

THE PARISH COUNCIL OF ABBOTTS ANN

MINUTES

OF THE MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 4th DECEMBER 2014
IN THE ABBOTTS ANN WAR MEMORIAL HALL

Present:

Members of the Abbots Ann Parish Council:

| | | | |
|-------------------------|---------------|----|-------------|
| Cllr B. Griffiths | Chairman | BG | |
| Cllr G. Whyte | Vice-Chairman | GW | |
| Cllr R. Bone | | RB | |
| Cllr S. Oram | | SO | |
| Cllr D. Paffett | | DP | |
| Cllr B. Sims | | BS | |
| Cllr P. Wilkins | | PW | ITEMS 4,1,2 |
| Mrs R. Griffiths | Treasurer | | |
| Lt Col (Retd) A. Peters | Parish Clerk | | |

In Attendance:

Representatives of External Organisations:

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| Cllr G. Stallard | Test Valley Borough Council |
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Representatives of Parish Organisations:

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| Mr R. Lucas | Abbots Ann Action & Abbots Ann Vision |
| Mr J. Moon | Abbots Ann Vision |

Visitor:

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| Mr P Jackson | Test Valley Borough Council |
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Notes:

1. The Agenda order for this meeting of the Council was slightly adapted to permit Mr Paul Jackson, Head of Planning and Building Service of TVBC to address the Council on a contentious Planning Application. This address is minuted mainly for convenience and continuity under ITEM 4: Public Participation, albeit a Planning matter.
2. The Agenda for this meeting of the Council could not be completed; an Extraordinary Meeting of the Council was thus convened for 17 Dec 2014 to address the outstanding ITEMS [ITEM 2: Minutes of Previous Meeting - 6 Nov 2014; ITEM 9: Correspondence; ITEM 10; Finance & Contractual Matters] .
3. The Agenda for the Extraordinary Meeting of the Council could not be completed on 17 Dec 2014; a further Extraordinary Meeting of the Council was convened for 23 Dec 2014 to address the ITEM that had been Carried Forward [ITEM 2: Minutes of Previous Meeting - 6 Nov 2014].
4. Action Responsibilities recorded as **ACTION: TBA** indicate that the Chairman has not yet assigned a Councillor to lead on the subject/matter/issue and this will be determined at a future meeting of the Council.

14/129 ITEM 4 Public Participation**a. Planning Application 14/02598/FONN.**

- i. Mr Paul Jackson Head of Planning and Building Service of TVBC had been invited by Cllr Stallard TVBC to address the Council on a Planning Application that will impact on the rural woodlands within and surrounding the Parish of Abbots Ann. The aim of the address was to inform Councillors on the particular constraints associated with this Planning Application and to provide assurance that the mandated consultation and processing procedures had been followed correctly.
- ii. The Planning Application had been considered by the Council's Extraordinary Planning Meeting on 13 Nov 2014, however, the Council was only permitted to comment on minor aspects of this Planning Application (siting and appearance) because the Planning Application carried prior Approval (in principle) from TVBC.
- iii. This Planning Application was for the improvements to tracks within the woodlands of the Parish, similar to that of previous Planning Applications in the neighbouring Parishes of Monxton and Ampport. This Planning Application had caused a great deal of public dissention due to the extent of works involved which could damage the natural environment, and the impact of the movement of heavy vehicles transporting the hard-core foundation material for the woodland tracks through the villages into the woodlands.
- iv. Dr Moon, in his capacity as the local representative for the Campaign for the Protection of the Rural Environment (CPRE), had alerted the Council to the possible identical problems that might result from the Planning Application 14/02598/FONN; the concerns of Dr Moon, which were conveyed to TVBC are contained in Note 3 of the Minutes of the Council's Extraordinary Planning Meeting which are held as Attachment 3 to the Minutes of the November meeting of the Council.
- v. Mr Jackson (TVBC) explained that although this was circulated as a Planning Application, it fell within the Government's classification of Permitted Development, and that the document forwarded to the Council for its consideration and response was purely a Development Notification.
- vi. Mr Jackson stated that TVBC had completed the correct consultation actions with all the rural stakeholder organisations, and this had been completed within the correct timescale. This consultation process excluded the consideration of any archaeological aspects as the area of the development had no previous archaeological interest nor a formal designation as an Ancient Monument; Mr Jackson did agree that due to the relative proximity of a previously excavated Roman Villa, it would be beneficial for the Parish to make contact with the County Archaeologist. **ACTION: Clerk**
- vii. Mr Jackson was conscious that the site owners should liaise with the Parish Council so that disruption could be minimised and the Rights Of Way be maintained as far as practically possible during this period of construction. Mr Jackson undertook to provide the Clerk with a point of contact. **ACTION : Clerk**

- viii. Mr Jackson agreed to provide the Clerk with a guide to the relevant regulations.
Clerk's After Note. Mr Jackson has provided the following relevant links:

General Permitted Development Order 1995 and Part 7.

<http://www.legislation.gov.uk/ukxi/1995/418/article/7/made>

Guidance provided by the Forestry Commission (Section 4.1)

<http://www.forestry.gov.uk/pdf/ON025->

[ForestRoadsandTracksv1.0issued110809.pdf/\\$file/ON025-](http://www.forestry.gov.uk/pdf/ON025-ForestRoadsandTracksv1.0issued110809.pdf/$file/ON025-)

[ForestRoadsandTracksv1.0issued110809.pdf](http://www.forestry.gov.uk/pdf/ON025-ForestRoadsandTracksv1.0issued110809.pdf)

- ix. The Chairman, on behalf of the Council, thanked Mr Jackson for attending the meeting at such short notice, and for providing such a useful explanation on this Planning Application and the recent changes to Legislation in this particular area.

14/130 ITEM 1 Apologies

- a. Apologies were recorded from Cllr A. Gibson, Hampshire County Council.
- b. Apologies were recorded from Cllr M. Flood, Test Valley Borough Council.
- c. Cllr Bone arrived late for the meeting and apologised for her lateness.
- d. Cllr Wilkins arrived late for the meeting and apologised for her lateness.

14/131 ITEM 2 Minutes of the Previous Meeting

- a. The Minutes of the meeting of the Council held on 06 Nov 2014 were Tabled for approval and signature.
- b. The acceptance of the Minutes as a true record of discussions at, and decisions from the November meeting of the Parish Council was Proposed by Cllr Bone, but was neither Seconded nor Resolved as none of the other Councillors had read the Minutes prior to the meeting.
- c. This matter was deferred to a subsequent meeting to allow Councillors to fully digest the content of the minutes.

ACTION: Councillors

14/132 ITEM 3 Actions Brought Forward & Matters Arising

- a. Actions Brought Forward from previous meetings and Matters Arising from this meeting are covered under their corresponding ITEM heading within these Minutes.
- b. Full details of major issues and relevant reports from Parish and external organisations are covered within the Attachments to these Minutes

14/133 **ITEM 5** **Reports From External Organisations**

- a. Hampshire County Council. Cllr Gibson, HCC was unable to attend the meeting. The HCC update was summarised by the Clerk:

i. **Actions Brought Forward:**

- (a) **Min 14/94 a.i.** HCC Highways Organisation and Programme of Works. Cllr Gibson agreed to provide more information on the organisation and its current projects, and the procedures for registering new projects. The matter is Carried Forward to the next meeting of the Council.

ACTION: Cllr Gibson

- b. Test Valley Borough Council. Cllr Stallard updated the Council on his Actions and those of Cllr Flood from the last meeting of the Council:

i. **Actions Brought Forward:**

- (a) **Min 14/111 b.i.(e).** At Cabinet, Cllr Stallard, TVBC asked that consideration be given to using the Barred Routes Fines Fund to help with this issue as indeed with proposals to resolve the traffic problems at St John's Cross. Cllr Stallard was requested to provide a follow-up statement on the results of his question.

- (b) A response is awaited and will be communicated to the Clerk as soon as it is received. Action is Carried Forward to the next meeting of the Council.

ACTION: Cllr Stallard

- (c) **Min 14/121b.ii.(a). Vehicle Speed Monitoring.** The Clerk has made contact with the Clerk of Goodworth Clatford Parish Council and the details on the equipment that could be shared is given in the Clerk's Report under Attachment 1. The matter is Carried Forward for discussion at the Next meeting of the Council.

ACTION: Clerk

Clerk's After Note. The Clerk has requested and obtained details from HCC Traffic Management Division of other devices for measuring and alerting drivers to the speed of their vehicles. Details of these measures will be made available to the Council for review at the next meeting

- (d) **Min 14/121b.ii(b).** Traffic from Andover Business Park. Appeal Hearing. Dr J. Moon (AAA) and Mrs R. Griffiths (on behalf of the Chairman) and Cllr G. Stallard TVBC attended the Hearing. Dr Moon and Cllr Stallard both made verbal representations. **Closed.**

Clerk's After Note: On 16 Dec 2014 the Council was informed that the Planning Inspector dismissed the Applicant's Appeal against the TVBC decision not to relax the restrictions on the routing for commercial vehicles. This relaxation would have opened the Commercial vehicle access through the minor roads of the Parish and, in particular, through the centre of Abbotts Ann. The Clerk expressed the Council's appreciation to Dr Moon and Cllr Stallard for presenting such a convincing and watertight case on behalf of the Parish.

ii. **Report:** The reports to the Council provided by Cllr Stallard and Cllr Flood (in absentia) summarising the activities of, and changes within TVBC, as they affect this Parish have been consolidated. Cllr Stallard reported that:

(a) **Revised Local Plan.** The Inspection of the Revised Local Plan starts on 11 Dec 2014. Several dates are of significance to the Parish, of which the most important is 6 Jan 2015 when the Inspector plans to look at Local Gaps.

