

Hurstbourne Tarrant Parish Council

I hereby give notice that Councillors are summoned to attend Hurstbourne Tarrant **Annual Parish Council** meeting on **Monday 16th May 2016 at 6.00 pm in the Community Hall**

Members of the Press and Public are entitled to attend

A G E N D A

1. **To elect a Chairman of the Council.**
2. **To elect a Vice chairman of the Council.**
3. **To receive the Chairman's, Vice chairman's and Councillors' declarations of acceptance of office or, if not then received, to decide when it shall be received.**
4. **To agree Councillors' responsibilities for the municipal year 2016/17.**
5. **Complete the annual update of register of interests.**
6. **To consider the payment of any subscriptions falling to be paid annually.**
7. **General Power of Competence** – To review the eligibility criteria defined in the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and agree if the eligibility criteria have been met.
8. **To inspect any deeds and trust investments in the custody of the Council as required.**
9. **To appoint an internal auditor for 2016/17.**
10. **Apologies:** To receive any apologies for absence from councillors.
11. **Public participation:** To receive any questions or petitions (for information only).
12. **Actions Arising from previous minutes (for information only).**

Cllr Mark Betteridge and Mr Rupert Conder would implement an organisational procedure as outlined in the report to manage the movement and operation of the permanent SLR sign in the parish.
The replacement of play area equipment was raised and it was agreed that a small working party should be formed to assess requirements and to cost solutions. Cllr Louisa Russell agreed to lead this initiative.
It was agreed to invite PCSO David Trowbridge to attend the meeting and provide an update on local policing, neighbourhood watch and cyber-crime.
Councillor Mark Thomas agreed to continue to act as the internal controller for the parish council in 2016/17
It was agreed to update the bank details regarding authorised signatories follow changes in councillor membership.
13. **Minutes of meeting 18th April 2016: To approve and sign the minutes as a true record of the parish council meeting held on 18th April 2016.**
14. **Declarations on interest:** To receive any declarations of interest from councillors.
15. **Correspondence:** To review the correspondence received since the last meeting and to agree any actions as necessary.
16. **Planning Applications.** – To review details of planning applications received and to agree what actions should be taken.
17. **Councillors' Reports:** To receive councillors' monthly reports and to agree what actions should be taken
18. **Clerk's Report:** To receive the clerk's monthly report and to agree what actions should be taken
19. **TVBC - Community Facilities Audit & Public Open Space Audit:** Consultation response
20. **Next ordinary Parish Council meeting 20th June 2016:** to receive forward plan updates or agenda items.
Note: Date of the next Annual Parish Council and Annual Parish meetings – May 15th 2017.
21. **Disbursements:** – To authorise monthly payments

Clerk of the Council

08 May 2016

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Hurstbourne Tarrant Parish Council

Report

Hurstbourne Tarrant Parish Council Monday 16th May 2016 – Item No 6

Review of subscriptions due in 2016/17

Decisions required:

To approve subscription payments that will fall due for payment in 2016/17.

Resources and cost implications:

Cost of subscription payments have been included in the 2016/17 budget plan

Background:

The Parish Council approved the following 4 annual subscriptions in 2015/16:

| | |
|---|---------|
| • Fields in Trust (previously known as the National Playing Fields Association) | £50.00 |
| • Hampshire Playing Fields Association | £40.00 |
| • Hampshire Association of Local Councils | £278.00 |
| • Society of Local Council Clerks | £77.00 |

Councillors are asked to consider the approval of the above subscriptions that are due payment in the current financial year 2016/17.

Attachments:

None.

Hurstbourne Tarrant Parish Council

Report

Hurstbourne Tarrant Parish Council Monday 16th May 2016 – Item No 7

General Power of Competence (GPC)

Decisions required:

To confirm the parish council's eligibility for the General Power of Competence and pass a resolution setting the 'Relevant Day' to allow the parish council to exercise use of this power.

Purpose:

To allow the parish council to make use of the General Power of Competence.

Background:

A Local Council must determine its eligibility as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

A local council must determine its eligibility by resolution at a meeting of a full council. This is the "relevant day" on which the conditions were met.

To determine eligibility, the meeting of full council resolves the following conditions have been met:

- a) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, must equal or exceed two-thirds of its total number councillors.
- b) The parish clerk holds-
 - i) The Certificate in Local Council Administration;
 - ii) The Certificate of Higher Education in Local Policy;
 - iii) The Certificate of Higher Education in Local Council Administration;
 - iv) The first level of the Foundation Degree in Community Engagement and Governance
 - v) Any equivalent successor qualification.
- c) The clerk has completed the relevant training designed as part of the National Training Strategy.

What does the power allow councils to do?

The power is a central part of this Government's move towards the decentralisation of powers down to the lowest practical level of local government. The Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no. 965 says that

"The Government's intention in providing eligible parish councils with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things they have previously been unable to do under their existing powers"

The Government hopes that this new power will give local councils confidence in the legal capacity to act for their communities. The idea being that councils will use this power to work with others to provide cost-effective services and facilities in new ways to meet the needs of local communities.

The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, **"the power to do anything that individuals generally may do"** as long as they do not break other laws. It is intended to be a power of first, not last, resort.

The council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way.

