



Medstead Parish Council

Minutes of the Full Council Meeting – 9th July 2025, 7.30pm

Present: Cllrs. Frank Maloney, Phil Quinlan, Jez Hood, Ken Kercher.

Also in attendance: Julie Russell (Parish Clerk), two members of the public, District Cllrs Neal Day and Roland Richardson.

	ACTION
25.081 NOMINATION OF CHAIRMAN Council resolved to elect Cllr Quinlan as Chairman for the meeting.	
25.082 OPEN SESSION a. A resident raised flooding issues regarding the Village Pond and was told HCC has been informed. b. A resident spoke about the Jennie Green Lane planning application (EHDC-25-0502-FUL) and requested that the Council respond to the Planning Consultation. c. Cllr Maloney asked the Clerk to thank the farmer who provided concrete blocks at the gates to the Village Green, and also the ex-Councillor who helped liaise with him and he also thanked the Clerk for her efforts in trying to protect the Village Green against unauthorised encampment.	
25.083 APOLOGIES FOR ABSENCE Apologies were approved for Cllrs Brayford (work commitments), Mitchell (holiday) and Smith (holiday).	
25.084 DECLARATION OF INTEREST None	
25.085 FULL COUNCIL MINUTES Councillors resolved to confirm the minutes of the Full Council meeting on 11 th June and they were signed.	
25.086 PLANNING COMMITTEE RESERVE Councillors resolved to appoint Cllr Hood as Planning Committee reserve, in line with the agreed ToR, and he will act as a committee member in this meeting.	
25.087 VILLAGE HALL NOISE Councillors agreed to move item 18b of the Agenda forward to allow the Chairman of the Village Hall Committee to speak, and for this the meeting was temporarily closed. He updated Councillors on recent noise complaints and measures taken to deal with it. Windows are now kept locked on the residential side of the car park to avoid hall users opening them. The planned installation of air conditioning will mitigate the impact of this. A reported incident of a local group using the car park was found from CCTV to be only 20 minutes had been well supervised and risk assessed by the leaders and deemed a very minor issue with no expected recurrence, so there is no action for the Council to take.	
25.088 COMMITTEES AND REPORTS a. Planning Committee i. Chairman's Report The Chairman's report is attached in the Appendix. In particular, he noted the withdrawal of Neighbourhood Plan funding by the Government and reported that the District Councillors have agreed grant funding to allow continuation of the current stage of work. He also gave feedback on a useful external session on affordable housing that he had attended.	

ii. Planning Applications (including late applications in agenda item 7a(iv))

See table below:

	Application Reference	Description / Location	MPC Comment
a.	EHDC-25-0345-FUL	Holly Cottage Redwood Lane, Medstead, Alton, Hampshire, GU34 5PE Two detached two-storey residential dwellings following demolition of existing outbuildings and light industrial paraphernalia.	This site is to the north end of Redwood Lane and for an additional two detached dwellings. Although it would tidy the site the density is out of place with the surrounding area. The applicant has not provided sufficient information, particularly on drainage. The Council asks for the application to be rejected.
b.	EHDC-25-0343-FUL	Stoney Lane Farm Stoney Lane, Medstead, Alton, Medstead, Hampshire, GU34 5EL Retrospective application for a stable block.	The Council has no objections as this is in keeping with the rural aspect of the local area.
c.	EHDC-25-0433-FUL	White Oaks Soldridge Road, Medstead, Alton, Hampshire, GU34 5JF Detached self-build dwelling with associated landscaping following demolition of existing dwelling (amended description)	This application for the replacement of a two bedroom chalet bungalow with a 4 bedroom detached house is in the countryside outside both the Medstead Village SPB and the South Medstead SPB. The M&FMNP Policy 1 directs that this development should be dealt with under EHDC Policy CP19, Development in the Countryside, which directs a policy of general restraint to protect the countryside for its own sake. The only development allowed in the countryside will be that with a genuine and proven need for a countryside location. There is no information on drainage, etc, that would be expected with such an application. The Council has concerns over the massing of the property. The Council makes a holding objection to this application until more information is available.
d.	EHDC-25-0613-DCON	Discharge Condition 12 - CEMP of approved application 25256/050 Land Rear Of Brackenbury Gardens And Boyneswood Close, Medstead	Proposed amendments to conditions submitted, as detailed in the Appendix.
e.	EHDC-25-0462-CONVR	Variation of condition 23 (Approved Plans and Particulars) of decision 25256/050 to allow substitution of	Detailed submission in the Appendix.

