



Medstead Parish Council

Minutes of the Full Council Meeting Wednesday 8th September 2021. Held at Medstead Village Hall

Present: Cllrs. Deborah Jackson (Chair), Graham Bennell, Andrew Jackson, Ken Kercher, Phil Quinlan, Mike (Ja) Smith, & Mike (Jo) Smith.

Also in attendance: District Councillors Jonathan May and Diana Tennyson and Peter Baston (Parish Clerk).

ACTION

21.112 OPEN SESSION

- | | | |
|------|---|---------------------|
| i. | Cllr Mike(Jo) Smith asked if the stile on FP12 had been repaired yet. Clerk would instruct the day work contractor accordingly | Clerk |
| ii. | Cllr Mike(Jo) Smith asked if the Mulcock Charity had made a decision on whether funds could be made available to a foodbank for Medstead. As a Trustee for the Mulcock Charity, Cllr Andrew Jackson will liaise with the Trustees to see if there is any update from the Charity Commission as to whether this is allowed. EHDC Councillor May said that he is able to assist should a "Community Cupboard" be agreed to be established in Medstead | Cllr Andrew Jackson |
| iii. | Cllr Mike(Jo) Smith asked if there is any news on the possible use of the old United Reform Church building being used as a "men's shed". It was stated that as the building is now up for sale, this would not be possible. | |
| iv. | Cllr Mike(Jo) Smith asked if there was any news on the Boyneswood Rd footbridge. EHDC Councillor Tennyson stated that whilst funds have been ringfenced for the project, the potential cost of the project has doubled and no further progress has occurred. | |
| v. | Cllr Mike(Jo) Smith asked when the notice boards at Greenstile and Lymington Barns will be fitted. The Clerk reported that this is an outstanding task for the day work contractor and he will seek an update from him. | Clerk |
| vi. | Cllr Quinlan mentioned a visibility issue near to Lymington Bottom Rd railway bridge where vegetation needs cutting back. Cllr Deborah Jackson advised him to log the issue on the HCC "Report a Problem" web site. | Cllr Quinlan |

21.113 APOLOGIES FOR ABSENCE

Councillors Georgy Fuzzard and Charles Clark - approved.

21.114 DECLARATION OF INTERESTS

Cllr Mike (Ja) Smith declared an interest in agenda item 13a & 13b.

21.115 COUNCIL MINUTES

- i. The minutes of the Full Council Meeting held on **18th August 2021** were proposed as a true record by Councillor Kercher seconded by Councillor Mike (Jo) Smith and were signed by the Chairman.

ii. Matters Arising:

Minute #	Action	Assigned to	Status	Comments
20.045 iv	Set up a meeting with EHDC /HCC / School for possible safe path from car park	Clerk	Completed	
20.098(iii)	Signage at wildflower meadow.	Maintenance Committee	On Hold	To be considered further once Wildflower Meadow First application area has been sent to Land Registry. Once returned, the further areas (Soldridge Pond and the Knapp) will also be registered with Land Registry. Land Registry have been chased by the Clerk given that it is six months since the application was submitted and have confirmed they have a backlog to clear.
20.151(iii)	Clerk to get all Council land not currently with a Land Registry Title to be registered.	Clerk	On Hold	
21.032(iii) d	Cllr Fuzzard to arrange for the MVH lease plan to be drawn up professionally.	Cllr Fuzzard	Completed	
21.077	Flashing 20mph speed sign. Cllr Smith to contact HCC	Cllr Mike (Jo) Smith	Outstanding	
21.082(ii)	Playground repairs	Full Council	Completed	
	Maintenance Committee to consider replacement trees following above felling	Maintenance Committee	Outstanding	To be considered at October Mtce Committee meeting
21.082(iii) c	Clerk to set up a Facebook account as an information tool	Clerk	Outstanding	
21.089(i)	Clerk to source quotes for shed plinth extension	Clerk	On Hold	Waiting for Allotment Association to hold a meeting to discuss the issue
21.089(ii)	Cllr Mike (Ja) Smith to source local lumber to address water supply issues to allotment tap	Cllr Mike (Ja) Smith	On Hold	
21.096(iii)	Clerk to update councillor information on parish notice boards	Clerk	Completed	
21.100(iii)	Clerk to notify successful contractor regarding scrub clearance work	Clerk	Completed	
21.100(ii)	Clerk to notify successful contractor regarding play area maintenance work	Clerk	Completed	
21.100(i)	F&GP Committee to consider Platinum Jubilee bench	F&GP Committee	Outstanding	To be considered by F&GP at their next meeting
21.100(iii) a	F&GP to review Clerk role & responsibilities	F&GP Committee	Outstanding	For January 2022 meeting
21.100(iii) b	Clerk to notify successful contractor regarding internal audit contract	Clerk	Completed	
21.103(iii)	Cllr Clark to contact Chawton Group regarding the large sites plans	Cllr Clark	Completed	
21.103(viii)	Clerk to apply for EHDC Councillor grant for playground maintenance (and in due course) replacement tree planting.	Clerk	Completed	
21.103	Clerk to liaise with Cllr Mike (Jo) Smith regarding flashing speed sign	Clerk	Completed	
21.105	Planning Committee to review Terms of Reference	Planning Committee	Completed	
21.108	Cllr Mike (Ja) Smith to report on shed plinth project	Cllr Mike (Ja) Smith	Outstanding	See 21.089 above
21.109(ii)	Clerk to contact architect to ask for a revised set of drawings	Clerk	Completed	
21.111	Cllr Fuzzard to notify MVH regarding swapping the clothing bin	Cllr Fuzzard	Outstanding	

