

10. **Finance and Administration Committee. - Convenor's Report.**

As Paul Murray's New Pavilion Building Committee now reports to the Finance and Administration Committee, the Chairman, Cllr. G.Beckett invited Mr. P.Murray to give the Parish Council an update on the New Pavilion. Mr. Murray's report is as per Appendix "D".

Cllr. G.Beckett asked if there were any concerns over fund-raising to cover any shortfall in funding and when the Parish Council could anticipate receipt of the Sport England funding. Paul Murray advised that he had no concerns over the funding question. Additionally he advised that Sport England would undertake the provision of their payment once the Tendering process had been completed and the chosen Tender accepted. Until that time there is no guarantee that such funding would be received, although it is understood that there will be no problems.

Cllr. N.Campbell-White raised the observation that the "Tender" period is July 2002, with the need to choose the successful Tender in August 2002. The Parish Council does not meet in August and therefore in order to prevent any undue delay a special Parish Council Meeting may need to be convened.

Cllr. G.Beckett thought that 14 days public notice for a Special Parish Council Meeting needs to be given. If this is the case, the suggested "Special Meeting" would coincide with the September Parish Council Meeting.

Action:

The Clerk to determine the statutory requirements and notice period for convening a Special Meeting of the Parish Council.

Cllr. A.Walmsley observed that dependant upon the date when application to Sport England is made, there could be a delay of up to four weeks in order for Sport England to consider the application at their monthly meeting to consider such issues. Additionally, Cllr. A.Walmsley suggested that the giving of a Public Notice of any proposed Special Parish Council Meeting could be facilitated by placing an advertisement in the Parish Magazine, albeit a definitive date not being available.

Cllr. N.Campbell-White's Finance and Administration Committee report is as per Appendix "F".

a) **Parish Accounts - Cheques for payment**

Cheques for Payment were circulated to Councillors for signature.

The state of the Parish Council's accounts as at the date of this meeting is as per Appendix "E".

b) **Tennis Club – extended lease**

Covered within Cllr. N.Campbell-White's report, Appendix "F".

Cllr. Campbell-White also advised:-

The revised Draft Lease had been received from the Solicitors and the Tennis Club were now studying it.

A number of comments/suggested amendments had already been collected – further comments suggested amendments anticipated.

Due to pressure to resolve this long outstanding issue, the Parish Council are confronted with tight time constraints.

Accordingly, to expedite the issue, the following proposal was put to the Parish Council:-

Agreed:

The Parish Council delegate to the Finance and Administration Committee the power to engross and duly sign the final Tennis Club Lease without reference back to the Full Parish Council, on the condition that members of the Finance and Administration Committee are unanimous in their decision to take such actions.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. M.Bell.

Vote: Unanimous.

Cllr. C.Simmons sought re-assurance that all Councillors would be able to see the Final Tennis Club Lease. The Chairman confirmed that all Councillors would be able to see the document whenever required.

c) The Parish Council's Insurances.

Covered within Cllr. N.Campbell-White's report, Appendix "F".

Cllr. Campbell-White also advised:-

It had now been established that certain items located within the Parish Hall have been insured by CASCA, even though they are contained within the Parish Council's Insurance. These are of minor value and the position will be rectified next year.

The new Children's Play Equipment, recently installed in the Compton Street Play Area has also been included within the requested revised quotation from Cornhill Insurance. This is on the understanding that such Play Equipment has been accepted from the supplier, Playdale Playgrounds Ltd. Cllr M.Shaw confirmed that she has accepted the Play Equipment as being satisfactorily installed.

d) New Pavilion pre Tender Costs – Bore Holes £120 additional costs.

Covered within Cllr. N.Campbell-White's report, Appendix "F".

Agreed:

The additional cost of £120 which is over and above the estimated £1500 sanctioned at the April 2002 meeting, for "borehole work" in connection with the New Pavilion Project, is accepted by the Parish Council and will be paid out of the £2000 budgeted for the New Pavilion Project in this financial year.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. G.Beckett

Vote: Unanimous.

e) S.106 Agreement

Covered within Cllr. N.Campbell-White's report, Appendix "F".

Cllr. Campbell-White also advised:-

When the final invoice from the Parish Council's Solicitor is received, a detailed breakdown will be required in order to justify the anticipated high cost of this piece of work.

In future, use of alternate legal advice must be considered with a view to contain such costs.

Agreed:

The anticipated legal cost of £500 for processing the S.106 Agreement, due from the Parish Council's Solicitor, White and Bowker, to be paid from the £2000 budgeted for the New Pavilion Project for this Financial Year.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. M.Bell

Vote: Unanimous.

f) The Caretaker's Cottage, Shawford Parish Hall, remedial work costs.

Covered within Cllr. N.Campbell-White's report, Appendix "F".

Cllr. N.Campbell-White apologised to the Parish Council for taking the necessary unilateral decision to proceed with the urgent work on the Caretakers Cottage without prior reference to the Full Parish Council. The Chairman, Cllr. G.Beckett, accepted the apology on behalf of the Parish Council.

Agreed:

The Parish Council will contribute £1143-37 (net of VAT) towards the repairs to the Caretaker's Cottage as identified to date, in the total amount of £1802-07.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. M.Shaw

Vote: Unanimous.

Cllr. J.Millar asked if the Parish Council had contributed enough towards the cost of renovation of the Caretaker's Cottage. Cllr. N.Campbell-White responded by advising that he considered that by paying the £1143-37 towards the current renovation work, the Parish Council had discharged their responsibility for funding such maintenance work.

Action:

Cllr. N.Campbell-White to advise CASCA that the Parish Council consider that their responsibility for funding maintenance work on the Caretaker's Cottage has been discharged, **and no further requests for routine maintenance will be entertained.**

g) The Clerk's Salary/Allowances review.

Covered within Cllr. N.Campbell-White's report, Appendix "F".

There being no request for further discussion, the Finance and Administration Committee's recommendation was put to the Parish Council.

Agreed:

1. The Clerk's Salary to be set at the NALC/SLCC recommended scale of SCP 16 which is currently at £7.094 per hour, resulting in an increase of £701.64 per annum (18.84% increase).
2. The "Office Allowance" to be increased by £200 - £100 towards Computer and £100 towards the Office being at the Clerk's Home.
3. The Clerk's hours to be reduced from 14.31 hours per week to 12 hours per week.
4. **Adjustment to be backdated to start of Financial Year.**

Proposed: Cllr. J.Millar

Seconded: Cllr. M.Shaw

Vote: Unanimous.

Cllr. G.Beckett emphasised that by implementing the NALC/SLCC recommended scale of remuneration for the Clerk, the question of such reviews in future years is simplified in that it is an external body that now sets the parameters of recommended awards.

Cllr. N.Campbell-White emphasised the need to reduce the volume of work undertaken by the Clerk, suggesting that Councillors should undertake more of the work.

Further to Cllr. N.Campbell-White's report, Appendix "F", Cllr. G.Beckett pursued the issue of undertaking a "Village Appraisal" and discussion ensued, the salient points being as follows:-

Recent meetings concerning the implications of "PPG3" and the interpretation being place upon it by Winchester City Council Planning Department, indicate a need to be proactive in addressing the issue.

Mark Oaten, the local M.P., suggests that a "Village Appraisal" is the appropriate avenue for establishing the views of the Parish in combating undesirable planning developments.

The benefits of establishing a "Village Appraisal" are seen to be:-

- The document would represent the views and desires of the whole Parish, not just the Parish Council or a few vocal individuals.
- Such views would then be taken into consideration by the "Planners" when considering future planning applications.

The Parish Council, whilst sponsoring the project to produce a "Village Appraisal", must not be the body to actually produce the document – a wider involvement is essential.

A lot of work is involved in producing a "Village Appraisal", and not only Planning issues should be included.

Any recommendations contained in the final document must be carried out and as such may constrain the Parish Council. The "Village Appraisal" document will not be a Parish Council document but may well impact upon the Parish Council.

The cost of producing a "Village Appraisal" to be assessed for inclusion in next years budgets.

CASCA have a computer package for undertaking the production of a "Village Appraisal", although previous discussions indicated that CASCA did not have the willing resources to undertake the task.

Action:

Cllr. G.Beckett and Cllr. M.Bell to investigate the Statutory requirements for a Village Appraisal, identify willing volunteers to undertake the task, establish approximate costs and make recommendations to the next Parish Council Meeting.

Action:

Cllr. N.Campbell-White to arrange for the subject of a "Village Appraisal" to be placed upon the CASCA Management Committee Agenda for further discussion.

11. Planning Committee. - Convenor's report.

Cllr. M.Bell's report is as per Appendix "G".

a) Applications and decisions.

Applications and decisions for the month of May 2002 are as per Appendix "H".

b) Permitted Development

Details of "Permitted Development" had been obtained from Winchester City Council and conveyed to Mrs Gillian Webster as requested at the last Parish Council meeting.

c) Winchester District Local Plan - Omission Sites

Further to Cllr. M.Bell's report, some discussion took place concerning "Omission Sites", the main points being as follows:-

A second tranche of potential development sites have now been proposed in the Winchester District Local Plan under the heading "Omission Sites".

As a consequence, certain adjustments in the "Settlement Boundaries" would become necessary.

It is hoped that such changes in the "Settlement Boundaries" will not be accepted by Winchester City Council.

The Parish Council needs to be consistent and therefore should comment.

Action:

Cllr. M.Bell to draft a letter to Winchester City Council, supporting the original Winchester District Local Plan, but opposing any alteration in the "Settlement Boundaries" for the Parish.

Proposed: Cllr. M.Bell

Seconded: Cllr. J.Millar

Vote: 8 For the proposal.

Abstentions: 1 abstention

It was reported that a response had been received from Steven Bee, Winchester City Council, in response to the Chairman's letter concerning the impact of proposals under PPG3 on the village of Compton and Shawford. This "expected" response was contained within the correspondence file.

Cllr. M.Bell advised the meeting that he had received notification of a planning application in respect of two linked detached dwellings on land adjacent to "Highdown", Cliff Way. (see Applications for June 2002 – ID88) Discussions ensued covering:-

The Parish Council could condemn outright.

However, two dwellings are far less for this site than the density proposals of PPG3.

This application is envisaged to be a "trial application" therefore is important.

Could be construed as an undesirable precedent.

Action:

Cllr. M.Bell to convene a Planning Committee meeting to consider the issue and respond to Winchester City Council accordingly.

12. **Playing Fields Management Committee. - Convenor's report.**

Cllr. M.Shaw's report is as per Appendix "I".

(a) Landscaping/screening Tennis Courts.

Covered within Cllr. M.Shaw's report – Appendix "I".

Action:

Cllr. G.Beckett to produce a specification of requirements for screening the tennis courts from the Hansens property by the addition of trellis on top of the fence and planting of Cherry Trees outside of their boundary, for submission to and consideration of the Tennis Club.

It was noted that the trees planted as a result of this "screening" exercise, would become the responsibility of the Parish Council in terms of maintenance etc.

(b) Shrubbery – access drive to Memorial Playing Field.

This issue was not addressed.

(c) Compton Street Play Area.

Covered within Cllr. M.Shaw's report – Appendix "I".

With regard to the question of rotating the Football Pitch for a six month period to allow the grass to re-generate itself in the goal mouths of the existing Football Pitch, Cllr M.Shaw confirmed that there would be no cost to the Parish Council and that the work would be undertaken by local parents of children who use that Football Pitch.

Action:

Cllr. M.Shaw to discuss with local residents the question of rotating the Football Pitch in the Compton Street Play area to ensure that no adverse impact on those neighbours arises.

Agreed:

On the condition that there are no objections to the proposal, the Parish Council agrees to the Football Pitch in the Compton Street Play Area to be rotated 90 degrees for a six month trial period, in order to allow for the regeneration of the grass in the goal mouths of the existing Football Pitch. This work to be carried out by the parents of children using the Football Pitch, with no cost to the Parish Council.

Vote: By a show of hands- unanimous.

Cllr. M.Shaw requested authority from the Parish Council to place a Litter Bin in the Compton Street Play Area at a cost of £15-00.

Agreed:

Cllr. M.Shaw to arrange the installation of a litter bin in the Compton Street Play Area, the cost of which to be met from the Playing Field Management budget.

Vote: By a show of hands - unanimous

Cllr. M.Shaw also reported on the matter of the "Wetpour" safety surface under the Children's Play Equipment at Memorial Playing Field. Some subsidence had occurred and as a result, discussions had taken place with Playdale Playgrounds Ltd., the suppliers of the playground equipment. Plans for corrective action are in hand and there will be no cost to the Parish Council as the matter is being addressed under the terms of the Warranty.

13. **Parish Hall.**

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "J", which was taken as read.

14. **Highways, Byways, M3 and Environment Committee – Convenor's report.**

Cllr. C.Simmons' report is as per Appendix "K".

(a) Junction at Shepherds Lane/Access to the school – ownership of road.

Cllr. Simmons added to her report by advising that Richard Oldham is referring back to Neil Broadbent. Accordingly the subject is to be left as it is with no further action at this time.

(b) "Walking Bus".

No progress to date.

(c) Street Lighting – 18 Martins Field

Cllr. C.Simmons advised that since producing her report, the number of residents against having additional Street Lighting had changed. There were 6 residents in favour and now 7 residents against.

Some discussion ensued, the main points being as follows:-

The Parish Council are not the only Authority providing Street Lighting.

There was no overwhelming demand for the provision of additional Street Lighting.

The Parish Council cannot commit to Street Lighting expenditure without overwhelming demand or need being demonstrated.

Action:

Cllr. C.Simmons to draft a letter to the Tenants Association outlining the Parish Councils position and advising that this matter will not be pursued without an overwhelming demand being demonstrated.

Cllr. Simmons raised the issue of the bench seat opposite the school and some discussion as follows took place:-

It was concluded that the damage was caused through normal “wear and tear”.

It was considered that there were no grounds for making an insurance claim.

The bench seat was originally provided by the Woman’s Institute.

The cost of replacement would be approximately £385-00 – there is no budget to cover this at this time.

Action:

Cllr. C.Simmons to write to the Woman’s Institute advising them of the situation and seeking if they have any input to the question of replacing the bench seat.

Cllr. Simmons had been contacted by Mrs. Celia Cox who had requested that the Bench Seat located outside her house, be taken away. This bench seat is not owned by the Parish Council and it was asked on whose land this bench seat now stands.

Action:

Cllr. C.Simmons to establish on whose land this bench seat now stands and through that establish who owns that bench seat.

15. Youth Survey

(a) Release of Funds from Defunct Youth Club.

