



## Compton and Shawford Parish Council

PO Box 565, Winchester,  
Hampshire SO23 3HG

Phone: 01962 600198

email: clerk@compton.pariah.hants.gov.uk

### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 5 February 2013 in the Compton Room, Shawford Village Hall.

**Present:** Councillors U Stevens (chairman), J Evans, M Goulding, A Jeffrey, N Sadler, M Townell, A Walmsley, M Wilkinson and Mr D Drake (clerk).

**Apologies:** Councillor M Southgate, PCSO M Wilkinson

**In attendance:** County Councillor Bailey, District Councillor J Warwick and twenty-six members of the public.

1. The meeting began with a warm tribute, from Councillor Walmsley, to a former clerk, Dennis Richman, who sadly passed away in early January.

#### 2. Declarations of Interest

Councillors Evans, Sadler, Townell and Walmsley declared a pecuniary interest in proposals to develop affordable housing in Compton. Prior to the meeting, they had each provided the clerk with a request that they should be provided with a dispensation to speak and vote on the issue of affordable housing, as provided under the Localism Act 2011 Chapter 20, Part 1 Chapter 7 Section 33. The chairman decided to address this issue immediately, so the four councillors left the room.

Councillor Stevens proposed, seconded by Councillor Wilkinson, that the four Compton based councillors (Evans, Sadler, Townell and Walmsley) should be granted a dispensation to speak and vote on proposals for affordable housing in Compton and Shawford. The dispensation would apply for the remainder of this council, i.e. until May 2016.

**Vote:** For 4 Against 0

The four councillors returned.

#### 3. Co-option to the Council

Councillor Townell proposed, seconded by Councillor Jeffrey, that the clerk's record of the meeting on 4 December 2012 to co-opt two new councillors was a true record.

**Vote:** For 6 Abstain 2

Councillor Stevens warmly welcomed Councillors Goulding and Sadler to the council.

#### 4. Minutes

Councillor Walmsley proposed, seconded by Councillor Evans that the minutes of the meeting held on 4 December 2012 were a true record.

**Vote:** For 6 Abstain 2

There were no matters arising, nor any outstanding actions.

## 5. Police Report

The clerk noted that there had been three reported incidents of suspicious behaviour (Attwoods Drove, Cross Way and Bridge Lane) and two thefts from motor vehicles (both from the Shawford Down car park). PCSO Wilkinson had advised him that, over the past two years, there had been 11 incidents of anti-social behaviour in the parish: eight in Compton and Compton Down and three in Shawford.

*The meeting was suspended to permit statements, observations and questions from members of the public.*

Several members of the public expressed concern about proposals, outlined in the recently produced HARA report, for affordable housing in Compton village. These included, increased traffic congestion; clarification of the next steps; investigation into other potential sites within the parish, including Compton Down; the relevance of the Village Design Statement (VDS) and Parish Plan; and establishing a process for villagers to express their views.

The chairman reported that, together with officials from HARA, she had looked at several sites outside Compton village, including Compton House, but none had proved suitable. Going forward, the council intended to discuss the report, which is available on the council's web site, at its next meeting on 5 March 2013, when HARA officials will be present: the agenda will be posted on the village notice boards. Those villagers, who wished to make personal comments on the HARA report, should forward them to the clerk. She emphasised that the final decision on the development of affordable housing within the parish lay with the Parish Council.

Mrs Millar advised the council that an exhibition on health matters would be held in the parish hall between 1400 -1900 on Wednesday 22 May 2013 and Councillor Sadler that the PTA would be organising a circus at Church Field between 1230 -1600 on Sunday 19 May 2013.

*There being no further comments from members of the public, the meeting was reconvened.*

## 6. Affordable Housing

The chairman acknowledged receipt of the HARA report, which she considered to be meticulous and thorough. She recommended that a vote of thanks to the officials, who produced the report, should be recorded. All agreed. Councillor Walmsley noted that there had been 52 downloads from the web site. Councillor Jeffrey considered that it would be appropriate to obtain more information on potential highways issues, especially with regard to site 11. She agreed to liaise with County Councillor Bailey, who is a member of HCC's highways committee. The council also considered a change of venue for the meeting on 5 March 2013. The clerk was asked to consult the head teacher at Compton school, to see if the school hall could be made available.

Following a short discussion, Councillor Stevens proposed, seconded by Councillor Wilkinson, that a decision on a possible survey of parishioners should be deferred.

**Vote:** Unanimous

<b>Action:</b> Councillor Jeffrey to liaise with County Councillor Bailey on potential highways issues with regard to some of the proposed sites in the HARA report.
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<b>Action:</b> Clerk to consult Compton school to see if the hall could be used for the PC meeting on 5 March 2013.
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## 7. County and District Councillors' Reports

County Councillor Bailey presented her report. She highlighted problems with drainage on some roads and efforts to alleviate the problem; a change of provider from First Bus to Xelabus for the 63 bus service and the Honour a Promise Appeal to erect interpretation boards at the site of the First World War Morn Hill transit camp, which had supported servicemen on their way to the Front.

District Councillor Warwick presented a report that had been prepared jointly with District Councillor Southgate. She highlighted WCC's preparation plans for the Local Plan Part II (Development Management and Allocations) and that the Hockley Viaduct cycle and path way was scheduled for completion in February: plans to celebrate its opening were currently under discussion.

## 8. Planning Committee

Councillor Jeffrey presented her report. No planning decisions were required. With regard to Winchester District Local Plan Part 2, it was agreed that Councillor Jeffrey should liaise closely with District Councillors Warwick and Southgate to ensure any issues that might affect Compton and Shawford are brought to the Parish Council's attention.

## 9. Playing Fields Committee.

Councillor Wilkinson presented her report. Following discussion, during which the clerk confirmed that the company had received a good reference from the clerk to Twyford Parish Council, Councillor Evans proposed, seconded by Councillor Walmsley, that the grass cutting contract for the three next three years should be awarded to Grass and Grounds Limited.

**Vote:** For 7 Abstain 1

<b>Decision:</b> Grass cutting contract for 2013-15 to be awarded to Grass and Grounds Ltd.
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The council discussed plans for planting saplings around the QEII playing field and agreed that the cost of compost/mulch could be charged against the sum recently received from the QDJ committee of £147.76. Councillor Wilkinson advised that the cost of £ 670 for a new wooden structure, upon which the QEII Field plaque would be displayed, could be offset against the Open Spaces Fund. The official opening of the re-named field would take place at 1100 on Saturday 6 April 2013: Steve Brine MP had been invited to attend.

## 10. Finance and Administration Committee

Councillor Walmsley presented his report. He proposed, seconded by Councillor Townell, that the council should note the financial statement and the list of payments made since 4 December 2012.  
**Vote:** Unanimous

Councillor Walmsley proposed, seconded by Councillor Jeffrey, that the Council's Standing Orders should be amended to reflect the new Code of Conduct adopted at the meeting on 4 December 2012.

**Vote:** Unanimous

Councillor Walmsley noted that the Code of Conduct needed to be updated to reflect the latest interpretation of the Localism Act (2011). There were no dissenters. He also informed the council that the F&A committee had agreed to award the contract for the external decoration of the Jubilee Pavilion to the lowest bidder, M Fyall Design & Company.

Following a short discussion, during which the chairman expressed concern about the need for the council to be fully engaged on a number of pivotal issues, Councillor Walmsley proposed, seconded by Councillor Sadler, that the council reduce the number of meetings from eight to six each year.  
**Vote:** For 4 Against 4 (The chairman exercised the right to cast her vote against: the motion was defeated.)

Following the co-option of Councillors Goulding and Sadler, the council discussed the allocation of committees and agreed that Councillor Goulding would join the F&A Committee and that Councillor Walmsley would step down from the Planning Committee. His place would be taken by Councillor Sadler.

The council approved Councillor Walmsley's timescale for the production of the Annual Review, which will be distributed to all households in the parish in the week beginning 8 April 2013. It also agreed to defer a decision on the appointment of a Parish Council representative on the school's board of governors until the next meeting on 5 March 2013. Councillor Walmsley advised that he would raise the issue of whether it was appropriate to serve communion at the Civic Service with the PCC, when it next meets in March.

## 11. Highways and Transport

The council noted Councillor Southgate's report. It was pleased to see that the problem of parking in Shawford Road was being addressed. The chairman briefed the council on the contents of a letter she had recently received from Steve Brine MP about the provision of a quiet surface on the M3. The highways minister, Steven Hammond MP, had noted that the Highways Agency's recent monitoring of noise levels around Shepherd's Down School were unacceptably high. Both she and Councillor Southgate had been invited to a meeting with the minister, currently scheduled for 1700 13 March 2013. Since there was room for a third representative, she wondered whether any other councillor wished to join them. As no-one responded positively, the clerk was invited to attend as the council's third representative.

## 12. Footpath Representative's Report

Mr Wilkinson expressed concern about the damage that was being caused by horses in and around the parish. Footpaths and bridleways were extremely muddy and horse riders were 'going off piste'. It was suggested that he should produce a draft letter to stable owners, requesting that horse riders keep to recognised footpaths/bridleways. The letter would issue in the clerk's name.

Councillor Goulding expressed concern about the poor condition of the footpath between the upper car park and the paved surface on Shawford Down. It was agreed that Mr Wilkinson would investigate the possibility of obtaining a grant from HCC to pave the offending area. Councillor Jeffrey expressed concern about the woodland along Hurdle Way, where ivy was impacting upon the condition of many trees and prejudicing the growth of smaller ones. It was agreed that she should contact HCC Estates Department to see if anything could be done to improve the situation.

