



# Medstead Parish Council

## Minutes of the Full Council Meeting – Wednesday 12<sup>th</sup> July 2023.

**Present:** Cllrs. Deborah Jackson, Graham Bennell, Mr Mark Brayford, , Ken Kercher Frank Maloney, Gordon Mitchell, & Mike Smith.

**Also in attendance:** Mr Lee Scott (Director Scott Planning), EHDC District Councillor Joanna Nelson & Peter Baston (Parish Clerk).

**ACTION**

### 23.080 OPEN SESSION

- i. Mr Scott gave a brief outline of the proposals of the planned development at the Beverly Farm site off Five Ash Road in Medstead, where his company have been asked by Hazeley Developments, to prepare and submit a planning application for the redevelopment of this site for around 10 or so houses. He hoped to submit a pre planning application to EHDC during the Summer 2023 and for a full planning application by Christmas 2023.
- ii. Cllr. Mitchell said that he had been approached regarding a sewage overflow from the Trinity Hill development on the Wildflower Meadow and Cllrs. Jackson and Mitchell would visit the site to investigate and report back to Council.
- iii. Cllr. Jackson asked the Clerk to send a letter of thanks to the Village Fete Committee and also to ask them to remove all signage which was still being displayed.

**Cllrs. Jackson & Mitchell**

**Clerk**

### 23.081 APOLOGIES FOR ABSENCE

Cllrs Charles Clark & Phil Quinlan - Approved

### 23.082 DECLARATION OF INTERESTS

None

### 23.083 COUNCIL MINUTES

- i. The minutes of the meeting held on 1<sup>st</sup> June 2023 were proposed as a true record by Councillor Clark seconded by Councillor Quinlan and were signed by the Chairman.

#### ii. Matters Arising:

Minute #	Full Council Meeting Date	Action	Assigned to	Status	Comments
23.030 (iv)	Apr-23	Pond working group to provide cost profile for work	Pond Working Group	Outstanding	Working Group waiting response from EHDC & HCC
23.058	May-23	Clerk to contact Nat West to open a new current account for the Wake Trust	Clerk	Outstanding	
23.069	Jun-23	Cllr Jackson to invite representatives from MVH Committee to discuss future MVH future developments	Cllr Jackson	Outstanding	Waiting for MVH to respond

### 23.084 COMMITTEE MINUTES AND REPORTS

- a. **Planning Committee.** The Committee minutes of 28<sup>th</sup> June 2023 were noted and approved.

#### i. **Chairman’s Report** (Meeting held 28<sup>th</sup> June 2023)

Since our last meeting it has been relatively quiet on the planning front and as a result we have been able to incorporate Planning as an item in Full Council. How long this may continue remains to be seen.

Lymington Barns is on the agenda for the 12th July and a 3 minute presentation in respect of Beverley Farm is also expected at that meeting.

One point of interest. I am given to understand that the new EHDC Planning committee, now reduced in numbers, will no longer be undertaking site visits in respect of planning applications. If this is indeed fact, I find this very disappointing as to see a site on 3D is far more valuable than viewing a plan and papers in one dimension.

- ii. **Planning Applications.** The following applications were considered by Council.  
**60129**

**Lawful Development Certificate for a proposed development - Part conversion of garage in habitable space.**

**3 Ivatt Way, Medstead, Alton, GU34 5LJ.**

Medstead Parish Council reviewed the application and were concerned that the conversion of the garage would mean that one parking space would in effect be lost, possibly meaning that only one space would be available for the property if the conversion is allowed. Medstead Parish Council will therefore, leave it to the Planning Officer to consider this point but other than that point, have no further comment.

**23291/031**

**Outline planning application with all matters reserved except for access for the provision of up to 550sqm of Class E space, necessary demolition and associated infrastructure, including car parking.**

**Lymington Farm Industrial Estate, Lymington Bottom Road, Four Marks, Alton, GU34 5EW**

Medstead Parish Council (MPC) reviewed the application and at first glance, acknowledge the proposal of a new recreational facility in the Parish but on detailed consideration of the application, together with evidence from other associated applications, it has found the proposal to be inappropriate to be developed on safety grounds.