Cllr. A.Walmsley had confirmed that Mr. Tim Priddle had been consulted by Mr. Theobalds with regard disposal of residue funds from the defunct Youth Club. Mr. Priddle was in agreement with Mr Theobalds.

In view of the above, Cllr M.Bell concluded that there was no means of pursuing the question of a Youth Survey at the current time or in the foreseeable future.

Action:

Cllr. M.Bell to draft a letter to “Winchester Detached Youth Work Project”, thanking them for their interest and advising them that the Parish Council will not be pursuing the matter further.

16. Data Protection Act – Registration/Notification.

Cllr. A.Walmsley advised that he had studied the documents provided at the last meeting and had satisfied himself that the Parish Council does not have to “Notify” under the Data Protection Act.

A.O.B.

The Chairman, Cllr G.Beckett commented upon the success of the Jubilee Celebrations held on the Memorial Playing Fields on 4th June 2002.

Action:

Cllr. G.Beckett to draft a letter to the organisers of the event, congratulating them on the success of the arrangements made.

Cllr. J.Millar had been advised of vandalism to the War Memorial. The Clerk had also been advised and details had been passed to the Chairman, Cllr G.Beckett, and Cllr. N.Campbell-White, Convenor of the Finance and Administration Committee. Cllr.

Campbell-White advised that he would investigate the matter and initiate the appropriate action.

Action:

Cllr. N.Campbell-White to investigate the reported vandalism to the War Memorial on Shawford Down and initiate the appropriate action.

Cllr. N.Campbell-White advised Councillors that he will be attending a seminar on the proposed Southdowns National Park on Tuesday 11th June 2002. A copy of the Southdowns National Park consultation document was provided to each Councillor with a view to making comments.

Cllr. A.Walmsley noted that it was mentioned within the Correspondence File that a P.C.Mark Smith has been appointed as Beat Officer for the Parish. The Clerk advised that confirmation of this is still awaited from Twyford Police Station.

Cllr. A Walmsley commented on the Tennis Club Lease and raised the question of "Succession of Title".

Action:

Cllr. G.Beckett will investigate the matter of "Succession of Title" as referenced within the Tennis Club draft Lease.

Cllr. A.Walmsley observed that the "Free Resource" figure of £3.50 per capita had been increased to £5.00.

17. **Date of Next Meeting.**
Tuesday 2nd July 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting, held on Thursday 2nd July 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs C.Simmons
Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey.

District Councillor Charlotte Bailey – joined the meeting late.

District Councillor Peter Mason – joined the meeting late.

2 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of May 2002 was circulated to all Councillors.

2. **Apologies for absence.**

Cllr. Mrs. M.Shaw.

Cllr. Mrs. J.Vallis

3. **Minutes** - To approve the minutes of the meeting held on 6th June 2002 (as circulated)

The Minutes of the meeting held on 6th June 2002 were reviewed and the following amendments were made:-

Page 4, item 10 (f) – the action point culminating in the words “... work on the Caretaker’s Cottage has been discharged.” To have the words “, **and no further requests for routine maintenance will be entertained.**” added.

Page 4, item 10 (g) – the “Agreed” box to have a 4th agreement clause to read - “**4. Adjustment to be backdated to start of Financial Year.**”

There being no other changes or amendments, the Minutes of the meeting held on the 6th June 2002 were signed off by the Chairman as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

There were no matters arising from the Minutes of the meeting held on 6th June 2002, not mentioned elsewhere within the Agenda for this meeting.

Three “action points” in the Minutes of the meeting held 6th June 2002 were identified as being outstanding, these were as follows:-

Page 6, item 12:- “*Cllr. G.Beckett to produce a specification of requirements for screening the tennis courts from the Hansens property by the addition of trellis on top of the fence and planting of Cherry Trees outside of their boundary, for submission to and consideration of the Tennis Club.*” This issue is still to be addressed.

Page 7, item 14 (c):- “*Cllr. C.Simmons to write to the Woman’s Institute advising them of the situation and seeking if they have any input to the question of replacing the bench seat.*” Cllr. C.Simmons confirmed that this matter is in hand.

Page 7, item 16 A.O.B.:- “*Cllr. G.Beckett to draft a letter to the organisers of the event, congratulating them on the success of the arrangements made.*” Cllr. G.Beckett advised that this had not been done, but will be undertaken shortly.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no Statements, Observations and Questions from Members of the Public.

The Meeting will be re-opened.

5. **County Councillor's Report.**

County Councillor Ann Bailey had not submitted a written report, but reported orally on the following:-

Enquiries into the “New Forest Park”.

Southdowns National Park.

“Early Years Learning Centre” – impact upon Shepherds down School/Berewick Road.

Shepherds Down School – assisted housing schemes.

Libraries – appointment of a new Chief Librarian – establishment of C.L.Q.’s for the provision of Legal Information. Additionally, proposed improvements in the Library services.

A new Head of Recreation has been appointed.

A new “Cycling Website” has been launched.

Transport – “best value initiative” – information guides covering bus routes and discount vouchers.

Schools – proposals for a “6 term School Year”.

Long distance footpath between Winchester Cathedral and Farnham.

Local Strategic Partnership and Community Strategy.

M3 Noise – meeting – Newsletter being prepared. The noise levels experienced within Shepherds Down School exceed the recommended guidelines.

Cllr. G.Beckett asked if Hampshire County Council had discussed the question of the proposed Southdowns National Park. County Councillor Ann Bailey responded that such discussions had not taken place as yet.

6. District Councillor's Report.

District Councillors Charlotte Bailey and Peter Mason were not in attendance at this point and their report was read out to the meeting by the Clerk – this report is as per Appendix “A”.

There were no questions raised.

7. Parish Transport Representative's Report.

Charlotte Bailey’s report is as per Appendix “B”, which was read out to the meeting by the Clerk.

8. Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall’s report is as per Appendix “C”.

Cllr. T.Threlfall added that he had received a response from Mrs. Liz Giles, Hampshire County Council Rights of Way Officer, detailing the maintenance work to be undertaken to the Parish Footpaths. The cost of this work will be borne by Hampshire County Council and as a consequence the £1000 budget allocated to Footpaths for this financial year should not be required. Cllr. G.Beckett advised that this matter would be reviewed by the Finance and Administration Committee.

9. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White’s report is as per Appendix “D”.

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the date of this meeting is as per Appendix “E”. Cheques for payment were circulated for signatures.

b) Parish Council Accounts – Financial Year ending 31st March 2002.

The Parish Council Accounts for the Financial Year 2001/2002 were circulated to all Councillors prior to the meeting for review.

Agreed:

Proposal:-

The Parish Council Accounts for the Financial Year 2001/2002 as presented, be adopted by the Parish Council.

Proposed: Cllr. N.Campbell-White.

Seconded: Cllr. M.Bell.

Vote: Unanimous.

c) Funds on Deposit at Bank of Ireland – Maturity Date 4th July 2002.

Covered within Cllr. N.Campbell-White’s report, Appendix “D”.

Agreed:

Proposal:-

The Parish Council's reserve funds in the sum of £100,000. be reinvested in a similar "Term Deposit" with the Bank of Ireland for a further period of three months.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. A.Walmsley

Vote: Unanimous.

c) Audit Commission Proposals

Covered within Cllr. N.Campbell-White's report, Appendix "D".

Cllr. N.Campbell-White added the following:-

As a matter of urgency the Parish Council needs to appoint an "Internal Auditor" who must be someone not connected with the Parish Council.

Audit fees in the future will increase significantly – one fee to the District Auditor/Audit Commission and one fee to the Internal Auditor.

It is necessary to investigate the matter further and obtain more information

A training seminar to be held on the 16th July 2002 may assist in this.

Action:

Cllr. N. Campbell-White to write via the Clerk the following letters:-

1. To write to Audit Commission to advise them we might not be able to comply with their timetable, because of lack of information and time
2. To write to HAPTC to ask for their guidance, presumably there are many other PCs in our position

Action:

Cllr. N.Campbell-White to report back to the Parish Council at the September meeting, with detailed proposals to satisfy this issue.

d) Tennis Club Lease/Sports Club Licence

Sports Club Licence.

Covered within Cllr. N.Campbell-White's report, Appendix "D".

General discussion ensued, the salient points being:-

Initial assistance to the Sports Club is envisaged.

Cost subsidies to the Sports Club must be reduced to zero over a period of time during which the Sports Club are expected to increase their revenues.

Initial contribution of £100,000 expended by the Parish Council on the new Pavilion will not be recouped.

The ability of the Sports Club to generate greater income was reduced by the decision to build a smaller Pavilion to that originally envisaged.

The next stage of negotiation with the Sports Club to be undertaken via face-to-face meetings in preference to written correspondence.

Failure to reach agreement of terms with the Sports Club throws the issue of construction of a new Pavilion into doubt.

Agreement of terms of a Licence for the Sports Club to use the proposed New Pavilion must be reached before contracts to build are signed.

Cllr. M.Bell will lead initial discussions with officers of the Sports Club with a view to resolving this issue.

Agreed:

The Parish Council agrees to the following five points governing negotiations with the Sports Club:-

1. All costs/subsidies had to be transparent.
2. We were happy to make provision to assist Sports Club once the Pavilion is built.
3. Any subsidy given had to be reduced as the Sports Club sections became more established.
4. We were happy to subsidise the provision of the Sports Club facility, but not the actual running costs of playing sport.
5. Lease head of agreement and financial terms to be agreed before Pavilion building started.

Vote: By a show of hands, unanimous.

Tennis Club Lease.

Cllr. G.Beckett advised the meeting that since the distribution of the latest draft Lease, comments upon an earlier draft lease had been received from The Lawn Tennis Association, via the Tennis Club. To incorporate these latest amendments into the Lease, additional Legal Fees are envisaged, currently the Legal costs of this issue stand at £550.

Concerns over the cost element have been expressed to the Tennis Club who has in turn confirmed in writing that they will cover costs of up to £700.

Action/Agreed:

The Clerk to pass the letter received from The Lawn Tennis Association to White and Bowker, for the comments included therein to be incorporated into the current draft Tennis Club Lease, as the Parish Council's Solicitor considers appropriate and advisable, returning the final version of the New Lease for signature by the Tennis Club and Parish Council.

Vote: By a show of hands, unanimous.

e) Legal Costs

Cllr. N.Campbell-White advised the following:-

The Finance and Administration Committee had discussed this matter at length.

The concensus was that the Parish Council was not happy with the level of expertise given to the Parish Council's legal matters.

The Legal Fees were significantly higher than might have been expected.

As a result, White and Bowker can no longer expect to receive all the Parish Council's Legal work without undergoing a competitive tendering process.

No action in this respect will be undertaken until the present piece of work being undertaken on behalf of the Parish Council by White and Bowker has been completed.

f) New Pavilion

Covered within Cllr. N.Campbell-White's report, Appendix "D".

Action:

Cllr. N.Campbell-White to write to Paul Murray, a) to express our initial concerns over what appeared to be a sloppy letter, and b) to ask what the specification changes were to increase costs.

Cllr. N.Campbell-White also advised the following:-

Progress on the New Pavilion Project is on schedule.

The "Tender Process" is commencing.

Responses from the Request for Tender are anticipated to be back with Paul Murray by 16th August 2002.

Paul Murray will advise the Parish Council of suitable Tenders for consideration.

A Finance and Administration Committee meeting will be held on 2nd September 2002 to consider the Tenders submitted by Paul Murray. (All Parish Councillors are requested to attend this Committee meeting.)

If all tenders are found to be above Budget, then Gentle Associates will endeavour to negotiate the appropriate Tenders down to a position within Budget.

On selection of the appropriate Tender, ratified by the full Parish Council at its meeting on 3rd September 2002, application for Lottery Funding will be made.

One month later, we will know if funding has been secured.

g) War Memorial – vandalism

Covered within Cllr. N.Campbell-White's report, Appendix "D".

Action:

The Clerk to obtain "Insurance Claim" forms from Cornhill Insurance preparatory to receiving quotes for the repairs and making an insurance claim.

h) Parish Appraisal

Covered within Cllr. N.Campbell-White's report, Appendix "D".

Action:

Cllr. G.Beckett and Cllr. M.Bell to continue working on this issue and to formulate a proposal to be put before the full Parish Council.

10. Planning Committee. - Convenor's report.

Cllr. M.Bell's report is as per Appendix "F".

a) Applications and decisions.

Planning applications and decisions notified during the month of June 2002 are as per Appendix "G".

b) Highdown/PPG3

Considerable discussion took place on this subject, the salient points being as follows:-

No decision on this application had been notified to-date.

The response made by the Parish Council was made in the manner that it was in order to maintain consistency and at the same time to generate some credibility in the Parish Council recognising the need to go some way towards complying with Government guidelines and housing needs (PPG3).

The "Highdown" response was a difficult one and the response was made taking into account the changing circumstances of planning matters.

A balance between the dictates of EN1 and requirements of PPG3 must be worked towards.

PPG3 now appears to have greater weight than EN1 considerations.

EN1 is in the Winchester District Local Plan, but it is losing its significance as time goes by, preference being given to the principles of PPG3.

"Character Area Assessment" initiatives may have an impact upon the interpretation of PPG3 guidelines.

"Village Design Statements" have a material impact upon planning decisions.

The Parish Council needs to develop a credible policy in respect of planning issues in the current climate and be consistent in the application of such policies.

It was asked if PPG3 and its implementation had been challenged in the Winchester District. It was answered that it had not as yet.

The question was raised that if a Planning Application was refused as not being of sufficiently high density of dwellings, would an appeal for lower density dwellings, contrary to PPG3, be entertained? This scenario had not been encountered to-date.

There is apparent pressure on the "Planners" to meet their targets for housing development utilising "brownfield" sites. It is understood that Applicants are being encouraged to develop such sites by the Planning Department of Winchester City Council. This to avoid the utilisation of "greenfield" sites in order to meet the targets set by Central Government – Barton Farm.

It is evident that the constraints of EN1 are being relaxed in favour of PPG3.

The matter of cost to Winchester City Council for not getting the Planning issue right, i.e., imposing higher density requirements, which then leads to a costly appeal process, is recognised as a danger.

With the current trend towards higher density developments, it was asked if Winchester City Council is on schedule to meet its targets.

Action:

District Councillor Charlotte Bailey to investigate and report back to the Parish Council with regard to Winchester City Council meeting the housing targets set by Central Government.

Cllr. M.Bell advised the meeting that final Tenders for the re-development of Southdown School have to be received by Friday 5th July 2002.

11. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw was not in attendance, but had submitted a written report, which is as per Appendix "H".

(a) Landscaping/screening Tennis Courts.