		approved plans, and request for a Section 106 Deed of Variation, to remove obligations in relation to on-site delivery of dwellings for Affordable Rent and replace this with financial contributions in lieu for off-site delivery. Land To The Rear Of Brackenbury Gardens And Boyneswood Close, Medstead	
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iii. Decision Notices The Decision Notices were reviewed and noted, and are listed in the Appendix.	
25.088 COMMITTEES AND REPORTS continued b. Maintenance Committee i. Chairman's Report (No meeting since last Full Council meeting) The Maintenance Committee Report is attached in full in the Appendix. As an update on this, it was noted that Maintenance Company for the housing development are very close to handover of the site from CALA and so they prefer that any discussion on the matter with CALA are deferred until after. c. F&GP Committee i. Chairman's Report There was no chairman's report	
25.089 MEDSTEAD PARISH COUNCIL CHAIRMAN'S REPORT There was no Chairman's Report	
25.090 CLERK /RFO'S REPORT The Clerk's report was circulated in advance and is included in the Appendix.	
25.091 EAST HAMPSHIRE DISTRICT COUNCILLORS' REPORT There was no monthly written report this month. Councillors gave an update on the Local Government Reorganisation. HCC and EHDC have now jointly agreed their proposed option and have circulated this to the public. However, other Councils within the 15 to be reorganised may disagree and this may not be the final solution. Work on the EHDC Local Plan continues and it will come into play in 2027. New building had progressed at a faster rate but has now slowed again and EHDC is still struggling with land supply and the tilted balance.	
25.092 TREE WORK Councillors resolved to approve a quote for £1,285 for urgent tree work on the Village Green to remove two dangerous trees, dangerous accumulated 'den' material and tree branches obscuring the warning sign on the approach to the School.	
25.093 DRAGON'S TEETH Given recent threats of a traveller incursion, Councillors will consider more widely the options for replacing the Dragons Teeth and protecting the Village Green at the next Maintenance Committee Meeting.	

25.094 PARISH OFFICE a. Broadband The Clerk has initiated the process for ordering BT Broadband, as agreed at the last meeting and expects the installation date will be two weeks. b. Furniture The Clerk shared proposals for the layout of furniture in the Parish Office and details of a suitable second hand desk, which the Council agreed she could purchase for £25. c. Post Box A post box had been ordered but was faulty and returned. Cllr Smith will install the new one on return from his holiday when able to do so.	Clerk Cllr Smith
25.095 POLICY TO ALLOW NSPG COUNCILLORS TO SPEAK TO DEVELOPERS Cllr Maloney will circulate the latest version of this policy to be reviewed at F&GP	Cllr Maloney
25.096 USE OF NEIGHBOURHOOD CIL FOR THE NEIGHBOORHOOD PLAN Council resolved to approve the use of £10k of Neighbourhood CIL for the revision of the Neighbourhood Plan.	
25.097 FINANCIAL MATTERS a. Councillors could not review the income and expenditure and bank reconciliations for June 2025 as the bank statements had not arrived. This was put on the agenda as the Clerk mistakenly thought they had. The Council previously agreed to accept that bank reconciliations would be reviewed a month in arrears due to issues over bank statements. b. Councillors resolved to approve the payments list for June 2025, as in the Appendix. c. Councillors will review the Q1 spend against the budget once the bank statements have arrived and all information is available for Q1.	
25.098 COUNCILLOR VACANCIES There are currently two prospective applications yet to be confirmed by the applicants and the adverts remain in place on the notice boards.	
25.099 CORRESPONDENCE a. Use of Car Park for wedding Councillors asked the Clerk to write to the correspondent saying that the car park could be used if there are no cricket matches or other hall events, with cars requested to park at the rear. In the event of other usage of the hall, they should be advised to park on the road and in the layby b. Village Hall Noise This item was brought forward by agreement of the Council and discussed earlier. c. New street names at Brackenbury Gardens The Clerk was instructed to write back saying the Council had no specific opinions on the names suggested. d. War Memorial insurance and ownership Councillors believed that ownership rested with the Church, who had responsibility to insure it, and Cllr Maloney will look into this. e. Other correspondence Triple FFF The Council noted a letter from Triple FFF regarding ongoing planning issues, and felt that the appropriate time for them to get involved is when the Planning Enforcement appealed. Cllr Maloney agreed to try to find out more about it.	Clerk Clerk Cllr Maloney Cllr Maloney