21.116 COMMITTEE MINUTES AND REPORTS

i. Planning Committee

Planning Committee met on 18th August 2021 and the minutes of that meeting have been circulated.

Chairman's Report

At the time of writing (Thursday 2 September), there is very little to report other than I have made an initial contact with Chawton PC in connection with the Chawton Park Farm issue. It was agreed at the F&GP meeting on 1st September that as Medstead is not likely to be greatly affected by this "large site", Medstead PC would keep a watching brief, rather than be directly involved.

To that end, I have advised Chawton PC that both the Medstead PC Chair and myself would be willing to attend any meetings in an observer roll. I wait to hear if this is acceptable to Chawton PC and I will advise full council accordingly.

Cllr Deborah Jackson stated that following the earlier Planning Committee meeting, it had been mentioned that the Appeal for the Traveller site on Abbey Rd would be heard at Medstead Village Hall rather than the EHDC offices, to assist any local residents who wish to attend. Any additional costs of the venue hire would be borne by Medstead Parish Council, and this was approved by Council.

ii. Maintenance Committee

Chairman's Report. There has been no meeting of Maintenance Committee since the previous Council meeting.

The RoSPA Play Safety inspection report on the Village Green Play Area and Adult Gym Area has been received and this will be considered by Maintenance Committee at their next meeting on 27th October. There were two items included which needed urgent attention, involving replacement of the seat on the Zip Wire and tightening of bolts on the Carousel Rotator Pole. Under delegated powers the Clerk has accepted a quote of £245.00 + VAT from Sawscapes Play Ltd for these items, which it is anticipated will be carried out in

conjunction with the work from the 2020 inspection report that Council has already appointed Sawscapes to undertake.

Quotes for felling the six ash trees on the Green affected by ash die-back are due to be returned by 3rd September and these are reported below.

Medstead Women's Institute have agreed to obtain at their own cost a bench to replace the one that has fallen into disrepair on the bank near the Village Hall.

In recognition of this it has been agreed that the Council's Daywork Contractor will remove the old bench and install the new one without further charge to the W.I.

Ash Tree Quotes.

Two quotations for the tree felling on Medstead Green have been received from Liphook Tree Surgeons and Box Gardens. Three further companies were invited to quote but no quotations had been received.

After discussion, the quotation from Liphook Tree Surgeons was approved and the Clerk was asked to contact the company accordingly.

Clerk

iii. **Finance and General Purposes (F&GP) Committee**

a) **Chairman's report.**

An extraordinary meeting of the F&GP committee was held on 1st September to discuss feedback received from the Village Hall Committee (in relation to the revised village hall lease) and St Andrew's PCC (in relation to the closed churchyard maintenance agreement) and make further recommendations to Full Council.

At this meeting we also took the next steps towards progressing the project to extend part of the "Medstead Village Link", by outlining to HCC Councillor Mark Kemp-Gee our suggestions for extending the footway along Roe Downs Road, from the bowls club towards the derestricted speed sign. We have proposed a "country-style" path (similar to that passing by the green) with the consideration of dragon's teeth to protect walkers and prevent obstruction. F&GP also suggested that the proposed path from the Village Hall car park to the school (crossing HCC owned land) is also incorporated into these works.

b) **Medstead Village Hall Lease Agreement.**

Cllr Deborah Jackson outlined the suggested changes to the Lease with the Village Hall (MVH) Committee where it was proposed that the lease be amended to reflect that the entire car park area be the responsibility of Medstead Parish Council to allow better control over the maintenance of the area. There would be additional costs (eg maintenance upkeep) which would fall to the Parish Council and the Lease would need to be re-worded.

MVH has requested that they could cordon off the car park extension for specific Hall functions as required. This was agreed by Council.

MVH had also asked for further barrier security but this was considered not to be needed.