In the absence of Cllr.M.Shaw this matter was deferred.

(b) Rotation of the Football Pitch – Compton Street Play Area.

Cllr. A.Walmsley enquired as to what were the concerns of Dr. Bowen regarding the rotation of the Football Pitch in the Compton Street Play Area. Again, in the absence of Cllr.M.Shaw this matter was deferred.

Cllr. J.Millar raised the issue of Publicity for Onyx Environmental Trust who made a major donation towards the Children's Play Equipment. This matter will be reviewed on receipt of the donation monies from Onyx.

Action:

Cllr. M.Shaw to co-ordinate and implement the necessary publicity with Onyx Environmental Trust and other providers of donations covering the New Children's Play Equipment.

12. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "I".

Cllr. Millar went on to advise that new rates for hiring the Hall had been finalised, these are as per Appendix "J", which become effective from 1st October 2002.

Cllr. N.Campbell-White advised the meeting that the "Rent" payable to the Parish Council by CASCA for the Parish Hall will have to be re-negotiated in view of current higher levels of income received by CASCA.

Action:

Cllr. N.Campbell-White to initiate discussions with CASCA concerning the rent payable to the Parish Council for the Parish Hall.

13. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. C.Simmons' report is as per Appendix "K".

a) Street Lighting – Martins Field

Cllr. Simmons advised that a letter had been written to the Compton Tenants Association, advising them of the Parish Council Position. No further action on this issue is envisaged.

b) Bench Seat relocation.

In addition to her report, Cllr. Simmons advised the following:-

The Bench Seat outside Ms. Cox's house is owned by Ms. Cox and as such she can do what she likes with it.

The Bench Seat opposite the School is being investigated further by Cllr. J.Vallis in respect of its usage.

The Womans Institute is not in a position to assist again with this Bench Seat.

Frank Smith is investigating the possibility of obtaining replacement parts with which to repair this Bench Seat.

Cllr. Simmons had just been advised that the Bench Seat in Hurdle Way is broken, she will investigate further.

Cllr. G.Beckett advised the meeting that surplus funds had arisen resultant from the recent Jubilee Celebrations. It had been suggested that these funds might be used for the purchase of two new Bench Seats to be placed in the renovated Children's Play Areas.

Action:

Cllr.G.Beckett to write to David Jobson, Treasurer of the Jubilee Celebration Committee, thanking them for their offer and determining the best location for new Bench Seats.

Cllr. C.Simmons added to her report concerning Dog Bins by advising Winchester City Council are happy to provide for the Dog Warden to take on Shawford Down, land owned by Hampshire Countryside. By this means the Dog Warden will be able to impose "Spot Fines" on dog owners whose dogs foul Shawford Down.

Vandalism to the Bus Shelters was reported by Cllr. C.Simmons. The Bus Shelter at Southdown Road and the Bus Shelter at the end of Compton Street both had panes of glass broken.

Agreed/Action:

Cllr. C.Simmons to arrange for repairs to be made to both Bus Shelters with a maximum expenditure of £75. If such vandalism occurs again, the question of repair to be reviewed.

Vote: By a show of hands, unanimous.

Cllr. Simmons raised the matter of the M3 Noise project and advised that Otterbourne Parish Council have made a donation of £25 towards the costs of a Newsletter. A similar donation was requested of Compton and Shawford Parish Council.

Agreed:

Compton and Shawford Parish Council agree to donate, on receipt of an invoice, the sum of £25 towards the M3 Noise Newsletter currently being prepared, such funds to be debited from the Highways and Byways budget for this year.

Vote: By a show of hands, unanimous.

A.O.B.

Cllr. N.Campbell-White reported upon the issue of the proposed Southdowns National Park. The salient points being as follows:-

Cllr. Campbell-White had attended a Seminar in Petersfield on this issue.

120 representatives of local Councils had attended.

Only a few of these supported the proposals.

When asked for a "straw poll", the convenors of the seminar refused.

It was clear that dissenting views will not be considered.

This first consultation was not an official consultation.

The next consultation exercise to be held on 16th August 2002 will be considered as an official consultation.

Hampshire County Council are "sitting on the fence" on this issue.

Winchester City Council does not know which way to go on this issue.

It is understood that there are as many people in the area who support the proposal as those who are against it.

The administration of the proposed National Park will result in a "Democratic Deficit".

It is believed that the proposal is administratively unworkable.

A meeting in Winchester on the 22nd July 2002 is to be held to discuss comments to the Consultation Document.

It is clear that there will be a Southdowns National Park as central Government have decreed that there will be one.

Twyford Parish Council supports the proposal, but not unanimously.

Agreed/Action:

Cllr. N.Campbell-White to respond to the Consultation document on behalf of the Parish Council, expressing the concerns as referenced during his report to the meeting.

Vote: By a show of hands=, unanimous.

Cllr. N.Campbell-White advised the meeting that a Winchester C.A.B. meeting is to be held on 16th July 2002.

District Councillor Peter Mason commented that there was no representative from the Police in attendance at the Parish Council meetings. A replacement for PC Clive Barham had been appointed; the new appointment to become effective as from 1st August 2002.

Action:

Cllr. G.Beckett, as Chairman, to write to Twyford Police station inviting the new Beat Officer to attend the Parish Council Meetings and to give a brief report on crime within the Parish.

14. **Date of Next Meeting.**
3rd September 2002.(There being no Parish Council Meetings in the month of August)

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 3rd September 2002, in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs. M.Shaw.
Mrs C.Simmons Mr. T.Threlfall, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey.

District Councillor Charlotte Bailey

District Councillor Peter Mason

2 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the months of July and August 2002 was circulated to all Councillors.
2. **Apologies for absence.**
None.
3. **Minutes** - To approve the minutes of the meeting held on 2nd July 2002 (as circulated).
There were no amendments/changes to the minutes of the meeting held 2nd July 2002, accordingly the chairman signed those minutes as being a true record of that meeting.
4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
Page 1, item 4:- *Cllr. G.Beckett to produce a specification of requirements for screening the tennis courts from the Hansens property by the addition of trellis on top of the fence and planting of Cherry Trees outside of their boundary, for submission to and consideration of the Tennis Club.* Cllr. G.Beckett advised that as the issue of the height of the wire netting to be installed on the refurbished Tennis Courts had been referred to Winchester City Council, Planning Department, it was considered inadvisable to proceed with this specification, which may be in conflict with the requirements of the Planning Department, until after a decision by Winchester City Council.
Page 7, item 14 (c):- *"Cllr. C.Simmons to write to the Woman's Institute advising them of the situation and seeking if they have any input to the question of replacing the bench seat."* Cllr. C.Simmons advised that she had telephoned the W.I. and is still awaiting a response.
Page 3, item 9 c):- *Cllr. N. Campbell-White to write to the Audit Commission and to write to HAPTC to ask for their guidance.* Cllr. N.Campbell-White advised that this had not been done, as it was no longer appropriate. A seminar on the New Audit Regime together with investigations undertaken indicate that such correspondence is not necessary.
Page 4, item 9 h):- *Cllr. G.Beckett and Cllr. M.Bell to continue working on this issue and to formulate a proposal to be put before the full Parish Council.* Cllr. G.Beckett advised that this matter is still in hand, but as the complexities of such a document together with obtaining approval by the planning authorities for the document to be used as a statutory tool in supporting, or otherwise, planning applications is perceived to be unlikely, the concept is being questioned. Work will continue with reporting back to the Parish Council in due course.
Page 5, item 10:- *District Councillor Charlotte Bailey to investigate and report back to the Parish Council with regard to Winchester City Council meeting the housing targets set by Central Government.* District Councillor Charlotte Bailey advised that this had not been done, but she will pursue the matter.
Page 6, item 12:- *Cllr. N.Campbell-White to initiate discussions with CASCA concerning the rent payable to the Parish Council for the Parish Hall.* Cllr. N.Campbell-White advised that whilst some discussion had taken place on this subject, further negotiations had still to be undertaken.

All other Action points were declared to have been completed or are covered within Convenors reports for this meeting.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no questions arising.

The Meeting will be re-opened.

5. **County Councillor's Report.**

County Councillor Ann Bailey's report is as per Appendix "A".

Cllr. M.Bell asked that with the development of the "Local Development Frameworks (LDFs), have the Structure and Local plans been done away with. Cllr. A.Bailey advised that the LDFs are being developed by Serplan and as such are at a higher level. Winchester City Council's Structure and Local plans remain as at present.

6. **District Councillor's Report.**

District Councillor Charlotte Bailey's and District Councillor P.Mason's report is as per Appendix "B".

Cllr. M.Bell referred to the telecommunication mast and noted that there were two masts, one at the Hockley roundabout and another in the Lay-by. The Parish Council had not been advised of the one in the Lay-by. Cllr. C.Bailey advised that planning permission for this one had been given over one year ago.

7. **Parish Transport Representative's Report.**

Charlotte Bailey advised that there was no written report as there was nothing to report other than she had been advised that the number 47 Bus had been rescheduled and that the early bus would no longer be running.

Cllr. A.Walmsley commented that there used to be a Bus Timetable in the Bus shelter at the end of Compton Street. This no longer seems to be there and he asked why not.

Action:

Charlotte Bailey will investigate the provision of Timetables in the Bus Shelters and report back to the next Parish Council meeting.

Charlotte Bailey advised that she had been made aware that it is hopeful that the electronic "Bus Information" displays at the Bus shelters will be made to work in the not too distant future.

8. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T Threlfall's report is as per Appendix "C".

Cllr. T.Threlfall also advised that Mr. Eric Sealy had written to the Parish Council referencing the possible redevelopment of the Bridge Hotel site. He was concerned that any development would endanger the trees on the site and requested the question of Tree preservation Orders be addressed by the Parish Council.

Action:

Cllr T.Threlfall to investigate the T.P.O. situation on trees on the Bridge Hotel site and if found to be unsatisfactory, to arrange for temporary T.P.O.'s to be established.

Cllr. A.Walmsley noted that the Twyford Meads project was shortly due to open. He asked if Cllr. T.Threlfall could write a short article for publication in the Parish Magazine. Cllr. T.Threlfall advised that he would not be able to attend the opening, but would ensure something was submitted to the Parish Magazine.

Action:

Cllr. T.Threlfall to arrange for an article covering the opening of the Twyford Meads project, to be written and submitted for publication in the Parish Magazine

Some discussion ensued in respect of Compton and Shawford Parish Council's representation at the opening of the Twyford Meads project. It was concluded that Cllr. M.Bell and Cllr. A.Walmsley would be attending.

Cllr. A.Walmsley had been made aware that Winchester Tourism have requested a copy of the Parish Magazine, and he asked who should pay for this.

Agreed:

The provision of a copy of the Parish Magazine to Winchester Tourism is deemed to be the responsibility of the Parochial Church Council and as such the issue is left with them. Cllr. T.Threlfall will monitor the situation.

9. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White's report, dated 18th July, is as per Appendix "D"

Cllr. A.Walmsley raised the matter of balls (Cricket Balls) being thrown/kicked/hit into the Children's Play Area on the Memorial Playing Field. The Sports Club had requested a warning notice to be put up, this being as a result of a "Health and Safety" review. Accordingly, Cllr. Walmsley considers that the Parish Council should comply with this request. Cllr. M.Bell noted that as the Parish Council had referred the matter to the Parish Council Insurers, the Parish Council cannot be seen to be negligent. The Insurers, Cornhill Insurance, noted the situation and requested to be advised should any occurrence of balls being thrown/kicked/hit into the Play Area take place. No other action by the Parish Council was requested. It was considered that putting up a warning notice would result in vandalism of that notice.

Action:

The Playing Fields Management Committee to review the situation and report back to the next Parish Council meeting.

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the date of this meeting is as per Appendix "E". Cheques for payment were circulated for signatures.

b) AUDIT – Lighter Touch Regime.

Cllr. N.Campbell-White asked that his thanks to the Clerk for all the extra work undertaken in connection with this subject, be recorded.

Cllr. N.Campbell-White outlined the situation concerning the "Lighter Touch Audit Regime", the salient points being as follows:-

- o "Lighter Touch" means lighter from the Audit Commission's perspective.
- o Whilst the Audit costs to the Audit Commission are reduced, the costs to the Parish Council may significantly increase.
- o In essence, the responsibility for Audit is passed down to the Parish Council.
- o The new regime has the force of Law behind it.
- o The result is more work for the Clerk.
- o Anything found to be wrong is the responsibility of the Parish Council.
- o With this imposed regime of "self regulation", it is each Parish Councillor's responsibility to ensure that all aspects of the Parish Council's business is conducted in accordance with legislation and nationally accepted procedures.
- o It is Cllr. N.Campbell-White's opinion that the new regime is far too onerous for a Parish Council such as Compton and Shawford, and in his opinion we need not conform for the financial year 2001/2002.
- o The Chairman and the Clerk consider that the Parish Council should conform if able to do so.
- o The first issue to be addressed is the appointment of an Internal Auditor.

Investigations undertaken by the Clerk resulted in the potential Candidates for the function of Internal Auditor to be as per Appendix "F". From this it is evident that the appointment of BKR Haines Watts is the only sensible solution put forward.

Cllr. A.Walmsley pointed out that the cost of BKR Haines Watts together with the cost of the Audit Commission's fees, added together will result in an overall Audit cost comparable with Audit fees in previous years.

Agreed:
The Parish Council appoint BKR Haines Watts as Internal Auditor on the terms as set out in their letter dated 16th August 2002.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. M.Bell.
Vote For: 8
Vote Against: 0
Abstentions: 1

Action:
The Clerk to write to BKR Haines Watts confirming that the Parish Council wishes to appoint them as Internal Auditor on the terms of their letter dated 16th August 2002, and to make arrangements for the Audit to proceed.

Having appointed an Internal Auditor and in conformance with requirements of the Audit Annual Return, the following motions were discussed and voted upon. In order to facilitate Parish Councillor's understanding, a draft of the Annual Return, section 1, had been completed and distributed to each Councillor – see Appendix "G".