25.100 VJ DAY CELEBRATION This event is proposed for 15 th August. Cllr Maloney agreed to talk to the Village Hall Vice Chairman regarding arrangements and publicity for this event. All Councillors are asked to be involved.	Cllr Maloney
25.101 REPORTS FROM COUNCIL REPRESENTATIVES a. Speedwatch No report b. EHAPTC No report c. Village Hall Cllr Hood requested that someone else replace him once the new Councillors are in place due to work commitments, now that he has taken on the Maintenance Committee and Planning Committee reserve. d. Medstead Sports Club Cllr Kercher requested another copy of the licence agreement as the version previously sent was missing a page to sign. e. Neighbourhood Plan Steering Group This has already been covered elsewhere on the agenda.	Clerk
25.102 DATE OF NEXT MEETING The next meeting was confirmed as 13 th August at 7.30pm.	

There were no further matters to discuss and the meeting was closed at 9.45pm.

Signed Chairman

Date.....

Appendix July 2025

0725.1 Planning Chairman's Report July 2025

EHDC Planning Applications

Following the recent flurry of applications over recent months, the past month has been what can be considered 'quiet'. Significant activity is starting to be noticed on Friars Oak II conditions.

Determinations issued:

58788/002 Outline permission for 95 houses Land to the West of Longbourn Way, Medstead, Alton, Hampshire,

EHDC-25-0411-HSE garage, Afwen Dar, Hussell Lane, refusal.

EHDC-25-0418-HSE extension, 9 Wake Close, permission

EHDC Planning Committee

Attendance: On behalf of the M&FMNP Steering Group I attended the June meeting to speak on 60425/001 2 detached houses, Land to the Southeast of Semaphore Farm, Telegraph Lane, Four Marks.

M&FMNP

Government removed funding for 2025, although Locality will complete the M&FMNP existing commissions. Our three District Councillors are already financially supporting the reviews of the Housing Needs Assessment, and the Site Options Assessment, and have offered additional grant support to fund its public consultation expected in the autumn. EHDC Planning Policy Team advise that the NP can be supported by Neighbourhood CIL funding.

The 'Call for Sites' consultation is complete, with seven competent sites offers, four were non-compliant, as were already registered in the EHDC LAA process. Two other applications were submitted after the process had closed. Six of the sites were in Medstead.

0725.2 MPC Comment on EHDC-25-0613-DCON

EHDC-25-0613-DCON Land Rear Of Brackenbury Gardens And Boyneswood Close, Medstead, Alton

Amendments

Delivery Times:

- Delivery Hours - Monday to Friday 0800 to 1700 reduced to 9.00 to 4.00. Reason: rush hour traffic across Boyneswood Road bridge, and school traffic on Magnolias estate.
- Vehicles waiting to enter the site will be requested to turn off their engines and not have them idle for excessive periods while waiting. Change to 'No vehicles to wait on Magnolias estate, but be called onto site only when the site can accept it'. Reason: the Magnolias estate has no waiting areas for vehicles due to the width of the carriageway.

Topsoil Management:

- Topsoil stripping and storage shall only be carried out in suitable weather conditions and avoided during heavy rain. Add 'windy conditions' and 'Area to be damped down during hot weather or times of windy conditions' Reason: Prevention of nuisance to neighbours.

Air Quality/Dust Suppression

- Road sweepers will operate on site when earthworks haulage is scheduled. Add 'and extend its cleaning area from the site entrance to Winchester Road and Redhill.' Reason: Prevention of nuisance to neighbours.

- Add 'Dust raising activities, other than drilling and mixing of materials, will not take place during windy conditions.' Reason: Prevention of nuisance to neighbours.

Site Waste Management

- 8. Site office wastes would be collected in separate containers to maximise the opportunities for recycling, this would all types of dry mixed recycling. To be extended 'including the segregation of food wastes arising from site management and operatives'. Reason: Compliance with recent change of food waste regulations.