**Action:** Mr Wilkinson to produce a draft letter to stable owners requesting that horse riders keep to recognised footpaths/bridleways: the clerk to issue.

**Action:** Mr Wilkinson to investigate the possibility of obtaining a grant from HCC to improve the condition of the footpath at the top of Shawford Down.

**Action:** Councillor Jeffrey to contact HCC Estates Department to see if anything can be done to improve the condition of the woodland along Hurdle Way.

## 13. Date of the next meeting

7.30pm Tuesday 5 March 2013: venue to be confirmed.

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.



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### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 5 March 2013 in the Compton Room, Shawford Village Hall.

**Present:** Councillors U Stevens (chairman), A Jeffrey, N Sadler, M Southgate, M Townell, A Walmsley, M Wilkinson and Mr D Drake (clerk).

**Apologies:** Councillors Evans and Goulding, William Prescott.

**In attendance:** County Councillor Bailey (until 8.30), PCSO M Wilkinson (until 7.35) and twenty-three members of the public.

#### 1. Declarations of Interest

Councillor Southgate declared an interest in the request from SOCCT for a grant, to be discussed later under playing fields. He also emphasised that any comments that he may make on affordable housing would be in his capacity as a parish councillor.

#### 2. Minutes

Councillor Townell proposed, seconded by Councillor Wilkinson that the minutes of the meeting held on 5 February 2013 were a true record.

**Vote:** Unanimous

The clerk noted that Councillor Goulding had taken over responsibility for the receipt of public comments on affordable housing. He confirmed that all outstanding issues, from the meeting on 5 February, had been actioned.

#### 3. Police Report

PCSO Wilkinson presented the crime statistics. There had been two reported incidents in the past month: both in Compton Street. A mountain bike had been stolen from a house and police officers had spoken to male, who had been "walking towards the main road in drink".

*The meeting was suspended to permit statements, observations and questions from members of the public.*

Several members of the public expressed concern about the proposals for affordable housing in the parish; the validity of the data contained in the HARA report and the need for the council to continue its search for alternatives sites.

*There being no further comments from members of the public, the meeting was reconvened.*

#### 4. Affordable Housing

The chairman read from a prepared statement. The council had made considerable progress in its efforts to address an issue that had exercised successive councils for, at least, twenty years. Having studied the HARA report and noted the comments received from members of the public, she had concluded that the council had two options:

i) To ignore its duty of care and responsibility to represent all sections of the community and to decide not to proceed with any of the proposals in the HARA report. Such action would probably mean that it would be highly unlikely that any affordable homes would be built in Compton and Shawford in the foreseeable future. Or,

ii) Without any commitment, to ask HARA to produce outline plans for the development of affordable homes on those sites for which the council had received the fewest concerns i.e. 11, 5 and 4. Should the council adopt this position, she recommended that HARA officials be asked to include proposals, which would help to alleviate the current parking problems in Attwoods Drove and Martins Fields.

[A copy of the full statement can found in Annex A to these minutes.]

In the subsequent discussion each councillor spoke. Summing up, Councillor Stevens proposed, seconded by Councillor Townell, the following motion:

*"The council should ask HARA to investigate further the possibility of developing affordable homes on sites 11, 5 and 4, while taking care to address parishioners' concerns, especially with regard to traffic and parking issues. The council should also continue to look for other potential sites within the parish."*

Vote: Unanimous.

## 5. County and District Councillors' Reports

County Councillor Bailey presented her report. She drew the council's attention to the Have Your Say Grant Fund (HYSGF), which could provide grants of up to £1000 for any grass roots community group. She noted that most of the residents in Park View were very pleased with the resurfacing of the footpath and indicated that she would be contacting highways officials to obtain accident statistics for the junction of Compton Street and Otterbourne Road.

District Councillor Southgate presented his report. He had attended the Hockley Viaduct opening ceremony. The project had been an excellent example of co-operation between a number of organisations, the Winchester City and Hampshire Councils, Sustrans, The Friends of Hockley Viaduct and former parish councillor George Beckett, who had brought these elements together. He also drew the council's attention to 'Winchester in Bloom', which is part of the national initiative to brighten up communities with floral displays. Councillor Stevens agreed to approach HYSGF to see if it would be able to provide funds for 'Compton & Shawford in Bloom'.

<b>Action:</b> Councillor Stevens to approach HYSGF to see if it could provide funds for 'Compton & Shawford in Bloom'
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## 6. Finance and Administration Committee

Councillor Walmsley presented his report. He proposed, seconded by Councillor Southgate, that the council should note the list of payments made since 5 February 2013 and the financial statement.

Vote: Unanimous

Councillor Walmsley proposed, seconded by Councillor Wilkinson, that the council should approve the amendment to the Code of Conduct, adopted at its meeting on 4 December 2012, to reflect the fact that the Parish Council can, on certain specific grounds, grant dispensations for councillors to participate in debates from which they would otherwise be excluded.

Vote: Unanimous

Councillor Walmsley proposed, seconded by Councillor Jeffrey, that the council should approve the Key Risks document and the updated Asset Register.

Vote: Unanimous

The council approved guidelines for filling casual vacancies, the Emergency Contact list and noted that the Parochial Church Council (PCC) had submitted its annual request for a contribution of £450 towards the maintenance of the churchyard and publication of the Parish Magazine.

Councillor Walmsley reported that the chair of Hursley Parish Council had informed him that Hursley wished to be included in the arrangements for this year's civic service and had offered to host it. He would be attending a meeting of the PCC on Wednesday 6 March 2013, which would include a discussion on whether it is appropriate for communion to be served at the service.

The council discussed the request from the school's chair of governor's, Simon Theobalds, for the council to be represented on the board of governors. Following discussion, it was agreed that Councillor Walmsley should speak to Mr Theobalds and the head teacher, Allison Driver, about the role that would be fulfilled by the council's representative.

<b>Action:</b> Councillor Walmsley to speak to Mr Theobalds and Ms Driver about the role of the parish council's representative on the school's board of governors.
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The council agreed Councillor Walmsley's schedule for the production of the Annual Review that will be distributed to all households within the parish. It also noted that Mrs Millar had offered to help with the distribution.

Councillor Walmsley advised that, following a review of the pros and cons of such a move, he and Councillor Goulding had concluded that the council should move the council's website away from HCC to an external hosting provider. (The F&A Committee had received authorisation to do so at the December 2012 meeting.)

## 7. Highways and Transport.

Councillor Southgate presented his report. The council agreed that he should apply to South Downs National Park for a grant for the installation of ten cycle racks at Shawford station. The council noted that parking restrictions in Shawford Road and the Hockley Viaduct should be implemented in time for the summer and that Hampshire Countryside will attempt to fill in the pot holes in the road leading to the Malms as well as tarmac the short stretch of the path at the top FP31, which runs from Southdown Road to the station. Councillor Southgate advised that the Lengthsman continued to present him with problems but he was reluctant to recommend withdrawal from the scheme.

<b>Action:</b> Councillor Southgate to apply for a grant from South Downs National Park for the installation of ten cycle racks at Shawford station.
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## 8. Planning committee

Councillor Jeffrey presented her report. She drew councillors' attention to the Winchester District Strategic Housing Land Availability Assessment (SHLAA) and to note that it is an 'evidence based' document, which will inform on the development of the Local Plan Parts 1 & 2. There are three sites in Compton & Shawford 285 (potential development between 2017 -2022), 2293 (2017-22) and 2439 (2012-2017). She also briefed councillors on the Winchester District Local Plan - Joint Core strategy, the Waste and Materials Plan, the planning process for agricultural buildings and the status of the Village Design Statement and Parish Plan. A Village Design Statement is adopted by the planning authorities as planning policy guidance in relation to the design of development: the Parish Plan has no weight in the planning process.

## 9. Playing Fields Committee

Councillor Wilkinson presented her report. Although she had not received a reply to her request that Mr Jordan might wish to contribute to the cost of removing the Leylandii tree adjacent to/in his property, the tree was impacting on an overhead power cable and could become a potential hazard. Since there were funds in her budget to cover the cost of £500, she considered that it would be sensible to proceed with its removal. All agreed.

On behalf of SOCCT, Councillor Southgate made a short presentation requesting that the council might wish to consider offering a grant to help with the management of Sparrow Grove and Oakwood Copse. Since he is chairman of SOCCT, Councillor Southgate left the room while councillors considered his request. Councillor Wilkinson proposed, seconded by Councillor Townell, that the council should provide a grant of £400 to SOCCT: the sum to be debited to the Grass and Vegetation Cutting subhead.

**Vote:** For 6 Against 0

Councillor Southgate returned.

The council discussed the recent letter from WCC indicating that the Open Spaces Fund would be replaced with a Community Infrastructure levy in April 2015. It was agreed that Councillor Wilkinson should produce an outline of how the funds currently allocated to Compton and Shawford could be spent within the parish, ideally in time for discussion at the next meeting on 2 April 2013.

**Action:** Councillor Wilkinson to produce proposals for the use of Open Spaces Funding by 2 April

#### **10. Footpaths**

Councillor Jeffrey noted that HCC had agreed to clear overgrown vegetation from some of the footpaths in the vicinity of Hurdle Way.

#### **11. CASCA**

Councillor Wilkinson advised the council that a portion of the profits from the pantomime were going to be allocated to the school, which had provided a venue for some of the rehearsals.