(b) **TVBC Leadership.** The Conservative Group of TVBC has issued a Press Release confirming that there was a leadership election for the Group in November; one nomination was received and Councillor Ian Carr was re-elected unopposed.

(c) **TVBC Officers.** A Senior Officer of the Council, Mr Tom van der Hoven, well known to Parishes both as an important interface (TVALPC) and as the face of electoral services, is retiring at the end of the year. Tom wished to be remembered to all his Parish friends and colleagues; succession planning is underway and will be announced shortly.

(d) **Responsible Dog Ownership.** There is an opportunity for two Parishes to join the Responsible Dog Ownership Pilot Project. This has been particularly successful in the south of the Borough (Valley Park) and is best suited to Parishes with thriving local Primary Schools. The first step is a visit to any interested Parish Council by the TVBC Animal Welfare Officer to discuss the project and pilot. The link to RDO pilot is:-

<http://testvalley.cmis.uk.com/testvalleypublic/CalendarofMeetings/tabid/70/ctl/ViewMeetingPublic/mid/453/Meeting/87/Committee/3/Default.aspx>

The matter is Carried Forward to the next meeting of the Council.

ACTION: TBA

(e) **Grants & Grant Applications.** There will be a period of heightened sensitivity leading up to the May 2015 elections in which all TVBC grant applications and decisions will be deferred. Officially this starts on 30 Mar 2015; however, it is usually thought prudent to include some weeks before that date as well.

14/134 ITEM 6 Planning

a. Planning Applications. The planning applications to review or issues to report were:

i. Applications Considered by Test Valley Borough Council or Withdrawn:

| Application Numbers | Application Dates | Location and Proposal | TVBC Decision |
|---------------------------------------|---|---|--|
| 14/02412/TREEN | Registration: 10 Oct 2014 Publicity Expiry: 03 Nov 2014 (Extended) | Burial Ground, St Mary's Church, Church Lane Footpath. T1 - Cherry - Crown lift to height of 4m; T2 - Cherry - Crown lift to a height of 4m; T3 - Small Leafed Lime - Crown lift to a height of 4m. | No Objection 14 Nov 2014 |
| 14/02451/PDMBN | Registration: 15 Oct 2014 Publicity Expiry: 10 Nov 2014 | Land Adjacent to Cattle Lane Farm, 25 Cattle Lane, Abbots Ann. Notification of Prior Approval under Class MB-Change of use of Cattle shed into single story dwelling | Refusal 10 Dec 2014 |
| 14/02558/TREEN | Registration: 28Oct 2014 Publicity Expiry: 18 Nov 2014 | Abbots Hill Lodge, Little Ann Road, Little Ann Fell 1 x Fir | No Objection 20 Nov 2014 |
| 14/02482/FULLN & 14/02509/RDCAN | Registration: 28Oct 2014 Publicity Expiry: 21 Nov 2014 | The Herons, Church Road Abbots Ann. Erection of a single-story side extension to provide lounge and wood store, single story front extension to add additional bedrooms, family/play room, 1 bedroom Granny Annex and a shortened garage for storage and erection of porch. | Pending Consideration |
| 14/02532/FULLN | Registration: 29Oct 2014 Publicity Expiry: 19 Nov 2014 | Ridge Cottage, Clatford Lodge, Salisbury Road. Andover. Erection of a detached oak-framed garden outbuilding to provide gym and store. | Permission 11 Dec 2014 |

| Application Numbers | Application Dates | Location and Proposal | TVBC Decision |
|----------------------------|---|---|--|
| 14/02437/LBWN | Registration: 03 Nov 2014 Publicity Expiry: 25 Nov 2014 | 85 Little Ann Road, Little Ann Andover. To replace 2 ground floor windows to match original windows; replace existing front door and side panel with stable style door incorporating small glazed panel inset and 4 glazed panels; remedial repairs to area of brickwork above right hand ground floor window. | Consent 16 Dec 2014 |
| 14/02598/FONN | Registration: 03 Nov 2014 Publicity Expiry: 13 Nov 2014 | Withers Trust Corporation Ltd Great Wood & The Groves on Dunkirt Lane, Abbots Ann and Lower Oakcuts Copse in Red Rice, Andover, Hampshire. | Prior Approval 27 Nov 2014 |
| 14/02619/TPO | Registration: 03 Nov 2014 Publicity Expiry: 25 Nov 2014 | 4 Abbots Close, Abbots Ann, Andover 1 x Sycamore - Crown lift canopy on North and North-Western aspect by removing seven lowest branches that extend towards property, raising this quadrant of the canopy to a height of 5m. | Consent 5 Dec 2014 |
| 14/00746/FULLN | Registration: 12 Nov 2014 Publicity Expiry: 12 Dec 2014 | Pollyanna, Little Ann Road, Little Ann, Andover Retention of Perimeter Fencing (Retrospective) | Permission 16 Dec 2014 |

ii. Applications and Notifications Made to Test Valley Borough Council:

| Application Numbers | Application Dates | Location and Proposal | AAPC Decision |
|----------------------------|---|---|---|
| 14/02681/FULLN | Registration: 12 Nov 2014 Publicity Expiry: 05 Dec 2014 | 21 Bulbery, Abbots Ann Erection of Double Garage | No Objection Pro: SO Sec: BS |

| Application Numbers | Application Dates | Location and Proposal | AAPC Decision |
|----------------------------|---|---|--|
| 14/02629/FULLN | Registration: 17 Nov 2014 Publicity Expiry: 19 Dec 2014 | Water Cottage, Mill Lane, Abbots Ann Conversion of adjoining Cart Shed (Garage) for Domestic Use. | No Objection Pro : DP Sec: GW |
| 14/02478/LBWN | Registration: 12 Nov 2014 Publicity Expiry: 12 Dec 2014 | 23 Duck Street. Abbots Ann. Andover. SP11 7BG Create an Emergency Exit for basement by enlarging the window and alterations to the coal chute | No Objection Pro: DP Sec: SO |

- iii. Applications and Notifications Made to Test Valley Borough Council. Awaiting input from the Parish Council:

| Application Numbers | Application Dates | Location and Proposal | AAPC Decision |
|--------------------------------------|--------------------------|--|----------------------|
| 14/02829/TREEN | 01Dec 2014 | Linden Cottage, 30 Church Lane Footpath. Abbots Ann 1 Semi Mature Common Horse Chestnut - Remove to Ground Level | Awaited |
| 14/02839/FULLN | 01 Dec 2014 | St Mary's Church, Church Lane Footpath. Abbots Ann. Demolition and removal of existing boiler housing, redundant boiler and flue. Installation of new external flue to new wall-hung boiler in Vestry and below ground service connections from old boiler position to new. | Awaited |
| 14/02854/FULLN & 14/02862/LBWN | 04 Dec 2014 | Longhatch, 61 Duck Street, Abbots Ann. Erection of single storey rear extension to provide a new kitchen and office room, with alterations to first floor to provide a new bedroom. | Awaited |

| Application Numbers | Application Dates | Location and Proposal | AAPC Decision |
|----------------------------|--------------------------|--|--|
| 14/02891/FULLN | 10 Dec 2014 | 14 Manor Close, Abbots Ann Single Storey side and front extension to provide extended kitchen/hall and the provision of a pitched roof over garage. | No Objection 29 Dec 2014 |
| 14/02877/FULLN | 10 Dec 2014 | Badgers Corner, Duck Street, Abbots Ann Alterations to Garage to include replacing tiles, garage doors and clad in oak weatherboarding. | Awaited |
| 14/02290/TREEN | 22 Dec 2014 | The Abbots Ann Village Shop, Duck Street, Abbots Ann 1 x Flowering Cherry - Rolling consent for annual pruning of Crown thin, reduce in height by 2m and remove branches obscuring village shop sign. | Awaited |

iv. Local Inquiries/Hearings

| Application Numbers | Application Dates | Location and Proposal | AAPC Action |
|----------------------------|--------------------------------|---|--|
| 14/00485/OBL | Hearing Date: 2 Dec 2014 | Andover Business Park, Proposal to modify Schedule 6 , Part 4 of the Planning Obligation attached to its Planning Permission for the erection of the Andover Business Park (on the site of the Andover Airfield). The proposed modification is to allow cars to access Plot 1 of the Business Park via Monxton Road and Heavy Commercial vehicles (HCVs) via roads that are currently defined as “Barred Routes” Application Refused at Northern Area Planning Committee (NAP) meeting Decision of NAPC endorsed at Planning Control meeting. | Objection AAPC Letter of Objection sent to Inspector. AAA to speak at the Hearing <i>Clerk's After Note:</i> <i>This Appeal was dismissed 16 Dec 2014</i> |

- v. Forthcoming Test Valley Borough Council Planning meetings were:

| Date | Meeting | Location | Parish Applications For Consideration |
|-------------|----------------------------------|-----------------|--|
| 22 Jan 2015 | Northern Area Planning Committee | Andover | Not Yet Known |
| 13 Jan 2015 | Planning Control Committee | Andover | Not Yet Known |

14/135 ITEM 7 Reports from Parish Organisations

- a. Burghclere Down Community Representation: None

i. **Actions Brought Forward:**

- (a) **Min 14/122 a.iii.** Mrs Lynda Stockings notified the Clerk that should could no longer find the time to represent the Burghclere Down Community on the Abbotts Ann Parish Council and was relinquishing the commitment. The Clerk has written to Mrs Stockings requesting her to notify the Council of her successor

ACTION: Burghclere Down Community Association

- (b) **Min 14/122 a.iii.(a).** Councillors felt such representation was very important so that the residents of Burghclere Down felt part of the Parish, and could draw on the services and financial resources available to the Parish in general. The Clerk would attend the next meeting of the Burghclere Down Community Association. The Clerk is to contact the Association for details of the future meetings.