MPC ask EHDC to **refuse** this application of the building as it believes that if provided in that area of the site using Longbourn Way for access, it will add to the existing safety issues on the private road as identified in Planning Application 58788/002, by the Hampshire Highways Statutory Consultee letter; and the road traffic accident data provided in the comments submitted by SMASH, significant organised Medstead Residents Group.

The Design and Access Statement, Part 2, identified a change to the bellmouth, but no drawing showing details, or location, could be determined to assist the EHDC officer to make a decision.

MPC notes that there are errors in the Transport Letter, it states that Longbourn Way is a 20 mph area and that there is no signage currently in place. As the road does not form part of the public road network, a private limit would be unenforceable in law.

There is only a 'virtual' footway over most of the route to the development. The Stand with Medstead Against Speculative Housing (SMASH) evidence provided to Application 58788/002 shows photographic evidence of vehicles driving over it.

The RTA data provided by the Applicant refers to the Public Highway and does not provide known data for Longbourn Way, masking the existing issues created by the development's road layout.

MPC also has safety concerns over the priorities over the junction between residential area and access to the development.

FMMAA is primarily a young people's organisation and will operate for groups at specific times causing multiple peaks of arrivals/ departures in late afternoon/ evenings impacting with Austin Fields estate commuters returning home.

MPC believes two TRIPS sites referenced are inappropriate for this proposal, as they appear to be for adult 'gyms' rather than sports club for young people. The teaching of classes will create multiple vehicle peaks visits, associated with class change over times from the end of the school day into the evening, which would not occur at an adult gym. On closer investigation MPC note that Coral Fitness, website states that it is unsuitable for use by children. It also appears to have a restaurant. Similarly, it found that DW Sports Fitness has a swimming pool.

The letter suggests that the development is within a 'walkable' neighbourhood, an observation dismissed in the Hampshire Highways aforementioned letter.

The Illustrative drawings suggest brick, timber cladding with sheet roof cladding 'industrial building.' Sheet roof cladding is out of context for location, surrounding units/ houses slate/tiled roofs.

The proposed pv car park roof is not shown on any drawing, although it is assumed to cover the parking area. Its height could interfere with rubbish collection vehicles.

The drainage report makes an assumption that foul water is pumped off site. MPC notes the issue of surface water flooding by the nearby 'Clementines' shop has not been addressed in the drainage proposals and drawings attached to this application.

The Proposer's covering letter noted that funding for the development is dependent on the approval of the Application (58788/002), and consideration of this information has no bearing on the Officer's deliberation on this matter.

MPC note that this Application is for a private commercial development, only viable because of the rental of its tenants, rather than a building being handed over to the Parish as an addition to the local Community Infrastructure.

#### **21899/005**

**Powder coated aluminium glasshouse sited on dwarf brick wall.**

**Boyneswood Lodge, Boyneswood Road, Medstead, Alton, GU34 5EA**

Medstead Parish Council reviewed the application and have no objection.

b. **Maintenance Committee** (Meeting held 28<sup>th</sup> June 2023)

School path approved by HCC but will not be done until end of year.

St Andrews new gate awaiting PCC approval then get 3 quotes. Contracts to be presented to full council for approval.

New contractor required to reinstate fence at Five Ash pond as current unavailable till later in the year.

Play area gate needs to have pivot holes bushed and holes re-bored as holes are now oval. Cllr. Smith would contact the Farringdon blacksmith for a quotation to carry out repairs to two gates.

Village green needs to be treated to get rid of chafer grubs.

The quotes for the water pipe extension in the Cemetery would be an agenda item at the next Full Council.

**Cllr.  
Smith**

**Full  
Council**

c. **Finance and General Purposes Committee** (Meeting held 28<sup>th</sup> June 2023)

Standing Orders, Finance Regs, and Cemetery Fees were reviewed at the latest meeting, together with other policies for presentation to Full Council.

F&GP identified the need to generate a cash flow forecast for the pavilion project and this will take place once the contract has been agreed.

**23.085 MEDSTEAD PARISH COUNCIL CHAIRMAN REPORT**

I joined the recent meetings of maintenance and planning committees as a non-voting member; it was good to see the groups working together and the efforts that new councillors have gone to bring themselves up to speed with their new roles.