Road Cleanliness

- Sweepers will be keeping roads clean throughout the length of the project and the cleanliness of the road will be monitored daily to ensure public highways and site roads are kept clean. Add, and private roads on the Magnolias estate.' And 'and extend its cleaning area from the site entrance to Winchester Road and Redhill.' Reason: The roads on the Magnolia Estate are unadopted private roads and not the public highway, and the prevention of nuisance to neighbours.

Missing documents:

- Traffic plan, to Include 'Construction Plant and delivery vehicles, with the exception of site management and optative's vehicles. will only enter the site the Magnolia development from the north on Boyneswood road to prevent blocking the Boyneswood Road railway bridge. Large traffic associated with the site will leave the A31 at the Lymington Bottom Road junction and proceed via Lymington Bottom Road, Five Ash Road Red Hill and Boyneswood Road to Holland Drive.

All traffic leaving the site, including site management and optative's vehicles, must turn north out of Holland Drive and not cross the Boyneswood Road Railway bridge.

Medstead Parish Council request a monthly liaison meeting with the site management during construction period, which should be attended by EHDC, with invitation to the Ward Councillors and residents' representatives.

0725.3 MPC Comment on EHDC-25-0462-CONVR

EHDC-25-0462-CONVR Variation of condition 23 (Approved Plans and Particulars) of decision 25256/050 to allow substitution of approved plans, and request for a Section 106 Deed of Variation, to remove obligations in relation to on-site delivery of dwellings for Affordable Rent and replace this with financial contributions in lieu for off-site delivery. The proposed changes to the approved development entail the following: Changes to the tenure plan, to show plots 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 43, 44, 45, 46 & 47 as open market housing (previously been identified as affordable housing, with change to accord with the changes being progressed to the S106 Agreement) Changes to the house types for plots 7, 8, 9, 10, 11, 12, 13, 14, 43, 44 & 45 • Provision of garages to plots 7 & 8 Changes to plots 43-45, from a terrace of three houses to a pair of semi-detached houses and a detached house Changes to the external materials of plots 25, 26, 28, 34 & 42 from painted brick to render (amended description). Land To The Rear Of Brackenbury Gardens And Boyneswood Close, Medstead,

Medstead Parish Council welcomes the adoption of the EHDC *Affordable Housing Supplementary Planning Document*, and wishes to make a supplementary submission to EHDC-25-0462-CONVR.

The SPD gives further guidance regarding the application of *Joint Core Strategy (JCS) Policies CP13 - Affordable housing on residential development adopted in 2014, CP14 – Affordable Housing for Rural Communities, CP11 Housing Tenure, Type and Mix ...*

It also offers clarification on the provision of EHDC affordable housing, to ensure that **appropriate provision is being made where and how it should, and that affordable housing delivery is maximised**. This is key - as the HEDNA 2022 says, ***"the evidence does however suggest that affordable housing delivery should be***

maximised where opportunities arise”, which is supported by Policy CP11 which seeks to **“maximise the delivery of affordable housing”**

Further, CP13 refers to the preparation of an SPD, saying *“The general criteria for determining the size and type of affordable homes will be set out in SPD for particular locations. This would allow for the flexibility needed. The Council will set out the size and type of affordable housing likely to be needed on specific sites through the Local Plan: Allocations or a development brief SPD. This would allow the use of the most up to date information.”*

The EHDC *Affordable Housing Strategy 2022-25* sets priorities on supply, and affordability, with actions on how the Council will meet them, in the SPD *Table 2, The Affordable Housing Strategy 2022-25 Priorities:*

Topic	Priority
Supply	• Maximise opportunities that increase the supply of affordable housing through S106 • Maximise opportunities that increase supply in rural areas and outside of established settlement boundaries • Use Affordable Housing Developer Contributions to support delivery of the strategic priorities within this document • Explore development opportunities on Council and Housing Association owned land • Innovate to accumulate
Affordability	• Diversify the affordable housing offer to serve the needs of all, regardless of income or circumstance

CP13 Affordable Housing on Residential Development Sites says, “Affordable housing will normally be provided on-site”. Para 64 of the NPPF says that planning policies should state that affordable housing is expected to be provided on site unless;

- “a) off-site provision or an appropriate financial contribution in lieu can be robustly justified; and
b) the agreed approach contributes to the objective of creating mixed and balanced communities.”**

With regards to Viability, 4.27 of the SPD Policy CP13 says, *“The Policy allows flexibility to consider site specific factors, including market changes, viability and **what is right for the community**.”*

The SPD continues in Paragraph 4.28 ***Only when fully justified, or where other key strategic infrastructure is to be provided by the development and prioritised (supported by evidence) will the Local Planning Authority grant planning permission for schemes that do not provide the required amount, type, or quality of affordable housing.***

The Council believe that it is imperative that this guidance must be followed to ensure the future viability of the villages.