ACTION: Clerk

- b. Abbotts Ann Action Representation: Mr R. Lucas

i. **Actions Brought Forward:** None

ii. **Report:**

- (a) **Revised Local Plan.** Mr Lucas reported that the AAA request to additionally make a verbal representation at the part of the Hearing addressing Local Gaps on 6 Jan 2015 had been approved. In the meantime both Dr Moon and Mr Patience would attend the preceding parts of the Hearing in order to gauge how best to configure the AAA verbal representation.

ACTION: AAA

- c. Abbotts Ann Vision. Representation: Mr R. Lucas

i. **Actions Brought Forward:**

- (a) **Min 14/99b.ii.c.** Footpath into Andover: There was no further progress to report at this stage. The matter was Carried Forward to the next meeting of the Council.

ACTION: AAV

- (b) **Min14/99b.ii.c** Footpath into Andover. Investigation of Section 106 funds to support the project. The Clerk is waiting the signing of the Agreement before approaching TVBC to release the Section 106 funds that could be used to help establish and maintain this path. The matter was Carried Forward to the next meeting of the Council. **ACTION: Clerk**
- (c) **Min 14/99b.ii.c** Footpath into Andover: Procurement of Kissing Gates. No information was available to the Council for discussion at this meeting. The matter was Carried Forward to the next meeting of the Council. **ACTION: Footpaths**
- (d) **Min 14/99o.i.** Photographic Record of Trees. Cllr Paffett has assumed responsibility for leading in the production of this record. The matter was Carried Forward to the February meeting of the Council. **ACTION: Cllr Paffett**
- (e) **Min 14/99o.ii.** Dog Fouling of Footpaths and Verges. Currently the major area of concern is the fouling of Church Path [See ITEM 8c] All other footpaths and verges within the Village boundary appear to be relatively clear. **Closed.**
- (f) **Min 14/99o. iii.** New Footpaths. No information was available to the Council for discussion at this meeting. The matter was Carried Forward to the next meeting of the Council. **ACTION: AAV**
- (g) **Min 14/99o.iii.** Tidy Village / Clean-Up day. Recommendations on setting up a Village Clean-Up day and to report back to the next meeting. No information was available to the Council for discussion at this meeting. The matter was Carried Forward to the next meeting of the Council. **ACTION: AAV (Tidy Village Project)**

ii. **Report:**

- (a) **Housing Needs Survey (HNS).** Three meetings have taken place since the HNS project was initiated. AAV hopes to present a draft survey document for review and approval at the January meeting of the Council. **ACTION: AAV**
- (b) **Village Action Plan (VAP).** Following a series of productive meetings, the draft VAP is undergoing some final refinements. AAV intends to present the final draft VAP for review and approval at the January meeting of the Council. **ACTION: AAV**

d. Abbotts Ann Green Action Representation: None

e. Parish Archives Representation: None

i. **Actions Brought Forward:**

- (a) **Min 14/99d.ii** Name & Ownership of Old Coach Road. The Clerk undertook to conduct further research and report back to the Council. The matter was Carried Forward to the next meeting of the Council. **ACTION: Clerk**

- f. Abbotts Ann Fete Committee Representation: None
- i. **Actions Brought Forward:**
- (a) **Min 14/122 f.iii. AGM of the Abbotts Ann Fete Committee.** The AGM took place at Wed 12 Nov 2014. A report from this meeting covering the distribution of money raised was requested for presentation to the meeting of the Council. The Chairman agreed to attend the AGM and report back to the Council on the distribution of money and the hand back procedure.
- (b) The Chairman attended the AGM and reported that this year's Village Fete was the 2nd most profitable since its inception. The Chairman requested the Fete Committee to make due provision for more effective cleaning of the Sports Field after use.
- (c) The report detailing the distribution of funds generated by the Fete is awaited. **ACTION: AA Fete Committee**
- g. Abbotts Ann Parish Footpaths Representation: None
- i. **Actions Brought Forward:**
- (a) **Min 4/99 f.** Upper Drove Footpath (FP7). The problem remains unresolved. A hedge was removed some time ago but some roots remain and present a trip hazard; this was reported to the AA Estate in July, hastened by the Footpaths Officer in September and again just prior to the November meeting of the Parish Council. The problem has also been shown on site to the HCC Senior Countryside Access Ranger for the Central West Area. The Clerk agreed to contact the AA Estate and hasten the matter. **ACTION: Clerk**
- (b) **Min 14/122 g.iii.** Dog Fouling of Footpaths. **Closed** [See ITEM 8c]
- h. Abbotts Ann Neighbourhood Watch Representation: None
- i. **Actions Brought Forward:**
- (a) **Min 14/112h.ii.** HCC Police & Crimes Commissioner Report not distributed **ACTION: Neighbourhood Warden**
- i. Abbotts Ann Nursery School Representation: Cllr R. Bone
- i. **Actions Brought Forward:**
- (a) **Min 14/112.i.ii.** The Chairman was to discuss access arrangements to the AAWMH with the Chairman of the AAWMH Committee, and report back to the Council at the next meeting. The meeting has not taken place. The matter was Carried Forward to the next meeting of the Council. **ACTION: Chairman**
- ii. **Report:**
- (a) Cllr Bone reported that the Nursery School will be holding a concert with songs and Christmas carols and that Councillors would be most welcome **All Councillors to Note**

- j. Abbotts Ann Primary School Representation: Cllr R Bone
- i. **Actions Brought Forward:**
 - (a) **Min 14/112 j.ii.** Cllr Bone was to arrange the Council's reciprocal visit to the School; Thu 22 Jan 2015 at 1330 hrs was agreed with the Head of the School. **Closed.** **All Councillors to Note**
 - ii. **Report:**
 - (a) Cllr Bone reported that the Councillors were most welcome to attend the School's nativity Play which was scheduled for Mon 15 Dec 2014 starting 1315 hrs. **All Councillors to Note**
- k. Sports Field Committee Representation: None
- i. **Actions Brought Forward:**
 - (a) **Min 14/112 k.ii.** Funding Assistance. The Clerk was to contact the Sub-Committee and help with establishing a funding line.
 - (b) The Clerk is awaiting the report from the Sports Field Committee meeting in order to establish what further assistance is required from the Parish Council after the share-out from the Village Fete. **ACTION: Sports Field Committee**
 - ii. **Report:**
 - (a) Cllr Oram spoke about the Sports Field Committee.
 - (b) Whilst the Sports Field Committee was saving up for a new pavilion, it was the Parish Council that owned the present one and any new schemes should be submitted to the Parish Council.
 - (c) Cllr Oram requested information on the Sports Field Committee's annual accounts. The Treasurer reported that the accounts had been received and they appeared to be in order. The Treasurer agreed to present the accounts at the next meeting of the Parish Council. **ACTION: Treasurer**
- l. Abbotts Ann Parish Tree Warden Representation: None
- i. **Actions Brought Forward:**
 - (a) **Min 14/112 l.iii (a)** Recent Tree Works. The untidy stumps left after felling the chestnut trees on the highway boundary with the land commonly referred to as "the Church Car Park" but belonging to the Old Rectory. The Clerk would investigate this and report back to the Council.
 - (b) The Clerk reported that he had been in contact with the TVBC Arboriculturalist, Mr D Cox, and was advised that if HCC Highways had instructed action by the owner of the land with trees that posed a danger to the users of the highway, there was nothing that TVBC could do to influence the condition of the remaining site and tree stumps once the action had taken place. Bringing the site back to a tidy state was the business of the landowner and the contractor employed for the works, and nothing to do with TVBC - even if it is a Conservation Area.
 - (c) The Chairman agreed to contact the land owner and raise the Parish's concerns over the appearance of this part of the Village, and to solicit any plans by the land owner for replacing the felled trees. **ACTION: Chairman**

m. Abbotts Ann Village Shop Association Representation: None

i. **Report:**

- (a) The Village Shop is now collecting for the Andover Food Bank, which supplies emergency rations to people struggling to put food on the table.
- (b) Non-perishable food is required and also toiletries and cleaning materials.
- (c) The collection point is just inside the shop door, together with a list of suggested items to donate.

n. Abbotts Ann War Memorial Hall Representation: None

i. **Actions Brought Forward:**

- (a) **Min 14/112n.ii.(a)** Refurbishment. The Parish Council originally committed up to £4,000 and the final accounts will result in a request to the Council for a second payment of approximately £800 next month.

ACTION: AAWMH Committee

- (b) **Min 14/112n.ii. (b)** Issues. Mr Carter (Chairman AAWMH) will be meeting with The Chairman of the Council to discuss issues raised by the Chairman in a phone call with Mr Palmer. The meeting has not yet taken place. The matter was Carried Forward to the next meeting of the Council.