#### **12. M3 resurfacing**

The council noted that Councillors Stevens and Southgate were due to attend a meeting with the Transport Minister on 13 March 2013 to lobby for a quiet surface on the M3. Following discussion, the council concluded that, since the guidance provided by WCC on the Code of Conduct was far from clear and that both councillors would be lobbying on behalf of the community as a whole, it would not be necessary to provide them with dispensations under the Code of Conduct.

#### **13. Date of the next meeting**

7.30pm Tuesday 2 April 2013 in the Reeves Scout Hall, Compton.

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.





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### Annex A to the minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 5 March 2013 in the Compton Room, Shawford Village Hall.

#### Chairman's statement on Affordable Homes

We have made considerable progress in the past year in our efforts to address an issue that has exercised successive Compton and Shawford Parish Councils over the past 20 years, at least, namely that of the provision of affordable homes within our parish.

We have had a month to study the HARA report and to receive comments from members of the public. Whilst these comments have come uniquely from Compton Village and Place Lane, responses have been received from less than half the residents. In addition, 3 councillors attended the CVA meeting on the 9<sup>th</sup> January, Councillor Evans attended the Residents' Association meeting and 3 of the 4 Compton Councillors have spoken with meet the Chairman and Vice-Chairman of the CVA. We have, of course, also held a public meeting earlier this evening.

Whilst there have been numbers of negative responses, they focus on traffic and parking problems predominantly. Sites 4 and 5, in particular, offer imaginative responses to helping to alleviate parking problems, which would prove to be extremely beneficial to residents of Compton Street and environs. There have also been positive responses, made independently of need to remain in the Parish, or expressing clear evidence of that need, for example from a lady who has lived in Compton for well over 40 years.

It seems that the PC now has two options:

1) It could ignore its duty of care and responsibility to represent all sections of our community and decide not to proceed with any of the proposals for affordable homes contained in the HARA report. Should we go down this route, we must fully recognise that is highly unlikely that any affordable homes will be built in Compton and Shawford in the foreseeable future. Secondly, we will have over-ridden the moral and ethical considerations explicit in the HARA interpretation of Affordable Homes in Rural Areas, namely to allow those with a strong and proven connection to remain in their village. We shall also be running counter to our neighbouring parishes, Twyford, Kingsworthy, Littleton, which have had affordable homes for a number of years and, most recently Otterbourne, which now has a scheme in place.

OR

2) Without any commitment, we could ask HARA to produce outline plans for the development of affordable homes for those sites for which we have received the fewest concerns i.e. 11, 5 & 4. Should we adopt this decision, I would recommend that we ask HARA officials to include proposals which will help to alleviate the current parking problems in Attwoods Drove and Martins Fields. Once the outline plans have been produced, they could be presented to parishioners at the APM on 25 April: if that deadline is not possible, they could be presented at a public meeting later in the year.

I now ask parish councillors for their views.



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### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 2 April 2013 in the Reeves Scout Hall, Compton.

**Present:** Councillors U Stevens (chairman), J Evans, M Goulding, A Jeffrey, M Southgate, M Townell, A Walmsley, M Wilkinson and Mr D Drake (clerk).

**Apologies:** Councillor N Sadler, District Councillor J Warwick, PCSO M Wilkinson.

**In attendance:** County Councillor Bailey (from 8.00 - 8.45pm) and twenty-seven members of the public.

#### 1. Declarations of Interest

None.

#### 2. Minutes

Councillor Wilkinson proposed, seconded by Councillor Jeffrey, that the minutes of the meeting held on 5 March 2013 were a true record.

**Vote:** Unanimous

#### 3. Matters arising and outstanding actions

The chairman advised that she had submitted an application to the Have Your Say Grant Fund (HYSGF) for funding for 'Compton and Shawford in Bloom', which she hoped would include the provision of a cherry orchard and wild flower meadow at the base of Shawford Down. Councillor Walmsley reported that he had spoken to the chair of the school's board of governors, with whom he would have a more detailed discussion in due course. Before submitting an application to the South Downs National Park for extra cycle racks at the railway station, Councillor Southgate needed further information from the organisation.

#### 4. Police Report

The clerk reported that three incidents had been reported to the police in the last month: the theft of a mountain bike from Shawford station, a chainsaw stolen from a property in Southdown and damage sustained to a vehicle parked in Attwoods Drove. The police intended to maintain high visibility patrols.

#### 5. Affordable Housing

Councillor Jeffrey noted that two further sites had been identified for affordable housing within the parish and welcomed suggestions from the public for other possible sites. Councillor Goulding presented his summary of comments from members of the public. 51 had been received, of which approximately 90% were negative. The main issues raised were increased traffic and parking, school over subscribed and that no sites had been identified outside Compton village. Some were opposed to any further building in Compton village. In the subsequent discussion, it was noted that the school was not oversubscribed and that very little progress could be achieved until HARAH had presented the proposals for sites, 11, 5 & 4, as requested at the last council meeting.

*The meeting was suspended to permit statements, observations and questions from members of the public.*

Several suggestions were made concerning other potential sites for affordable housing, including Stoney Drove Farm buildings, Shawford Knoll and Bushfield camp. Concern was raised about the potential design of the new homes and whether the Parish Council would have any say in the design. There was also a request that the public should continue to be consulted on this issue. The chairman assured everyone that the council intended to continue its policy of being completely open with the community and would advise interested parties of any significant developments. Councillor Evans cautioned that, in her experience, there was never a perfect site and to get agreement from everyone in the community was rare.

*There being no further comments from members of the public, the meeting was reconvened.*

## 5. County and District Councillors' Reports

County Councillor Bailey presented her report. She noted that the pavement and highway surfacing between Shawford and Twyford had been delayed and would now start on Monday 17 April 2013. The work will take approximately 4 weeks. She was pleased to see that the Parish Council had submitted an application for a grant towards 'Flowerbuzz' and the CVA for the renovation of a brick and flint wall in the conservation area. She urged everyone supporting these initiatives to vote for them on the WACA web site [www.waca.org.uk/haveyoursay](http://www.waca.org.uk/haveyoursay).

The chairman noted that Councillor Bailey would not be standing for re-election in May and thanked her for her efforts in support of the parish over the past eight years.

## 6. Finance and Administration Committee

i) Councillor Walmsley presented his report. He proposed, seconded by Councillor Townell, that the council should approve the end of year financial statement and the Annual Return 2012/13. (A copy of Section 1 of the Annual Return 2012/13 is attached to these minutes.)

**Vote:** Unanimous

ii) Councillor Walmsley proposed, seconded by Councillor Wilkinson, that the council should note the list of payments made since 5 March 2013.

**Vote:** Unanimous

iii) Councillor Walmsley proposed, seconded by Councillor Southgate, that the council should approve the Annual Governance Statement. (A copy of Section 2 of the Annual Return 2012/13 is attached to these minutes.)

**Vote:** Unanimous

iv) Following a short discussion about whether it was appropriate to continue to use the same internal auditor, Councillor Walmsley proposed, seconded by Councillor Jeffrey, that the council should approve the appointment of John Murray for the internal audit provisionally set for 13 May 2013.

**Vote:** Unanimous

v) Councillor Walmsley proposed, seconded by Councillor Evans, that the council should approve the changes to the Council's Publication Scheme. [A copy is attached to these minutes.]

**Vote:** Unanimous

vi) The clerk noted that (in accordance with the guidance produced by WCC and in his capacity as the Proper Officer to the Council) he had received requests from Councillors, Stevens, Evans, Goulding, Jeffrey, Southgate, Townell, Walmsley and Wilkinson that they should be granted a dispensation to speak and vote on the Parish Council's precept. These had been approved and would remain in force for the remaining three years of this council.

vii) The council noted that £1000 had been transferred into the Jubilee Pavilion Sinking Fund. A provision for this amount had been included in the budget for 2012/13.

viii) The council discussed the distribution of the Annual Review, which will be co-ordinated by Mrs Millar, and the draft agenda for the Annual Parish Meeting on 25 April 2013. The chairman agreed to circulate a revised agenda within a few days.

**Action:** Chairman to circulate a revised agenda for the Annual Parish Meeting

ix) Following a discussion about the potential risks involved in transferring the council's web site from HCC to Evohosting, the council agreed that it would be prudent to remain with HCC and to pay for extra storage capacity at an annual cost of £50. There were no dissenters.

x) The council discussed the arrangements for this year's civic service. The clerk agreed to contact the clerk to Hursley PC to see if a date had been set. He also agreed to contact the clerk to Otterbourne PC to confirm whether Otterbourne wishes to participate in the religious service, prior to the reception.

**Action:** Clerk to contact the Hursley and Otterbourne PC clerks about the date of the civic service.

## 7. Playing Fields Committee.

Councillor Wilkinson presented her report. She advised councillors that the official opening of the QEII Field by the chairman, Councillor Stevens, would take place at 1100 Saturday 6 April 2013. An oak sapling, taken from the royal estate at Sandringham, would be planted by Mrs Susan Down.

Councillor Wilkinson added that she had had discussions with the chairman of the Sports Club, Mark Jenkins, about potential purchases from the Open Spaces Fund, which will close on 31 March 2015. Key requests were a multi-use court, cricket pitch lawn mower, anti-vermin protection for the cricket nets, and a 'memorial walkway'. Other potential projects within the parish included replacement equipment for the play areas and the provision of a community orchard/wildflower area at the base of Shawford Down.