Agreed:
The Parish Council certify that the accounts contained in the Annual Return for the year ended 31st March 2002, present fairly the financial position of the council, and are consistent with the underlying financial records and have been prepared on an income and expenditure basis.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: 8
Vote Against: 0
Abstentions: 1

Agreed:
The Parish Council approves the accounts, which have been prepared in accordance with the requirements of the Accounts and Audit Regulations 1996 and proper accounting practice.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: 8
Vote Against: 0
Abstentions: 1

Agreed:
The Parish Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: Unanimous.
Vote Against: -
Abstentions: -

Agreed:
The Parish Council have taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have significant financial effect on the ability of the council to conduct its business or on its finances.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: 8
Vote Against: 0
Abstentions: 1

Agreed:
The Parish Council have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: Unanimous.
Vote Against: -
Abstentions: -

Agreed:
The Parish Council has appointed an internal auditor who is both competent and who has acted independently from influence by the council.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: Unanimous.
Vote Against: -
Abstentions: -

Agreed:
The Parish Council has taken what they consider to be appropriate action on all matters raised in previous reports from the internal and external auditors.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: Unanimous.
Vote Against: -
Abstentions: -

Agreed:
The Parish Council has provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations 1996.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: Unanimous.
Vote Against: -
Abstentions: -

Agreed:
The Parish Council are not aware of any litigation, liabilities or commitments, events or transactions, occurring either during or after the end of the financial year being reported, other than those included in the accounts.
Proposed: Cllr. N.Campbell-White
Seconded: Cllr. G.Beckett
Vote For: Unanimous.
Vote Against: -
Abstentions: -

c) Sports Club Licence – Update
Cllr. A.Walmsley had prepared a report on the current situation, which is as per Appendix "H".
Cllr. N.Campbell-White considered that significant progress had been made in the last five to six weeks and that the Parish Council and the Sports Club were nearing agreement.

Action:
Cllr. A.Walmsley to write to the Sports Club setting out the terms of the new Licence/Lease as expected by the Parish Council.

Action:
The Finance and Administration Committee will report back to the Parish Council at the next meeting.

Cllr. G.Beckett advised the meeting that it was his understanding that the Sports Club have raised their £20,000 contribution to the new Pavilion. These funds will be released once the new Licence/Lease has been signed.

d) Review of Tenders for the New Pavilion – the next step.

Cllr. N.Campbell-White reported on the position subsequent to a Finance and Administration Committee meeting held on 2nd September 2002. The salient points arising were as follows:-

- o Six tenders had been considered, the lowest cost being £365,000-00, the highest being £406,000-00.
- o All tenders received far exceeded the anticipated cost of £270,000-00.
- o Great disappointment in this result has been felt by all the Finance and Administration Committee.
- o Due to this significant discrepancy with expected costs, the Finance and Administration Committee are unable to recommend to the Parish Council any specific Tender for consideration.
- o Disappointment in Gentle Associates, the Project Managers, was expressed.
- o Paul Murray has worked extensively on this project and shares the Parish Council's disappointment and also a degree of embarrassment over Gentle Associates failure to accurately predict costs.
- o Whilst the Parish Council did not specify a "cheap job", it was always required that the new Pavilion would be adequately robust, needing a minimum of maintenance and at a reasonable price.
- o The fact that all quotes are within a similar cost band, it must be assumed that the costing of the tenders are within market prices for that specified.

Paul Murray was invited to comment from his perspective, he advised as follows:-

- o Gentle Associates are reviewing the four cheapest quotes, asking for a detailed cost breakdown.
- o Lists of these cost breakdowns will be available at a meeting of the New Pavilion Building Committee to be held next week, from which possible savings may be identified.
- o Initial discussions with Sport England indicate that they would not necessarily be averse to increasing their contribution.
- o Meetings between Paul Murray, David Hill of Sport England and Gentle Associates will be held subsequent to the New Pavilion Building Committee meeting next week, with a view to determining a way forward with a possible increase in contribution from Sport England.
- o As the Parish Council are making such a large contribution to costs, Sport England should look favourably on increasing their contribution.
- o Paul Murray will report progress to the Finance and Administration Committee before the next Parish Council meeting.

General discussion ensued, the main points being as follows:-

- It has to be accepted that costs in the Building Trade have increased and an element of this is reflected in the quotes, which are above expectation.
- Sport England agreed the need for a new Pavilion, therefore it would not be unreasonable for Sport England to increase their contribution in line with current market prices to meet that need.
- The Parish Council expressed their thanks to Paul Murray for the significant amount of work he has undertaken on this project so far.
- All Parish Councillors will be encouraged to attend the next Finance and Administration Committee meeting where this subject will be discussed further.

e) War Memorial – vandalism

Cllr. N.Campbell-White outlined the position as follows:-

The stone War Memorial was vandalised on the 6th June 2002.

Further vandalism took place on 12th June 2002, to such an extent the damaged piece of stone could not be repaired.

Three quotes for replacement of the damaged stone have been obtained.

These quotes have been submitted to the Parish Council's Insurers, together with a claim.

The Insurers have instructed the Parish Council to proceed with the cheapest quote in the sum of £652-00 plus VAT.

It is understood that the Parish Council will have to suffer the Insurance "excess" of £100-00.

An order to Vokes & Beck is being submitted, but before confirming such an order, firm dates for completion of the work is required.

It is essential that such work be completed before the 1st November 2002.

f) Third Tennis Court – Planning Permission.

The issue of Planning Permission for the proposed third Tennis Court was raised by Ros Pugh in a letter to the Parish Council dated Discussion took place, the salient points being as follows:-

- ❑ The Tennis Club are requesting the Parish Council to renew the Planning permission, which is thought to expire in November 2002.
- ❑ The cost of renewal is understood to be £100-00, but it is uncertain that this is with the discount allowed to Public Authorities.
- ❑ Due to the delay in the New Pavilion Project, the Tennis Club have not been able to commence with the third Tennis Court under the Planning Permission currently in force.
- ❑ Two issues arise, 1) the renewal of the Planning Permission, 2) who pays for the Planning Permission renewal.
- ❑ As the payment of the renewal has not been placed upon the Agenda for this meeting, should the Parish Council consider it appropriate to pay these costs, that matter cannot be voted upon at this meeting.
- ❑ The matter of applying for Planning Permission renewal can be addressed.
- ❑ As the third Tennis Court is no longer part of the New Pavilion project, it is doubtful that the Parish Council is in a position to make application for Planning Permission renewal or pay the associated costs.
- ❑ Accordingly, it could be argued that the Tennis Club should be responsible for the whole subject.
- ❑ There is doubt as to when the Planning Permission period runs from; five years from the original Application or five years from the subsequent decision which was made at Appeal.
- ❑ If the current Planning Permission runs for five years from the decision date then there are a further two years before any renewal is appropriate
- ❑ The planning consent in question may also cover part of the access road and car park for the new Pavilion. Further information is required..

Action:

Cllr. G.Beckett to draft a letter to the Planning Department, Winchester City Council, to establish when the current Planning Permission expires.

Parish Appraisal

Answered under item 3 above.

Cllr . N.Campbell-White requested that this subject be removed from the responsibility of the Finance and Administration Committee and be addressed as an individual subject.

g) Borrowing Approval.

Cllr. N.Campbell-White advised that the current "Borrowing Approval" expires at the end of September 2002. Under new procedures, there is no need to renew this approval as the process is now undertaken via a "rolling" approval whereby application for Borrowing Approval can be made as and when required.

Action:

The Clerk to establish the "lead times" required under the new Borrowing Approval procedures.

10. Planning Committee. - Convenor's report.

Cllr. M.Bell's report is as per Appendix "I"

General Discussion ensued, the salient points being as follows:-

- What are MDAs? – Major Development Areas.
- MDA's will only be triggered if housing targets are not met.
- Silkstead Farm – planners could not refuse it and the Committee could not justify its rejection.
- Omission sites such as Compton Down and the Southdowns School site have been refused – accordingly the development envelope remains as it is.
- The Application concerning Highdown is still open – the planners say six houses.

- A Questionnaire concerning “Housing Strategy Annual Update” has been received.
- Gordon Richardson, Rural Housing Enabler, has contacted the Parish Council requesting the opportunity to make a presentation to the Parish Council covering issues where he can be of assistance.

Action:

Cllr M.Bell to attend to the “Housing Strategy Annual Update”, answering the questionnaire on behalf of the Parish Council.

Vote: by a show of hands Unanimous.

Agreed/Action:

Cllr. M.Bell to invite Gordon Richardson, Rural Housing Enabler, to make a presentation to the Parish Council, providing answers on questions concerning The Malms and Southdown School developments.

Vote: by a show of hands Unanimous.

a) Applications and decisions.

Applications and Decisions notified during July and August 2002 are as per Appendix “J”.

11. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw advised that there was no written report as there was little to report on.

(a) Landscaping/screening Tennis Courts.

This issue is answered under Item 3 above.

(b) Rotation of the Football Pitch – Compton Street Play Area.

Cllr. M.Shaw advised that this has not been done, and went on to advise the following:-

It was decided by local residents that rotation of the football pitch would not be appropriate

Local parents of the children who use the football pitch will undertake the work involved in repairing the goalmouths.

George Becket will provide assistance with the required re-turfing.

Action:

Cllr. M.Shaw and Cllr. J.Vallis will take the necessary steps to finalise the issue.

Cllr. M.Shaw advised that she had received a telephone call from a person in Colden Common requesting to hire a football pitch on Sunday mornings. The Clerk advised the meeting that he had received an e-mail on the same subject, which had been forwarded to Gordon de la Mare, Secretary of the Sports Club, for a direct response. It was pointed out that the field is let in total to the Sports Club and as such enquiries should be directed to them.

12. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr J.Millar’s report is as per Appendix “K”.

Cllr. Millar went on to advise:-

The work undertaken by Frank Smith has been accepted and paid for.

Mrs. Ferrington has left the village.

(b) Parish Hall – Rent negotiations.

Answered under item 3 above.

13. Highways, Byways, M3 and Environment Committee – Convenor’s report.

Cllr. C.Simmons advised that there was no written report as there was very little to report on.

a. Bus Shelter – Attwoods Drove.

Cllr. C.Simmons advised that a letter had been received from the Compton Tenants Association, requesting that a Bus Shelter be installed at the end of Attwoods Drove. Some discussion took place, the main points being:-

Enquiries with Winchester City Council could be undertaken to see if they have any spare Bus Shelters.

The installation of a Bus Shelter is not necessarily desirable or possible in the location suggested.

Ownership of the land on which it could be installed needs investigation.

A high risk of vandalism is envisaged.

The feasibility of the proposal needs to be investigated.

Action:

Cllr C.Simmons will investigate the issue further and report back to the next Parish Council meeting.

b. Bench Seat relocation.

Cllr C.Simmons advised that all bench seats within the Parish appear to be in a poor state of repair.

Action:

Cllr C.Simmons will investigate the issue further and report back to the next Parish Council meeting.

14. **Compton Post Office – revised opening hours.**

Cllr. J.Vallis had been informed that Compton Post Office is planning to reduce its opening hours so that it will only open on Tuesday and Thursday mornings. As this is considered a valuable amenity by some Parishioners, the Parish Council has been asked if it can take any action to prevent this reduction in opening hours. General discussion ensued covering:-

The shop is in a generally run-down state.

There is no “passing trade” that can be acquired.

The general feeling of the shop service is not welcoming.

Local Residents want the amenity.

The Shopkeeper is finding it difficult to make the shop/Post office profitable.

The local M.P., Mark Oaten, could be asked to intervene as he has an interest in such issues.

The previous tenant had additional outside employment to supplement income.

If the existing tenant does not want to make the Shop/Post office pay, then others should be given the opportunity.

A change in the premises usage would be resisted by Winchester City Council, Planning Department.

It was accepted that the Parish Council can do very little other than make representations.

Action:

Cllr. J.Vallis to draft a letter to Mark Oaten, the local MP, requesting his advice on how to maintain Post Office opening hours.

Action:

Cllr. J.Vallis to draft a letter to the Post Office Authorities, stating the Parish Councils objection to the reduction in opening hours and to seek their assistance in maintaining the current position.

A.O.B.

Cllr. N.Campbell-White had received a complaint from Mr R.Wilmshurst that the Parish Notice Board currently displayed a notice concerning the details of Mr. Mark Oaten, the local MP. This was objected to by Mr. Wilmshurst, who understood that the Parish Council was not political and therefore should not publicise Political figures.

It was generally accepted that Mark Oaten was the Local MP, covering all residents regardless of political persuasion and the poster in question only advertised the contact details of the local MP. Accordingly, Mr. Wilmshurst’s complaint was not accepted.

Action:

Cllr. N.Campbell-White to convey the Parish Council’s views to Mr. Wilmshurst.

15. **Date of Next Meeting.**

Tuesday, 1st October 2002.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 1st October 2002 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs. M.Shaw.
Mrs C.Simmons Mr. T.Threlfall, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey
District Councillor Peter Mason
4 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of September was circulated to all Councillors.
2. **Apologies for absence.**
County Councillor Ann Bailey.
3. **Minutes** - To approve the minutes of the meeting held on 3rd September 2002 (as circulated).
There were no amendments/changes to the minutes of the meeting held 3rd September 2002, accordingly the chairman signed those minutes as being a true record of that meeting.
4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Outstanding Action points.

Page 1, 1st outstanding action point - *Cllr. G.Beckett to produce a specification of requirements for screening the tennis courts from the Hansens property by the addition of trellis on top of the fence and planting of Cherry Trees outside of their boundary, for submission to and consideration of the Tennis Club.* - It has now been established by telephone that Winchester City Council Planning Department do not have a view with regard to the associated planning issue of the height of the wire netting on the Tennis Court. Accordingly, Cllr. G.Beckett will progress the issue.

Action:

Cllr. G.Beckett to produce a specification of requirements for screening the tennis courts from the Hansens property.

Page 3, item 9, - *The Playing Fields Management Committee to review the situation and report back to the next Parish Council meeting.* – Cllr. M.Shaw advised that this has yet to be done.

Action:

The Playing Fields Management Committee to review the situation of Cricket Balls being thrown into the Play Area and report back to the next Parish Council meeting.

Page 5, item 9c) – Sports Club Licence - *The Finance and Administration Committee will report back to the Parish Council at the next meeting.* Cllr. N.Campbell-White advised that he is waiting for a response to the letter dated 27th September 2002 from the Sports Club. As time is becoming critical, this issue will be actively monitored.

Page 7, item 9g) - *The Clerk to establish the “lead times” required under the new Borrowing Approval procedures.* This had not been done.

Action:

The Clerk to establish the “lead times” required under the new Borrowing Approval procedures.

Page 9, item 14 – *“Cllr. J.Vallis to draft a letter to Mark Oaten, the local MP, requesting his advice on how to maintain Post Office opening hours”. And “Cllr. J.Vallis to draft a letter to the Post Office Authorities, stating the Parish Councils objection to the reduction in opening hours and to seek their assistance in maintaining the current position”.* – These two action points have been superceded by events and therefore will not proceed.