ACTION: Chairman & Chairman of the AAWMH

- (c) **Min 14/112.n.ii.CAN(b)** Recreation Ground. The older equipment is deteriorating due to the effects of shade, debris from the trees and bird fouling. This had been previously raised for consideration by the Council and not addressed. The Clerk undertook to conduct further research and report back to the Council. The matter was Carried Forward to the next meeting of the Council.

ACTION: Clerk

- (d) **Min 14/112.n.ii.CAN (c)** Trees. The lower branches of the Oak Tree at the rear of the AAWMH are overgrown. With the approval of the Council and of the Chairman of the AAWMH, the Clerk is to engage the TVBC Arboriculturalist to advise on ways to address the problems caused by the tree's growth whilst ensuring the tree continues in good health.

- (e) The TVBC Arboriculturalist declined involvement at this stage as he wished not to compromise his future position when assessing the Application for Tree Works.

- (f) A Tree Surgeon has been engaged to make a formal assessment of the tree, and once this has been approved by the Council, to submit, on behalf of the Council an Applications for Tree Works. The assessment is to take place in January 2015 and is to be reported to the February meeting of the Council. The matter was Carried Forward to the February meeting of the Council

ACTION: Clerk

- (g) **Min 14/112.n.ii. CAN (d)** Stage Lights. A formal presentation of grants with a photo-shoot is being organised to include our HCC and TVBC

Councillors, The Chairmen of the Abbotts Ann Parish Council, The AAWMH and Abbotts Ann Players. The Clerk is to organise a suitable date and time for this photo-shoot.

- (h) Cllr Stallard TVBC, representing the AAWMH suggested that there might be a suitable date in January 2015. The Clerk undertook to solicit the availabilities and arrange a suitable date. **ACTION: Clerk**

ii. **Matters Arising:**

- (a) **Annual General Meeting.** The AGM of the AAWMH Committee took place on 5 Nov 2014. The Parish Council was represented by the Chairman and the Clerk. The report from the AGM is requested for the next meeting of the Council. **ACTION: AAWMH Committee**

- (b) **Flooding of Car Park.** The Chairman acknowledged the Clerk's work in resolving the flooding problems in the car park.

- (c) The Council is to consider action to prevent tree routes at the entrance to the car park from damaging the catch pit and soak-away for the primary drain.

ACTION: TBA

- (d) The Council is to consider action to relieve the residual flooding problem at the eastern end of the car park where this secondary drain and soak-away is ineffective. **ACTION: TBA**

- o. Abbotts Ann Community Website Representation: None

i. **Actions Brought Forward:**

- (a) **Min 12/122.o.iii.(e). CAN.** The Webmaster has set-up website logins for all the Village Groups, but very few Group contacts have even tried to login and certainly additions to the site continue to be made by the Webmaster and Mrs Haigh. The Webmaster plans once again to email all these account holders to ask them to provide updates in a timely manner. **ACTION: Webmaster**

- p. Countryside Group Representation: None

14/136 **ITEM 8 General Discussion**

a. Highways and Infrastructure

i. **Actions Brought Forward:**

- (a) **Meeting with HCC Highways** (04 Nov 2014) Subsequent to this meeting, the Clerk arranged a follow-up visit from the HCC Traffic Management Division to assess works needed to resolve the issues previously identified with HCC Highways. This meeting is took place on 24 Nov 2014 and the report from this visit is at Attachment 3 to these Minutes. **ACTION: TBA**

ii. **Matters Arising:**

- (a) **Church Path Lights.** New lights (4) have been erected on the Church Path; this was part of a County-wide programme under a PFI contract managed by Hampshire County Council.
- (b) Concern was expressed by Mr Howard , the Church Warden, that the timing for this work was inconvenient due to the forthcoming activities in the Church and that the positioning of some of the lights made access difficult for those in wheelchairs.
- (c) The timing of the work was not within the control of the Council, however a close liaison with the contractor ensured the works were completed within the 8 day schedule and did not affect the activities in the Church. The Clerk conveyed the Council’s appreciation to HCC for completing such an excellent job with the minimal of disruption.
- (d) The lamp posts are of a more modern configuration that eliminates the need for ladder access to the lighting head and bulb, since the upper section of the post, being hinged, could be easily lowered to ground-level for maintenance. To enable this future activity, the base of the posts needed to be located on the path rather than, as previously, in the adjacent field that was private land. It was considered that this encroached insignificantly on to the path so did not restrict wheelchair access.

b. Children’s Play Area

i. **Actions Brought Forward:**

- (a) **Min 14/97a.xxiv & Min 14/116 e.ii.(a)** Children’s Play Area. Financial. Section 106 Funds for Recreation Ground. Investigation of additional Sect 106 funds for the Play Area. The Clerk reported that there are no additional Sect 106 funds available to cover the extra expenditure on the Play Area.
- (b) Additional funds are required to bring the new Play Area up to the compliance standard required by the European Legislation for Children’s Play Areas (EN1176 and EN1177 dated 2008) . The

Council agreed to fund this additional amount from reserves, as and when required. This matter is Carried Forward to the next meeting of the Council for a Resolution on meeting these additional costs.

ACTION: Clerk

Clerk's After Note: The total estimated cost of the Project is therefore £ 9128.53 against the possible recovery from the Sponsor (TVBC) of £ 6847.03. The final estimated cost to the Parish will be no more than £ 2281.50

(c) **Min 14/116 e.ii.(b)** Children's Play Area. Equipment Siting: Some of the original safety matters recommended in the RoSPA inspection reports remain outstanding; these are:

(i) **Min 13/100 dated 3 Oct 2013.** Safety. Arranging the fitting of secure covers to the drains inspection points within the Play Area. This matter is Carried Forward to the next meeting of the Council.

ACTION: TBA

(ii) **Min 13/48 dated 2 May 2013.** Safety. Arranging the fitting of a child-proof catch on the entrance gate to the Play Area. This matter is Carried Forward to the next meeting of the Council.

ACTION: TBA

(iii) **Min 14/19 dated 6 Feb 2014.** Safety. Arranging the purchase and fitting of Safety Cushioning below the Climber and the completion of a Risk Assessment for the new Equipment, specifically, and for the Play Area, in general.

(aa) Safety Cushioning: The safety cushioning has been purchased and placed in the correct location to comply with the RoSPA requirements. The final fixing down of the matting has yet to be completed and is held pending the confirmation of the Standards compliance for the item of Play Equipment. This matter is Carried Forward to the next meeting of the Council

ACTION: TBA

(ab) Risk Assessment. The completion of a Risk Assessment is outstanding. This matter is Carried Forward to the next meeting of the Council.

ACTION: TBA

(d) **Min 14/116e.ii.(c) & Min 12/102** dated 4 Oct 2012. Safety. Children's Play Area. Legislative Compliance. The Build and Layout of the Play Area needs to be confirmed as compliant with the requirements of European Standard EN 1176 & EN1177 before it is Signed-Off from the Build Contractor and formally Accepted by the Parish Council. This matter is Carried Forward to the next meeting of the Council.

ACTION: TBA

- (e) **Min 14/116 e. ii. (d)** Outstanding Matters. The update on the progress towards signing-off the Children's Play Area and recovering the expenditure.
- (f) The Play Area has been visited by a representative of the Insurance Underwriters. Full details of the report from this visit are contained within the Clerk's Report in Attachment 1.
- (g) The Insurance Underwriters have endorsed the Chairman's decision to close access to the Play Area until the Standards compliance status of the build has been verified and the Safety recommendations from RoSPA have been implemented.
- (h) The Clerk is working with the original designer /constructor /installer to prove the Standards compliance and to assemble the documents that are needed to reclaim part of the build costs from TVBC. **ACTION: Clerk**

c. Church, Churchyard and Burial Ground

i. **Actions Brought Forward:**

- (a) **Min 14/97a.v** Churchyard and Burial Ground. Burial Ground Extension. The Parish Council is to decide how much of the area should remain unconsecrated. This matter is Carried Forward to the next meeting of the Council. **ACTION: TBA**
- (b) **Min 14/97a.vi.** Churchyard and Burial Ground. Churchyard. Review of the Maintenance Plan. The Council is to work in conjunction with the Church Warden to establish a Maintenance Plan with agreed funding responsibilities. This matter is Carried Forward to the next meeting of the Council. **ACTION: TBA**
- (c) **Min 14/97 a.xv.** Burial Ground Fence. The repairs to the Burial Ground fence remain incomplete. The Clerk is to contact the contractor and arrange completion, including the damage to the fencing near to the Church entrance - which presents a minor safety risk. This was not part of the original contract for repairs. This matter is Carried Forward to the next meeting of the Council. **ACTION: Clerk**
- (d) **Min 14/103a.i** Churchyard and Burial Ground. Churchyard Trees. Overgrown Lime Tree. The Lime tree adjacent to the eastern end of the Church is overgrown and needs cutting back to prevent it further affecting the structure of the Church. An Application for Tree Works is to be submitted. through the Clerk to TVBC. This matter is Carried Forward to the next meeting of the Council. **ACTION: Tree Warden & Chairman**
- (e) **Min 14/123c.ii.(a)** Measures to Enforce No Cycling Byelaw on Church Path. The Clerk reported that he had been in contact with HCC Highways to request replacement of the "No Cycling" signs for Church Path as this is a Public Right of Way and falls within HCC responsibility. HCC has

registered this request - Report Reference 111004340397. This matter is Carried Forward to the next meeting of the Council. **ACTION : Clerk**

(f) **14/123cii.c** Maintenance to the Church and Churchyard (Urgent). The Church Warden contacted the Clerk on 5 Nov 2014 to obtain an update on some; these covered: setting up a proper Maintenance Plan for the Churchyard; felling of some trees within the Churchyard; improving the drainage of rainwater from around the Church and the reimbursement by the Council of money so far spent by the PCC in addressing some of the problems.