Councillor Wilkinson added that the council had received a request from Otterbourne PC (OPC) for help in the funding of the redevelopment of the youth facilities at Oakwood Recreation Ground. The project will cost £40-45,000. Currently, OPC only has access to funding in the region of £9,000 - £14,000. Given that residents in the southern part of the parish of Compton and Shawford are expected to use these facilities, it was hoped that Compton and Shawford Parish Council would be prepared to allocate some of its Open Spaces Fund towards the project. Following discussion, during which some councillors stated that priority should be given to local projects and especially the renewal of play equipment, it was agreed that Councillor Wilkinson and the clerk should arrange a meeting with the Director of the Open Spaces Fund, Stuart Dunbar-Dempsey and to report back with a list of projects for the council to consider.

**Action:** Councillor Wilkinson and the clerk to arrange meeting with Director OSF.

## 8. Planning committee

Councillor Jeffrey presented her report. There had been no applications for the construction of new buildings in the past month. Following a discussion on the forthcoming WCC Planning Committee meeting, at which the proposals for a new house at Cartersland would be discussed, it was agreed that, since the WCC planning officer should inform the committee that the council had objected on grounds that the application was not in keeping with the provisions of the VDS, there was no need for the council to be represented at the meeting. There were no dissenters.

**9. Highways and Transport.**

Councillor Southgate reported that HCC had agreed to fund the Lengthsman project for another year. While acknowledging that the current Lengthsman, Chris Sparkes, had initially required a considerable amount of supervision, he hoped that, since he was now familiar with the parish, his services would be retained.

Councillor Southgate also agreed to respond to the various highways issues that had been raised in the recently received letter from the Southdown Residents' Association. These included safety concerns about the junction of Southdown and Otterbourne Roads, which is very dark during the winter months.

<b>Action:</b> Councillor Southgate to respond to the highways issues that had been raised in the SRA letter of 2 April 2013.
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**10. Date of the next meeting**

7.30pm Tuesday 7 May 2013 in the Compton Room, Shawford village hall.

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.



## Compton and Shawford Parish Council

PO Box 565, Winchester,  
Hampshire SO23 3HG  
Phone: 01962 600198  
email: clerk@compton.pariah.hants.gov.uk

### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 7 May 2013 in the Compton Room, Shawford Village Hall.

**Present:** Councillors U Stevens, J Evans, M Goulding, N Sadler, A Walmsley, M Wilkinson and Mr D Drake (clerk).

**Apologies:** Councillors Jeffrey, Southgate and Townell; PCSO Wilkinson.

**In attendance:** County Councillor P Bailey (until 8.55), District Councillor J Warwick (until 8.55) and eight members of the public.

#### 1. To elect a chairman and vice chairman of the council

Councillor Evans proposed, seconded by Councillor Sadler, that Councillor Stevens should be elected chairman of the council for the coming year.

**Vote:** For 5 Abstain 1

Councillor Stevens proposed, seconded by Councillor Wilkinson, that Councillor Evans should be elected vice-chairman of the council for the coming year.

**Vote:** Unanimous

#### 2. Declarations of interest

Although all three have dispensations to speak about the provision of affordable housing in Compton village, given that the council would be discussing Chris Buchan-Hepburn's report later in the meeting, Councillors Evans, Sadler and Walmsley repeated their declarations of interest.

#### 3. Minutes

Councillor Walmsley proposed, seconded by Councillor Evans, that the minutes of the meeting held on 2 April 2013 were a true record.

**Vote:** Unanimous

#### 4 Matters arising and outstanding actions

Councillor Walmsley advised the council that he had been informed by Hursley PC that it was intending to host the civic service on 29 September 2013. The clerk added that Otterbourne PC would not be participating in the religious service but "would be interested in a gathering of some sort". The chairman noted that there was insufficient time for the council to discuss the implications of the Otterbourne PC decision and asked that the civic service be placed on the agenda for the next meeting on 2 July 2013. Councillor Wilkinson indicated that she would be writing to the Southdown Residents' Association about the decision not to proceed with a play area at the base of Shawford Down.

<b>Action:</b> Councillor Wilkinson to write to the Southdown Residents Association about the decision not to proceed with a play area at the base of Shawford Down
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## 5. Appointment of committees and representatives to external organisations

Following a short discussion, Councillor Walmsley proposed, seconded by Councillor Wilkinson, that the committees for the coming year should comprise the following personnel:

Committee	Members	Responsibilities
<b>Finance &amp; Administration</b>	<b>Adrian Walmsley*</b> Mike Southgate Angela Jeffrey Michael Goulding	Budget and precept. Clerk's terms and conditions of service (inc. wages). Office equipment, stationery etc. Insurance. Financial Standing Orders and adherence to accounting regulations. Sports Club and Tennis Club leases.
<b>Playing Fields and Play Area Management</b>	<b>Myra Wilkinson*</b> Jacqui Evans Marc Townell John Richardson (co-opted) Jean Millar (co-opted)	Maintenance and improvement of facilities, play equipment, trees and plants, pitches. Progress provision of playground for Shawford.
<b>Planning</b>	<b>Angela Jeffrey*</b> Jacqui Evans Marc Townell Naomi Sadler	Monitor planning applications affecting the parish. Make sure affected neighbours are aware of applications. Advise City Council planners of PC objections as appropriate. LDF, VDS and PP.
<b>Transport</b>	<b>Una Stevens*</b> Myra Wilkinson Angela Jeffrey	Road signs, street lighting, traffic safety, speed limits, parking, cycle tracks, M3 subway and bus shelter cleaning. Lengthsman Project, railways, Southampton Airport & aircraft noise.
<b>Footpaths &amp; Environment (including Compton Lock)</b>	<b>John Wilkinson</b>	Regular inspection of all footpaths to ensure they are walkable. Liaison with HCC on footpaths & Shawford Down; H&loW Trust, Itchen Navigation and CPRE.

\* Convenor

Vote: Unanimous

Councillor Evans proposed, seconded by Councillor Sadler, that the council should make the following appointments to external organisations:

<b>School Governor</b>	Vacant	<b>CASCA Hall Committee</b>	Myra Wilkinson Una Stevens/Marc Townell
<b>Tree Warden</b>	Mike Southgate	<b>Sports Club Rep</b>	Myra Wilkinson
<b>Winchester Villages Trust</b>	Vacant	<b>Winchester District Association of Parish Councils</b>	Una Stevens
<b>SOCCT</b>	Mike Southgate	<b>Police Liaison</b>	Una Stevens

Vote: Unanimous

## 6. Finance and Administration (1)

Councillor Walmsley advised the council that Standing Orders were approved on 4 December 2012, with a rewritten section on the Code of Conduct approved on 5 February 2013. Financial Regulations were revised in December 2012. The Asset Register was updated and approved by the council on 5 March 2013. The council is insured by Aviva (through brokers Came & Co.) with whom it has an agreement until 30 September 2013. The clerk checks with both the Sports Club and CASCA on 1 June each year to ensure that both the pavilion and village hall are adequately insured. The Media Policy, Data Protection Policy and Complaints Procedures were adopted by the council on 8 May 2012. He suggested one very minor change to the Data Protection Policy.

Following discussion it was agreed that the Finance and Administration Committee should consider whether it was necessary to include in the Complaints Procedures a definition of 'informal' and 'formal' complaints. With this in mind, Councillor Goulding proposed, seconded by Councillor Sadler, that all the documents should be accepted by the council.

**Vote:** Unanimous.

The council noted the proposed council meeting dates for the coming year.

<b>Action:</b> F&A Committee to review the Complaints Procedures
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## 7. Police Report

The clerk advised that there had been no reported incidents since PCSO Wilkinson produced her report at the Annual Parish Meeting on 25 April 2013.

## 8. Affordable Housing

Councillor Evans summarised the report, produced by Chris Buchan-Hepburn (CB-H), Head of New Business The Hyde Group, on the suitability of sites 11, 5 & 4 for affordable housing within the parish. He considered that sites 11 B and C did not have sufficient merit to be investigated further (e.g. lack of quality environment; road access unsafe; construction costs disproportionately high). Site 4 (Attwoods Drove) and Site 5 (Martins Fields) both had good potential. The council had been asked to confirm that they were supportive of development on both sites 4 and 5 and to rank their preference.

Councillors expressed disappointment that the report had not provided any suggestions for extra parking in both Attwoods Drove and Martins Fields, nor had it considered the possibility of developing both sites simultaneously: one of two story buildings (site 5) and one of low rise (site 4). Such a plan would be more in keeping with the current housing stock. At the request of Councillor Goulding, Councillor Evans explained that, once the Parish Council had agreed on the potential for developing the sites, it would be necessary to confirm that the landowner (Hampshire County Council) was prepared to release the land for development as an exception site for affordable housing. HARAH would then produce detailed plans, which would be presented at a public consultation meeting, where individual comments would be invited. The next stage would be a pre-application for planning permission, followed by an application for detailed planning permission.

*The meeting was suspended to permit statements, observations and questions from members of the public.*

During the public session, it was stressed that the residents of Compton village needed to be kept informed of any developments on affordable housing. It was also suggested that, in light of the CB-H report, the council should now confirm that it did not intend to pursue the possibility of developing any of the other potential sites. There was also a call for an official canvas of opinion from households within the village. Finally concern was expressed that the report did not appear to contain any suggestions to compensate for the potential loss of green spaces in Martins Fields; did not address the need for extra parking places in Martins Fields and Attwoods Drove; and that terraced houses would not be in keeping with the current housing stock.

*There being no further comments from members of the public, the meeting was reconvened.*



Having listened to comments from councillors and members of the public, the chairman proposed that she should write to HARAHA:

- i) Expressing disappointment that the CB-H report had not considered a provision for additional parking in Attwoods Drove and Martins Fields.
- ii) Seeking further information on the possibility of simultaneous development of sites 4 and 5.
- iii) Emphasising the need for development plans to include a provision for the replacement of 'lost' green areas in Martins Fields.

