

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
28 March 2022
19:30 East Woodhay Village Hall

Chairman: Cllr Hurst (Chair)

Present: Councillors Mr G Dick, Mr P Jarvis, Mrs K Titcomb, Mr M Rand, Mr S Bowden, Mrs S Cooper

In attendance: Cllr Graham Falconer

Clerk: Amy White

Item 1: Apologies

133/21 Apologies received from Cllrs Mitchell (holiday), Hainge (holiday), Watson (work).

Item 2: Declarations of Interest

134/21 None.

Item 3: 135/21 Matters Arising from 28 February 2022 Meeting

Item	Action	Owner
120/21	Clerk to send PCSO dates of WH markets. Actioned- PCSO and Police Officer attended WHVM on 26/03/22.	Clerk
120/21	Cllr Hainge to send current speed data to Cllr Mitchell. Unsure as both were absent.	Cllr Hainge
121/21	Clerk to write to Cllr Thacker asking for regular HCC updates- Actioned- Cllr Thacker not in attendance. Cllr Mitchell actioned in absence to write to Cllr Thacker.	Clerk
123/21	Cllr Dick to ask HCC Highways Dept to carry out a safety inspection of the road conditions from the fork in the road by Hollington House to East End and that it take appropriate action to address the ongoing damage caused. Actioned. Many potholes have recently been filled.	Cllr Dick
125/21	Clerk to clarify with HE playground contractor the labour and material costs. Actioned. Repairs to be completed within next week.	Clerk
126/21	Cllr Rand to contact Malcolm Perris re possibility of hardcore at the gate in Hollington. Not actioned, weather improving, to decide if necessary.	Cllr Rand
127/21	Cllr Dick to confirm EWPC's approval of lowering the kerb to HCC and to obtain formal quote. Actioned- Clerk has received quote and paid for works.	Cllr Dick
131/21	Cllr Titcomb will report back on the recent grant to St Martin's Guild for roof repairs. Actioned: See report at the end of the minutes.	Cllr Titcomb

Item 4: 136/21 Borough and County Councillor Reports

Cllr Falconer: Reported that having been contacted by Kit Malthouse re the Mount Road complaint (see item 5), he has asked Cllr Thacker to liaise with Hampshire Highways, as it is not a Borough issue.

Cllr Sam Carr has sent an email regarding the Queen's Jubilee Fund. Cllr Rand and the Clerk will lead on an application from East Woodhay Society.

Action: Clerk/Cllr Rand to apply for Jubilee Funding from BDBC.

Cllr Titcomb raised the question of why the PC's request for S106 funds from the Sungrove development has been ignored by BDBC. Cllr Falconer will investigate.

Action: Cllr Falconer to investigate S106 funding for EWPC from the Sungrove development.

Cllr Dick followed up from Cllr Rand's comment in the February Minutes regarding the frustration EWPC is feeling with the communication from Cllr Thacker. Cllr Dick proposed a motion to request for the Chairman to formally write to Cllr Thacker to request a regular update to EWPC, copying in the leader of Hampshire County Council.

Cllr Cooper seconded the motion.

Full Council agreed for the Chairman to write to Cllr Thacker requesting regular updates specific to East Woodhay/North Hampshire.

Action: Cllr Mitchell to write to Cllr Thacker requesting regular updates specific to East Woodhay/North Hampshire.

Item 5: 137/21 Mount Road safety concerns

The Clerk confirmed the parishioner who raised the safety concern regarding Mount Road was invited to join the meeting to discuss their concerns; they did not attend.

The Council thanked Cllr Bowden for his report sent in advance of the meeting (see below for report and email response to parishioner).

It was agreed that education within schools and to the parents/guardians was a key factor. Cllr Bowden will draft a letter to send to schools for the Council to consider.

PCSO Joshua Revett has confirmed the police can be a presence at school time as a reminder to the public.

The Clerk will communicate with Highclere PC regarding communication with Thorngrove School.

Although it was felt that speeding is not the issue down Mount Rd, Council discussed how it may be useful to deploy the SID to get a better view of car volume and pattern of road usage.

Action: Cllrs Bowden and Hainge to lead on the Mount Road follow up communication with schools and SID positioning in Mount Road. Clerk to liaise with HPC re Thorngrove School.