(g) A full report from the Church Warden is covered in the Reports From Village Organisations at Attachment 2 to these Minutes. This is a repeat statement from the Minutes of the 06 Nov 2014 meeting of the Council as the matter was not addressed adequately at that meeting. This matter is Carried Forward for discussion at the next meeting of the Council.

ACTION: TBA

(h) **14/123c.ii.d.** Church Structure and Facilities. The PCC representative Mr T Tayler (in absentia) had notified the Clerk that the estimates for the programme of work for the roof and the Toilet Facility would be reviewed and will report back to the next meeting of the Council. The matter is Carried Forward to the next meeting of the Council. **ACTION: PCC**

ii. **Matters Arising:**

(a) **Measures to Reduce Dog Fouling of Church Path.** The fouling of Church Path has increased significantly. The Clerk agreed to investigate the problem and report back to the Council on measures to reduce this problem.

(i) The owner of a dog that was fouling the footpath was identified and notified to TVBC. This action was instigated with the endorsement of the residents of two of the houses that are adjacent to the path and who have been frustrated with the ongoing problem.

(ii) The TVBC Dog Warden subsequently placed more overt temporary signage on the Church Path, and then made contact with the owner of the dog.

(iii) The current dog fouling problem of this area appears to have been resolved. **Closed**

d. Defibrillator

i. **Actions Brought Forward:**

(a) **14/123d.iii.** Update on the status of the Project. An update on the status of the Village defibrillator was requested by a number of residents of the Village who had contributed to its purchase, which started in early 2013.

(b) The Chairman advised the Council that Cllr Oram had been leading the Project, but this was challenged by Cllr Oram. The Clerk undertook to investigate the history of Actions assigned and report the matter to the Council. The Clerk presented the results of his research which is detailed in the Clerk's Report at Attachment 1 to these Minutes, and is summarised below :

- (iv) Feb 2013. The Village Defibrillator Project was initiated by Cllr Oram.
 - (v) Mar 2014. Sufficient funds were raised by villagers and an Automated External Defibrillator (AED) was purchased from the British Red Cross for £1853.30 .
 - (vi) Apr 2014. The estimate of training costs was presented to Council by Cllr Oram. An application to TVBC for a Grant to assist in funding the training was initiated.
 - (vii) Jun 2014. A decision on the location of the AED was made by the villagers. The AED was placed in the custody of the Eagle public house. The Chairman reported the engagement of a local volunteer carpenter to make a suitable box to hold the AED, which could be mounted under cover on the exterior rear wall of the Eagle.
 - (viii) Oct 2014. Cllr Oram passes to the Clerk an application to TVBC for a Grant to assist in funding the training, dated Apr 2014. Cllr Oram was unavailable to brief the project progress to the Council at the October Meeting. Discussion deferred to November meeting.
 - (ix) Nov 2014. Discussion deferred to December meeting
 - (x) No Council resolution on approving the expenditure of Public Funds for any AED training nor for the manufacture of the Storage Box can be found in the Minutes of Council meetings.
- (c) The Clerk has passed a detailed Project Plan to Cllr Oram who was asked by the Chairman to assume the Lead on all aspects of this Project. The draft plan is detailed in the Clerk's Report at Attachment 1 to these Minutes
- (d) Cllr Oram refused to accept the Lead for this Project but agreed to pursue the aspects he had originally directed i.e. the provision of suitable training for 12 village residents.
- (e) The Clerk undertook to assist Cllr Oram in obtaining additional funding from TVBC and HCC to help with the cost of this training.
- Clerk's After Note: The Clerk submitted Grant requests to TVBC (£500) and HCC (£500) on 16 Dec 2014 and requested that these applications be treated with high priority. Grants have since been released to the Parish*
- (f) Cllr Oram is to brief the next meeting of the Council (8 Jan 2015) on the progress in establishing AED-trained First Responders

ACTION: Cllr Oram

- (g) The task for arranging the construction of a suitable container (protected from the environment and from theft/vandalism) for the AED, and the mounting of that container in an approved location remains as assigned.

ACTION: Chairman

- (h) The Lead for this project remains un-assigned. The matter is Carried Forward to the next meeting of the Council.

ACTION: TBA

ii. **Matters Arising:**

- (i) **Additional Defibrillators.** After discussion on the location of the current defibrillator it was concluded that due to the size of the Parish, one defibrillator was insufficient to guarantee a speedy response in an emergency, and that additional defibrillators should be acquired.
- (j) As an initial enhancement it was decided that, pending the availability of external funding, the Council might consider placing additional defibrillators at:
 - (xi) The Bulbery playing field pavilion - to cover the southern area of Abbots Ann;
 - (xii) The Poplar Farm Inn (subject to an agreement) - to cover Little Ann and part of Anna Valley; and
 - (xiii) The Burghclere Down Community Centre - to cover Burghclere Down.
- (k) This matter is carried forward to the next meeting of the Council.

ACTION: TBA

e. Wider Recruitment of Parish Councillors

i. **Actions Brought Forward**

- (l) **Min 14/116 a.** Wider Recruitment of Parish Councillors. Due to the forthcoming elections in May 2015, the Council is not required to nominate a Councillor who is to assume the lead on the recruitment of Parish Councillors, but a volunteer for this responsibility was requested at each of the last 3 meetings of the Council.
- (m) No Councillor has volunteered to Lead on this matter. **ACTION: TBA**
- (n) Some Councillors had informally declared that they would not be standing at the next election, and the Clerk requested that they should confirm this as soon as possible so that action can be initiated to find suitable candidates for election or co-option.
- (o) To date, no Councillor had formally declared that he/she will not be standing at the next election.
- (p) The matter was Carried Forward to the next meeting of the Council

ACTION: Clerk

ii. **Matters Arising:**

- (a) The Chairman invited the Clerk to address the Council on the subject of work-share and planning for the forthcoming months in preparation for the May elections.
- (b) The Clerk spoke frankly to Councillors exposing what he perceived as their apparent lack of commitment to their responsibilities as the elected representatives of the Parish. This was evidenced by:

- (i) their general reluctance to work in conjunction with the Clerk in addressing some of the strategic issues that have been longstanding without resolution;
 - (ii) the key projects that appear to have drifted into difficulties through a lack of planning, supervision and engagement; and
 - (iii) the increase in highly motivated sub-groups working independently from the Council for the benefit of the Parish, when they should, ideally, be facilitated by a Councillor and the Council.
- (c) The Clerk illustrated this statement by the following statistics, current at the time of this meeting:
- (i) Actions held by the Clerk - 15
 - (ii) Actions Carried Forward as Unassigned, and held by the Clerk - 15
 - (iii) Actions held by the Councillors - 7
- (d) The Clerk added that he was frustrated by the apathetic response (mostly none) to business and topical correspondence circulated by him to Councillors.
- (e) Further , the Clerk considered it wholly inappropriate and unwarranted for Councillors to hound him for presenting Minutes that were apparently too comprehensive and a chore to read in the little time they had available
- (f) The Clerk acknowledged that two Councillors had openly stated that they did not intend to stand for re-election in May 2015 and the Clerk suggested that they step-down now to enable their immediate succession by people who were more willing to work as a Team and to assume some of the project management Actions that were currently held as Unassigned (TBA).
- (g) Finally the Clerk closed the Minute Book declaring that unless Councillors could show more commitment he was not going to waste any more of his time covering for them.
- (h) The Clerk then stood up and declared that he was “Off”

At this juncture the Chairman decided to close the meeting due to the lack of clerical support, even though there were important business matters to complete. These are represented by:

- ITEM 9 Correspondence & External Meetings**
- ITEM 10 Finance & Contractual Matters**
- ITEM 11 Any Other Business.**

These matters would be deferred to an Extraordinary Meeting of the Council at a later date.

14/137 ITEM 12 Next Meeting

The next ordinary meeting of the Council is scheduled for 1900hrs Thursday 8th January 2015 in the Abbots Ann War Memorial Hall, Abbots Ann.

Signed...[The original document was signed by Councillor B.R. Griffiths].....

Date.....[5th March 2015].....

List of Attachments

- | | |
|--------------|---|
| Attachment 1 | Clerk's Monthly Report - November 2014 |
| Attachment 2 | Reports from Parish Organisations and External Meetings - November 2014 |
| Attachment 3 | Report from HCC Traffic Management Division on the visit of 24 Nov 2014 |
| Attachment 4 | Minutes of the Extraordinary Meeting of the Council 17 Dec 2014 |
| Attachment 5 | Minutes of the Extraordinary Meeting of the Council 23 Dec 2014 |

Attachment 1

To the Minutes of the 04 Dec 2014 Meeting of the Abbotts Ann Parish Council

CLERK'S MONTHLY REPORT

NOVEMBER 2014

The Clerk's Report for this month covers the following subjects:

- Children's Play Area of the Recreation Ground of the Abbotts Ann War Memorial Hall. [ITEM 8b]
- Defibrillator [ITEM 8d]

a. Children's Play Area of the Recreation Ground of the Abbotts Ann War Memorial Hall

- i. **Insurance Cover.** The Clerk contacted the Council's Insurance Underwriters (Came & Co) on 21 Nov 2014 to establish whether or not the installation of new Play Equipment and associated area furniture within the Children's Play Area of the Recreation Ground (The Play Area) of the Abbotts Ann War Memorial Hall (AAWMH) had been notified to the Insurer for:
 - (a) The extension of the existing Third Party Liability Insurance cover for the new Play Equipment and area furniture.
 - (b) The Confirmation of any increase in the annual premium payable for the additional Third Party Liability insurance cover and for the Theft/Damage insurance cover (The new Play Equipment and area furniture have been recently added to the Council's Asset Register).
- ii. The Came & Co response from the initial contact is detailed below; the relevant extracts are:

e-mail #1 - 21 Nov 2014

Thank you for your time to discuss the War Memorial New Equipment and the post installation inspection report.