The Clerk was asked to draft a response to MVH (via the Chair) outlining the proposal and to seek their views.

Clerk

The issue of lighting was raised and the Clerk was asked to obtain estimates for solar powered lighting bollards where there could be an EHDC Councillor grant available to partly offset the costs

Clerk

c) St Andrew's Churchyard Maintenance Agreement

F&GP Committee had reviewed the latest draft of the Agreement following some suggested amendments from St Andrew's PCC and a revised Schedule and Plan were considered by Council and which were approved by Council. The Plan required one small amendment which Cllr Deborah Jackson would undertake and the Clerk would then contact St Andrew's PCC accordingly to get the Agreement signed off.

Cllr
Deborah
Jackson /
Clerk

21.117 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT

My thanks to Cllr Clark for chairing last month's meeting in my absence. As life gradually gets back to an albeit new normal, I have started removing the Covid Support group signage from locations within and at the entrances to the village – there are still a number to go and any additional help from councillors would be appreciated.

Over the next few weeks, I propose re-planting the MPC planters in the centre of the village, which has left me wondering whether there are any other locations in the Parish that might benefit from planters or spring bulb planting. I know that this was previously discussed in relation to the pond area and might be something that councillors might to consider further.

21.118 MEDSTEAD PARISH CLERK REPORT

- i. Met with valuer on 18th August for allotment shed and pavilion revaluation. Report now received and revised insurance provision now been notified to Came & Co (insurers). Fixed asset register also updated accordingly.
- ii. Initial meeting held (on 7th Sept) with new internal auditor.
- iii. Further work on Parish Online with access for all councillors now attained.
- iv. Addressed minor issues with PKF Littlejohn (external auditors) for the 2020/21 audit
- v. Met with tree surgeons regarding ash tree felling work.
- vi. Ordered lock down post for gap near to pavilion. Instructed Day Work contractor to install.
- vii. Residual funds received from Parish Plan Committee to cover the cost of a Platinum Jubilee bench for 2022.
- viii. Liaised with Medstead WI regarding the replacement bench near to MVH. Day Work contractor will install in due course.
- ix. Parish Lengthsman due to visit Medstead in week commencing 6th Sept. Work schedule prepared.

Cemetery Activity

One new burial
Two new grants of burial rights.
One memorial inscription

Village Green Booking(s)

Various dates to 12th Sept. 2021 - Medstead CC fixtures.
Wednesday evenings 1st to 29th Sept. 2021 - Under 12 Green football club training.
Saturday 4th September 2021. Manor Colts U9 football team match.

21.119 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT – Cllr Tennyson

The detailed report from Cllr Tennyson (previously circulated) contained information regarding her involvement in the EHDC Climate Change Liaison Committee (next meeting in September) and her meeting with the tree warden network organiser for East Hampshire, where the initial focus for the group was identified.

Eleven trees at the Willowfield woodland are now protected and Cllr Tennyson has stressed that the collective value of these trees will be paramount for Climate Change and to prevent local flooding. disregarded.

Chawton Park Farm was one of the ten large sites originally proposed back in 2019. After considering all sites, EHDC planners decided that Whitehill and Bordon (WB) were the most suitable sites. New infrastructure had already been created, including new roads, play areas and playparks, supermarkets and shopping. However, Whitehill and Bordon could not accept such a huge amount of development due to biodiversity concerns supported by Natural England. Alton Town Council and the Alton Society are both are opposed to this development, and a local action group has been formed. Cllr Tennyson also expressed concern regarding the traffic this development is likely to generate, the fate of the Victorian Railway Bridge and the risks of flooding which could be exacerbated by the felling of mature trees on the site.

Verges and green open spaces in our villages have been left uncut so that pollinators can benefit from wildflowers and grasses. In most areas this has worked very well, but the longer grass should not act as an invitation for dog owners not to pick up. Many verges in our villages have benefited from signs provided by a charity this summer asking for verges to remain uncut.

21.120 COMMITTEE TERMS OF REFERENCE.

The Terms of Reference for the Planning Committee were agreed.

21.121 SPEED LIMIT REMINDER SIGN

It was felt that, due to the expense, this would need the “buy in” of Medstead School and could be linked with the scheme being considered to extend the pathway along Roe Downs Rd. where HCC Councillor Mark Kemp-Gee had written to the Council to see whether this initiative would be supported by the Parish Council.

21.122 CORRESPONDENCE

- i. **More Police, Safer Streets: Police & Crime Plan Survey.** This was noted by Council and individual returns by Councillors could be undertaken.
- ii. **Consultation – Hampshire County Permit Scheme (for Road Works and Street Works).** This was noted by Council
- iii. **The Stables (resident letter) - Wildflower Meadow.** This was noted by Council along with the response which has been sent by the Clerk.
- iv. **Medstead & Four Marks Neighbourhood Planning - Village Design Statement.** This was noted by Council. Cllr Kercher mentioned that there was a Village Design Statement already in existence but given that this was dated 2003, was now considered to be mainly out of date.