A council could:

- lend or invest money
- it could set up a company or co-operative society to trade and engage in commercial activity
- it could run a community shop or post office
- the power is not restricted to use within the parish it can be used anywhere.

Resources and cost implications:

There is no direct resource or cost implications beyond a training cost of £10 which was taken in April 2012.

Clerk of the Council

08 May 2016

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Hurstbourne Tarrant Parish Council

| | |
|--------------------|-------------------------------|
| MINUTES OF MEETING | : 18 th APRIL 2016 |
| TIME OF MEETING | : 7.30 p m |
| VENUE OF MEETING | : Community Hall |
| TYPE OF MEETING | : ORDINARY |
| PRESENT | : MR MARK THOMAS (MT) |
| | : MR JAMIE WILLIAMS (JW) |
| | : MRS LOUISA RUSSELL (LR) |
| | : MR MARK BETTERIDGE (MB) |
| | : MR IAN KITSON (IK) |
| CHAired BY | : MR DAVID SULLIVAN (DS) |
| IN ATTENDANCE | : MR DAVID BAKER (DB) |
| ALSO PRESENT | 1 PARISHIONERS |

162. Apologies

162.1 Apologies were received from Councillors Peter Giddings (TVBC) and Tim Rolt (HCC).

163. Public Participation

163.1 None.

164 Actions arising

164.1

| |
|--|
| Cllr Jamie Williams offered to investigate a bid under the Leader Fund that might provide some matched funding for new SLR equipment. JW to action. Completed. |
| A resident raised a concern regarding the debris left following a fire at an unauthorised encampment site on the Netherton Bottom road. It was agreed that the clerk should raise a request to TVBC to clear and make the site safe. DB to action. Completed |
| The clerk stated he would ask Ian Kitson to sign the declaration of acceptance of office, provide a copy of the members' code of conduct and would ensure that Ian Kitson completed his registration of members' pecuniary interests. Once those formalities were completed Ian Kitson would be able to take up his responsibilities as a parish councillor. DB/IK to action. . Completed |
| Councillors considered a request from the PCC for a donation towards the annual maintenance cost of St Peter's churchyard. Councillors agreed and approved a donation of £500. DB to action. Completed |
| 16/00604/FULLN Change of use to residential to include internal alterations to form living space, replace flat roofs with pitched roofs and new brick gables. Village hall, Ibthorpe Road, Hurstbourne Tarrant, Andover. Mr S J Smith, Mr T J Cook and Denton & Co. Trustees Limited. Comment to be submitted regarding car parking arrangements. JW to Action. Completed |
| Councillor David Sullivan asked Cllr Tim Rolt to request the cutting back of vegetation and shrub growth on the east side of the A343 to Andover through Doles Wood and Bourne Park area. TR to action Request was submitted to HCC Highways. |
| The clerk asked for the approval of the grounds maintenance quote received from TVBC for the cutting and maintenance of King George V playfields and Dean Rise play area. Councillors agreed to the quote and the |

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Hurstbourne Tarrant Parish Council

| |
|---|
| clerk was asked to sign and submit the agreement. DB to action. Completed |
| The clerk asked councillors to read LIAS report 1388 regarding the consultation process on Planning Changes under new legislation being introduced by the Government that would significantly alter the local planning process and the likely impact that it would have on the role of parish councils as consultees. All councillors to action. Completed |
| The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 16 th May. Councillors discussed some ideas regarding speakers they wanted to invite to the meeting. Plans would need to be finalise at the April parish council meeting. All councillors to action. Completed |

165. Minutes of meeting 21st March 2016

165.1 The minutes of the Parish Council meeting of 21st March 2016 were approved and signed by the Chairman.

166. Declarations of interest

166.1 Cllr Jamie Williams declared a personal interest in planning application 16/00789/FULLN and took no part in that agenda item. It was agreed that Cllr Mark Betteridge would lead discussions on planning application 16/00789/FULLN which was minuted under section 169.1.

167. Community Speed Watch (CSW) report

167.1 Rupert Conder presented his report to the meeting. The following points were discussed and approved:

- The parish council to purchase a permanent solar powered SLR – base model was selected.
- The parish council reconfirmed it was maintaining its participation in a shared SLR service with Tangley and Vernham Dean parish councils.
- The parish council confirmed it was stopping its usage of St Mary Bourne’s mobile SLR equipment.
- Finally, the parish council confirmed that Cllr Mark Betteridge and Mr Rupert Conder would implement an organisational procedure as outlined in the report to manage the movement and operation of the permanent SLR sign in the parish. **MB & RC to action.**

See appendix 1 for details of the report.

168. Correspondence

168.1 The list of correspondence received during the month was read and passed to the relevant councillor.

- 2016 countryside access small grant scheme had been opened for new bids
- PCC had written a thank you letter for the churchyard maintenance donation
- English Rural Housing had given notice that 49 Dines Close was available to let to a person with local connections. Application deadline was 1st May
- St Mary Bourne parish council had provided a consultation copy of their proposed Neighbourhood Plan for comment. Consultation deadline was 27th May.

169. Planning Applications

169.1 .