As discussed the Climber the ROSPA report states that the surface does not meet the relevant standard and they recommend the installation of a safety surface and your insurance provider supports this recommendation.

The report also highlights that the toddler swing does not meet the relevant safety standard; my main concern is the swing seat and the comment regarding an entrapment risk and for this reason I recommend that the Council removes the seat immediately.

The report also highlights the following work needs to be carried out:-

- Top Bar – the opening is to be covered by a board
- Top Bar – the protruding bolts should be cut off and filed down to remove sharp edges
- Top Bar – metal plates need to be 3 mm radius

This work should be completed before the playground is opened for use.

We also discussed the installation of the equipment and if the relevant standards are met. The Council should request confirmation from the person responsible that the installation of the equipment meets the relevant standard, at the same time I would also request confirmation that the person has insurance cover for the design and manufacture of playground equipment. If there was a claim due to the installation, design or manufacture of the equipment then this claim would be passed to the person who was responsible and if they do not have the correct insurance in place they may be personally liable for the claim.

e-mail #2- 21 Nov 2014

Thank you for your time today to discuss the play equipment.

As agreed I have attached information sheets from ROSPA regarding playgrounds and also a leaflet for the company that we recommend for playground inspections. I have also attached a couple of examples for risk assessments.

I recommend that the fence remains around the playground until the:-

- Safety surface is installed
- Swing seat removed
- Signage ordered

iii. The Representative from Came & Co visited the Recreation Ground on 27 Nov 2014 and assessed three aspects of the Play Area: Access to Play Equipment (Original and New); Condition and Location of Original Equipment; and Condition and Location of New Play Equipment (since 2013)

iv. The relevant extract of the e-mail from Came & Co after this visit is below:

e-mail#3 - 28 Nov 2014

Thank you for your time yesterday to review the playground equipment. I have made the following notes:-

- The climber is a solid structure made of wood and the only piece of equipment that will need signage regarding age.
- Due to the ROSPA report there is a need for safety surfacing to be installed under the climber and was evident that this is currently being done.
- I also recommend that any branches that are near the climber are pruned.
- As with all pieces of wooden equipment the wood can become slippery and therefore this will need to be monitored.
- I understand that the other items highlighted by ROSPA are in the process of being corrected.
- All metal manhole covers need to be covered or replaced
- Toddler swing – the ropes have been bound to minimise the risk of entrapment but there is still the chance this may occur. I recommend that the ropes are replaced by chains. The swing if moved sideways makes contact with the supporting structure, this should be monitored and raised at the next annual inspection.

- I would recommend that the Council notifies the owner of the telegraph pole and wire that the climber is close to the structure and to see if they feel any further risk management need to be implemented ie minimise trip risk of stay
- The tyres at the beginning of the agility trail are holding water at present and this should be monitored
- A concern was raised over the entrance to the playground and I suggested that if parked cars can be a problem then it may be contacting highways to have yellow lines painted?
- You kindly confirmed there is an arboriculturalist report in place for the trees and that maintenance work will be carried out. I highlighted two branches that lean over the metal climber/slide and suggest that a question is put to the surveyor to ensure there are no concerns over the branches falling.
- General maintenance will need to be carried out on the older pieces of equipment ie cleaning, painting, relaying of safety surfaces etc
- There should be signage at the entrance of the playground identifying who owns the area and the telephone number to contact (remembering the telephone number should be monitored during weekends and holidays).
- There should also be a sign that states that dogs are not allowed in the playground
- There are no waste bins in the playground at present and if the council were to install one they should ensure they have the ability to remove the waste
- Wooden Teepee – I raised a thought process over these being on the ground and therefore the surface could get very muddy and animals have access to them.

It is obvious that the playground has been built by a person with understanding and skills with wood. To protect this person and the council I would ask that questions are raised over the depth of the installed posts to ensure they meet the safety regulations and the fixings of the netting to ensure they will withstand normal usage. Also, the space between the poles on the agility trail seem to be quite wide and this should be reviewed against the original design to ensure that the distance is correct.

v. **Actions By Clerk**

- (a) **Original Play Equipment.** Having assessed the condition of the swings and considered the remedial work to bring the fall area to a safer state, plus the prospect of further contamination by bird fouling and the safety risk of overhead branch fall, the Clerk recommends that this equipment be upgraded and located in a more open location within the Recreation Ground.
- (b) **Play Area in General.** The Chairman and the Clerk have assessed the site and in the light of the recommendations from the Insurance underwriter's visit have decided that the public access to the Play Area is to be restricted until the safety requirements have been met.
- (c) **Foul Drain Inspection Covers.** The covers and inspection chambers need to be made more substantial so as to withstand the weight of small vans that might be driving through the grounds in front of the Play Area. The Clerk is to arrange for suitable quotes (3) for this work and report back to Council
- (d) **Trees.** The branches (live and dead) of the Oak Tree that overhangs most of the original Play Equipment, and the branches of the small trees/shrubs around the new Play Equipment are to be professionally removed. The Clerk is to arrange the engagement of an accredited tree surgeon and the grounds-man, and will report progress back to the Council.
- (e) **New Play Equipment and Play Area.**
 - (i) Access to the New Equipment within the Play Area is to be restricted until the safety measures required by the Insurers have been completed and notified to the Insurers.
 - (ii) The original contractor for the Design/Construction/Installation is to be re-engaged to complete the safety works. The Clerk is to write to the contractor detailing the works.

Clerk's After Note: For purposes of continuity the e-mail sent to the Contractor subsequent to this meeting of the Council is below:

e-mail # 3 - 22 Dec 2014

I promised to contact you about the middle of this month to work with you in assembling the documents and follow-on works needed to achieve closure on the Abbotts Ann War Memorial Hall Recreation Ground project for the Children's Play Area.

I hope the heavy work commitments that you had are now settled, and that you now have a bit more time for helping me, on behalf of the Parish Council, to move forward on the project. If you still have a lot of other commitments remaining, please let me know and I will put this "on hold" until the New Year. No problem with this, but I do need to get closure soon, as TVBC will shortly be holding back on

the processing of some of the grant applications/ release of Section 106 funds in preparation for finalising their accounts for this Financial Year.

DOCUMENTS

If it is OK with you, are you able to produce the following documents (originals if possible)?

- Estimate for the Work (including the material to be selected and ordered by you, but funded independently by the Council) showing Labour and Materials separately
- Contract to design/build/install the Play Equipment
- Design Drawings for the Play Equipment (including the details for those fittings that you needed to source from suppliers e.g. beam connectors used for the Climber and adapted stainless steel yacht rigging stays used for the Trail, etc ...)
- Statement on the dimensions and depth of the foundations for the Climber, the Trail verticals and the Apple Press/Child's swing
- Instruction for the regular Maintenance of each equipment you installed
- Professional Qualifications/accreditation that you hold, which we can compare with the recognised API qualification (Association of Play Industries) <http://www.api-play.org/api-welcome>

I know this sounds like a lot of paperwork, but I am most happy to work with you at any time of your choice to fashion these documents to a standard that enables the Sponsor (TVBC) to release repayment, and for the Insurer to assume Third Party Liability cover for the Play Area in general.

WORKS

Just to agree a future work programme that we can fit around your availability, we need to complete the physical side of the installation so that it is fully compliant with recommended safety enhancements that allow the Insurer to provide the necessary cover. If this work is not part of the original contract, then I see no reason for this not to be funded as an additional cost and payment to you. Therefore if you would kindly price what you consider to be additional work, I will then seek funding approval from the Parish Council.

I see the residual work as follows:

Climber

- Matting. Punch-in the anchor nails that retain the matting - they are slightly proud at present as they were left to allow the matting to settle when it was originally laid.
- Matting Ties. Check the cable ties on the matting to ensure they are properly rotated and not presenting a skin/ eye/ear puncture hazard
- Climbing Net. Remount the climbing net on a cross bar suitable for a child to grip and at a "first step" height that is not accessible for a child under 5.

- Signage. Fashion and attach a manufacturer's sign on the equipment for identifying and cataloguing the equipment - I have ones that you can adapt.
- Fall Guards. Place and secure a half tyre over each of the two stubby posts at the foot of the spider net - desirable
- Safety Inspection. Remove all wooden covers for the beam link bolts so that they can be easily checked for their condition and security. Removable plastic covers are the convention on similar commercial products (see Fawns on-line catalogue)

Trail

- Bolts. Change the bolts that attach the horizontal hand bars to the verticals to a variety that does not pinch or cut fingers, or rust
- Hand Bars. Paint the ends of the hand bars with a paint that stops the progression of rust
- Stepping. Cross Hatch the surface of the tread posts and walking beam to help make them less slippery when wet
- Tyres. Drill the bottom surface of each of the tyres within the tyre run section so that they do not fill with water and make the stepping circle muddy. Hammer down the securing posts so that they are not so proud.
- Hand Holds. Build and install two hand ropes to enable a safer negotiation of the smaller-fatter vertical piles at the end of the trail - desirable
- Safety Matting. Peg down the safety matting.