Item 6: 138/21 Planning

Please also see planning minutes on the website [here](#).

Item 7: 139/21 Neighbourhood Plan Report- Cllr Hurst

Please see Cllr Hurst's report at the end of the minutes.

EWPC is now in Regulation 16 Public Consultation. See www.basingstoke.gov.uk/EWNP

Item 8: 140/21 Amenities

Please see Amenities Minutes [here](#).

The Amenities section on the website has been updated and improved.

Trees: There are two further trees in the WH recreation ground that require maintenance, as identified in the Naturally Trees report. This work will be completed in May.

Full Council agreed to the quote received from Highclere Tree Works for £1795.

Action: Clerk to confirm tree works with Highclere Tree Works for WH recreation ground.

Terms of Reference- to move to next meeting as more work is required.

Parish Field: The Clerk has recently received a complaint from a resident backing onto the field regarding people walking along the edge of the field. The parishioner requested the Council shuts the field for a short length of time (as the path permissive, this is within the Council's right). Cllr Rand proposed adding clearer notices on the gates. Full Council agreed to bigger signs but not to closing the field; the positive benefits of the path in providing safe walking access to schools and the doctor's surgery outweighs the few who do not stick to the rules.

Action: Clerk to action new signage, in conjunction with Amenities Team.

Biodiversity Project: Cllr Rand explained that the Amenities Team is currently unable to take forward the biodiversity project. In advance of the meeting, the Clerk shared with the Council the current stage of the project. Cllr Bowden will take up the project in the interim with a view to kicking it off and potentially handing it over to members of the community.

Action: Cllr Bowden to initiate biodiversity project and report back to PC at next meeting.

Item 9: 141/21 Footpath Project update

Cllr Watson was absent. Update at next meeting.

Item 10: 142/21 Highways

Cllr Dick's report and current log is available to view on our website [here](#).

Cllr Dick asked for Full Council approval re plans proposed by Hampshire Highways (please see report) regarding road widening and tree removal and replanting along Trade Street near the doctors' surgery.

The PC approved the plans presented by Cllr Dick for the Trade Street works and the replanting of three cherry trees. A native species has been requested.

Cllr Dick asked for Full Council approval for the proposed new pavement along Tile Barn Row from Paddock End to Meadowbrook.

The PC approved the plans presented by Cllr Dick for the new pavement along Tile Barn Row from Paddock End to Meadowbrook.

Cllr Dick was also able to confirm that the clearing of the sump at Brownies Corner has been added to the HCC schedule of works.

Action: Cllr Dick to find out the timings of the scheduled works so that the community can be informed nearer the time.

Item 11: 143/21 Utilities report

Nothing to report.

Item 12: 144/21 Speed Awareness Project Update

It was decided to wait for Cllr Hainge's attendance at the next meeting.

Item 13: Finance Update

145/21 The Clerk presented the following accounts for payment for March 2022:

9-Mar-22	Misc Maintenance	Yearly payment to Sean Early for Parish Field and Brownies Corner Maint- PAID 09 MARCH 2022	£ 100.00
9-Mar-22	Misc Maintenance	Highclere Tree Works- Woolton Hill Rec Ground 02/03/22. PAID 09 MARCH 2022	£ 1,795.00
28-Mar-22	Neighbourhood Plan	John Priest NP Part production PAID 09 MARCH 2022	£ 182.75
28-Mar-22	Clerk's salary	Includes backpay of £160.16 (increase in salary sale April 2021-March 2022)	£ 737.13
28-Mar-22	Litter Warden Salary		£ 386.10
28-Mar-22	Litter Warden Exps		£ 35.00
28-Mar-22	PAYE	HMRC Month 12	£ 222.72
28-Mar-22	Clerk's expenses	Zoom.pro, equipment for litter picker (Amazon), Flowers for Robyn Milliner, BDBC, fuel costs for travel to noticeboards x 2 and Appleprint, Newbury	£ 60.27
28-Mar-22	VAT	Zoom.pro, equipment for litter picker (Amazon)	£ 7.35
28-Mar-22	Highways	Invoice paid in advance for pedestrian crossing point on Church Road	£ 2,570.49
28-Mar-22	Admin (inc Courses)	ArtofData domain renewal for www.eastwoodhay-pc.gov.uk (for April onwards)	£ 50.00
28-Mar-22	Annual Maint Agmnt	Scofell monthly payment- March	£ 316.25
28-Mar-22	VAT	Scofell monthly payment- March	£ 63.25
28-Mar-22	Neighbourhood Plan	ApplePrint spiral booklets x 10 for Neighbourhood Plan	£ 105.00
28-Mar-22	Admin (inc Courses)	New EPWC logo by Steve Painter	£ 300.00
28-Mar-22	Neighbourhood Plan	John Priest Submission Plan project Neighbourhood Plan	£ 276.50
28-Mar-22	Admin (inc Courses)	Payroll March	£ 12.00
28-Mar-22	VAT	Payroll March	£ 2.40