RESOLVED: Councillors agreed that the actions documented below would be taken:

| | | |
|----------------|-----------|---|
| 16/00789/FULLN | 08 Apr 16 | Installation of swimming pool and paved surround. Windmill Farm, Windmill Lane, Hurstbourne Tarrant, SP11 0DQ. Ms Elizabeth Strange. No comment. |
| 16/00846/FULLN | 13 Apr 16 | Erection of 3 bay oak frame garage including first floor storage area with external oak staircase. The Oaks The Dene Hurstbourne Tarrant SP11 0AH. Mr and Mrs Fryer. Comment. JW to action |
| 16/00893/TREEN | 18 Apr 16 | T1 Lime – Crown reduce to standing pollard to the same height as the house guttering. Rookery House The Hill Hurstbourne Tarrant. Mr James Bennett. No comment. |

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170. Councillors' reports:

- 170.1 Councillors Louisa Russell, Mark Betteridge David Sullivan and Ian Kitson had nothing further to report.
- 170.2 Councillor Mark Thomas reported that footpath 13 had been cleared of a fallen tree. The next volunteer working party day was set for Saturday 7th May. The second goal mouth on the playing fields had been levelled and re-seeded. A temporary goal mouth may be installed to allow repairs to consolidate. Parish council recorded a vote of thanks to Adam Lonsdale for providing new wood chippings for the aerial runway and wooden climbing frame. Cllr Thomas had drawn up a template for an emergency contact list to hold details of first responder skills/equipment.
- 170.3 Councillor Jamie Williams reported that there should be additional S106 monies being collected by TVBC for release on parish project work. The replacement of play area equipment was raised and it was agreed that a small working party should be formed to assess requirements and to cost solutions. Councillor Louisa Russell agreed to lead this initiative. **LR to action.**

171 Clerk's report

- 171.1 The clerk reminded councillors that their contributions to the annual report were needed by the 30th April. **All cllrs to action.**
- 171.2 ROSPA safety inspection of play areas was scheduled to take place in May.
- 171.3 BT had provided notice of the removal of the redundant public phone box located between Swift Cottage and Chapel House.
- 171.4 Internal audit had been successfully completed on 16th April. Tammy King had approved the accounts for 2015/16. No risks or recommendations were raised by the auditor. The public inspection of the accounts had been set for the period 20th June – 29 July 2016. The parish council thanked Tammy King for her kind support.
- 171.5 Road scalplings had been delivered to Dene Green and work would be planned to make good the rutted track
- 171.6 Parish website had been upgraded again providing a new clean and crisp presentation of web pages.

172 Agenda Planning – finalise agendas

- 172.1 The clerk presented a draft agenda planned for the Annual Parish Meeting (APM) on Monday 16th May. It was agreed to invite PCSO David Trowbridge to attend the meeting and provide an update on local policing, neighbourhood watch and cyber-crime. **DB to action.**

173 Annual Review of the Asset Register

- 173.1 The asset register was reviewed and councillors agreed the asset listing was accurate.
- 173.2 Councillors then accepted the asset listing and the valuations used for insurance purposes were correct and completed the annual audit of the asset register.

174 Performance Monitoring 15/16 and financial reporting for Year End:

- 174.1 The clerk presented a paper on the effectiveness of the internal audit. Councillors discussed and approved the following:

RESOLVED: Councillors completed the review of effectiveness of the Internal Audit for 2015/16. Councillor Mark Thomas agreed to continue to act as the internal controller for the parish council in 2016/17 – **MT to action.**

RESOLVED: Approved the terms of reference of the internal audit for 2016/17.

- 174.2 The clerk presented the financial report for 2015/16 and councillors discussed and approved the following:

RESOLVED: Approved the financial report for 2015/16.

- 174.3 Discuss and approved the allocation of a chairman's allowance for 2016/17

RESOLVED: Approved the setting up of a chairman's allowance of £100.00 in 2016/17.

175 Annual Return for 2015/16

- 175.1 The clerk presented a summary of the internal audit carried out by Tammy King on the 16th April and reviewed Sections 1, 2 and 4 of the Annual Return for 2015/16 with members. Councillors discussed and approved the following:

RESOLVED: the following list of resolutions were agreed:

- 175.2 To approve the Annual Governance Statement in section 1 of the Annual Return and to accept any recommendations or actions put forward by the internal auditor. Councillors approved the Clerk and the Chairman signing section 1 of the Annual Return.

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Hurstbourne Tarrant Parish Council

- 175.3 To agree that the statement of accounts contained in section 2 of the Annual Return represented fairly the financial position of the Council.
- 175.4 To approve the council's accounts and approved the Responsible Financial Officer and the Chairman signing section 2 of the Annual Return.
- 175.5 Section 4 of the Annual Return 2015/16 – Annual internal audit report. To note Section 4 of the Annual Return together with any comments, recommendations arising from the internal audit was completed.

176 Next meetings and forward plan update

176.1 The Hurstbourne Tarrant **Annual Parish Council meeting** will be held on Monday 16th May 2016 in the Community Hall at 6.00 p.m.

Forward plan agenda items:

- Election of Chairman and Vice-chairman
- Declarations of acceptance of Office
- Councillors' responsibilities in 2016/17
- Annual update of register of interests
- To appoint an internal auditor for 2016/17

176.2 The Hurstbourne Tarrant **Annual Parish meeting** will be held on Monday 16th May 2016 in the Community Hall at 7.30 p.m.