In your response to me would you please allocate a date for each of these activities so that I can clear my commitments and work with you. Thank you

- vi. **Recovery of Costs.** The Clerk has compiled a list of the contractual and equipment-related documents needed from the Build Contractor. These documents are necessary to enable the Council to confirm that the Equipment has been procured and installed in the correct manner, which will enable the recovery of some of the costs from TVBC.
- vii. Further to discussions with TVBC, the current allocation for the project is £6847.03. TVBC was requested to authorise a move of additional funding from another Sect 106 grouping to cover any shortfall arising in this project. TVBC rejected this request.
- viii. The current expenditure on the project is £7269.53 plus an anticipated invoice for £459.00; this makes the total committed expenditure as £7728.53.
- ix. The additional estimated costs to bring the Play Area up to the necessary safety standards, as recognised by RoSPA and by the Council's Insurance underwriters are estimated as £1400 (maximum) as detailed below:
 - (a) Safety modification to gate: £ 100
 - (b) Replacement infant swing: £ 50

- (c) Replacement netting and ancillary items: £ 350
- (d) Repairs to foul drain access coverings (2): £300
- (e) Safety Signage: £100
- (f) Risk Assessment: £300
- (g) Labour (carpentry): £ 200

Clerk's After Note: The purchase and collection of the safety matting was authorised by the Chairman out-of-committee as an immediate essential expenditure. Matting sufficient to cover the Fall Area of the Climber has been purchased this month and has been fitted. Access to the Climber remains restricted until other matters associated with the RoSPA report have been completed.

b. Defibrillator

- i. **Defibrillator Project History.** The history of the Project as found from records (Minutes of previous Meetings of the Council) is tabulated below:

| Date | Minute | Minute Detail & Actions Taken |
|-------------|---------------|--|
| 07 Feb 2013 | 13/19 | The possible purchase of a defibrillator was discussed, but a decision was deferred. |
| 07 Mar 2013 | 13/22 e | It was noted that an appeal for funds was already underway at the Village shop. [<i>No record of which Cllr provided this statement</i>] |
| 07 Nov 2013 | 13/109d | Cllr Oram reported that fund raising for the purchase of a defibrillator was continuing and it was hoped to raise sufficient funds to opt for the more advanced model. He was looking into the possibility of arranging demonstrations by the Red Cross. |
| 06 Mar 2014 | 13/35a | Payment to British Red Cross: Defibrillator. £1,853.30 [<i>No record of Council's resolution authorising this payment</i>] |
| 03 Apr 2014 | 14/39b | Cllr Oram explained that a training course for up to 15 people would cost around £360. Cllr Flood suggested that this could be part-funded by a discretionary grant from the Borough Councillors; she would assist Cllr Oram with an application for half the sum required. After discussion it was resolved to offer matching finance if this grant was forthcoming; otherwise the situation should be reviewed. Pro: Cllr Whyte; Sec: Cllr Paffett [<i>No Actions assigned</i>] |
| 05 Jun 2014 | 14/68c | A firm decision was needed about the location of the defibrillator, especially since it appeared that it had to be protected from frost [<i>No Actions assigned</i>] |
| 03 Jul 2014 | 14/73g | The Chairman reported that the defibrillator was currently stored at the Eagle [public house], pending arrangements by the landlord for its installation in a cabinet. [<i>No Actions assigned</i>] |
| 02 Oct 2014 | -- | Cllr Oram, passes all documentation and brochures to the Clerk and declares to the Clerk that he no longer wishes to be involved with this project forward. |
| 11 Oct 2014 | -- | Clerk investigates status of the project and actions to complete the project. This includes assessing all training organisations and exploring avenues for obtaining support funding |
| 06 Nov 2014 | 14/123d | An update on the status of the Village defibrillator was requested by a number of residents of the Village who had contributed to its purchase, which started in early 2013. Neither the Chairman nor any Councillor at the meeting could confirm the status of the defibrillator. The Clerk undertook to investigate the history of Actions assigned and report the matter to the Council. The matter is Carried Forward to the next meeting of the Council. |

- ii. **Defibrillator Project Plan.** A Project Plan proposed by the Clerk which provides a good checklist for sequential and interdependent actions is below: Deadline dates and responsibilities for actions are to be defined at the next meeting of the Council:

| Subject | Activity | Deadline | Responsibility |
|--|---|-----------------|-----------------------|
| 1. Identification and Certification of Equipment | <ol style="list-style-type: none"> 1. Establish the location and condition of the Defibrillator. 2. Testing and Certification of fitness and functionality of Equipment. 3. Proper temporary storage of Equipment. | | |
| 2. Mounting and Protection of Equipment | <ol style="list-style-type: none"> 1. Establish the requirements for its mounting, environmental protection, and security. 2. Mount and secure the Equipment. 3. Establish the means of quick access and call out of First Responders. | | |
| 3. Training of Equipment Operators | <ol style="list-style-type: none"> 1. Establish the training needs for First Responders 2. Establish the training organisation and costs for the training 3. Agree funding for the training 4. Agree funding sources 5. Obtain funding 6. Establish the names of those available to act as First Responders 7. Establish common date for First Responders to be trained and their availability for training 8. Implement Training | | |
| 4. Rehearsal | <ol style="list-style-type: none"> 1. Organise 3 rehearsals in different areas of the Village 2. Refine emergency activation procedures | | |
| 5. Publicity | <ol style="list-style-type: none"> 1. Publish the emergency activation procedures 2. Publish the contact details for the First Responders | | |
| 6. Future Management | <ol style="list-style-type: none"> 1. Establish Future Management regime and associated on-going costs. 2. Establish means to maintain up-to-date listing of trained First Responders. | | |

Attachment 2

To the Minutes of the 04 Dec 2014 Meeting of the Abbots Ann Parish Council

REPORTS FROM PARISH ORGANISATIONS AND FROM EXTERNAL MEETINGS

NOVEMBER 2014

The Reports from Village Organisations and from External Meetings for this month are as:

- Church and Churchyard
- a. Church and Church Yard
- i. **Maintenance Plan** A Parish Council Maintenance Plan was suggested by the Diocesan Advisory Committee (DAC). If a faculty was submitted, and agreed, for an on-going Maintenance Plan then such maintenance could be carried out against that Plan without the need for further applications. This should be confirmed by TVBC.
 - ii. **Tree Works.** The Church Architect carried out a major inspection last July and his report recommended the felling of the large Lime tree by the Priest's door and the Yew Tree nearest to the door. The TVBC Arboriculturalist recommended a reduction of 20% for the Lime tree and the pruning of the Yew tree. The PCC accepted the former, but the Parish's Tree Warden (Dr J Moon) and the Church Warden both felt it would be better to fell the Yew Tree. The Church Warden requested the Parish Council to complete and submit an application to TVBC.
 - iii. **Rain Water Drainage.** The Urgent Repairs project for the Church had identified the need for better drainage of rainwater from the Church . This was to be enabled in the Parish Council's Maintenance Plan by the construction of Soak-Aways all around the Church .
 - iv. The Parish Council should note that the initial testing of gullies and drains cost £100 and the jetting and detailed inspections recommended by the Church's Architect will cost up to £1200. This work is needed urgently. The PCC would therefore be grateful if the Council could agree the work and the release of the funds required.
 - v. **Toilet Facility.** The PCC wishes to establish a Toilet Facility for primary use by the congregation of the Church . English Heritage supports the proposal, but because the Church is a Grade 1 Listed Building, any Toilet Facility must not impact on the fabric and structure of the Church, both inside and outside. Therefore, the Toilet Facility has to be a separate building. Unfortunately HLF will not assist in funding a separate building. The estimated cost provided by the Church's Architect is £40K.

- vi. The PCC is proceeding with plans for the Toilet Facility to:
 - (a) Show HLF that the PCC is serious about heritage access.
 - (b) Save money by using the Architect engaged for the Roof to plan the Toilet Facility.
 - (c) Start the lengthy process of getting planning permission for the Toilet Facility.
 - (d) Obtain costed plans that most funding bodies require before making a grant.
- vii. One funding option is the idea of community Toilet Facility. The advantages of this are:
 - (a) Better access to funds available to community projects but not religious buildings.
 - (b) Meeting the social need (as mentioned in the AAV survey)
 - (c) The issues to be addressed are: positioning (visibility verses accessibility); size; signage; and maintenance.
- viii. The PCC is requesting assistance from the Council to secure funding for the project. This matter is carried forward for discussion at the next meeting of the Council.

ABBOTTS ANN HIGHWAYS & TRAFFIC MANAGEMENT ISSUES (NOVEMBER 2014)

Below is the report from the visit to Abbots Ann by the Team Leader of the Western Traffic Management Division of Hampshire County Council on 24 Nov 2014.

This visit was a follow-up to the visit by Assistant Manager and Area Engineer of the Highways Division of Hampshire County Council on 04 Nov 2014.