£

Total: 7,222.21

In Cllr Mitchell's absence, the Clerk confirmed that FY21/22 saw expenditure of £96k, a large part of which was \$106 spending on the Parish Field path and recreational facilities in the Woolton Hill recreation ground (£38k).

Highways- the Clerk has paid Hampshire County Council in advance of works being completed on the crossing point at Brownies Corner to Church Road. Once payment is received HCC will add this to their schedule of works.

Clerk salary: The full council agreed to the Clerk's inflationary salary increase of 2.75%, backdated to April 2021 (increase of £160.16) to be paid in March salary.

Highclere Tree Works, John Priest invoice 20211231 and yearly payment to Sean Early for Brownies Corner and ditch maintenance were paid in advance of the meeting (email approval received from Chair and Vice Chair).

Item 14: 146/21 Confirmation of Parish Elections 2022

East Woodhay Parish Councillors are up for election on 05 May. The Clerk reminded Council that nomination forms have to be hand delivered to Basingstoke and Deane offices by 4pm, 05 April 2022.

Item 15: 147/21 Items to carry forward to next meeting

Update of Cllr Carr's speeding in rural areas project.

Review of EWPC website.

Finance moving forward.

ICO case regarding parishioner complaint.

The next meeting will be held at 7:30pm on Monday 25th April @ East Woodhay Village Hall.

Actions 28/03/22

Item	Action	Owner
120/21	Cllr Hainge to send current speed data to Cllr Mitchell. Unsure as both were absent.	Cllr Hainge
126/21	Cllr Rand to contact Malcolm Perris re possibility of hardcore at the gate in Hollington. Not actioned, weather improving, to decide if necessary.	Cllr Rand
136/21	Clerk/Cllr Rand to apply for Jubilee Funding from BDBC.	Clerk/Cllr Rand
136/21	Cllr Falconer to investigate S106 funding for EWPC from the Sungrove development.	Cllr Falconer
136/21	Cllr Mitchell to write to Cllr Thacker requesting regular updates specific to East Woodhay/North Hampshire.	
137/21	Cllrs Bowden and Hainge to lead on the Mount Road follow up communication with schools and SID positioning in Mount Road. Clerk to liaise with HPC re Thorngrove School.	Cllrs Bowden/Hainge
140/21	Clerk to confirm tree works with Highclere Tree Works for WH recreation ground.	Clerk
140/21	Clerk to action new signage for Parish Field, in conjunction with Amenities Team.	Clerk
140/21	Cllr Bowden to initiate biodiversity project and report back to PC at next meeting.	Cllr Bowden

142/21	Cllr Dick to find out the timings of the scheduled works so that the community can be informed nearer the time.	Cllr Dick
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Councillor Reports March 2022

Cllr Titcomb: St Martin's Guild Update

Roof repairs were completed by November 2021; the clock has been serviced and given an automated winding system and an automated bell silencer. The Guild managed to obtain match funding from Greenham of some £11.5k. There is now an appeal to restore the clock dial which will cost c.£4k - which will again be subject to matched funding from Greenham. Going forward the church will be subject to further expenditure as the boiler is in need of replacement and the roof will require ongoing maintenance. The Parish Council were again thanked for their support and advised that the Church has recently been used for a very successful concert which raised c.£1500 and used for further recordings by a variety of musicians, raising further funds.

Item 5: Mount Road report and response to parishioner, Cllr Bowden

Overview:

On Thursday 3rd March 2022, the clerk to EWPC received an email from a resident concerned about the speed and proximity of vehicular traffic to pedestrians. Her concerns related to the safety of her children travelling to and from school. She provided photographic evidence of her concerns, making both East Woodhay Council and Highclere Council aware of the situation, along with Kit Malthouse MP. A suggestion was made by the resident that a pavement be installed along the highway.