177. Disbursements – 18th April 2016.

177.1 The following cheques were presented for signature:

| Number | Payee | Expenditure | Amount |
|--------|----------------------|-------------------------|----------|
| 1190 | D R Baker | Salary Apr | £ 131.38 |
| 1191 | HM Revenue & Customs | PAYE | £ 87.60 |
| 1192 | HALC | Affiliation fees | £ 235.00 |
| 1193 | HALC | NALC levy | £ 43.00 |
| 1194 | HALC | HR Service | £ 180.00 |
| 1195 | HPFA | Subscription | £ 40.00 |
| 1196 | SLCC | Subscription | £ 77.00 |
| 1197 | TVBC | Dog bin service 2015/16 | £ 238.03 |

Total authorised £ 1,032.01

It was agreed to update the bank details regarding authorised signatories follow changes in councillor membership. **DB to action.**

Meeting closed at 8.55p.m.

Signed.....

Chairman

Date:.....

Clerk of the Council

08 May 2016

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Hurstbourne Tarrant Parish Council

Appendix 1

Hurstbourne Tarrant Community Speed Watch Plan for Speed Indicator Device 2016

The speed of traffic in Hurstbourne Tarrant (HbT) is still a significant problem and caused adverse comment at most village social events. Excessive speed endangers the children, pedestrians and other road users in our village. It is an ongoing problem which the Parish Council has tried over the last ten years to mitigate by the introduction of several traffic calming measures.

One of the traffic calming measures has been to trial the introduction of a Community Speed Watch Scheme (CSW) with the aim of increasing the awareness of drivers passing through our village of their speed by displaying it on a Speed Indicator Device (SID) accompanied by a smiley face if under 30 mph and a frown if in excess of the speed limit. CSW volunteers have trialled the recording of vehicle details of those exceeding the speed limit and have forwarded them to the police.

During 2015, HbT CSW trialled a SID, which was on loan from St Mary Bourne (SMB) Parish Council. The SMB CSW scheme was suspended for a time because the members of the scheme were no longer prepared to suffer abuse from drivers they reported for exceeding the speed limit in their village. HbT CSW did not suffer in the same way because most of those exceeding the speed limit in HbT have not been local villagers. When the SID was displayed there was a marked decrease in the speed of traffic in the immediate area before and beyond the location; however the work involved in organising when to have the SID, fetching it from and returning it to SMB, charging it, organising the manning, setting up the SID, collecting and inputting the data has proved onerous. Unfortunately we have got no feedback from the police. Nevertheless it was felt that the reduction in the speed of traffic when the SID was deployed was sufficient to recommend that a SID be purchased for permanent display with solar power. Reports of vehicle details of those exceeding the speed limit could still be generated if required, but much of the benefit would still be gained even when it is not being "manned".

We have reviewed two quotations (which may have been circulated to HbT Parish Council) for the supply of a solar powered SID. The cheaper option appears to meet our specification, but the other one has some quite attractive additional features. Regardless of these, it was recommended that the Parish Council should now endeavor to raise funds to purchase the cheaper option.

It may be possible to cover the cost by:

- a. The cancellation of the agreement to use the SMB Parish Council SID.
- b. A grant of £1,000 from HCC Councillor Tim Rolt (£500 already received).
- c. A grant from TVBC Council Asset Fund.
- d. As a last resort, the agreement with VD and other parish councils to share the Speed Limit Reminder signs (SLRs) could be cancelled; however it would be preferable to continue this agreement.

On the advice of the police, the optimum effect on reducing the speed of traffic should be achieved by moving the SID every two or three weeks to one of our other sites. We have five poles which are used on a rotational basis for mounting the SLRs when it is HbT's turn to have them. These are sited:

- a. By the Dene Green bus shelter on the A343 facing North.
- b. At Dean Rise on the A343, where it could face traffic from North or South
- c. By the bridge over the Swift on the A343 facing South.
- d. In Ibthorpe near the bridge facing North West.
- e. In Upton at the South entrance facing South East.

The principle speeding problem in HbT is traffic on the A343. It is recommended that the SID should be deployed to achieve most impact on the poles "a" and "b" for much of the time and SLRs located, when our "turn", on the other poles. Data captured with the test SID indicated that at sites "c", "d" and "e" few vehicles were travelling in excess of 35 m.p.h. mainly due to the road restrictions at those points.

Clerk of the Council

08 May 2016

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Hurstbourne Tarrant Parish Council

Recommendation for the HbT CSW Scheme

Organisation.

We feel that the scheme should have a Parish Councillor supervising at least ten volunteers, split into five teams of two or three, as two persons are required to move the SID and solar panel.

Procedure.