Councillor Evans seconded the proposal.

**Vote:** Unanimous.

<b>Action:</b> Chairman to write to HARAHA about concerns with the proposals outlined in the CB-H report.
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The council also agreed that, at its next meeting on 2 July 2013, to consider whether it should formally agree not pursue the development of affordable housing on the other potential sites in Compton (i.e. 1, 2, 3, 6a, 6b, 7, 10 and 11 B & C).

<b>Action:</b> Clerk to include a discussion on sites 1, 2, 3, 6a, 6b, 7, 10 and 11 B & C on the agenda for the meeting on 2 July 2013.
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## 9. County and District Councillor Reports

District Councillor Warwick presented a report, prepared jointly with Councillor Southgate. She congratulated County Councillor Phil Bailey on his success in last week's county council elections and looked forward to working with him in the coming year. Councillor Stevens added her congratulations on behalf of the Parish Council. County Councillor Bailey was grateful for the kind comments and said that he would be in touch with the clerk, once he had been allocated an email address.

## 10. Finance and Administration (2)

Councillor Walmsley proposed, seconded by Councillor Goulding, that the council should approve the financial statement dated 30 April 2013 and note the list of payments made since 2 April 2013.

**Vote:** Unanimous

The council noted that Councillor Sadler had been absent at the last meeting when dispensations had been granted for councillors to vote on the annual precept. Her application to be granted a similar dispensation was subsequently granted.

Councillor Walmsley advised the council that, under the terms of the lease, a review of the Sports Club's annual contribution was currently taking place. Both he and Councillor Wilkinson would prepare a recommendation in time for the 2 July 2013 meeting.

Councillor Walmsley agreed to contact the head teacher at Shepherds Down School to confirm that she was content for the school's details to be included in the council's emergency contact list.

Councillor Walmsley briefed the council on his discussions with the former chair of governors and the head teacher at Compton School. Both had emphasised that the school sees itself as part of the community and very much values the presence of a Parish Councillor/Parish Council representative on its Board of Governors. Since no councillor was willing to volunteer for the position, it was agreed to defer a decision until the next meeting on 2 July 2013.

Councillor Goulding sought clarification about the time councillors should be given to read and assimilate convenors' reports, prior to each council meeting. The clerk advised that it was agreed policy that reports should be circulated to all members of the council, no later than the Friday before each meeting.

## **11. Playing Fields**

Councillor Wilkinson presented her report. The council agreed that she should seek tenders for the following equipment, which will be funded from the Open Spaces Fund (OSF): Multi-play unit at the QEII Field; Netball post at the QEII Field; New mower for the cricket pitch square; Weather and vermin proofing for the MPF cricket nets; Multi Use Games Area (MUGA) at the MPF and an Outdoor Gymnasium at the MPF. The MUGA, for which planning permission will probably be required, would be unlit. A site had yet to be identified for the outdoor gymnasium.

A decision on whether, or not, to make request for the transfer of a sum from Compton and Shawford's OSF to help with the funding of facilities in Otterbourne was deferred until the next meeting on 2 July 2013.

*The clerk noted that the meeting had reached its 9.30pm deadline and that councillors would need to vote on whether it should be continued. It was subsequently agreed, on a vote of 5 for and 1 against, that the meeting should be extended until 9.45pm.*

## **12. Planning**

The council noted Councillor Jeffrey's report and concluded that no action, other than that already decided on affordable housing (paragraph 8) above, was required.

## **13. Highways and Transport**

Councillor Southgate's report was noted. The Lengthsman project is now being administered by the Parish Councils of Owlesbury and Crawley.

## **14. Annual Parish Meeting**

Following a short discussion, the council agreed that the clerk's record of the Annual Parish Meeting on 25 April 2013 was a true record.

## **15. CASCA**

Councillor Wilkinson advised the council that CASCA was considering the purchase of various items of equipment and wondered whether, in order to save the VAT, these could be purchased in the Parish Council's name. The clerk advised that, under current legislation, this was not possible.

## **16. Date of next meeting**

7.30 pm Tuesday 2 July 2013 in the Compton Room, Shawford Village Hall.

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.



## Compton and Shawford Parish Council

PO Box 565, Winchester,  
Hampshire SO23 3HG  
Phone: 01962 600198  
email: clerk@compton.pariah.hants.gov.uk

### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 2 July 2013 in the Compton Room, Shawford Village Hall.

Present: Councillors U Stevens, A Jeffrey, M Goulding, M Southgate, A Walmsley, M Wilkinson, J Evans (from 8.35) N Sadler (from 8.35) and Mr D Drake (clerk).

Apologies: Councillor M Townell and PCSO Wilkinson.

In attendance: County Councillor P Bailey, PC J Worsdell and 33 members of the public.

#### 1. Minutes

Councillor Wilkinson proposed, seconded by Councillor Walmsley, that the minutes of the meeting held on 7 May 2013 were a true record.

Vote: For 5 Abstain 1

#### 2. Matters arising and outstanding actions

The chairman advised that she had not written to HARAHA but both she and Councillor Jeffrey had raised council concerns, about some aspects of the Buchan-Hepburn report on affordable housing, when they met HARAHA, WCC and HCC officials on 18 June 2013. She also mentioned that the application for the South and South East in Bloom competition had been dispatched. She would be grateful for assistance from parishioners in escorting the judges around the parish.

#### 3. Police Report

PC Jon Worsdell introduced himself to the council. He had over 17 years experience as a police officer and had lived in the Winchester area for many years. He reported that there had been 3 burglaries (all from sheds in the Southdown area); the theft of a green recycling bin in Cross Way; a handbag stolen had been stolen from a vehicle parked in the Shawford Down car park and one incident of anti-social behaviour (a group of 50 youths were reported to be drinking and playing excessively loud music at Compton Lock).

#### 4. Affordable Housing (1)

Councillor Jeffrey briefed the council on the meeting that she and Councillor Stevens had had with representatives of HARAHA, WCC, HCC and the Hyde Group on 18 June 2013. The main points arising from the meeting were that 27 applicants with a strong local connection are on the waiting list for affordable housing in Compton and Shawford and that two sites had emerged for ongoing discussion viz. Attwoods Drove and Martins Fields. Both councillors had emphasised the need for an adequate provision for car parking and requested detailed advice from the HCC highways engineer on the suitability for development of both sites. Other issues discussed included: design and construction; drainage and sewage; security; street lighting and ecological issues, including green and amenity space. She proposed, seconded by Councillor Wilkinson, that the full report should be placed on the parish web site.

Vote: Unanimous

*The meeting was suspended to permit statements, observations and questions from members of the public.*

Concern was expressed about the safety of the cycle crossing at the Hockley roundabout and a lack of public consultation on the use of WCC Open Spaces funds. A private survey had been undertaken of properties within Compton village, which indicated that 90% of the population was opposed to the development of affordable housing. It was also noted that the school had no vacancies and had not been consulted about the potential impact of more housing within the village. The chairman took note of the comments and hoped that the forthcoming meeting with the CVA would help to ease some of the concerns raised about the Parish Council's position on affordable housing. The Council would continue to be open and transparent on this issue.

*There being no further comments from members of the public, the meeting was reconvened.*

## 5. County and District Councillor Reports

County Councillor Phil Bailey advised the council that Oliver's Battery PC had asked him to help with the introduction of a cycle route from the Sainsbury's to Bushfield roundabouts. He was aware of concerns with M3 noise and problems with parking in Attwoods Drove, particularly near the bus stop. He would be consulting HCC highways about the latter.

District Councillor Southgate advised the council about a number of issues, including Shawford Road resurfacing; an award for excellence given to the project to restore the Hockley viaduct and on National Cycle route 23, which, potentially, will run through Compton. Parish councils are also being encouraged to spend their Open Spaces Fund allocations by March 2015, when any unspent funds will be put into a district-wide facility. Finally he drew the council's attention to a scheme for WCC tenants which will help with 'downsizing' costs.

## 6. Playing Fields

Councillor Wilkinson presented her report. She briefed the council on the background to the three tenders received for the Multi-use Games Area (MUGA) at the Memorial Playing Fields. In the following discussion, she emphasised that all households within the vicinity of the MPF would be provided with a leaflet outlining the development and that, while priority would be given to its use by the Sports Club, the MUGA would be open to all members of the community. She proposed, seconded by Councillor Goulding, that, subject to planning permission being obtained, the council accept the Greenspan tender of £40,786 for the MUGA and £1,896 for grass protector mesh, which will provide extra parking at the MPF.

**Vote:** Unanimous

**Decision:**

Councillor Wilkinson noted that the council had provided the Cricket Club with a purpose built lawn mower for the cricket pitch (funded by the WCC Open Spaces Fund). Since the mower could not be used for other purposes within the parish, and to reduce the council's potential liability for maintenance costs, she proposed, seconded by Councillor Walmsley, that the mower should be donated to the Compton & Shawford Sports Club.

**Vote:** Unanimous

**Decision:**

The council discussed the possibility of transferring some of the balance of its Open Spaces Fund to Otterbourne PC. Following discussion it was agreed that, since many members of the community use facilities in Ottebourne, the clerk should investigate the possibility of a joint project with Otterbourne PC.

<b>Action:</b> Clerk to consult Otterbourne PC about funding a joint sport/play facility in Ottebourne.
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## 7. Finance and Administration

Councillor Walmsley presented his report. He proposed, seconded by Councillor Southgate, that the council should approve the financial statement and note the list of payments made since 7 May 2013.