21.123 FINANCIAL MATTERS

- i. The income and expenditure account were reviewed by Council and were approved, nominated by Cllr Kercher and seconded by Cllr Quinlan.
- ii. Due to the early date for the meeting, the bank statements had only just been received and had not been reviewed by Cllr Mike (Jo) Smith. This agenda item would be carried forward to the next Parish Council meeting in October.

**Cllr Mike (Jo)
Smith / Full
Council**

21.124 MEDSTEAD ALLOTMENTS MAINTENANCE

- i. **Shed Plinth Extension.** No further update as a meeting is still awaited by the Allotment Association.
- ii. **Water Tap Maintenance.** The Allotment Assoc are finding it problematic in getting a plumber to look at the water flow issues from the tap and Cllr Mike (Ja) Smith would speak further with Cllr Clark upon his return to see if a plumber can be found.

Cllr Mike (Ja)
Smith

21.125 S106/CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Nothing further to report but further nematode implanting will take place in the Autumn. Cllr Bennell asked if the mowing contractor could have a key for the Pavilion to enable him to use the facilities The Clerk would arrange for a key to be cut and given to the contractor.
- ii. **Medstead Parish Office / Pavilion expansion.** Following a further site meeting on the 16th August, the working party of Cllrs Charles Clark, Ken Kercher and Mike (Jo) Smith and the Parish Clerk have made a number of alterations to the plans and proposals put forward by the architect. These along with a revised plan drawing were sent to the architect and copied to the working party. Cllr Mike (Jo) Smith presented the revised set of draft plans for the reconfiguration / extension of the Pavilion incorporating a Parish Office. With a couple of further changes, the proposed revisions were agreed by Council. A possible further site meeting with the working party and the architect, with a view to obtaining full council approval and moving on to the next phase is planned.

Clerk

21.126 MEDSTEAD VILLAGE PONDS

- i. **Five Ash Pond.** The Clerk had chased the agreed contractor to find out a date when the Pond will be dredged a response is awaited.
- ii. **Medstead Village Pond.** It was agreed that due to the neglected state of the Village Pond area, a Working Group be set up which it was agreed would be Cllrs, Deborah Jackson, Andrew Jackson and Mike (Ja) Smith to see if the area could now become a bog garden and to remove the weed growth. The Clerk would also contact a further member from the community would also be contacted to see if he would be agreeable to join the Group.
The Group would arrange to meet to discuss a plan of action which could involve a meeting with the Hampshire & IOW Wildlife Trust. A Risk Assessment would need to be carried out by the Group in advance of any activity.

Clerk

Pond
Working
Group

21.127 COUNCIL REPRESENTATIVES

- i. Cllr Kercher reported for **Medstead Sports Club** that at the Sports Club Committee's September meeting an outline report was given on the possible alterations to the Sports Pavilion to provide a Parish Office. When the plans have reached a more advanced stage the Sports Club would welcome being consulted on the proposals. The Tennis, Bowls and Badminton Clubs are now operating normally, it is hoped that Table Tennis will resume in October, and the Cricket Club end their season on 12th September.
- ii. Cllr Clark had provided a written report on the **Medstead & Four Marks Neighbourhood Plan Steering Group (NPSG)** where he has had a discussion with the Chair of the above group and made an initial contact with Four Marks PC to see whether to two PCs could working together to form a joint strategy in areas of common planning interest. Subsequently a meeting was held at the Medstead Village Hall on the evening of the 17th August, with Cllrs Mike (jo)

Smith, Mike (ja) Smith and Cllr Clark from Medstead PC along with members from the NPSG, and with three councillors from Four Marks PC. This became a very technical discussion, much of which concerned Policy 27. There was also some discussion of how the proposed site at Chawton Park Farm should influence our thinking, not only about that site but how that affects our own policies about local development in our two parishes. The suggestion was put forward that in response to EHDC, rather than look at each site separately, we should respond that the basis on which the "Housing Need" is decided is flawed. It fails to take into account much of the information came from figures produced in 2011 and 2017 and that central government figures produced in 2019 which showed a decrease in "need", were ignored by EHDC

Cllr Quinlan reported for **Medstead Village Hall** he would be attending a meeting shortly and would report thereafter.

Cllr Mike (Jo) Smith reported on **Speedwatch** activity and highlighted a new bit of "kit" which would be beneficial to the Group but at £4,500 plus Vat this was considered to be too expensive.

There were no further matters to discuss and the meeting was closed at 9.20pm.

Signed Chairman **Date.....**