Matters Arising

There were no matters arising from the minutes not mentioned elsewhere on this Agenda.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs. P.Caffyn raised questions on the Annual Spring Clean and on the Issue of the Dibden Bay project.

An E-mail had been received from Mr. J.Boundy concerning the Dibden Bay Petition.

Action:

Cllr. M.Bell to review the Dibden Bay issue and report back to the Parish Council at the next meeting. If time constraints require, Cllr. M.Bell to make appropriate representations on behalf of the Parish Council in advance of the next meeting.

A letter had been received from Mrs. Wyles concerning "The Towpath", "The Bishops Drain" and the "Railway Embankment"

Action:

Cllr. T.Threlfall to draft a letter for the Clerk to send to Mrs Wyles in response.

Action:

Cllr. T.Threlfall to draft a circular letter to be delivered to appropriate households advising details of responsibilities over the Towpath/Footpath and Bishops Drain.

Action:

Cllr. T.Threlfall to draft a letter to the appropriate Rail Authority concerning the Railway Embankment.

The Meeting will be re-opened.

5. County Councillor's Report.

County Councillor Ann Bailey was not in attendance and had not submitted any report.

6. District Councillor's Report.

District Cllr. C.Bailey and District Cllr P.Mason's report is as per Appendix "A".

In respect of the issue of MDAs, the Chairman had observed that it would be interesting to know what would trigger the utilisation of MDAs, and Cllr. Bailey gave a very detailed reply.

District Cllr. P.Mason emphasised that part of the report covering Winchester City Council's Cultural Strategy. Cllr Mason expressed his strong views concerning Youth and the Elderly, little is provided for these groups. At a recent meeting, out of a possible 57 attendees, only 25 turned up which was disappointing.

Cllr. G.Beckett stated that the Parish Council had previously discussed the issue of an initiative to provide for the youth of the Parish. Therefore anything that comes out of the Winchester City Council's Cultural Strategy initiative in respect of youth, will be of interest to the Parish Council, especially if there is an opportunity to obtain some funding.

Cllr. G.Beckett informed the meeting that a letter had been sent to Winchester City Council, Planning Department, concerning the expiry date of the Planning Permission for the third Tennis Court and new access/car park for the New Pavilion. A response had not yet been received.

Action:

District Cllr. C.Bailey to make enquiries and ensure that a response is forthcoming.

Cllr. N.Campbell-White referenced the rumour that a restriction was being placed on the number of applications being dealt with by site-viewing Sub-committees. District Cllr. P.Mason advised that it is desired to streamline the process and it is now proving to be more difficult to instigate a Viewing Sub-committee in respect of individual Applications. The Delegated Powers process has not changed, but it is no longer an automatic right for an issue to be passed a site Sub-committee.

7. **Parish Transport Representative's Report.**

Charlotte Bailey was not in attendance, she arrived later in the meeting, but she had submitted a written report, which is as per Appendix "B".

This report was read out by the Chairman – there were no questions arising.

a) **Bus Timetables in Bus Shelters.**

Covered within Charlotte Bailey's report, Appendix "B".

8. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T.Threlfall's report is as per Appendix "C".

a) **Tree Preservation Orders – Bridge Hotel.**

Cllr. T.Threlfall advised that all Tree Preservation Orders are in place, details as per his report Appendix "C".

b) **Twyford Meads project – formal opening – article for Parish Magazine.**

Cllr. T.Threlfall had drafted an article for the Parish Magazine and had passed it to Adrian Walmsley for publication. Cllr. Threlfall also advised that Cllr. A.Walmsley would be attending the formal opening of the Twyford Meads Project, representing this Parish Council.

Cllr. T.Threlfall advised the meeting that Chris Corcoran, Chairman of Twyford Parish Council, wants to move the Parish Boundary between the two Parishes. Cllr. Threlfall has advised him that the Ordinance Survey map clearly indicates where the boundary is and as far as Compton and Shawford are concerned, that is where it remains.

Cllr. M.Shaw advised that she had been approached by Mrs Coleman, complaining about the state of the Footpath up from Compton Street.

Action:

Cllr. T.Threlfall to refer the matter to Mrs. Giles, Rights of Way Area Officer South, for action.

9. **Finance and Administration Committee. - Convenor's Report.**

Cllr. N.Campbell-White advised that there was no written report this month as there had not been a meeting of the Finance and Administration Committee.

a) **Parish Accounts - Cheques for payment**

The state of the Parish Council Accounts at the date of this meeting is as per Appendix "D". Cheques for payment were circulated for signatures.

b) **Review of Tenders for the New Pavilion – the next step.**

Cllr. N.Campbell-White invited Mr. Paul Murray to give a presentation on the current situation of the New Pavilion.

Mr. Paul Murray submitted a written report, which is as per Appendix "E".

Paul Murray went on to advise the following:-

He had met with Sport England and Gentle Associates.

The representative from Sport England was happy that the quoted costs are within Market Prices for the project.

It was clear that the Building Committee should revert to the cheaper Contractors to negotiate some cost savings.

Sport England would like to see another £5,000-00 contribution from the Parish Council as a token gesture from the Community.

As a result of the meeting, the four cheapest tenders were requested to provide a cost breakdown.

Negotiations with the two cheapest tenders ensued.

The New Pavilion Building Committee went through all the possible savings identified and agreed upon the minimum list of acceptable savings as specified within Paul Murray's report, Appendix "E".

The two tenders being pursued are from Wilding Butler and BMP.

Savings identified on these are £26,000 and £36,000 respectively.

Sport England are happy to see a contingency figure of £18,000 included.

Resultant quotes are £380,000 and £383,000 respectively.

Agreed:

The Parish Council supports the proposal that the New Pavilion Building Committee submits the quote from Wilding & Butler, in the sum of £380,131-00, to Sport England to ascertain that they will fund the balance of the project.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. J.Vallis

Vote: Unanimous.

Some discussion ensued concerning the Timescale for receiving notification of the results of the submission to Sport England. It was concluded that it would be in the region of four to eight weeks before any results were notified, dependent upon when the Grant Committee sits.

c) Sports Club Licence – Update

Cllr. A.Walmsley advised that details of what was agreed to at the meeting with representatives of the Sports Club on 28th August, was conveyed to the Sports Club via e-mail on 5th September. This was followed by a formal Letter dated 27th September 2002. As a result the Parish Council is waiting for a response from the Sports Club. Some discussion ensued, the main points being:-

A deadline needs to be placed upon the process.

A Lease/Licence needs to be signed by January 2003.

Cllr. N.Campbell-White had been chasing Gordon de-la Mare for a response.

Action:

Cllr. G.Beckett to draft a letter to Gordon de-la-Mare concerning the impact of any delay in concluding the new Lease/Licence would have, and to encourage an early response.

c) War Memorial – vandalism

Cllr. N.Campbell-White advised that there had been further vandalism, somebody had been scratching names etc., (including two sets of initials) on the seating surfaces of the memorial. The police had been informed with little response. The whole issue of vandalism to the War Memorial had been reported to the Daily Echo and an article had subsequently been published. As there had not been any response from Vokes & Beck, Stonemasons, regarding giving definitive dates for the repair work, no progress on achieving repairs had been made.

Action:

Cllr. N.Campbell-White to press Vokes & Beck for definitive dates for the repairs, but if unsuccessful, to contact Blackwell and Moody and initiate repairs. At the same time explain to the Insurance Company the reasons for changing Stonemasons.

General discussion ensued on what can be done to prevent such vandalism:-

Unlikely to be Travellers.

Wider publicity of the problem may be helpful.

There is little the Parish Council can do proactively.

Action:

Cllr. N.Campbell-White to further publicise the issue in the Parish Magazine and Hampshire Chronicle.

d) Third Tennis Court – Planning Permission.

See item 6 above – District Councillor's report. As no response to the letter dated 20th September 2002 had yet been received and as time was becoming critical, the following was agreed:-

Agreed:

If it is determined that Planning Permission does in fact expire in November 2002, the issue be delegated to the Finance and Administration Committee for immediate resolution as necessary.

Vote: By a show of hands – Unanimous.

e) Audit.

Cllr. N.Campbell-White advised that the "Annual Return" had been compiled and Completed by the Clerk. The Internal Audit had been arranged by the Clerk and undertaken on Monday 30th September 2002. No significant issues were identified and the Internal Auditor signed off his part of the Annual return. A Management Letter covering this process is awaited from BKR Haines Watts. On receipt of this

letter, the full Annual Return together with supporting documentation will be sent to the External Auditor in Plymouth. Notices of the Audit have been displayed on the Notice Boards in accordance with legislation.

Cllr. N.Campbell-White expressed his thanks to Mike Langford, the Clerk, for all his work on this matter.

Funds on Deposit at Bank of Ireland.

Cllr. N.Campbell-White advised the meeting that the £100,000-00 Term Deposit at the Bank of Ireland, matures on the 7th October 2002. The following options are open to the Parish Council:-

Roll it over for a further three months at the prevailing rate on the 7th October 2002. (rate as at 1st October is 3.220%)

Place the funds on a one month Term Deposit at the prevailing rate on the 7th October 2002. (rate as at 1st October is 3.080%)

Withdraw the £100,000 from the Bank of Ireland and place the funds on the Parish Council's Flexible Savings Account at Lloyds/TSB pending payment for the New Pavilion.

Agreed:

The Clerk to arrange to "Roll over" the £100,000 Term Deposit at The Bank of Ireland for a further period of three months.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. M.Shaw

Vote: Unanimous.

Freedom of Information Act 2000 – Publication Scheme

Cllr. N.Campbell-White advised that the Clerk had prepared a paper covering the Parish Council's obligations under the Freedom Of Information Act 2000. Cllr. Campbell-White went on to say that there is a significant amount of work associated with this issue and it was not the Clerk's job to undertake such work. This matter should be addressed by the Chairman, or delegated to another Parish Councillor.

The Chairman responded that the Clerk is in a better position to address such matters and if it requires more time then the Council will have to pay the Clerk for it.

Action:

The Clerk's Paper to be circulated to members of the Finance and Administration Committee for consideration and to make recommendations to the Parish Council at the next meeting.

10. Planning Committee. - Convenor's report.

Cllr. M.Bell's report is as per Appendix "F".

a) Applications and decisions.

Applications and Decisions during the month of September are as per Appendix "G".

b) Housing Targets in Winchester Area

This issue is covered within District Councillor C.Bailey's report under Item 6 above.

c) "Housing Strategy Annual Update" – report.

Cllr. M.Bell continues to monitor this issue, a questionnaire has been completed and returned to Winchester City Council.

d) Rural Housing Enabler – presentation.

The "Rural Housing Enabler" is to be invited to attend next month's meeting to give a short presentation – this on the understanding that it will not be site specific.

Action:

Cllr. M.Bell to arrange a short presentation of approximately 15 minutes to be given at the start of next month's meeting which will commence at 7.00pm.

Cllr. M.Bell advised that the Parish Council had received Maps from the Countryside Agency, which outline all common land within the Parish. These had been forwarded to the Parish Council as a Consultee. These maps need to be published within the parish so that all Parishioners have the opportunity to make representation or comment.

Action:

Cllr. M.Bell to arrange for the maps to be made available at the Parish Hall, with notices on all Notice Boards indicating their availability and inviting comment from Parishioners.

Cllr. M.Bell advised the meeting concerning the Outline Planning Application received 1st October 2002, concerning the potential erection of a 5 bedroom detached dwelling at Wychwood, Highways Road, Compton. After general discussion, it was concluded that the Parish Council should oppose this development, primarily as it would constitute an undesirable precedent for the area.

Action:

Cllr. M.Bell to initiate an objection to this Planning Application.

Cllr. J.Millar raised the matter of possible recreational facilities resultant from the Malms development, together with additional parking facilities to relieve the car parking in Shawford Village. This being preferable to just putting money into the Open Spaces Fund.

Action:

Cllr. M.Bell to speak to Winchester City Council, Planning Department, and establish what the position is with regard to the Malms Development contribution to the Open Spaces Fund.

11. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix "H".

(a) Landscaping/screening Tennis Courts.

This issue is covered under item 4 above, Cllr. G.Beckett is to proceed with producing the require specification.

(b) Onyx Environmental Trust – Publicity for new Children's Play Area.

Cllr. M.Shaw advised that the Clerk and Cllr. M.Bell had been attending to this matter. Metal Plaques, publicising the contribution received from Onyx Environmental trust, had been received and will be put up in both play areas. Further plaques would be obtained.

Agreed:

The two metal Plaques to be put up, one in each play area, as soon as possible.

Vote: By a show of hands – Unanimous.

Action:

Cllr. M.Shaw to obtain two plaques for publicising the contributions made by Hampshire Playing Fields, Scottish and Southern Energy, Southern Water, Cranbury Estates and the Parish Council.

(c) Cricket Balls etc., knocked into Play Area – Memorial Playing Field.

This subject is covered under Item 4 above.

(d) Compton Street Play Area – Football pitch repairs.

Covered in Cllr. M.Shaw's report, Appendix "H".

Cllr. M.Shaw emphasised the problem of graffiti appearing all over the new play equipment in the Compton Street Play Area. General discussion ensued, the main points being:-

The graffiti is written using chalk that is naturally occurring in the area.

As it has not rained recently, such graffiti has not been washed away.

The culprits are not known.

Graffiti that appears today may become vandalism tomorrow.

It was considered that involving the Tenants Association would not be appropriate as they do not cover all householders in the area.

There is little the Parish Council can do proactively, the matter will have to be monitored.

Cllr. M.Shaw raised the issue of a Steel Gate at the entrance to the Compton Street Play Area.

Agreed:
Cllr. M.Shaw to include the cost of a Steel Gate in the Playing Fields Management Committee Budgets for next year.
Vote: By a show of hands – Unanimous.

12. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millars report is as per Appendix "I"

(b) Parish Hall – Rent negotiations.

Cllr N.Campbell-White, who was attending to this matter, advised that negotiations had not yet taken place, although an indication of what the Parish Council is seeking had been conveyed to Mrs. Jo Pitt.

Action:

Cllr. N.Campbell-White to undertake negotiations concerning the rent payable by CASCA to the Parish Council, reporting back to the Parish Council at the next meeting.

13. Highways, Byways, M3 and Environment Committee – Convenor’s report.

Cllr. C.Simmons had not submitted a written report, but reported orally.

a. Bus Shelter – Attwoods Drove.

Cllr. C.Simmons had investigated this matter with Cllr. J.Vallis, the main conclusions being as follows:-

Up until recently, people had been using the Post Office Car Port as a shelter during inclement weather.

It was determined that there is sufficient space for a bus shelter.