1. The Supervisor should issue a list to all of the teams of the sites and dates to which the SID is to be moved. He should coordinate the roster with that of the SLRs.
2. Each team would “adopt” a nearby pole and be responsible for collecting the SID and solar panel from the previous site, fixing it to “their” pole in accordance with an agreed roster and monitoring its security during the period that it is mounted on “their” pole.
3. If the Supervisor or team decides that it may “encourage” drivers to observe the speed limit by monitoring the speed of traffic and reporting infringements:
 - a. At least an hour before deploying: telephone the Police on 101 and report where, when and for how long the team will be deployed; e.g. “Community Speed Watch will be deploying a team to monitor the speed of traffic in Hurstbourne Tarrant on the A343 by the bus shelter from 11.00 a.m. for 30 minutes.” The police need to know in case there is an incident with, for example, an irate driver!
 - b. Members of the team are to be issued with hi-viz yellow jackets for their own safety.
 - c. A record of the details of vehicles exceeding the speed limit by at least 5 mph should be recorded on the attached form.
 - d. At the end of the session the form should be taken to the Police station in Andover.
 - e. A note of the number of vehicles reported and the highest speed should be sent to the supervisor for information.

Rupert Conder

Hurstbourne Tarrant Parish Council

Mail in: 19th April – 16th May 2016

Environment

| Date | From | Subject |
|-------------|-------------|----------------|
| | NWD AONB | May E-bulletin |
| | | |
| | | |

Test Valley Borough Council (TVBC)

| Date | From | Subject |
|-------------|--------------|--|
| 25 Apr 16 | TVPTF | The next Test Valley Passenger Transport Forum will take place on Thursday, 12 May at Beech Hurst at 10am. |
| 26 Apr 16 | TVBC Housing | Details of the new Registered Housing Provider partner for HARAHA (Hampshire Alliance for Rural Affordable Housing). |
| 03 May 16 | Planning | Test Valley Borough Council - Community Facilities Audit & Public Open Space Audit |
| 05 May 16 | Planning | Planning enforcement 1Q 2016 report |
| | | |

Hampshire County Council (HCC)

| Date | From | Subject |
|-------------|-------------|---------------------------|
| 25 Apr 16 | HCC | Parish Council newsletter |

Hampshire Association of Local Councils (HALC)

| Date | From | Subject |
|-------------|-------------|---|
| 06 May 16 | HALC | May E update bulletin |
| 04 May 16 | HALC | Advice on Future Changes to Data Protection |
| | | |

Central Government Departments

| | | |
|-----------|------------|---|
| 21 Apr 16 | NALC | Governance and Accountability for smaller Authorities in England 2016 |
| 05 May 16 | Government | Information about flood insurance for your residents |

Clerk of the Council

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Hurstbourne Tarrant Parish Council

Test Valley Borough Council – Planning Services

| Reference | Date Received | Subject | Consultation Deadline |
|---------------------------------|---------------|---|-----------------------|
| | 20 Apr 16 | Weekly planning list for 15 th Apr 16 | |
| | 27 Apr 16 | Weekly planning list for 22 nd Apr 16 | |
| | 04 May 16 | Weekly planning list for 29 th Apr 16 | |
| | 11 May 16 | Weekly planning list for 06 th May 16 | |
| 16/00908/TREEN | 25 Apr 16 | G1 Thuja – Reduce by 50% and trim sides by 1m. T1 Lawson – Reduce by 40%. T2 – Lime – Crown lift to 5m. T3 Willow – Fell. The Old Police House, The Dene, Hurstbourne Tarrant. Mr Simon Hooley | 12 May 2016 |
| 16/00984/FULLN | 28 Apr 16 | Oak framed extension to existing detached garage to provide studio. Windmill Farm, Windmill Lane, Hurstbourne Tarrant, Andover. Miss L Strange | 27 May 2016 |
| 16/00931/LBWN 16/00930/FULLN | 28 Apr 16 | Maintenance of chimney flue to include increasing the height of chimney pot. Highford House, Windmill Lane, Ibthorpe, Andover. Mr Christopher Marshall | 27 May 2016 |
| 16/01015/FULLN 16/01016/LBWN | 05 May 16 | Demolition of lean-to, wood store and garage; erection of single storey rear extension to provide kitchen, dining and utility, new garage with ancillary accommodation and internal layout alterations. Willow Cottage, Ibthorpe Road, Hurstbourne Tarrant, Andover. Mr and Mrs William MacLachlan. | 27 May 2016 |
| | | | |
| | | | |

Emails & other correspondence

| Date | From | Subject |
|------|------|---------|
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Clerk of the Council

08 May 2016

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Hurstbourne Tarrant Parish Council

Report

Hurstbourne Tarrant Parish Council Monday 16th May 2016 – Item No 19

Test Valley Borough Council - Community Facilities Audit & Public Open Space Audit

Decisions required:

To discuss and agree a response to the TVBC consultation on Community Facilities Audit & Public Open Space Audit.

Purpose:

To define our parish council project priorities for the remainder of S106 monies and future CIL levies which funds are to be directed towards.

Resources and cost implications:

Consultation deadline 8th June 2016.

Attachments:

TVBC documentation:

- Public Open Space letter
- Community Facilities Audit questionnaire
- Public open space response template
- Parish Map

Hurstbourne Tarrant Parish Council



For the attention of the Parish Clerk

[Sent via email only]

Planning Policy and Transport Service

Beech Hurst

Weyhill Road

Andover, Hants SP10 3AJ

Telephone 01264 368000

Minicom 01264 368052

Web site www.testvalley.gov.uk

| | |
|-------------------|--|
| Contact: | Planning Policy Team |
| Telephone: | 01264 368816 |
| E-mail: | planningpolicy@testvalley.gov.uk |
| Your ref: | |
| Our ref: | pt6.12 |
| Date: | 3 May 2016 |

Dear Parish Clerk

Public Open Space

You may recall in previous years the Planning Policy team has requested your support in identifying public open space projects. We are writing to provide an update on this topic and seek your support in the identification of relevant public open space projects.