**Vote:** Unanimous.

The council discussed the redrafted Complaints Procedures. The chairman proposed that, in paragraph 7, the words 'disposed of' should be replaced by 'resolved'. Councillor Walmsley proposed, seconded by Councillor Southgate, that the Complaints Procedure, as amended, should be adopted by the council.

**Vote:** Unanimous

Councillor Walmsley proposed, seconded by Councillor Wilkinson, that Mrs Charlotte Bailey should be invited to act as the Parish Council's liaison with the Compton School Board of Governors.

**Vote:** Unanimous

**Action:** Chairman to write to Mrs Bailey, formally inviting her to act as the PC's liaison with Compton School's Board of Governors.

Councillor Walmsley invited the council to note the letter dated 13 May 2013 from the internal auditor, John Murray, confirming that he has completed the internal audit of the Parish Council's accounts for the year ended 31 March 2013.

Councillor Walmsley briefed the council on his, and Councillor Wilkinson's, discussions with the Sports Club over the amount of the annual contribution to be levied by the Parish Council for the years 2013 -17. The council agreed that:

- i) The Sports Club contribution should cover the Parish Council's costs in meeting its landlord's obligations to maintain the pavilion and, because of the periodic nature of some costs (external redecoration), the "cost neutral" calculation should reflect the average cost over a five year period;
- ii) It is reasonable to expect the Sports Club annual contribution to reflect a 'cost neutral' position by 1 April 2018; and
- iii) To consider whether the contribution should be based upon a stepped contribution, using an inflation rate of 1.5% per annum, starting at £1060 in 2013, or a flat rate of £1200 per annum.

Further discussions with the Sports Club were planned for Friday 5 July 2013. Since the invoice is scheduled to issue on 1 October 2013, a final decision will need to be made at the PC meeting on 3 September 2013.

Councillor Walmsley advised the council that he had been speaking to the CASCA chairman about the level of provision needed to cover long term maintenance of the Parish Hall and the Jubilee Pavilion. The sinking funds had been established following guidance on anticipated future costs from John Dowling in 2008: it would be prudent to update these costs.

## **8. Affordable Housing (2)**

Going forward, Councillor Jeffrey acknowledged that the council needed to take into consideration the earlier comments made by members of the public and the need for improved communication between all sections of the community. But public concerns needed to be squared with housing need. Responses to several questions raised by the Parish Council with HARAH, WCC and HCC officials had not yet been received. It was possible that highways issues could preclude any development. Councillor Evans requested that the council discuss whether, or not, to conduct an official survey of local opinion. At the request of the chairman, the clerk explained that a parish poll would cost circa £2000 and would be non-binding on the council. Councillor Southgate noted that, since there were still a number of issues outstanding, particularly highways, it might be premature to undertake a poll at this time. He wondered whether the council should continue to look for other sites within the parish. Following discussion, it was agreed that the council should continue to look for other sites that might be suitable for affordable housing and that it will continue with its policy of openness and transparency with the public.

The council discussed whether the council should continue to consider the development of those sites other than Attwoods Drove and Martins Fields. Following discussion, Councillor Goulding proposed, seconded by Councillor Jeffrey, that:

“Unless there are material changes to the recommendations contained within the report produced by Chris Buchan-Hepburn of 7 May 2013, the council will not support the development of affordable housing on sites 1, 2, 3, 6a, 6b, 7, 10 and 11 B & C.”

**Vote: Unanimous**

<b>Decision:</b> Affordable housing development only on sites 4 & 5, unless material changes to CB-H report.
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## 9. Footpaths and Environment

Mr Wilkinson presented two reports. The first outlined plans for the development of a wildflower meadow and orchard at the base of Shawford Down and the second about anti-social behaviour at Compton Lock during recent warm weather.

Following discussion the council approved his proposals for the wildflower meadow and orchard, which included discussions with HCC about the long-term lease of the land for a peppercorn rent and the establishment of a C&S Conservation Corps. While recognising his expertise, it was felt that Charles Flower’s fees of £75 per hour were high: the chairman undertook to find a cheaper alternative for collecting seeds in August. Councillor Evans proposed, seconded by Councillor Southgate, that, since it comprised a ‘community project’, the balance of the returned VDS funds (£1011.99) should be used to fund the project.

**Vote: Unanimous**

<b>Decision:</b> Returned VDS funds to be used to fund the wildflower meadow and orchard at the base of Shawford Down.
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<b>Action:</b> Chairman to investigate cheaper options for the collection of seeds.
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*[The clerk noted that the meeting had reached its 9.30pm deadline and that councillors would need to vote on whether it should be continued. It was subsequently agreed, on a unanimous vote, that the meeting should be extended until 10.00pm.]*

The council thanked Mr Wilkinson for his efforts to curb anti-social behaviour and the removal of litter from Compton Lock and accepted that action needed to be taken to protect this highly sensitive ecological area. But it felt that, since it could take up to two years to establish a by-law, in the short term, the chairman should write to District Councillor Warwick, the Neighbourhood and Environment portfolio holder for Winchester City Council, and PC Jon Worsdell expressing concern and seeking every assistance in reducing the anti-social behaviour of some visitors to the site.

<b>Action:</b> Chairman to write to DC Jan Warwick and PC Jon Worsdell expressing concern about anti-social behaviour at Compton Lock.
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## 10. Highways and Transport

Councillor Southgate’s report was taken as read.

## **11. Planning**

Councillor Jeffrey presented her report. There were no major comments on planning applications. She drew the council's attention to the Winchester District Plan Part 1, which has now been adopted by Winchester City Council and the South Downs National Park. A copy is available on the WCC web site. She noted that the gaps between Otterbourne and Southdown and Winchester and Compton Street were specifically mentioned and that, within these areas, only development that does not physically or visually diminish the gap will be allowed.

## **12. CASCA**

Councillor Wilkinson reported that new carpets were being purchased for the parish hall.

## **13. Hampshire Village of the Year**

The chairman invited councillors to comment (by email) upon whether the parish should enter this year's competition.

## **16. Date of next meeting**

7.30 pm Tuesday 3 September 2013 in the Compton Room, Shawford Village Hall.

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.



## Compton and Shawford Parish Council

PO Box 565, Winchester,  
Hampshire SO23 3HG  
Phone: 01962 600198  
email: clerk@compton.pariah.hants.gov.uk

### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 3 September 2013 in the Compton Room, Shawford Village Hall.

Present: Councillors U Stevens (chairman), J Evans, A Jeffrey, N Sadler, M Southgate, M Townell, A Walmsley, M Wilkinson, and Mr D Drake (clerk).

Apologies: Councillor M Goulding.

In attendance: PCSO Wilkinson (until 7.45pm) County Councillor P Bailey (from 8.45) and 12 members of the public.

The meeting began with a short statement of appreciation, by the chairman, to the parish hall caretaker, Mr Frank Smith. Both he and his late wife, Vanessa, had provided a much valued service to the community over the past 25 years.

#### 1. Minutes

Councillor Walmsley noted that the recording of council's appreciation of Mr Wilkinson's efforts, with regard to Compton Lock, had not been in the minutes. With this oversight corrected, Councillor Southgate proposed, seconded by Councillor Walmsley, that the minutes of the meeting held on 2 July 2013 May 2013 were a true record.

Vote: Unanimous

#### 2. Matters arising and outstanding actions

The chairman confirmed that Mrs Charlotte Bailey was very happy to act as the council's liaison with the school's board of governors.

#### 3. Police Report

PCSO Wilkinson presented her report. There had been eleven reported incidents since the council last met on 2 July 2013. These included five reports of anti-social behaviour, of which two involved Compton lock; a theft from a vehicle in Shawford Down car park and two wallets stolen from the changing rooms at the Sports Club.

*The meeting was suspended to permit statements, observations and questions from members of the public.*

Mr Ashcroft reported upon the meeting that had taken place on 15 August 2013 between CVA and council representatives. He still had concerns about the definition of 'community support' and a number of issues relating to the sites in Martins Fields and Attwoods Drove. Mr Bell made a number of comments about the proposed MUGA (multi-use games area) at the MPF including a lack of consultation with the Compton Down residents' associations; potential traffic problems and the cost of the project. Mr Jordan also raised concerns about the lack of local consultation on this project. Mrs Caffyn expressed concern about 'cycling prohibited' signs, which were being misinterpreted by many cyclists, some of whom were using footpaths where such activity was prohibited.

*There being no further comments from members of the public, the meeting was reconvened.*



#### 4. District Councillor Reports

District Councillor Southgate presented his report. He drew the council's attention to Winchester City Council's plans to hold cycling events at the South Winchester Park and Ride on more than the currently permitted 28 days per year. An application for planning approval was in the process of being submitted.

#### 5. Planning Committee

Councillor Jeffrey submitted her report and provided a detailed resume of events that had taken place during the summer, most of which had concerned affordable housing. The chairman thanked Councillor Jeffrey for her considerable efforts to find a way forward on affordable housing but, having had time to reflect on recently obtained information, she would like to make statement on this issue.

It was now clear that, under WCC Local Plan Part 1 paragraph 7.34, evidence of suitable community involvement and support for the scheme would be required for any proposals to be favourably considered. Since there is a strong body of opinion within Compton village that is opposed to any form of housing development in the village, and, given the lack of evidence confirming the demand, she believed that it was extremely difficult for the Parish Council to support the development of affordable housing on exception sites in Martins Fields and Attwoods Drove. She proposed that, during the administration of the current Parish Council, there should be no further investigation of the possibility of affordable homes in the parish, unless it was required to do so by external agencies.