Discussions with Hampshire County Council indicate that there are no “old Bus shelters” held by them.

Winchester City Council may have some – they will investigate.

It is possible to apply through the Countryside Agency for a 75% grant towards the cost of a new Bus Shelter, if they agree that there is a need.

Information on this Grant process is being forwarded.

Cllr. Simmons and Cllr. Vallis both agree that there is a need.

Action:

Cllr. C.Simmons to continue the investigations and report back to the next meeting.

b. Bench Seats - review.

Cllr. C.Simmons advised the following:-

Frank Smith has been asked to undertake a review of all bench seats within the Parish.

It is known that the bench seats in Hurdle Way , opposite the School and in Attwoods Drove all require significant repair.

Action:

Cllr. C.Simmons to report back at the next Parish Council meeting.

Cllr. G.Beckett advised that he had received a letter from David Jobson, on behalf of the Jubilee Celebration Committee, this is as per Appendix “J”. General discussion ensued, the salient points being as follows:-

Whilst the cost proposed by the Jubilee Committee suggests more than one bench seat could be provided, the jubilee Committee appear to wish to fund one Bench Seat only.

The suggested wording on the Plaque to be fixed to the Bench Seat needs to be more specific.

Where does the Parish Council want this new bench seat installed?

Agreed:

The Parish Council would like the new Bench Seat, donated by spare funds from the Jubilee Celebration Committee, to be installed opposite the School, to replace the one that is broken.

Vote: By a show of hands – Unanimous.

Action:

Cllr. G.Beckett to write to the Jubilee Celebration Committee, stating that the Parish Council would like their donated Bench Seat to be installed opposite the School, to replace the broken Bench Seat, originally donated by the W.I. Additionally, the wording on the proposed Plaque needs to be more specific.

Action:

Cllr. G.Beckett to write to the W.I., informing them that the bench seat that was originally donated by them, which is now broken, is to be replaced.

Cllr. J.Vallis advised that she had been approached about Dog Fouling on the corner of Attwoods Drove, and asked if a Dog Bin could be provided.

Cllr. C.Simmons advised that Winchester City Council will not provide Dog Bins unless a very strong case for its need is proven. However, this can be reviewed again.

Action:

Cllr C.Simmons to approach Winchester City Council enquiring if they will install a Dog Bin on the corner of Attwoods Drove.

14 Parish Appraisal

Cllr. M.Bell read out a directive concerning the utilisation of a Parish Appraisal in the deliberations undertaken by Winchester City Council, Planning Department. It becomes evident that, as such an appraisal needs approval of Winchester City Council Planning Department before it can be adopted, it is unlikely to gain such approval if it promotes development policies contrary to those of the Planning Authority. Therefore, the use of such a document, as originally envisaged, as a tool to oppose W.C.C.'s interpretation of PPG3, seem now not to be possible.

Cllr. G.Beckett advised that he is loathe to remove the issue of a Parish Appraisal from the Agenda and would revert to the next Parish Council meeting.

15. Compton Post Office

Cllr. J.Vallis reported as follows:-

The Post Office licence has been revoked, consequently the Post Office is now closed permanently.

The opening hours of the Shop have been drastically reduced, now mornings only.

The shop will concentrate primarily on the sale of newspapers and cards – groceries etc., to be eliminated.

Winchester City Council, as landlord, have no powers to intervene, providing that the downstairs area is not used for residential dwelling.

A lease is held by the tenant, which has five years to run.

The rent is fully paid.

It has been reported to Cllr. Vallis that the local Farmers want a Community Store.

Mr Haig says he wants to establish a Farm Shop.

Investigations indicate that buildings in Place Lane may be suitable. However, this was thought to be unlikely as car parking would be a problem.

The Parish Council can do nothing on this issue but will watch events with interest and assist and support where it can in the establishment of a village shop.

16. Travellers – preventative action in all the Parish.

A letter had been received from Hampshire County Council, Countryside Services, dated 27th September 2002, which is as per Appendix "K". This letter covers four issues as follows:-

1) Dog Fouling on Shawford Down.

It is proposed to install Dog Bins on Shawford Down and their use will be more proactively enforced. This was welcomed by the Parish Council.

2) Travellers.

It is proposed that Height Restriction Barriers will be installed at the entrance to the car park at the top of Shawford Down. This to deter the recurrence of travellers staying there and to eliminate the resultant cost of cleaning up the site

after they leave. Whilst the Parish Council had previously opposed such Height Barriers on the grounds of visual intrusion, some elements in the Parish are now in favour. The concerns expressed were that if travellers were prevented from accessing one part of the Parish, they may well go elsewhere within the Parish and be far more detrimental to the area. However, it was concluded that the Parish Council were not able to oppose the installation of the Height Barrier.

3) Sycamore Trees along Station Road, Shawford.

The Sycamore Trees along Station Road, Shawford, are to be felled due to safety reasons. Some species of scrub will be left where their growth will not impinge on the road.

Action:

Mrs P.Caffyn, of the Shawford Village Residents Association, will advise appropriate residents of this action by Hampshire County Council.

4) The Road to the Malms.

Clarification as to the ownership of the road to the Malms was emphasised to avoid any further confusion between the developer and Winchester City Council, Planning Department.

Action:

Cllr. G.Beckett to draft a letter to Hampshire County Council, Countryside Service, responding to points 2 and 3 and at the same time noting points 1 and 4.

17.

Web Site – Charges from Hampshire County Council.

Cllr. A.Walmsley referred to an Invoice received from Hampshire County Council in the sum of £75-00 plus VAT, which was for the provision to the Parish Council of the “virtual server” in connection with the Parish Council’s web site. The points raised were as follows:-

The use of Hampshire County Council for providing a “host” service for our web site was on the understanding that it was a “community service” free of charge.

We have never been charged for this service in the past.

No notification of the introduction of this charge has been received.

The period of the charge imposed is for this financial year, therefore we are being charged retrospectively (in part).

There is no budget to pay such charges.

Agreed/Action:

Unanimously agreed that Cllr. A.Walmsley will draft a letter to Hampshire County Council challenging this imposed charge for this financial year, with a view to re-assess the position for next year.

A.O.B.

I. Cllr. A.Walmsley advised that the Editor of the Parish Magazine wishes to give up the job. Whilst this is not immediate, any suggestions for a replacement Editor would be welcomed. It was accepted that this is a Parochial Church Council issue, but any assistance that Parish Council can give would be appreciated.

II. Cllr. C.Simmons had received, in the nicest possible way, a complaint over the condition of the Churchyard. Cllr. G.Beckett had also received an unconnected complaint, the details of which together with response were in the correspondence file. Mr David Odie, Chairman of the Graveyard Committee, was responsible for this issue and it was stated that remedial work is in hand.

18.

Date of Next Meeting.

5th November 2002 at **7.00pm.**

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 5th November 2002 in the Compton Room, Shawford Parish Hall, starting at 7.00pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs. M.Shaw.
Mrs C.Simmons Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey
District Councillor Peter Mason
1 Member of the Public

1. **“Affordable Housing” – presentation Gordon Richardson, Rural Housing Enabler.**
The Chairman, Cllr.G.Beckett, introduced Mr. Gordon Richardson who briefly advised the meeting of the following:-

He has been “on seat” for approximately five months.

His function is funded 50% by The Countryside Agency, 25% by The Housing Corporation and 25% by six rural local authorities.

A problem of housing people in rural areas has been identified.

With the average cost of Houses in the area being approximately £171,000 and average incomes only £25,000, people are being forced to move out of the area.

The “Right to Buy” legislation adds to the problem in that many Council Houses are no longer available to rent. However, any development resultant from this initiative would be excluded from the “Right to Buy” issue.

The “Rural Housing Enabler” would usually only involve himself in villages with a population of in excess of 3,000.

The “Rural Housing Enabler” helps Parish Councils to address this problem via the following:-

1. Undertaking a survey (free of charge to the Parish Council) to identify the need within the Parish.
2. Help the Parish Council to identify suitable pieces of land for development.
3. Assist in negotiations with Landowners and District Planning Authorities.

The “Rural Housing Enabler” would be pleased to give a public presentation to parishioners who may be affected by any development arising out of this initiative.

Previous investigations into this matter met with obstruction from the owner of the most suitable sites in the area, Hampshire County Council. Things have now changed and it is understood that they may be more receptive than previously.

Subsequent to the presentation, general discussion took place with the following being agreed:

Agreed:

1. The intention of the Parish Council to investigate the potential of an “Affordable Housing Project” within the Parish be publicised in the Parish Magazine and on the Notice Boards.
2. A survey of the “Affordable Housing” needs within the Parish, be undertaken.
3. Identification of possible sites for “Affordable Housing” within the Parish be undertaken.

Action:

Cllr. M.Bell to write to Gordon Richardson, thanking him for the presentation and to initiate the above agreed project.

2. **Correspondence - circulated to all members for their response.**
The correspondence file containing the correspondence for the month of October 2002 was circulated to all Councillors.
3. **Apologies for absence.**
Cllr Mrs. J.Vallis.

4. **Minutes** - To approve the minutes of the meeting held on 1st October 2002 (as circulated)
There were no amendments/changes to the minutes of the meeting held 1st October 2002, accordingly the chairman signed those minutes as being a true record of that meeting.

5. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Action Points: Cllr. N.Campbell-White outlined proposals for a new methodology for handling outstanding actions, as follows:

Current practice has proven to be time consuming during meetings.

Outstanding Actions, as presently referenced, can "slip through the net".

A database has been constructed by the Clerk from which reports will be obtained before the meeting, which identifies each Councillor's outstanding actions.

This should prove to be a comprehensive list.

At each meeting, reference to this list will result in its amendment or acceptance of being a true record of all outstanding actions.

The "Outstanding Actions – Circulation List" had been circulated to all Councillors prior to this meeting. Some discussion ensued – particularly in respect of the issue of the railway embankment – see Cllr. T.Threlfall's report, item 9 below.

Agreed:

An "Outstanding Action – Circulation List" report be circulated to all Councillors prior to the monthly Parish Council Meeting for acceptance, with amendments if requested and agreed, at that meeting as being a true record of outstanding actions as at the date of the meeting.

Vote: By a show of hands – Unanimous.

The accepted "Outstanding Actions" **as at the date of this meeting and subsequent to this meeting**, is as per Appendix "A".

Matters arising: Cllr. A.Walmsley noted that Paul Murray's New Pavilion Building Committee should be submitting a report, but the issue is not on the Agenda for this meeting.

Cllr. G.Beckett advised the meeting that the results of the Lottery Grant application should be known on the 17th December 2002. If the grant application is successful, then the Parish Council would like to approve the contracts to build at the February 2003 meeting. If unsuccessful, the whole issue will be back in "the melting pot".

In addition, Cllr Becket advised the meeting that Paul Murray's Committee were organising two fundraising events. One of these is an event at the Concorde Club where it is hoped to raise approximately £6,000. Unfortunately, this event is scheduled to be held on the first Tuesday in March 2003, the 4th March 2003. In order to allow Parish Councillors to attend this event, the question of exceptionally moving the Parish Council meeting to an alternate date was discussed.

Agreed:

The March 2003 Parish Council meeting be exceptionally moved to Wednesday 5th March 2003. If this date cannot be facilitated by availability of the Compton Room in the Parish Hall, the meeting be moved to the following Tuesday.

Proposed:- Cllr.A.Walmsley

Seconded:- Cllr. M.Bell

Vote:- Unanimous.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no questions arising.

The Meeting will be re-opened.

6. **County Councillor's Report.**

County Councillor Ann Bailey had not prepared a written report, but reported orally on the following:-

1. M3 Noise project.

A meeting with the leader of the Council is being arranged

A date is awaited.

Parish Councillors from Compton and Shawford as well as Otterbourne will be involved.

2. Highways Road

Letters of objection covering the proposed development.

As the proposed development is so close to the Motorway, a "noise survey" is needed.

It is uncertain what the Planning Departments do about noise pollution.

3. Website query

Await a letter from Lyn Cox regarding the charging for the Parish Council's Web Site.

4. Poles Lane – Speed Limit

Residents of Poles Lane have requested implementation of speed limits along Poles Lane.

Proposed to wait for the Otterbourne Traffic Calming project to be completed before initiating anything in Poles Lane.

Proposals will be advised to the Parish Council in writing.

5. Waste Training Day

This is a Natural Resource Initiative.

The aim is to encourage the creation of Recycling Businesses

A new Recycling Centre at Alton has opened.

This could possibly result in redirect the amount of Recycling away from Otterbourne.

Questions were raised concerning the proposals to implement Speed Limits along Poles Lane, it was felt by some Councillors that things were alright as they are and we do not need more state intervention.

Cllr. G.Beckett advised that the Parish Council would await receipt of the written proposals and respond as Statutory Consultees at that time.

7. **District Councillor's Report.**

District Councillor Charlotte Bailey's report is as per Appendix "B".

Cllr. M.Bell asked if the reported statement from the office of John Prescott, Deputy Prime Minister, was true or was it only a rumour in that the requirements of PPG3 do not apply to plots of land of less than 1 hectare.

District Councillor did not know whether this was only a rumour or not.

Action:

District Councillor Charlotte Bailey to investigate whether it is correct that PPG3 does not apply to plots of land of less than 1 hectare.

8. **Parish Transport Representative's Report.**

Charlotte Bailey's report is as per Appendix "C".

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T.Threlfall's report is as per Appendix "D"

The issue of the rumour of Rail track cutting down all the trees along the railway embankment was discussed at some length.

Action:

Cllr T.Threlfall to investigate the validity of this rumour and if found to be true to make representations to ensure some of the deciduous trees are left and the tree removal is selective.

The issue of the Footpath from Hurdle Way to Compton Street has been raised again by Mrs Olsen. Whilst this matter had been reported to Mrs. Giles, Rights of Way Area Officer South, the matter will be re-addressed. In respect of this particular Footpath, it is not clear whose responsibility it is with regard to its maintenance. It may be Hampshire County Council or the local Farmer.

Action:

Cllr. T.Threlfall to further investigate the matter of the footpath from Hurdle Way to Compton Street.

a) Budget of £1,000 – availability.

Some discussion on this matter ensued and it was made clear that responsibility of undertaking work in respect of Footpath Maintenance should be undertaken by the appropriate authorities, most notably Mrs Giles, Rights of Way Area Officer South. Accordingly, the £1,000 budget appears not to be required.

Agreed:

The £1,000 budget currently allocated to “Footpaths” be left, but not used. It will be taken into reserves at year-end.

Vote: By a show of hands - Unanimous.

Cllr. T.Threlfall expressed his thanks to Cllr. A.Walmsley for attending the opening of the Twyford Meads Project.