Current Approach – Section 106 Agreements

The current approach to seeking contributions towards public open space (linked to Local Plan policy LHW1) is through the use of Section 106 legal agreements. In summary, the Council seeks contributions towards public open space (where not being provided on site) where there is additional residential development which would exacerbate deficits in certain types of public open space provision. We are only able to seek such contributions where a specific project has been identified – this includes details of both the location and the nature of the project.

However, since April 2015, as required by the Community Infrastructure Levy (CIL) Regulations (2010), the Council has only been able to seek Section 106 contributions for a specific piece of infrastructure. It also means that the Council cannot pool contributions from more than five existing agreements towards one project. This restriction is backdated to 1 April 2010. In some cases, this means that the Council will no longer be able to seek contributions for projects that have previously been identified because five Section 106 legal agreements have already been entered into.

Moving towards the Community Infrastructure Levy (CIL)

A new system for securing financial contributions towards the provision of infrastructure has been established – the Community Infrastructure Levy (CIL). You will have been advised that the Council adopted a Charging Schedule on 27 January 2016 and this is due to be implemented on a date on or after 1 July 2016. The charges through CIL would be put towards the delivery of certain types of infrastructure, as set out on the Regulation 123 List – this includes public open space. More information on CIL is available on the Council's website at:

<http://www.testvalley.gov.uk/resident/planningandbuildingcontrol/cil/>

When CIL is implemented, we will no longer be seeking Section 106 contributions towards infrastructure types included on the Regulation 123 list, including off site public open space. Of the CIL receipts from development within the parish boundary, 15% would be passed directly to the Parish Council. The Council is currently developing a strategy for how and when CIL receipts will be passed to Parish Councils.

Clerk of the Council

08 May 2016

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Hurstbourne Tarrant Parish Council

In advance of the implementation of CIL, we will continue to use Section 106 agreements, subject to the limits on pooling contributions and the identification of specific projects.

Public Open Space Projects

Until the implementation of CIL, the Council will only be able to seek contributions towards public open space where we have records of specific projects (location and description of the works as a minimum) that tally with the specific types of public open space we can seek. This is based on the five types of public open space identified in policy LHW1 of the Test Valley Borough Revised Local Plan (definitions of these types of open space are appended to this letter). This now additionally also includes allotments, which were not previously identified in the Borough Local Plan (2006).

On this basis, we would be grateful if you could confirm any projects that the Parish Council currently has identified in relation to the provision / improvement / enhancement of public open space within the parish. If you have previously provided details of projects we would be grateful if you could re-affirm that they remain up to date, otherwise we will assume not.

Section 106 contributions cannot be put towards maintenance works. The projects would also need to be deliverable (e.g. on parish council land, or agreement from landowner to implement it).

If we do not hear back from you within the timescales set out below we will assume you have not identified any public open space projects and therefore we will not seek financial contributions from any relevant planning applications towards off-site public open space within your parish.

The preparation of a list of projects will not prejudice the Parish Council's position in relation to the consideration of any specific planning applications.

Public Open Space Audit

Alongside the identification of Public Open Space projects, we would be grateful if you could review the records we hold for the public open spaces within your the Parish to ensure they remain up to date. The Audit is based on the types of public open space covered by policy LHW1 (definitions attached). We have attached a plan indicating the location and extent of the public open spaces currently identified in the Audit.

We would particularly appreciate it if you could confirm the location of any existing public allotments within your Parish.

Please can you provide the Council with a list of relevant projects (and any updates on the public open space within your Parish) **by Wednesday 8th June 2016.**

If you have any queries, the Planning Policy team can be contacted on 01264 368816 or via planningpolicy@testvalley.gov.uk.

Yours faithfully

Planning Policy Team
Planning Policy and Transport Service

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Definitions of Public Open Space (Policy LHW1)

(taken from Annex F of the Test Valley Borough Revised Local Plan DPD 2011-2029)

Outdoor Sports Facilities

Outdoor sports facilities are areas that are used for formal recreational activities and require pitches or specialised areas (for example, football or cricket pitches, tennis courts or bowling greens). They should be laid out to a high standard that also enables the efficient management of the site and provides flexibility to respond to changes in recreational patterns. Associated facilities, for example changing rooms or pavilions and car parking, may be appropriate and should also be provided to a high standard. To facilitate good management practices, wherever possible the Council will seek to provide for formal sports on larger sites.

Parks and Public Gardens

Parks and Public Gardens are high quality multifunctional spaces which are often used for walking and other forms of quiet recreation. They can be provided as an attractive formal space or a more informal natural setting. They usually serve a wide area, therefore the provision of footpath/cycle links is important. Parking may also be required for car-borne visitors on larger sites, along with associated facilities such as bandstands. Parks and Public Gardens are not sought in rural areas.

Informal Recreation Areas

Informal recreation areas are predominantly grassed areas which can accommodate recreation and play activities of people of all ages. They should be at least 0.2 hectares in size and preferably larger, so they can be used for a variety of activities. Sites should be suitably located, large enough and appropriately designed to minimise disturbance to local residents. The areas may include equipment to meet the needs of a range of ages and users such as goal posts and trim trails.