It is extremely disappointing at the recently advertised HALC training sessions were oversubscribed and subsequently our new councillors were unable to book on. I have conveyed (through our clerk) my opinion that when training is chargeable and online (as was this) then there should really be no excuse for such limited numbers being able to benefit. That said it is pleasing to see that over the summer several of our councillors will be attending a face-to-face finance training.

In June I met informally with members of St Andrews PCC. We talked about the proposals for replacing the church gate, together with other churchyard matters. It appears that the PCC are very pleased with the current state of maintenance and were encouraged to contact the clerk with any specific concerns that they may have.

I have also received a question from a resident regarding how Medstead Parish Council would be marking pride month. this led me to thinking what events/anniversaries etc the Parish should be marking, if only with a flag, and whether a calendar might be created. Cllr Jackson would draft an article for the Four Marks News and The Villager.

**Cllr Jackson**

The Clerk would submit it for publication and also speak with Four Marks PC regarding what aspirations FMPC have in this respect

**Clerk**

### 23.086 MEDSTEAD PARISH CLERK REPORT

1. 2022/23 AGAR now sent to the external auditor. Public Rights published on the Parish Council web site.
2. Still waiting for building surveyors report from the pavilion architect to allow the final details to be submitted to EHDC the building regulations.
3. Still no response as yet from HCC regarding a possible weight limit through Medstead.
4. Submitted DPI forms to EHDC now returned and on Medstead PC website.
5. Successfully extended the EHDC 5 year CIL clawback deadline until February 2024. This may need to be considered further given the delay to the planning process for the Pavilion.
6. Instructed Cemetery contractor to undertake tree pruning works to assist access to graves.
7. Rpii Play Area Inspection report received and tasks highlighted and discussed by Maintenance Committee.
8. Two weeks annual leave!

#### **Cemetery Activity**

Burials x 3.

#### **Village Green Booking(s)**

Medstead School Y6 leavers 21st July 2023.

Fitness Event 29<sup>th</sup> July 2023

Manor Colts U14 football training 19th, 26th August & 2nd Sept. (Saturday mornings), plus Wednesday evenings from 6th September to 25th October 2023.

### 23.087 EAST HAMPSHIRE DISTRICT COUNCILLOR REPORT

Cllr Nelson introduced herself as the newly elected Liberal Democrat councillor for the Ward and confirmed that she would be working with the other two councillors for the community, especially concerned on environmental and climate issues.

Cllr Nelson confirmed that she had EHDC councillor grant funding available of £4.5k of which £1k is dedicated to environmental issues.

Cllr Nelson was asked to ascertain why the road surfaces in Wield had repaired but the same had not occurred in Medstead Parish and she agreed to contact HCC Mark Kemp-Gee accordingly.

**EHDC Cllr.  
Nelson**

### 23.088 PARISH COUNCIL TRAINING

The clerk thanked some councillors for enrolling on HALC training and advised that other training is available for all councillors and encouraged them all to consider the courses available and apply as required.

**All  
Councillors**

### 23.089 ST ANDREWS CHURCHYARD

- i. **War Memorial.** It was agreed that the Maintenance Committee would visit the war memorial to consider what repairs are required and would be on the next Committee agenda.

**Maintenance  
Committee**

It was further agreed that the broken grave as reported by the PCC, be cordoned off to prevent a trip hazard and for the PCC to take the necessary action to make it safe.

**Clerk**

- ii. **Church Gate.** It was agreed that it was key for a clear specification be obtained to allow comparable quotations to be received from three potential suppliers of the gates and the Clerk was asked to contact the PCC to this effect.

Clerk

### 23.090 MEDSTEAD PARISH COUNCIL POLICY

The following policies having been reviewed by Committee were proposed by Cllr. Jackson, and seconded by Cllr. Bennell and all re-adopted by Council.

They are:

- a. **Standing Orders**
- b. **Financial Regulations**
- c. **Medstead Cemetery Fees**
- d. **Fixed Asset Register**
- e. **GDPR Policy**
- f. **Risk Assessment**
- g. **Expenses Policy.**

### 23.091 APPOINTMENT OF COMMITTEES

**Maintenance Committee.** It was agreed that the Committee membership be increased to include one further councillor and Cllr Quinlan was nominated and appointed to serve on the Committee.