10. **Finance and Administration Committee. - Convenor's Report.**

Cllr. N.Campbell-White's report is as per Appendix “E”.

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the date of this meeting is as per Appendix “F”. Cheques for payment were circulated for signatures.

b) Freedom of Information Act 2000 – Publication Schemes.

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

c) Sports Club – new Lease/Licence.

Since the production of his report, Cllr. N.Campbell-White has had further discussions on this topic which now makes it necessary for the Finance and Administration Committee to further deliberate on the Lease/Licence as submitted to the Parish Council by the Sports Club.

Agreed:

The Finance and Administration Committee to complete discussions and reach agreement with the Sports Club over the Lease/Licence, submitting that final document to the Parish Council's Solicitors for legal approval and report back to the full Parish Council when completed, before signing.

Vote: By a show of hands - Unanimous.

Action:

Cllr. N.Campbell-White to convene a meeting of the Finance and Administration Committee for the purpose of agreeing the final draft of the new Lease/Licence and to submit the resultant document to the Sports Club for acceptance, prior to submitting it to the Parish Council's Solicitor for legal verification.

c) Planning permission – Third Court/New Pavilion access.

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

d) Job Descriptions for Convenors

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

e) Risk assessment – Annual procedure for compliance with Audit.

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

f) War Memorial – Vandalism to stone cross

i. Update

ii. Future preventative measures.

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

g) Action points on P.C.Minutes – monitoring.

Covered within Cllr. N.Campbell-White's report, Appendix “E”, and also referenced under item 5 above.

h) Budgets for 2003/2004

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

i) Remembrance Service.

Covered within Cllr. N.Campbell-White's report, Appendix “E”.

Cllr. N.Campbell-White's report, Appendix “E”, also references the Clerk's Salary.

Agreed:

The Clerk's salary be increased, in line with national scale as advised by HAPTC, by implementation of scale SCP 17 as from 1st April 2003, which equates with an annual increase of £286-00 p.a.

Proposed:- Cllr. N.Campbell-White

Seconded:- Cllr. M.Shaw.

Vote:- Unanimous.

11. **Planning Committee. - Convenor's report.**

Cllr. M.Bell's report is as per Appendix "G".

a) **Applications and decisions.**

Applications and Decisions for the month of October 2002 are as per Appendix "H" General discussion on two Applications took place, the main points being as follows:-

Alswitha – ID109 – Objection submitted, details in the report, Appendix G.

Land adjacent to the Merries – ID 108 –Comments submitted, details in the report, Appendix "G".

Some further discussion ensued on this latter issue, the salient points being as follows:-

Cllr. G.Beckett declared an interest in that his land backs onto the plot of land proposed for this development.

Cllr. M.Bell had had further thoughts concerning this application

- The proposed development not necessarily acceptable under the "local Plan.
- The Planning Policy of EN1 still is in force, therefore the site should be deemed to be unsuitable.
- Accordingly, the proposal should not be acceptable.

Concerns as to the noise pollution from the adjacent M3 Motorway need to be addressed

The Access roadway appears to be very narrow.

Highways Road, the road leading to the proposed new access road, is not adopted and may be unsuitable for the proposed development traffic.

Action:

Cllr. M.Bell to submit further comments on this Application, such comments resulting from this Parish Council meeting, based upon Cllr. Bell's further thoughts of the application of EN1 and the possible irrelevance of PPG3. Additionally the matter of noise pollution and access roads to be raised.

Vote: By a show of hands – Unanimous.

b) **Dibden Bay – Report.**

Covered within Cllr. Bell's report appendix "G". The subject continues to be addressed.

c) **Malms development – contribution to Open Spaces Fund.**

Cllr. Bell advised the meeting that there is doubt concerning the Malms development going ahead. However, should it proceed, then £21,605 would be deposited in the Winchester City Council Open Spaces Fund for the Parish of Compton and Shawford. 5% of this sum would be retained by Winchester City Council for administration costs. These funds would be earmarked for use for Play Areas and Sport. If the developer includes facilities for Play and/or Sport, then the amount deposited could be reduced.

An issue being considered by Cllr. Bell is the development of a Parish Council Policy in respect of Planning matters. An initial draft of a Policy Statement is as contained within Cllr Bell's report, Appendix "G".

It was generally agreed that the development of such a Planning Policy was a sensible idea and the detail of such a Policy Statement would evolve over time.

12. **Playing Fields Management Committee. - Convenor's report.**

Cllr. M.Shaw's report is as per Appendix "I".

Arising from her report, Cllr. Shaw raised the issue of replacement Goal Posts in the Compton Street Play Area and asked if the Parish Council would be prepared to support such a proposal. The Chairman advised Cllr. Shaw to include such expenditure in her proposed budget for next year where it would be considered.

Again, in respect of Compton Street Play Area, Frank Smith is currently repairing the entrance gate. The expenditure on a new metal gate will be included in next year's Budgets.

With regard to the issue of the Liquidamber tree on the Memorial Playing Field, Richard Morris has quoted £480 for its removal and replacement.

Action:

Cllr. M.Shaw to obtain a second quote for this work, in accordance with Financial Transaction Procedures. Subsequently, a decision to proceed with the appropriate quote will be made by the full Parish Council as such expenditure has not been Budgeted.

The deep hole dug in the Memorial Playing field, referenced in Cllr. Shaw's report, was specifically raised as investigations into who dug it do not identify the culprits.

Action:

Cllr. A.Walmsley to raise the matter with the New Pavilion Building Committee to establish if any of the contractors were responsible and why.

It has been reported that Mice or Rats have left "droppings" in the existing pavilion. Access by such rodents appears to have been through a hole.

Action:

Cllr M.Shaw to draft a letter to the Sports Club requesting them to cover the offending hole and to ensure that no foodstuffs are left on the premises.

The issue of the broken windows in the Storage Shed on Memorial Playing Field was raised in that it is required that they be boarded up.

Action:

Cllr G. Beckett to draft a letter to the Sports Club, authorising them to board up the broken windows.

The issue of "Weed Control" and "Spiking" on the Memorial Playing field was raised. It was generally accepted that if the Tenant had not complained or requested such work, then such work should not be initiated by the Parish Council.

(a) Landscaping/screening Tennis Courts.

Cllr G.Beckett outlined the position in respect of this issue, the main points being as follows:-

The Tennis Club needed to resurface the existing two tennis courts.

Such resurfacing would result in the height of the courts being raise by some 9 inches.

This gave cause for Residents in one household neighbouring the Tennis Courts to request some form of screening to maintain privacy.

Agreement with the Tennis Club on the resurfacing, as requested by the Tennis Club, was given by the Parish Council on the understanding that the Tennis Club would undertake the required screening.

The resurfacing was completed.

Specifications for the screening were given to the Tennis Club by the Parish Council.

Subsequent to receiving the Screening Specification from the Parish Council, the Tennis Club has written to the Parish Council, their letter as per Appendix "J".

It is the planting of "Prunus Padus" trees between the Tennis Courts and the boundary of neighbouring properties that the Tennis Club now rejects.

Discussion ensued, the salient points being as follows:-

- o Although an undertaking has been given to the Parish Council, if there is a safety issue involved as a result of the Parish Council's specification, then the Tennis Club are right to bring it to the attention of the Parish Council.

- o The Specification stipulates a type of tree that already exists in the vicinity and would not present any additional significant problems.

Action:

Cllr. G.Beckett to draft a letter to the Tennis Club requesting them to provide their alternate proposals and at the same time to state that the Parish Council accepts no Liability.

(b) Onyx Environmental Trust – Publicity for new Children’s Play Area.

This issue had now been completed by the publication of articles in the Evening Echo and Hampshire Chronicle. In addition, the Publicity Agent for Onyx Environmental Trust had undertaken an exercise on the subject.

(c) Plaques – publicising donations to the two Play Areas.

The “Onyx Plaque” on the Play Area at Memorial Playing Field has been installed. The one for the Compton Street Play Area will be soon.

With regard to plastic plaques identifying other contributors to the two Play Areas, enquiries have revealed that the cost would be £40-00 per plaque.

Agreed:

The Playing Field Management Committee are authorised to commit to the expenditure of £40-00 per plaque, on two plaques to be installed, one in each Play Area.

Vote: By a show of hands – Unanimous.

Action:

Cllr. M.Shaw to arrange purchase of two plastic plaques, identifying the contributors to the two Play Areas and to install them as soon as possible.

(d) Cricket Balls etc., knocked into Play Area – Memorial Playing Field.

Whilst this issue has been recorded as an Outstanding Action, no progress has been made. General discussion covered the following points.

The perceived danger had been advised to the Parish Council’s Insurers.

No specific action had been request of the Parish Council by the Insurers.

Accordingly, the Parish Council cannot be seen to be negligent.

The placing of notices, warning users of the Play Area of the potential danger of incoming cricket balls etc., is not seen as being of any benefit.

Agreed:

The Parish Council to put up notices warning users of the Children’s Play Area on Memorial Playing Field, of the danger of incoming Cricket Balls etc.

Proposed:- Cllr. A.Walmsley

Seconded:- There was no seconder for this proposal

As a result, the proposal “fell” and therefore no further action will be taken on this subject.

(e) Compton Street Play Area – Football pitch repairs.

Covered within Cllr. Shaw’s report, Appendix “I”.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar’s report is as per Appendix “K”.

Concern was expressed over the minimal finance reserves that CASCA have been operating under. Also, it was noted that the Parish Council pay for hire of the Compton Room for its monthly meetings, in advance. No other group pay for such hiring in advance. The Parish Council’s bill was to be paid subsequent to this meeting, albeit one month late but still in advance covering the next five months.

(b) Parish Hall – Rent negotiations.

Cllr. N.Campbell-White advised that Negotiations are continuing. CASCA’s management had requested the Parish Council’s position to be put in writing for consideration.

14. Highways, Byways, M3 and Environment Committee – Convenor’s report.

Cllr. C.Simmons had not submitted a written report, but reported orally on the following issues.

a. Bus Shelter – Attwoods Drove.

Cllr. Simmons outlined her investigations to date as follows:-

There are no second hand Bus Shelters available.

A need for a bus shelter at the corner of Attwoods Drove has been confirmed.

A new one costs in the region of £3,500 – this is understood to be “vandal proof”.

The proposed siting of the bus shelter in question necessitates it being “vandal proof”.

Grants can be obtained for up to 75% of the cost of a new bus shelter.

Accordingly, the Parish Council would have to fund 25% of the cost – approximately £900.

A figure of £900 will have to be included in next year’s budget.

Expenditure of £900 from next years budget can be voted upon next year.

A letter from Ron Yates, Chairman of the Tenants Association, has been received, requesting an update on this issue.

Action:

Cllr. C.Simmons to initiate the application for a grant of 75% of the cost of a new bus shelter.

Action:

Cllr. C.Simmons to draft a letter, responding to the letter received from Ron Yates, Chairman of the Tenants Association, outlining the present position.

b. Bench Seats - review.

Cllr. C.Simmons advised that Frank Smith has completed the repair of two Bench Seats at a cost of £50-00. The issue is therefore completed, apart from the Jubilee Memorial Bench Seat proposal.

c. Dog Bins – Attwoods Drove.

Cllr Simmons advised the meeting that Caroline Barnes of Winchester City Council, had undertaken an inspection and as a result could not justify the installation of Dog Bins in Attwoods Drove. However, she has put up notices in Attwoods Drove, drawing the attention of dog owners to the fact that it is their responsibility to clean up any mess left by their dogs. This issue is therefore completed.

15 **Parish Appraisal**

Cllr. G.Beckett advised the meeting as follows:-

This issue is considered “moribund”, because:-

- 1) To have any weight in planning matters, the appraisal must have prior approval of the Planning Department.
- 2) It is considered unlikely that the Planning Department will approve a document that proposes the planning policies desired by local residents.

It is considered unlikely that the Planning Department will approve such a document.

Agreed:

The matter of a “Parish Appraisal” be removed from the Agenda for the Parish Council, at least until the completion of the New Pavilion Project.

Vote: By a show of hands – Unanimous.

Any Other Business.

Retirement of the Rector.

Cllr. G.Beckett advised the meeting that the Rector is to leave the Parish and a Farewell Party is to be held at 7.30pm on Monday 18th November 2002 at the school in Otterbourne. All Councillors are welcome to attend.

W.D.A.P.C.

Cllr. N.Campbell-White advised the meeting that he had been attending meetings of the W.D.A.P.C. Nothing of note had arisen.

16. **Date of Next Meeting.**

3rd December 2002 at 7.15pm.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 3rd December 2002 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs. M.Shaw.
Mrs C.Simmons Mr. T.Threlfall, Mrs. J.Vallis, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey
District Councillor Peter Mason
O Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of October 2002 was circulated to all Councillors.
2. **Apologies for absence.**
Police Constable Mark Smith
County Councillor Ann Bailey.
3. **Minutes** - To approve the minutes of the meeting held on 1st October 2002 (as circulated)
There were no amendments/changes to the minutes of the meeting held 5th November 2002, accordingly the chairman signed those minutes as being a true record of that meeting.
4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points subsequent to this meeting are as per Appendix "A". The Chairman, Cllr. G.Beckett, asked members if the new method of reporting "outstanding actions" was acceptable and of benefit. The general consensus was that it was and thanks were expressed to Mike Langford who devised the new methodology.

There was no discussion on any outstanding action point other than what was contained within Convenor's Reports. The additional Action point of "Job Descriptions" was requested to be added to the Finance and Administration list of outstanding action points.

Action:

The Clerk to add the subject of "Job Descriptions" to the list of outstanding action points, to be the responsibility of Cllr. N.Campbell-White of the Finance and Administration Committee.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There being no members of the Public in attendance, there were no questions or submissions to be addressed.

The Meeting will be re-opened.

5. **Police Report.**
P.C. Mark Smith was not in attendance, but had previously submitted a written report which is as per Appendix "B"
6. **County Councillor's Report.**
County Councillor Ann Bailey was not in attendance, but had previously submitted a written report which is as per Appendix "C"
7. **District Councillor's Report.**
District Councillors Charlotte Bailey's and Peter Mason's report is as per Appendix "D".
 - a) PPG3 applying to plots of land of less than 1 hectare.
Covered within District Councillor Charlotte Bailey's report, Appendix "D".

Significant discussion took place on the subjects of "PPG3 applying to plots of land of less than 1 hectare" and the "Mawdlam Lodge Appeal". With regard to this latter issue, Cllr. G.Beckett will take soundings as to the likely numbers of people who will wish to attend the appeal and if they will make representations.