Provision for Children and Teenagers

These spaces are equipped areas that are sited in locations which minimise the distance the intended users have to travel. They can be incorporated into other forms of open space, such as parks and gardens and informal recreation areas. Within each play space, safe and imaginative play equipment and surfacing should be provided. This type of open space also includes the provision of equipment including rebound walls, hard surfaces for basketball and informal multi-use games areas. Provisions should be made for both children and teenager age groups. There will need to be care in the design of these facilities to reduce the risk of conflicts between the needs of different age groups or the misuse of provisions.

Allotments

Allotments are valuable for the local population for both exercise and providing a location to grow food. Allotments should be located on high quality land free from contamination and with basic services including a water supply.

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Community Facility Questionnaire

Community facilities are crucial to the development of sustainable communities, where the needs of existing and future residents need to be met in order to ensure a high quality of life.

The Council are conducting an audit into the quality and provision of community facilities across Test Valley, with the aim of identifying any deficits in provision and where investment may be needed to bring the facility up to standard. Where investment is required, the audit will be able to support the allocation of the Community Infrastructure Levy (CIL) and Section 106 developer contributions.

It is important we build up an accurate and robust understanding of facility provision - this questionnaire consists of multiple choice and open answer questions, and has been designed to gather as much information as possible.

Thank you very much for taking the time to complete the questionnaire. Your contribution to this audit is invaluable and will strengthen the Council's position when seeking to secure funding from developers for investment in community facilities in your area.

Please return your completed questionnaire by Wednesday 8th June 2016 to:

planningpolicy@testvalley.gov.uk

Alternatively if you would prefer to complete and submit your survey online, please click on the following link:

<https://www.surveymonkey.co.uk/r/99CVWLW>

Contact Details

| | | | | |
|----|--|-----|--|----|
| 1 | Your name | | | |
| 2 | Contact telephone number | | | |
| 3 | Email address | | | |
| 4 | Are you happy for us to contact you about this study? <i>Please tick</i> | Yes | | No |
| 5 | Name of facility | | | |
| 6 | Address of facility | | | |
| 7 | Telephone number | | | |
| 8 | Email address | | | |
| 9 | Website if applicable | | | |
| 10 | Your role in the facility e.g. manager | | | |

About the facility

| | | | | |
|-----|--|-------------------------|--|----|
| 11 | Is the facility currently in use? | Yes | | No |
| 11a | If not, when was the last time the facility was used? | | | |
| 11b | If not in use, please give a reason for the lack of current use <i>e.g. dilapidated, currently being refurbished</i> | | | |
| 12 | How old is the facility? | | | |
| 13 | Who owns the facility? | | | |
| 14 | Type of ownership <i>Please tick</i> | Freehold | | |
| | | Leasehold | | |
| | | Length of lease (years) | | |
| 15 | What type of management structure runs the facility? <i>Please tick</i> | Limited Company | | |
| | | Club/Association | | |
| | | Parish/town council | | |
| | | Registered Charity | | |
| | | Other (please specify) | | |

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| | | | | | | |
|-----|---|--|---|--|---|--|
| 16 | Size of building (m ²) | | | | | |
| 17 | How do you meet maintenance costs? <i>Please tick all that apply</i> | | Fees and charges | | | |
| | | | Funding (from larger organisations) | | | |
| | | | Fundraising | | | |
| | | | Donations | | | |
| | | | Grants | | | |
| | | | Other (please specify) | | | |
| 18 | Is there dedicated parking? | | Yes | | | |
| 19 | Total number of car spaces available on site | | Number of disabled car spaces on site | | Number of secure cycling spaces on site | |
| 20 | How would you rate the energy efficiency of the building?¹ <i>Please circle</i> | | Excellent Good Average Poor Very Poor | | Comments: | |
| 21 | Does the building have an Energy Performance Certificate (EPC)? | | Yes | | No | |
| 21a | If yes, what EPC rating has the building been given? <i>Please tick</i> | | A | | | |
| | | | B | | | |
| | | | C | | | |
| | | | D | | | |
| | | | E | | | |
| | | | F | | | |
| | | | G | | | |
| 21 | What energy saving measures does the building have? <i>Please tick all that apply</i> | | Draught proofing | | | |
| | | | Energy saving lightbulbs | | | |
| | | | Double glazing | | | |
| | | | Light sensors/timers | | | |
| | | | Push taps | | | |
| | | | Other (please specify) | | | |
| 22 | How would you rate the fire safety of the building?¹ <i>Please circle</i> | | Excellent Good Average Poor Very poor | | Comments: | |
| 23 | What fire safety measures does the building have? <i>Please tick all that apply</i> | | Fire alarms | | | |
| | | | Fire doors | | | |
| | | | Smoke alarms | | | |
| | | | Sprinkler system | | | |
| | | | Other (please specify) | | | |
| 24 | When did the building last have a fire risk assessment? | | | | | |
| 25 | How would you rate the overall physical condition of the building?¹ <i>Please circle</i> | | Excellent Average Good Poor Very Poor | | Comments: | |
| 26 | Please rate the following physical | | | | Rating | |

¹ These questions are for you to give your opinions on the quality of the building; however if you would prefer not to answer, please leave the box blank.