In the subsequent discussion, Councillor Jeffrey emphasised the need for a report to be produced on the work undertaken by the council, WCC and HARAH officials. This would be of great benefit to future councillors, should there be a request for the investigation to be reopened. Councillor Southgate noted that no individual with local connections had come forward to make a passionate case for him/her to be provided with a home in the parish. This did not surprise Councillor Evans but she recognised that, despite her personal support for the provision of affordable housing, she must represent the views of her community, most of whom were opposed to any form of housing development.

Councillor Townell subsequently seconded the chairman's proposal.

**Vote:** For 7 Against 1

<b>Decision:</b> During the administration of the current PC, there should be no further investigation of the possibility of affordable homes in the parish, unless required to do so by external agencies.
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Following the vote the chairman made a further statement about councillors having the right to be treated with respect at all times, no matter what views are held by individuals or groups of individuals within the community.

[A copy the chairman's full statement is attached to these minutes.]

#### 6. Playing Fields

Councillor Wilkinson presented her report. She advised the council that, since the report had been circulated there been a number of developments, and that she would like the council to consider first the recommendation that it should approve the award of a contract to upgrade the cricket nets at the MPF in order that they may be used throughout the year. Three quotations had been received. Councillor Walmsley proposed, seconded by Councillor Evans, that, subject to approval from WCC Open Spaces Fund that funding will be made available for the project, the council accept the quotation from Durant Cricket of £4698.90 + VAT.

**Vote:** Unanimous

<b>Decision:</b> Subject to confirmation that WCC Open Spaces funding will be available, to accept the Durant Cricket quotation of £4698.90 + VAT for improvements to the MPF cricket nets.
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Councillor Wilkinson added that during the afternoon she had received information from Otterbourne PC indicating that the project, for which the council (CSPC) was considering financial support, was for an MUGA similar to that approved by the council in July for the MPF. She asked whether there was a need for two MUGAs within 1 ½ miles of each other. In the subsequent discussion it was noted that there was a need for a sporting facility for the youth of the parish, such as an MUGA, but that it would be sensible to engage in detailed discussions with representatives of Otterbourne PC before construction of the MUGA at the MPF began. Councillor Wilkinson proposed, seconded by Councillor Southgate, that implementation of the project, agreed on 2 July 2013 to construct a MUGA at the MPF, should be delayed until after discussions had taken place with Otterbourne PC.

**Vote:** Unanimous

Since he is a District Councillor for both parishes, Councillor Southgate subsequently offered to chair the proposed meeting.

<b>Decision:</b> That implementation of the project, agreed on 2 July 2013 to construct a MUGA at the MPF, should be delayed until after discussions had taken place with Otterbourne PC.
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## 7. Finance and Administration

Councillor Walmsley presented his report. He proposed, seconded by Councillor Southgate, that the council should approve the financial statement and note the list of payments made since 2 July 2013.

**Vote:** Unanimous.

Councillor Walmsley recommended that the Complaints Procedures should be amended to show the figure 21 in paragraph 4 and the bracket showing 14 to 21 should be removed. There were no dissenters.

Councillor Walmsley advised the council that the clerk had actioned the various points made by the internal auditor in his letter of 13 May 2013. The clerk noted that the external auditor had completed his audit of the Annual Return and stated that "on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met". Notices advertising that the document was available to public inspection were posted on 8 August 2013. No-one has asked to do so and the notices have now been removed.

Councillor Walmsley noted that an inquiry with another insurance company had indicated that it was possible to obtain competitive quotes for the council's insurance. He recommended that the council should not enter into a further long term (i.e. three year) agreement with Came & Co and should accept the single year premium of £1389.55. All agreed.

Councillor Walmsley briefed the council that the Sports Club had agreed to an increase in the annual contribution for the coming five years from £1000 to £1200. An invoice for this year's contribution of £1200 will issue on 1 October 2013.

Councillor Walmsley proposed that the council should move from a system of eight meetings to six meetings per year but added that, if it did so, a system needed to be introduced whereby the draft minutes could be agreed electronically and posted on the parish web site within one month. Following a short discussion, there was general agreement that the council should move to a system of bimonthly meetings but that dates should be set aside for additional meetings, if required. Councillor Southgate proposed, seconded by Councillor Townell, that the council should adopt a system of six meetings per year with immediate effect.

**Vote:** Unanimous

<b>Decision:</b> The council should move to a system of six meetings per year with immediate effect.
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Councillor Walmsley advised the council that this year's civic service had been confirmed for 4pm Sunday 13 October at Hursley Church, with refreshments to follow. It was agreed that the council should review the format of the civic service when it next meets on 5 November 2013.

<b>Action:</b> Clerk to add review of the civic service to the agenda for the November meeting.
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Finally Councillor Walmsley advised the council that the emergency contact list had been forwarded to Hampshire County Council's emergency planning team.

## **8. Highways and Transport**

Councillor Southgate presented his report. He noted that the Winchester Traffic Officer had acknowledged that following the recent resurfacing in Twyford Road many of the old white lines, which had been superseded by yellow lines, had been re-instated. She has asked HCC to remove the unnecessary lines. He also advised the council that he had received a quotation of £515 for the repair of the two bus shelters between Shawford and Southdown Roads.

## **9. Footpaths and Environment**

Councillor Wilkinson advised the council that there had been very little action on the proposed wildflower meadow at the base of Shawford Down. To be successful this project needed the active support of the community, which at present did not appear to be forthcoming. The extra bin collections had helped considerably with the removal of litter from Compton Lock. It had been suggested that, to aid the volunteer litter collectors, it would be useful to establish a mechanism whereby parishioners could indicate those areas where the collection of litter was most needed. Councillor Walmsley agreed to set up an email link. Finally, the clerk was asked to record the council's thanks to the volunteers who, by collecting litter, help to keep the parish clean and tidy.

## **10. CASCA**

Mr Griffith advised the council that during August several improvements had been made to the village hall. These included more efficient radiators in the main hall and a new carpet in the foyer.

## **11. First World War Commemoration**

At the invitation of the chairman, the clerk advised the council that he had been in communication with the PCC about the possibility of cleaning the war memorial and plaque on Shawford Down and restoring the Wayside Cross. The PCC was due to meet on 19 September and it would be helpful to know whether the proposal had the support of the council. If so, estimates would be obtained and an element included in the budget for 2014/15. All agreed.

## **12. Date of next meeting**

7.30 pm Tuesday 5 November 2013: venue to be confirmed.

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.

## Annex A

### Affordable Housing: Chairman's Statement

In relation to the possibility of affordable homes in our community, I would like to draw attention to the following points:

- The WCC Local Plan Part 1 specifically states in paragraph 7.34 that "Evidence of suitable community involvement, including the Parish Council, and support for a scheme, will be required if proposals are to be favourably considered."
- No councillor, including the chairman, has received an email or letter from any individual or group of individuals expressing a wish to be considered for an affordable home in Compton and Shawford.
- My request to HARAHA to ask people on their list as potential residents to write to me anonymously, explaining why they would like a home in our community, has not resulted in any such correspondence.
- Members of the Parish Council are not allowed access to the list held by HARAHA. Our District Councillors have seen it. Whilst we respect HARAHA's skill and expertise in this area, it is not patently clear to us whether the need is as strong as it might be.

Since it is clear that there is a strong body of opinion within Compton village that is opposed to any form of housing development in the village, and, given the lack of evidence confirming the demand, I believe that it is extremely difficult for the Parish Council to support the development of affordable housing on exception sites in Martins Fields and Attwoods Drove. I therefore propose that during the administration of the current PC, there will be no further investigation of the possibility of affordable homes in our Parish, unless we are required to do so by external agencies. I also wish to clarify, as a parish council, that we have no control over development by other organisations, including WCC and HCC at any time in the future, beyond our capacity to respond to any plans that may be put forward. However, we need to be aware that we will not be able to play a role in the initial planning process, in a way that is open to a parish council working with HARAHA. We shall have no control over the choice of residents selected for any developments which may take place.

Vote for/ against motion

Now that the vote has taken place, I wish to make a few further comments.

As the elected representatives of this community, who receive no financial recompense for serving our community, we have done all that we were required to do by WCC and HCC, in our duty of care. We have the right to be treated with respect at all times, no matter what views are held by individuals or groups of individuals within our community

U M Stevens  
3 September 2013



## Compton and Shawford Parish Council

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### Minutes of the Compton and Shawford Parish Council Meeting held at 7.30pm Tuesday 5 November 2013 in the Compton Room, Shawford Village Hall.

Present: Councillors U Stevens (chairman), J Evans, M Goulding, N Sadler, M Southgate, A Walmsley, M Wilkinson, A Jeffrey, and Mr D Drake (clerk).

Apologies: Councillor M Townell, County Councillor P Bailey and PCSO M Wilkinson.

In attendance: 5 members of the public.

#### 1. Declarations of Interest

Councillor Goulding declared an interest in the property Chalgrave, Otterbourne Road, Shawford.

#### 2. Minutes

Councillor Southgate proposed, seconded by Councillor Wilkinson, that the minutes of the meeting held on 3 September 2013 were a true record.

Vote: For 7 Against 0

#### 3. Matters Arising and Outstanding Actions

Councillor Walmsley confirmed that work was progressing on the email link to assist with the co-ordination of litter collection.