The Officer is aware that Medstead Parish Council, together with Four Marks Parish Council, is a joint sponsor of the *Medstead and Four Marks Neighbourhood Plan*, which is currently in the process of being revised.

The Council is aware of evidence provided to the revision that a **proven need** in the Parishes of Medstead and Four Marks has been identified by the EHDC Housing Development Officer, in his submission on

Affordable Housing in the NP Area, who noted from *Hampshire Home Choice* data, the current need in the two Parishes:

Bedroom Need	Medstead	Four Marks	Total
<i>1 bed</i>	19	24	43
<i>2 bed</i>	11	21	32
<i>3 bed</i>	8	15	23
<i>4 bed</i>	5	5	10
Total	43	65	108

The Council is also aware of the M&FMNP Steering Group *Housing Need Assessment* report produced by its Consultant, AECOM:

The need for Affordable Housing

*Drawing on the East Hampshire Housing and Economic Development Needs Assessment (HEDNA), AECOM estimate a potential need for **18.4 social/affordable rented homes per annum** over the Medstead and Four Marks Neighbourhood Plan (2024-2042), based on prorating the Neighbourhood Plan's area share of the overall East Hampshire district wide figures. The East Hampshire HEDNA also identifies a potential demand for an additional **19.6 new affordable home ownership dwellings per annum** over the Medstead and Four Marks Neighbourhood Plan.*

This development provides 22 Affordable Homes, 15 for rent and 7 for joint ownership:

- 4 x 1-bedroom maisonette
- 4 x 2-bedroom maisonette
- 5 x 2-bedroom houses
- 7 x 3-bedroom houses
- 2 x 4-bedroom houses

This is 20% of the Affordable Housing current need, i.e. both rented and 'shared' ownership, as identified by both the EHDC Housing Development Officer and the M&FMNP Steering Group Consultant.

Medstead Council attended an Affordable Housing symposium in the Winchester LPA area and has identified a major Affordable Housing provider with access to funding, covering the south of England. This provider had not been approached by the Development, and has taken details to carry out its due diligence regarding the provision of housing on this site.

The developer had obviously not exhaustively researched the availability of Affordable Housing providers, particularly as the Council managed to do this in one day. At this time, the Council withholds the name of the provider due to Commercial confidentiality.

The Parish Council believe that the removal of the Affordable Housing from this site is contrary to the direction of the EHDC HEDNA , and also to CP13 *b) the agreed approach contributes to the objective of creating mixed and balanced communities*. The loss of this opportunity to provide these proposed dwellings to its residents will inhibit the future our villages by increasing the current severely imbalance, and will have a severe impact on the future viability of this area.

Should EHDC be minded to allow this change, the Council asks if the Officer would advise it of the proposed site(s) on which these dwellings will be built? It would be helpful if any location is also owned by EHDC, as any reduction in the cost of land could make these dwellings truly affordable.

0725.4 Planning Decision Notices July 2025

Ref	Description / Location	Date	Decision
EHDC-25-0530-DCON	Discharge Condition 4 - Energy of approved application 25256/050 - 54 dwellings, associated landscaping and open space, with access from Holland Drive (Amended plans, amended description and updated technical reports dates 7th June 2024) Land To The Rear Of Brackenbury Gardens And Boyneswood Close, Medstead,	04/06/2025	Condition Determined
EHDC-25-0418-HSE	Single storey extension to rear 9 Wake Close , Medstead, Alton, GU34 5RN	25/06/2025	Permission
EHDC-25-0411-HSE	Detached Garage in Front Garden Afwen Dar Hussell Lane, Medstead, Alton, Hampshire, GU34 5PF	25-06-2025	Refusal
EHDC-25-0273-LDCE	Lawful Development Certificate Existing Kestor Bighton Road, Medstead, Alton, Hampshire, GU34 5ND	13/06/2025	Permission

0725.5 Maintenance Committee Chairman's Report July 2025

Pavillion

Thanks to Mike Smith for undertaking various repairs to the Pavillion over recent weeks.