These visits were requested and hosted by the Clerk of Abbots Ann Parish Council so as to address the highways issues in the village.

| Area | Issue or Change Suggested to HCC | HCC Response & HCC Action |
|--|--|--|
| Duck Street In the vicinity of the School | The impact of the pinch point traffic calming on the traffic speeds, and whether a priority system would help manage traffic. | HCC will arrange a traffic survey for this location as this will confirm traffic speeds in the area of the pinch points, and the level of speed limit compliance |
| | The position of the 'school' signs. Consider relocation to incorporate the whole length of carriageway affected by school parking. Whether school flashing lights are an option. | The policy on the provision of school flashing lights is that they may be considered where the following criteria is met: <ul style="list-style-type: none"> • Where the main pedestrian entrances to the school are on roads with speed limits above 30mph, or 85 percentile speeds are above 35mph in the vicinity of the school at the start and end of the school day. • Where the school is not visible from the road and its presence is not apparent to passing drivers. • Where the flashing amber lights can be installed so that they would not be close to a zebra or signal controlled crossing where they would cause confusion. <p>The school has a clear entrance; it is unlikely that the criteria can be met.</p> |

| Area | Issue or Change Suggested to HCC | HCC Response & HCC Action |
|-----------------|--|---|
| St John's Cross | <p>Traffic speeds and difficulty exiting the Duck Street/Fullerton Road junctions to turn right.</p> <p>Request for a 40mph speed limit on A343.</p> | <p>There is a potential scheme for this area included in the Test Valley Transport Statement list of transport schemes. Currently funding is being secured for further studies and progression of the recommendations. The estimated sum required for the scheme is in the region of £400K.</p> <p>The injury accident history for the cross road junction has been explored and two injury accidents have occurred in the past five year period. The accidents were classified as slight and involved an item falling from a trailer causing following vehicles to brake and lose control, and a vehicle turning right across the path of an oncoming vehicle.</p> <p>There were no identifiable patterns to these accidents and therefore the site is a lower priority in terms of casualty reduction.</p> <p>Speed limits are set in accordance with Department for Transport criteria and the County Council's policy on the setting of speed limits. There are many factors that are taken into account in these criteria, including the road character, the level of roadside development, the accident history and road safety issues, the current traffic speeds, the frequency of junctions and private entrances, and the presence of amenities that attract both motorised and non-motorised road users.</p> <p>To be effective a speed limit relies on drivers responding to a range of these factors, with the signed limit reinforcing the environmental message. Where the speed limit is not consistent with the environment then drivers are less likely to respect it. The police would also be unlikely to support a speed limit that is not largely self-enforcing in this way and could not direct officers to provide the level of enforcement necessary to achieve the desired reduction in traffic speeds where this is not the case.</p> <p>HCC is unable to progress all requests it receives to review speed limits, and priority is given where a lower speed limit would reduce traffic accident casualties. Other changes that do not directly support the HCC's casualty reduction programme in this way, but</p> |

| Area | Issue or Change Suggested to HCC | HCC Response & HCC Action |
|-------------------------------------|--|--|
| | | <p>nevertheless support a community's desire for a lower limit, may be progressed, subject to the resources available, the prevailing priorities, and the request meeting the criteria as outlined above.</p> <p>HCC will note the request in view of the concern over turning and school traffic, but the matter is likely to be a lower priority for a future programme.</p> |
| Mill Lane Junction with Church Road | <p>Improve junction layout to facilitate a safer negotiation by traffic both ways. Action suggested to HCC was:</p> <ul style="list-style-type: none"> • Redesign junction road marking layout – to relocate centre line approx 500mm into northbound carriageway to balance width of traffic lanes, and inset the junction markings for Mill Lane by around 800mm at the northbound side to provide a better turning and waiting facility to accommodate two way traffic negotiating the bend. • Marker posts to prevent verge parking in the vicinity of the junction. • Carriageway edge lining on the approach to the narrow section to provide a visual narrowing between Abbotts Close and the eastern boundary of 'Pennymarsh'. • Consider advance warning signing for the bend with 'oncoming vehicles in centre of the road' plate. | <p>In view of the concern over road safety and the vulnerability of the property 'Pennymarsh' HCC will add this scheme to its programme for further investigation and scheme development as resource allows.</p> <p>However, whilst HCC will endeavour to progress this matter as the highest priority for the Parish Council it is unable to guarantee that the works can be designed and completed within this financial year.</p> <p>The traffic management programme and budget is fully committed at this stage in the year and therefore progression will be subject to funding and resource being available. Priority for resources is directed to HCC annual programme schemes that are agreed by the Members for the Traffic Management Programme annually and those reactive schemes that support casualty reduction</p> <p>HCC will explore the possibility of having some of the S106 funding allocated to resolve the traffic problems at this junction/turning.</p> |

| Area | Issue or Change Suggested to HCC | HCC Response & HCC Action |
|--------------------|--|--|
| | <ul style="list-style-type: none"> • Marker posts alongside wall of 'Pennymarsh' to protect residential dwelling. • Measure approach traffic speeds in this area. | |
| Church Lane (Path) | Management and Maintenance responsibility | The path is a Right of Way, and is therefore maintained by the Countryside Services Team rightsofway@hants.gov.uk .HCC Highways has an agreement to maintain the macadam surface if there is one. |
| | The current signs are damaged, illegible, and have loose foundations. New signs are required at both ends of the path "No Cycling", "No Horses" and "Please Keep Your Dog On A Lead"; also needed is a short pole-mounted sign on the grass outside Linden Cottage (just up from the shop) with a "Please Keep Your Dog on a Lead" and another "Please Clear Up After Your Dog" | The dog-related signs are all TVBC responsibility; other signs on the path will be the HCC Countryside Team |
| | The lighting of this path is poor and presents a hazard to users and should be improved. | The Lighting is Parish Council lighting,. The contact is HCC Street Lighting and the Parish Council will need to fund any improvement - see the HCC web site http://lightsoninhampshire.co.uk/public/ReportFault.aspx Lighting improvements implemented on 01 Dec 2014. PC Actions Complete |
| | The surface of the path is beginning to deteriorate due to tree root lift and presents a hazard. A survey of the path is required | HCC maintains this at a lower standard than highways, but HCC will review its inspection records or inspect it again if it was a while ago. |

| Area | Issue or Change Suggested to HCC | HCC Response & HCC Action |
|---|--|---|
| | The verge of the path has become overgrown and in need of tending. | Not HCC Highways, but assume it would be HCC Countryside |
| | The wooden bar fencing is rotting and needs to be replaced in some of the sections. | This is boundary fencing to the adjacent properties (church etc), so it is their responsibility. |
| Duck Street In the vicinity of the Nursery | School warning signs | HCC has added this to its list of potential minor schemes to be considered further as resource allows but it is unlikely that HCC will be able to provide these within this financial year. |
| HGV Traffic | Concern over the potential increase in HGV Traffic using the main routes through Abbots Ann. | TVBC is progressing a width restriction that will include the Abbots Ann area. This width restriction is proposed to reduce the levels of larger through traffic but there will be an exemption allowed for those drivers who are legitimately accessing for activities such as deliveries, collections and building work. TVBC plans to start progressing the necessary Traffic Order making process in January 2015. |

SLR Schemes

Reference: HCC guidance document for the Parish-owned SLR scheme

The steps that the Parish Council will need to take to progress this further are as follows:

- Consider how the unit will be deployed. The work needs to be carried out by a person competent to work on the highway. TVBC has a person employed to make SLR deployments for a reasonable annual fee. Deployments are made for 2-3 weeks and the schedule should allow for at least an 8 week period of no return. The deployments and the unit will need to be funded by the Parish Council.
- Agree an annual schedule of deployments throughout the Parish. The locations will need to be agreed and a risk assessment carried out on deployment. TVBC will undertake risk assessments where their resource is being used to carry out the deployments. An example of the information that is required is included in the document.
- Once the sites are agreed then the post sockets can be installed if needed. These are sockets that the post fits into rather than placing posts at each of the sites where there is no suitable street furniture. This means that only one post is required and it is moved with the SLR unit. The Parish Council will need to fund this work.
- A license agreement will be needed if the Parish Council wishes to employ its own contractor/volunteer/staff member to undertake the work, but is not required where TVBC carries out the deployments on behalf of the Parish Council. An example license is included in the document but should the Parish Council require a license then the HCC solicitor will draw up a document for agreement by the Parish Council..

20 MPH Programme

The 20mph pilot programme is still in the process of being delivered. The majority of the speed limits are now in place but there are three rural 20mph speed limits to be implemented. These are currently at the resident consultation stage where residents of the affected streets in the villages are asked for their views through completing a questionnaire. Subject to support these schemes will be formally advertised as part of the Traffic Order making process with the aim of completing the schemes by the end of March 2015. Once these schemes have been implemented there will be a period of further consultation to monitor the outcomes of the pilot programme which will see further consultation carried out with the residents of all the pilot scheme areas and further traffic survey.

The overall impact of these pilot schemes on both traffic impact and public perception will serve to inform future County Council policy on 20mph speed limits, and will also be helpful in considering future programming of 20mph speed limits. A record is being kept of those areas where an interest has been expressed in a 20mph speed limit for future consideration subject to the outcomes of the pilot programme. **Abbotts Ann is not currently on this list but HCC will be happy to add the village if**

there is a general interest in a 20mph speed limit. However, any future works, whether to change a speed limit or introduce other highway improvement will depend on future budgets, and while HCC is recording requests for 20mph speed limits, their programming and introduction will be subject to available funding and the highways service priorities prevailing at that time.