#### 4. Police Report

The council noted PCSO Wilkinson's report, which included several instances of suspicious behaviour (including possible poaching/hare coursing near the Malms); criminal damage to the telephone box in Shawford; burglaries at Compton Nursery and a property in Cliff Way and a theft from a parked vehicle at Shawford Down. The police continue to encourage parishioners to report suspicious behaviour via the 101 telephone number and not to leave valuables in parked cars. (Opportunist thieves will often sit and watch the public hide their belongings in the car boot.)

#### 5. District Councillors' Report

Councillor Southgate presented a joint report prepared in association with Jan Warwick. Winchester City Council (WCC) has agreed to allow the South Winchester Park and Ride to be used on most Sundays for day time cycling activities. The City Council is considering a range of options and plans for the River Park Leisure Centre. Contrary to press reports no decision has been made and nothing will be considered that will prevent the annual fireworks display taking place or impact upon the rugby field. The autumn leaf clearance programme has started but will be dependent upon weather conditions.

*The meeting was suspended to permit statements, observations and questions from members of the public.*

Mr Bell read from a prepared statement. He was "very concerned that the Parish Council may be accidentally trivializing the additional traffic implied by the proposed additional sports facilities". He asked that his full statement be attached to the minutes of the meeting. The chairman noted his concerns and confirmed that his statement would be attached to the minutes. Mr Jordan expressed concern that, following recent hedge clipping, debris had been left beside the road. He remained concerned about the lack of consultation with the public on new sports facilities. He believed that there was a significant demand for golf nets at the MPF and had recently submitted

proposals to the clerk. Mrs Shipster requested assurance that HARAH will not impose affordable housing on the parish without the consent of the Parish Council. Councillor Evans assured her that the organisation would not proceed in such a manner. Mr North wondered whether Sustrans would expect to make money from the recently signed lease for the Hockley viaduct. Councillor Southgate assured him that this would not be the case.

*There being no further comments from members of the public, the meeting was reconvened.*

## 6. Highways and Transport

Councillor Southgate advised the council that repairs to the southbound bus shelter, near Southdown Road, and the northbound shelter, near the junction with Shawford Road, had been completed. Hampshire County Council (HCC) had awarded the 63/63A bus service contract to Stagecoach on the existing timetable but it will only run on Monday, Wednesday and Friday. His appeal to officials, that the service was not just a 'shoppers' service' but also a vital link for visits to the doctor, dentist, hospitals etc., had been unsuccessful. The Sunday summer service introduced by South West Trains this year has been a success and will be repeated in 2014, when it will run from the middle of May until early September. The chairman thanked Councillor Southgate for his efforts on both issues. Councillor Southgate also reported that he had requested HCC engineers give greater attention to the usual areas of flooding within the parish and that most of the fallen trees caused by the recent severe storm damage had been removed. Finally he had been advised, by the Itchen Navigation Project, that vegetation compost left on the bank was fouling the water. He would speak to the local residents' association.

## 7. Playing Fields Management

Councillor Wilkinson presented her report. She confirmed that the council had received a certificate of lawful development from WCC for the MUGA and briefed councillors on a few small tweaks to its design, which will enable disabled access and increase the parking provision at the MPF. She proposed, seconded by Councillor Southgate, that the MUGA should have a provision for two benches (£410 each); a top spectator rail on the 1.2m fence (£473); a gate instead of a chicane entrance on the western side (£428) and an increase in grass protector mesh from 120m<sup>2</sup> to 225m<sup>2</sup> (£1659). The total cost, for which funding will be provided by the WCC Open Spaces Fund, will be £46,071.

**Vote:** Unanimous

As a result of an incident at the QE II Field, where a ball had been kicked over the fence and broken a window, Councillor Wilkinson recommended that the council should consider increasing the height of the fence behind the Attwoods Drove goal. She also reported that the fence bordering Compton Street had been damaged by people climbing over it. Following discussion, it was agreed that Councillor Wilkinson should seek quotations for improved fencing at the QEII Field, for consideration by the council at its 7 January 2014 meeting.

<b>Action:</b> Councillor Wilkinson to seek quotations for improved fencing at the QEII Field.
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Councillor Wilkinson reported on the meeting with representatives of Otterbourne Parish Council. It had been agreed that each council should develop its own MUGAs as stand alone projects. Since Otterbourne PC has limited financial resources for play/sport equipment, a request had also been received for the transfer of £30,000 between CSPC's and OPC's Open Spaces Fund allocations. Following discussion, during which some councillors expressed concern about making a decision without having seen detailed plans, the council agreed on the following resolution:

*"The council supports in principle the transfer of WCC OSF funds to Otterbourne Parish Council for the construction of a sports/play facility in that parish."*

The clerk was asked to inform Otterbourne Parish Council accordingly. [Actioned on 7/11/13]

## 8. Finance and Administration

Councillor Walmsley presented his report. He proposed, seconded by Councillor Wilkinson, that the council approve the financial statement and list of payments made since 3 September 2013.

**Vote:** Unanimous

Councillor Walmsley briefed the council on the Co-operative Bank's current difficulties and the guidance received from HALC that those councils, which have funds on deposit with the bank, consider withdrawing them upon maturity. The council currently has a £30,000 deposit with Co-operative Bank on twelve months notice, which is due to mature on 27 November 2013. He proposed, seconded by Councillor Goulding, that the council withdraw the funds on maturity and that the Finance and Administration Committee should consider where the money should be placed, when it meets on 25 November 2013.

**Vote:** Unanimous

**Action:** F+A Committee to consider where to deposit long term funds.

Councillor Walmsley noted that, under Financial Regulations, the clerk was only authorised to transfer up to £10,000 between accounts. In order to meet the initial 50% cost of the MUGA, he proposed, seconded by Councillor Wilkinson, that the clerk should be authorised to transfer the sum of £24,157.80 from the deposit to the current account.

**Vote:** Unanimous

Councillor Walmsley briefed the council on the recent inspection of the Jubilee Pavilion, where some damp incursion and uneven paving slabs had been identified, and discussions with John Griffith, CASCA, about damp in the caretaker's cottage. John Dowling had been commissioned in 2006/7 to prepare an estimate of long term maintenance plans for the parish hall and Jubilee Pavilion, upon which the sinking funds had been based. He proposed, seconded by Councillor Evans, that Mr Dowling be invited to update his report (subject to agreement over costs in accordance with the Council's Financial Regulations).

**Vote:** Unanimous

#### **9. First World War Commemoration**

Councillor Walmsley briefed the council on the quotations received for the cleaning and upgrading of the parish war memorials. An application had been submitted to the War Memorial Trust for a grant of 50% towards the cost. He proposed, seconded by Councillor Wilkinson, that the council should spend up to £3000 on renovating the war memorials. Should the grant application be successful, the amount involved would be much less.

**Vote:** Unanimous

The chairman formally thanked Councillor Walmsley for his report in the parish magazine and noted his request, in the F&A report, that the council should consider how to contribute to the magazine in those month's when there was no council meeting. It was agreed that this should be discussed by the F&A Committee, as part of an overall review of Council communications, when it meets on 25 November 2013.

**Action:** F&A Committee to consider how the council can contribute to the parish magazine in those months when the council does not meet.

#### **10. Footpaths & Environment**

The council noted Mr Wilkinson's report and agreed that it should renew its membership of the British Trust for Conservation Volunteers. The chairman reported that the council had been awarded a 'Silver-Gilt' for its efforts in the South and South East in Bloom competition. But it had involved her in a considerable amount of work and she wondered whether the council should continue to enter such competitions without active support from the community. Following discussion, it was agreed that the F&A Committee should consider how best to involve the community in specific projects and whether this should be included in a review of the consultation process.

**Action:** F&A Committee to consider how best to involve the community in specific projects and whether this should be included in a review of the consultation process.

## 11. Planning

Councillor Jeffrey presented her report. There were no major issues and no decisions required. She briefed the council on the WCC Community Infrastructure Levy and introduced her report on 'Investigations into Affordable Housing in Compton and Shawford'. She would welcome comments upon the report in due course. The chairman formally thanked her for her efforts in producing this very useful document and it was agreed that the clerk should place it on the agenda for the January meeting, when it can be formally adopted.

**Action:** Clerk to ensure that the affordable housing report is on the PC meeting agenda in January.

## 12. Review of the Civic Service

The council noted Councillor Walmsley's report on the Civic Service that had been hosted by Hursley PC on 13 October 2013. The chairman suggested that, since Compton and Shawford was due to host the service next year, a working party should be formed to consider whether the Council should seek alternative ways of acknowledging the individual efforts of members of the community, some of whom were not church goers. It was subsequently agreed that the working party should consist of Councillors Stevens, Goulding, Southgate, Walmsley and Wilkinson but that all councillors should feel free to contribute towards the debate. Email suggestions would be welcomed. The working party should aim to submit proposals for consideration at the 7 January 2014 council meeting.

**Action:** Civic Service working party to submit proposals for the 2014 event on 7 January 2014.

## 13. CASCA

Councillor Wilkinson noted that the CASCA AGM would take place on 14 November 2013. [The CASCA Christmas Party will be on Friday 13 December 2013.]

## 14. HALC AGM

The chairman reported on her attendance at the Hampshire Association of Local Council's meeting. She was pleased to announce that the clerk had been a joint runner-up in the 'Clerk of the Year' competition and that the council had also been joint runner-up in the 'Best Local Council Website' competition. She congratulated the clerk and Councillor Walmsley on their individual successes, which reflected well on the council as a whole.

## 15. Date and Venue of Next Meeting

7.30pm Tuesday 7 January 2014 in the Compton Room Shawford Parish Hall

U Stevens, Chairman

\*Copies of all the reports mentioned above can be obtained from the clerk.