Notice Board – Boyneswood Road

Existing board has rotted and replacement will be discussed at next Maintenance Committee meeting.

Fallen Trees and Debris

Prompt action by the Clerk on 3 June rapidly addressed a fallen tree between the Village Green and the pond and with approval by the committee Chair at a cost of circa £500 Paul Grace was engaged to remove it.

Prompt action by the Clerk on 4 July rapidly addressed a fallen tree and old tyres by the Village Pond and also trees and branches near the school fence and with approval by the committee Chair and Vice Chair at a cost of circa £1285 Paul Grace was engaged to remove it. Post event the cost involved will be proposed to Full Council for approval.

Allotment

An onsite meeting on 3 July was held between the committee Chair and Councillor Hood to assess the collapsed bank where strengthening various upright timber supports may be sufficient to retain the bank. Following this, contact was made with the Residents Management Committee where it will be discussed on 8 July as it is proposed to send a joint letter to Cala Homes (developer) to implement a repair.

Other remedial work – following advice from Mike Smith, the Allotment committee are considering replacing the lighting and utilising a generator / battery in place of mains power. The cost to replace rotten wooden timbers surrounding individual plots has to be discussed. Materials for shed painting will be supplied.

Cemetery

Information regarding a resident's proposed bench is awaited.

Additional clauses to the Cemetery Policy regarding benches are being drafted.

0725.6 Clerk's Report July 2025

Two things have taken up considerable time in the last month. The first has been responding to information requests. The second has been finalising submissions to the external auditor. These two factors have created time pressures this month. There has also been a lot more planning-related admin and outgoing correspondence this month.

The amount of material that goes to the auditor is far greater than the AGAR forms signed by the Council, with 35 documents uploaded this year, one of which is a spreadsheet with 9 separate worksheets detailing reserves, changes in the asset register, bank reconciliations, a breakdown of all costs in the year showing and explaining all variances by category of spend etc. In addition, there are numerous minutes required to showing various points, all the invoices for the pavilion and various other things. It takes considerable time extracting all the data and finding the relevant information and compiling it. The issues with the audit are considerably more complicated this year for the second year running because a) we had a capital project b) we had large variances on the previous year triggering the need for additional information and c) we are classed an intermediate sized council because spend was over £200k, so there were additional questions. Hopefully audits will become simpler again next year when the impact of the Capital Building project has ceased.

In the last few days, I have sorted photographs and quotes for further urgent tree work required on the village green and attempted to get the Council best prepared for a possible travel incursion in terms of finding more about the process, getting paperwork sorted and repairing as best I could a fallen dragon's tooth.

I have started drafting policies on Co-option of Councillors and Memorial Benches and made a good start, but have more to do. The Memorial Bench policy in particular is raising a few questions that I will share with Maintenance Committee members.

In the cemetery there has been one burial and one new request for an ashes burial.

I have had to spend a reasonable amount of time on CiLCA this month to avoid the risk of falling behind and getting out of sync with the mentoring program. There will be a very definite benefit to the Council in increasing my knowledge base, even though it is a hurdle to get through in terms of workload.

0725.7 Payments for approval for June 2025

Date	Supplier	Description	Amount £
11-Jun	Idverde Lrd	Litter bin emptying (unpaid VAT)	78.55
11-Jun	Starboard Systems Ltd	Scribe Accounts monthly charge (May)	58.80
11-Jun	Starboard Systems Ltd	Scribe Accounts monthly charge (June)	58.80
11-Jun	Philspace Ltd	Container rental	115.20
11-Jun	Mulberry Local Authority Services	End of year audit	339.48
11-Jun	Philspace Ltd	Container rental	76.80
11-Jun	P. J. Grace	Tree work	480.00
11-Jun	Places4People	Neighbourhood plan consultancy	588.00
11-Jun	WKL Building Supplies	Misc. materials	144.00
11-Jun	Scottish Power	Pavilion electricity	103.32
11-Jun	Hampshire Pension	Pension payment (May)	539.64