Actions taken to date:

Cllr Bowden replied for both east Woodhay and Highclere Parish Councils on 9th March 2022 and copied in Mr Malthouse (copy attached).

Both parish Councils have agreed to write to the two local schools, with advice for all road users, vehicular, cycle and pedestrian. Councillor Bowden will draft an appropriate letter to be delivered to the schools at the start of the new summer term.

On 15th March, Mr Malthouse replied to the original email from the resident. He cited Cllr Bowden's reply as being comprehensive and has asked to be kept up to date with developments. He has also asked both Cllr Thacker (HCC) and Cllr Falconer (B&D) to review the situation, including ownership of the grass verges along Mount Lane.

Proposed further Action by EWPC:

Letter to Woolton Hill Junior School, St. Thomas's Infant School and Thorngrove School, asking them to remind parents to drive considerately to and from school, as well as offering advice for safe walking practices to and from school, including consideration of an organised 'walking school bus'. - Cllr Bowden

Write to Hampshire County Council and Request a feasibility study in relation to making Mount Road safer for vulnerable road users, and installing additional safety measures to include a review signage warning of school / pedestrians in the road way.

Consideration of Mount Road to be included in any Speed watch campaign undertaken by EWPC.

Agree a uniform presence by Hampshire Constabulary in the form of a police officer or PCSO during school drop off and collection times.

EWPC to write to residents advising of the care and courtesy that need to be taken by road users towards pedestrians, cyclists, and horse riders. This can be linked to the revised Highway Code hierarchy of road users.

Any further action that the council deems appropriate.

Submitted for consideration and discussion.

Cllr Simon Bowden

Copy Email:

Dear Ms [REDACTED]

Unsafe situation Mount Road RG20. Risk to children

Thank you for your email dated 3rd March 2022, the contents of which have been noted, by East Woodhay Parish Council and Highclere Parish Council, and I write on behalf of both councils. We are sorry to hear of the distress that walking your children to and from school has caused. The photographs that you include with your email usefully highlight the hazardous situation on Mount Road. As regular users of Mount Road (as a pedestrians, cyclists, and car drivers), we share your concern about the proximity of the vehicular traffic to pedestrians and cyclists in the roadway and the inappropriate speed often adopted by the drivers concerned.

Before addressing your concerns, it is important to outline the local authority landscape in Hampshire. As a resident, you are served by three council bodies: the parish council for the area you live, Basingstoke and Deane Borough Council, and Hampshire County Council. Each has very distinct responsibilities and duties. The responsibility for maintaining highways, including implementing speed limits and traffic-calming measures, sits with Hampshire County Council. As parish councils, we regularly liaise with Hampshire County Council about highway and transport issues. Problems relating to highways can be reported to Hampshire County Council directly via their website or by using the East Woodhay Parish Council Website (by selecting the 'About the Council' menu and then choosing 'Highways').

In relation to the suggestion of adding a pavement to Mount Road, some of the green space between the highway and the hedges and fences belong to the associated properties and are not owned by the county council. It follows that using this land to establish the addition of a pavement to the highway would be problematic and extremely unlikely to be a successful endeavour. Reducing the width of the carriageway to accommodate a pavement would be equally challenging but an issue for consideration by the Highways Department at Hampshire County Council.

It is the responsibility of all road users to use the highway appropriately and safely and follow the highway code, which has recently been updated in favour of pedestrians - the most vulnerable road users. It appears that these responsibilities are not always being undertaken adequately in Mount Road, particularly by motorists, some of whom will be parents driving to and from the schools concerned. We are aware that this situation has previously been highlighted to the headteacher at Thorngrove School in Pantings Lane. Repeated reports of poor driving by parents travelling to and from the school resulted in a pedestrian gate to access the school field that joins Mount Road. This access partially alleviates the risk of walking children to Thorngrove School on Pantings Lane, which is narrower than Mount Road.