Action:

Cllr. G.Beckett to identify approximate numbers of people wishing to attend the Appeal and who will make representations, advising District Councillor Charlotte Bailey of his findings.

Questions were raised concerning the "Housing Monitoring Report" and its inclusion in the "Urban Capacity Study" and "Winchester Local District Plan". District Councillor Charlotte Bailey made it clear that these are three entirely separate reports. The "Urban Capacity Study" may have additions included if requested from the "Housing Monitoring Report". The "Housing Monitoring Report" is produced every 1 year and the "Urban Capacity Study" is produced every 5 years.

8. Parish Transport Representative's Report.

Charlotte Bailey's report is as per Appendix "E".

District Councillor Peter Mason expressed concern of the new procedures whereby the day-to-day maintenance of roads within the District is being passed from Hampshire County Council to Winchester City Council. Time will tell as to the effectiveness of this new arrangement.

The Aide Memoir referenced in Charlotte Bailey's report will be made available to all Parish Councils.

9. Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall's report is as per Appendix "F".

a) Tree clearance along Railway embankment.

A letter had been received from Railtrack concerning the issue of rumoured tree and scrub clearance along the Railway embankment. It has now been confirmed that only a 1 metre wide strip along the fence line will be cleared to eliminate encroachment. At present it is uncertain as to when this work will be carried out. It is understood that the affected residents are happy with this proposal. The letter from Railtrack, dated 19th November 2002, is held on file.

Action:

The Clerk to write to the resident who initiated investigations into this subject, explaining the current situation.

b) Footpath from Hurdle Way to Compton Street.

The Issue of the state of the footpath from Hurdle Way to Compton Street has been reported to Mrs. Giles, Rights of Way Area Officer South, and it is anticipated that appropriate action will take place in due course. No definitive date for such work can be given by Mrs. Giles, it could be up to one year hence. Cllr. Threlfall will monitor the situation.

10. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White's report is as per Appendix "G".

a) Parish Accounts - Cheques for payment.

The state of the Parish Council Accounts at the date of this meeting is as per Appendix "H". Cheques for payment were circulated for signatures.

b) Lease of Proposed New Pavilion to Sports Club – update.

Covered within Cllr. N.Campbell-White's report, Appendix "G". Further discussion ensued, the salient points being as follows:-

The Finance and Administration Committee are now waiting to receive comments from the Sports Club on the amendments put forward by the Finance and Administration Committee.

Paul Murray is concerned that this procedure does not delay the signing of Tender contracts.

The 17th December 2002 is the date on which the Parish Council will be advised as to the success, or otherwise, of the Lottery funding application.

Assuming success, it is desirable that the new Lease for the Sports Club be signed in February 2003 at the latest.

Assuming consensus of agreement between the Parish Council and the Sports Club, then the proposed document must be put through the Solicitors for legal ratification.

Due to past experience, it is planned to obtain quotation for the legal work from three Solicitors, which in itself may cause a possible delay.

The question of VAT has yet to be resolved.

VAT on the construction and VAT on the rent is to be treated as two separate issues.

Assuming VAT is to be paid on the construction, a shortfall of approximately £60,000 is envisaged if the refund of VAT is delayed in any way. It's a question of "cash-flow", regular monthly refunds of VAT would alleviate the situation.

VAT on the rent is perceived to be a problem only during the construction period when the VAT threshold is exceeded.

Now is a good time for Councillors to review the proposed lease as it currently stands, in order to eliminate any differences of opinion at a later date.

Agreed:-

The subject of completing the Lease negotiations with the Sports Club, the selection and submission to an appropriate Solicitor, together with resolution of the VAT question to be delegated to the Finance and Administration Committee for resolution.

Proposed: Cllr. J.Millar.

Seconded: Cllr. M.Shaw.

Vote: Unanimous.

Action:-

Cllr. N.Campbell-White to communicate with the Customs and Excise to obtain a ruling on the VAT issue, preferably such ruling to be in writing.

Action:-

All Councillors to review the proposed Lease as it now stands, in order to eliminate any possible delay in its signing. The proposed lease to be obtained from the Clerk or any member of the Finance and Administration Committee.

c) Freedom of Information Act 2000 – Publication Schemes.

Covered within Cllr. N.Campbell-White's report, Appendix "G".

Agreed:

The Parish Council approves the "Publication Scheme" for Compton and Shawford Parish Council as recommended by the Finance and Administration Committee.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. J.Millar.

Vote: Unanimous.

Cllr. N.Campbell-White expressed his thanks to the clerk for his preparatory work on this subject.

d) Job Descriptions for Convenors

Cllr. N.Campbell-White advised the meeting that only one submission had been received to-date. Accordingly the action as referenced under item 4 above was requested.

e) War Memorial – Vandalism to stone cross – update

Covered within Cllr. N.Campbell-White's report, Appendix "G".

f) Budgets for 2003/2004.

Covered within Cllr. N.Campbell-White's report, Appendix "G". In addition some discussion took place, the main points were as follows:-

A first Draft budget had now been prepared, copies of which had been circulated to the Finance and Administration Committee.

This has yet to be reviewed by that committee.

Initial analysis of the draft Budget indicates an increase of the Precept by 17%.

A degree of discomfort with such a high level of increase was expressed.

Such an increase would require sound reasons to support it.

With the New Pavilion Project, an increase must be expected.

Agreed:-

The Finance and Administration Committee to review the proposed Budget for the Financial year 2003/2004 and endeavour to reduce the anticipated increase to only 10% approximately.

Vote:- By a show of hands, Unanimous.

Action:-

Cllr. N.Campbell-White to convene a meeting of the Finance and Administration Committee, to review the proposed Budget with a view to reducing the anticipated increase in Precept to approximately 10% and submit the resultant Budget and Precept proposal to the January Parish Council Meeting for ratification.

g) Gyoursy Self (Structural Engineers) Invoice - £630.

Cllr. N.Campbell-White explained the situation concerning this invoice, as follows:-

The quotation for Structural Engineering services in the sum of £4200 from Gyoursy Self was accepted by the Parish Council in April 2002.

Pre Tender costs apportioned to Structural Engineering payable to Gyoursy Self were estimated by Gentle Associates to be £3200, of which £3150 has already been paid.

All pre Tender costs were expected to be paid out of the £15040 donated by the New Pavilion Building Committee, therefore no additional sums were anticipated to be paid out of Parish Council funds for pre Tender work.

This sum of £630 was in addition to the pre Tender costs for Structural Engineering work expected from Gyoursy Self. Accordingly, this sum is in addition to the £15040 donated by the New Pavilion Building Committee and therefore would have to be paid out of Parish Council Funds.

The work has been done and the invoice has to be paid. It is within the original quotation of £4200.

The delay in the project due to Gentle Associates getting the anticipated Project Cost wrong, has contributed to this situation.

Agreed:-

The invoice for £630, payable to Gyoursy Self for Structural Engineering Services, to be paid out of Parish Council funds, budgeted for within the 2002/2003 Budget for the New Pavilion Project.

Proposed:- Cllr. N.Campbell-White

Seconded:- Cllr. G.Beckett

Vote for:- 7

Vote against:- 0

Abstentions:- 2.

11. Planning Committee. - Convenor's report.

Cllr. M.Bell's report is as per Appendix "H".

a) Applications and decisions.

Planning Applications and Decisions for the month of November 2002 are as per Appendix "I".

Discussion took place on the Appeal being lodged by Lady Hoddinot concerning the planning application that was refused at Mawdlam Lodge. The main points were as follows:-

The Parish Council supports the Urban Capacity Study as now understood and therefore considers that the earlier objection on the erection of two dwellings should be withdrawn.

The appeal is against the refusal of Winchester City Council allowing the construction of two dwellings in the garden of Mawdlam Lodge, the planners

advocating a higher density (greater number of dwellings) as demanded by PPG3.

Two dwellings is reasonable rather than the higher density advocated by PPG3.

EN1 allows for two dwellings on a site such as this, but this may be withdrawn under the new Local Plan.

It is appropriate for the Parish Council to amend its position in view of subsequent events and decisions and support Lady Hoddinot in this appeal.

Some local Residents neither support or object to this development, whilst others object to any development of this nature, a position which is considered untenable.

Feedback from local residents is expected subsequent to a Residents Association meeting being held on 5th December 2002.

If this appeal is successful, then a useful precedent is created for use in other similar proposals in the future.

Action:-

Cllr. M.Bell to respond to the Notification of Appeal, giving the Parish Council's support for the lowest proposed density of development.

b) Dibden Bay – Report.

Referenced under Cllr. M.Bell's, Appendix "H". The views of the Parish Council were sought on the further objection as requested by Mr Boundy concerning the anticipated increase in rail traffic.

Agreed:-

The general consensus of the meeting was that the comments already submitted were sufficient and that further objection on the anticipated increase in rail traffic would not be appropriate.

Action:-

Cllr. M.Bell to draft a response to Mr. Boundy concerning the Parish Council's position on the question of anticipated increased rail traffic.

c) Affordable Housing – update.

Referenced under Cllr. M.Bell's report, Appendix "H". Some discussion took place on moving forward with this subject and identifying possible sites, which could be included in a survey of potential "Affordable Housing Sites".

Agreed:-

Mr. Richardson to be requested to undertake a survey into identifying potential sites suitable for Affordable Housing developments.

Vote:- By a show of hands, Unanimous.

Action:-

Cllr. M.Bell to request Mr.Richardson to initiate a survey into identifying suitable sites for Affordable Housing Development.

d) Planning "Policy Statement".

Issue not discussed.

The issue of the "**Conservative Group Planning Committee – suggested change**" was raised by Cllr. M.Bell, details within his report Appendix "H".

Action:-

Cllr. M.Bell to respond to the questionnaire in a positive manner.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix

(a) Landscaping/screening Tennis Courts.

Cllr. M.Shaw reported that no action on this issue had been undertaken by the Tennis Club other than rejection of the Parish Council's specification of required planting. General discussion took place, the main points being as follows:-

The Tennis Club had agreed to undertake any required screening of neighbouring properties subsequent to the resurfacing of the existing Tennis Courts, resulting in a height increase.

The Parish Council had forwarded to the Tennis Club a specification of the required screening.

The Tennis Club has rejected that specification and appears to be "back pedalling" on their previous undertaking.

Cllr. G.Beckett felt let down by the Tennis Club in their apparent reluctance to conform to the previously made agreement.

A letter to the Tennis Club requesting their proposals had been sent on the 27th November, a response is awaited.

(b) Plaques – publicising donations to the two Play Areas.

Cllr. M.Shaw advised that these plaques have been ordered and their delivery is awaited.

(c) Liquidamber tree replacement on Memorial Playing Field.

Cllr. M.Shaw advised that the appropriate quotes had been obtained and Richard Morris had been requested to undertake the work. The Liquidamber tree had been removed and Sorbus – Whitebeam – planted. The issue is therefore now completed.

Significant discussions took place concerning the renovation/landscaping of the Memorial Playing Field once the new Pavilion is built and the old Pavilion removed. The salient points being as follows:-

With the building of the new Pavilion and car park, primarily on the M3 reclaimed land, significant work in refurbishment of that part of the M3 reclaimed land not utilised by the building works will ensue.

With the removal of the old Pavilion and the construction of the Third Tennis court, extensive landscaping of the remaining site, together with fencing and gates, will be necessary.

Funds have been specified in the 2003/2004 Budgets to cover this work, however it cannot be determined when this work will be necessary.

It was considered too early to determine when this work can be undertaken, but it is prudent to assume that it may be within the financial year 2003/2004.

Action:-

Cllr. G.Beckett to write to Paul Murray's New Pavilion Building Committee requesting them to specify approximate dates at which time such work can be commenced and to advise the Parish Council what the contract will contain in this respect.

Cllr. N.Campbell-White raised the question of the letter received from Mr. D.Ellis concerning the planting of Trees for screening of the Tennis Courts and the provision of adequate car parking on the Memorial Playing Field. Cllr. G.Beckett advised that he had spoken to Mr.Ellis and had answered the comments made in his letter. No written response was necessary.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "K".

(b) Parish Hall – Rent negotiations.

Cllr. N.Campbell-White has written notes on the question of the Rent Negotiations and has submitted them to CASCA's Management Committee. Mr. M.Mathews will respond in writing in due course.

14. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. C.Simmons had not submitted a written report, but reported orally.

a. Bus Shelter – Attwoods Drove.

Cllr. Simmons reported as follows:-

She had attended a meeting of the Tenants Association.

It was established that an average of 11 people per day would use the proposed bus shelter.

Questions on the cessation of the daily bus service were discounted.

Application for a grant to purchase a new bus shelter is currently being prepared.

The style of the proposed bus shelter was questioned and it was thought that only a "shelter" type was needed, not a fully enclosed shelter.

Action:-

Cllr. C.Simmons to investigate the precise style of Bus Shelter that would be suitable and acceptable and report back the next meeting.

b. Bench Seat – Donated by Golden Jubilee Celebration Committee.

A letter from David Jobson, dated 12th November 2002, on behalf of the Golden Jubilee Celebration Committee was referred to. Whilst the Committee had donated £522-34 to the installation of a new Bench Seat together with commemorative plaque, they had requested that this new Bench Seat be installed in either of the two Children's Play Areas, preferably in the one at Memorial Playing Field. After some discussion the following was agreed.

Action/Agreed:-

Cllr. G.Beckett to respond in writing to the letter from David Jobson, agreeing to their proposal to install the new Bench Seat within the Children's Play Area on Memorial Playing Field.

Action:-

Cllr. G.Beckett to write to the Woman's Institute advising them that due to a change of mind, the Bench Seat originally donated by the W.I., will not now be replaced as stated in the Parish Council's letter of 11th October 2002.

Action:-

The Clerk to initiate the ordering and purchasing of a new bench seat as previously specified, together with the prescribed plaque.

Cllr. C.Simmons has been informed that there have been large quantities of Horse manure deposited within the Subway under the M3. It was questioned whether the Parish Council has any powers to prevent horses from using the Subway.

Action:-

Cllr. C.Simmons to investigate the routing of the appropriate Bridleway and report back to the next meeting.

Concerns had been raised by residents in respect of the dangers and difficulties caused by the cars parked at the side of the road in Compton Street opposite the School during the periods when the School opens and closes. This matter had previously been pursued and suitable proposals drafted, but had met with little enthusiasm, if not outright disapproval.

Action:-

Cllr. C.Simmons to contact Mrs. Sollom at the School and the Parochial Church Council to establish if there is any support in reinstating the previous proposal on eliminating this problem.

15. Date of Next Meeting.
7th January 2003.