### 23.092 REVIEW OF COMMITTEE TERMS OF REFERENCE

All Terms of Reference having been reviewed by the Committees were adopted by Council.

### 23.093 FINANCIAL MATTERS

- i. **To receive and approve the income and expenditure report for May and June 2023.** These were both reviewed and approved by Council.
- ii. **To receive and approve the bank reconciliation as at 31<sup>st</sup> May and 30<sup>th</sup> June 2023.** These had both been signed by a non-signatory councillor, were reviewed and approved by Council.

### 23.094 S106 / CIL FUNDED PROJECTS

- i. **Medstead Village Green.** Cllr Kercher reported that he had spoken with the previous Chair of the Medstead Sports Club regarding the future options on the Village Green restoration. He suggested that a spray could be undertaken which although having been previously banned, had been re-licenced for use and was far cheaper than using nematodes. Council were concerned over what harm the spray could cause to the flora & fauna of the Green and surrounding area and Cllr Kercher would seek further clarification and report back to the next Maintenance Committee.
- ii. **Medstead Parish Office.** At the time of writing Medstead PC as still awaiting the final building regulations and structural engineers report in respect of the above project. The Clerk is chasing and when received, we can then apply to EHDC for Building Regulation approval and thence to tender. Unfortunately for a number of reasons, the timing schedule may have slipped. The Clerk was asked to get a copy of the Pattern Associates structural survey from the architect.

Cllr Kercher  
Maintenance  
Committee

Clerk

### 23.095 MEDSTEAD PONDS

- i. **Medstead Village Pond.** No further update at present as the working group are waiting for HCC & EHDC to report back to them. The Group would be invited by the Clerk to the September 2023 Full Council meeting to provide an update.
- ii. **Five Ash Pond.** Given the removal of the Parish Council fence by the neighbouring property and the likelihood that land had been taken by the neighbour in the process, it was felt that a solicitor's letter be sent to the property owner asking for the fence to be reinstated on the original boundary with immediate effect and the Clerk was asked to take this forward.
- iii. **Soldridge Pond.** Nothing to report.

Clerk

Clerk

### 23.096 COUNCIL REPRESENTATIVES

**ClIr Clark** had circulated the following **Neighbourhood Plan Steering Group** report prior to the meeting.

*"On 27th June a meeting was held to discuss the way forward with particular reference to the imminent new Local Plan. As well as the normal members of the Group, Ingrid Thomas also attended along with representatives from Fight4Fourmarks and SMASH.*

*One of the actions agreed on was that myself and Paul McAllister (the new FMPC Planning chair) would write to Adam Harvey, the EHDC Planning office manager, asking for a face to face meeting with him, this to help the two parishes understand, contribute and influence the new Local Plan. At the time of writing the email to Mr Harvey has been sent and a response is awaited."*

**ClIr Smith** reported on **Speedwatch** that the Team are only getting out once a week as we are low on volunteer numbers and people on holiday.

He reported that he has been asked to fill out an application form to have a camera fitted on one of our approved posts. However, as I understand it this only collects data so no use to Speed Watch and won't be pursued.

**ClIr Kercher** reported on behalf of **Medstead Sports Club** that the lease for both Medstead Tennis Club and Medstead Bowls Club would terminate in 2024 and that the freeholder would not confirm renewal of the lease until nearer the time.

A report had also been received from **Medstead Allotment Association** where two successful workdays were held in May/June when they managed to:

Apply two coats of Sadolin to the shed exterior;  
Clear out the shed's gutters and install leaf-guards;  
Repair areas of the boundary fencing where the chicken wire layer had begun to degrade;  
Top up the French Drain with more shingle where it had settled.

Also, they have repaired some of the wooden plot edges which had begun to deteriorate.

At the end of the tenancy year on 1<sup>st</sup> April 2023, two plots were vacated by giving notice and these now have new tenants who are settling in well.

The members are harvesting bumper crops at the moment due to the rapid growth spurt caused by the hot weather and recent heavy downpours of rain.

There were no further matters to discuss and the meeting was closed at 9.30pm

**Signed Chairman** .....

**Date**.....