In order to tackle the problem, We believe that a mufti-faceted approach needs to be undertaken, utilising evidence from other areas that have successfully dealt with this kind of issue. Initiatives that have proven successful in other areas have included education and enforcement activity by local community safety partnerships and residents alike. These initiatives have included parents meeting and walking as a coordinated 'walking school bus' as part of a safe routes to school initiative, ad-hoc uniformed officer presence, the use of road signs warning of pedestrians, and driver speed awareness campaigns. These initiatives have proven to slow car drivers' speed and make them more aware of vulnerable road users.

We are some way from such a joined-up solution on Mount Road and the surrounding area. We suggest that a two-stage approach be adopted to tackle the problem. Firstly the parish councils will write to both Woolton Hill Junior School and Thorngrove School, highlighting the concern that you have raised. We will ask that they communicate with all parents and advise them of safe driving and walking practices while taking or collecting children to or from school. Ideally, including reducing vehicle speed, giving pedestrians and cyclists adequate space, keeping children innermost to the roadside, and holding young children's hands while walking in the carriageway. Secondly, East Woodhay Parish Council will add safety on Mount Road to our next meeting, which will be held on 28th March 2022, at 7.30pm at East Woodhay Parish Hall. You are of course welcome to attend should you wish. If you are unable to attend, we will email you afterwards and signpost the minutes of the meeting for your information. The two parish councils will seek to work together to communicate appropriately with our residents and road users, the local neighbourhood policing team and Hampshire County Council. We will invite our local Police Community Support Officer (PCSO) to attend the meeting and seek to initiate some uniform officer presence at the start and end of the school day. In the meantime, I recommend that you also report your concerns to Hampshire County Council and the local community policing team at Basingstoke. You may wish to consider asking your school to consider coordinating a safe routes to school initiative.

I hope that our response reassures you that East Woodhay and Highclere parish councils will do what we can to support you in making your walk to school a safer experience.

Yours faithfully,

Simon Bowden

Councillor East Woodhay Parish Council | simon.bowden@eastwoodhay-pc.gov.uk

Item 7: Neighbourhood Plan report, Cllr Hurst

Following approval by EWPC as the NP Qualifying Body, the NP was submitted to BDBC and passed their legal compliance tests with no changes required. The NP moved into the BDBC consultation process on Monday 14th March. Due to the bank holidays during this period, BDBC decided to hold a seven week consultation. Consultation will therefore run until 4pm Tuesday 3rd May 2022.

BDBC drive this next stage of the process, with EWPC support. BDBC have put out a press release to the NWN and Basingstoke Gazette stating that the NP has moved into consultation and the associated details.

A formal note was produced by BDBC and circulated to the EWPC notice boards and website. The note highlights where the online documents can be read and where hard copies can be found. It also highlights how to make a comment on the Neighbourhood Plan. All comments will now go directly to BDBC and the Examiner.

All these documents went live on the BDBC website on Monday 14th March with the link from the EWPC website - consequently they will not be published separately on the EWPC website. All the documents can be found on the BDBC website (www.Basingstoke.gov.uk/EWNP). The following has been published:

- Submission Neighbourhood Plan
- Basic Conditions Statement
- Consultation Document and Appendix
- Strategic Assessment Report
- Decision Notice

In addition hard copies of these documents were provided and can be found at the following sites:

- Woolton Hill Church Hall
- East Woodhay Village Hall
- Peter Brunsden Associates
- BDBC offices
- Basingstoke Discovery Centre (Festival Place Shopping Centre)
- Newbury Central Library

The above copies will remain in situ.

Two copies are with the Parish Clerk and these can be loaned out for a day or two at a time. All the EWPC responses to the questions raised by the community and statutory bodies during the Reg 14 consultation can be found in the Consultation Document Appendix, one of the documents published with the Neighbourhood Plan.

In addition, notes have been sent out to statutory bodies and to people in the community who gave feedback during Reg 14 consultation (and who left an email address) informing them that the BDBC process is underway.

Further notes and articles will be published by EWPC during the consultation period to keep the community informed of where we are in the NP process.

EWPC have also agreed to the appointment of the independent Examiner. We have followed BDBC recommendations and agreed with the appointment of Janet Cheesley. She will be the Examiner for EWPC and Ashford Hill (who are consulting at the same time as ourselves). She will commence the examination during the consultation period and will be visiting our area as part of the process. It has also been confirmed the Examiner will not be impacted by purdah during the local elections.