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| | | | |
|----|--|------------------------|--|
| | features: Excellent – 5 Good – 4 Average – 3 Poor – 2 Very Poor - 1 | Structural integrity | |
| | | Windows/Doors | |
| | | Floor | |
| | | Roof | |
| | | Landscaping | |
| | | Car park | |
| | | Other (please specify) | |
| 27 | How far does the general catchment area of the facility extend for the majority of users? <i>Please tick</i> | Village/neighbourhood | |
| | | Surrounding villages | |
| | | Nearest town | |
| | | Borough-wide | |
| | | Unknown | |
| 28 | What is the physical capacity of the building (i.e. maximum number of people allowed in at any one time) | | |

Facility usage

| | | | | |
|----|---|-------------------------------------|---|--|
| 29 | What is the primary use of the facility? (Please tick all that apply) | General community use | | |
| | | Faith | | |
| | | Education | | |
| | | Sports | | |
| | | Other (please specify) | | |
| 30 | If the primary use is not general community use, what proportion of the facility's use is by the general community? | | | |
| 31 | What spaces does the facility have? Please rate the facilities from Excellent to Very Poor: Excellent -5 Good - 4 Average - 3 Poor - 2 Very Poor - 1 | Facility | Please tick if the facility has this space | Rating |
| | | Main hall | | |
| | | Secondary hall | | |
| | | Meeting/conference rooms | | |
| | | Toilets | | |
| | | Disabled toilet | | |
| | | Disabled access | | |
| | | Kitchen | | |
| | | Showers/changing facilities | | |
| | | Storage | | |
| | | Permanent stage | | |
| | | Stage lighting | | |
| | | Sound system | | |
| | | Social facilities e.g. licensed bar | | |
| | | Office space | | |
| | | Sports pitches | | |
| | | Play area | | |
| | | Informal green space | | |
| | | Hearing loop | | |
| | | Other (please specify) | | |
| 32 | What community activities take place in the facility? | Name/Activity | Frequency <i>e.g. weekly</i> | Duration <i>e.g. 1 hour/week</i> |

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| | | | | |
|----|--|---------------|-------------------|----|
| | <i>e.g. youth groups, exercise classes</i> Please can you provide us with a copy of your weekly programme | | | |
| 33 | Is the facility able to accommodate multiple activities at the same time? | Yes | | No |
| 34 | Are activities open to all members of the community? | Yes | Some, but not all | No |
| 35 | How many hours are available for bookings? | | | |
| 36 | How many of these hours are booked over the course of a week? | | | |
| 37 | Is there capacity to allow further bookings? | Yes | | No |
| 38 | When do the majority of bookings take place? <i>Please tick</i> | Morning | | |
| | | Midday | | |
| | | Afternoon | | |
| | | Early evening | | |
| | | Evening | | |
| 39 | Approximately how many people use the facility per week? | | | |
| 40 | What is the total approximate time that the facility is used by the community per week? | | | |

Other

| | | | | |
|----|--|-----|--|----|
| 41 | Has the facility been refurbished in the last 10 years? | Yes | | No |
| 42 | If yes, please provide details of work that was carried out on the facility | | | |
| 43 | Are there plans (agreed by the management committee) to refurbish or upgrade the facility? If so, please provide details of estimated cost and timeframes, and sources of funding | | | |
| 44 | Are there any interests/activities that cannot be currently accommodated in the facility? | | | |
| 45 | What facilities would you, or the wider community, like to see in the facility? | | | |

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| | | |
|----|--|--|
| 46 | Is there anything you think the facility requires in order to operate more successfully as a community facility? | |
| 47 | Are there any further comments/issues you would like to raise? | |

Thank you for taking the time to complete this survey², if you have any queries please contact Hannah Chivers or Katie Rasdall in the Planning Policy Team at Test Valley Borough Council at the address below.

Planning Policy
Planning Policy & Transport Service
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hampshire
SP10 3AJ

E: planningpolicy@testvalley.gov.uk

E: hchivers@testvalley.gov.uk

E: krasdall@testvalley.gov.uk

T: 01264 368260

F: 01264 368499

² This is an information gathering exercise designed to inform the Council about community facility provision. The responses you give will provide us with an overview of facilities within Test Valley, and will assist the Council in allocating CIL and Section 106 funding. All personal details will be processed in accordance with the Data Protection Act 1998.

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Public Open Space Response Template

| | |
|----------------|--|
| Parish Council | |
|----------------|--|

Public Open Space Projects

| ESSENTIAL INFORMATION | | OPTIONAL INFORMATION | |
|-----------------------|--|-----------------------------------|--|
| Location | Specific Works / Details of Project (as detailed as possible) | Indicative Cost (if available) | Any other comments e.g. timescale (if available) |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Allotment Update

| | |
|---|----------|
| Does the Parish Council have existing allotments? | YES / NO |
|---|----------|

If yes, please could you list the location of existing allotments within the Parish:

| |
|--|
| |
| |
| |

Please return to planningpolicy@testvalley.gov.uk by Wednesday 8th June 2016.

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20. Disbursements 16th May 2016

The following cheques were presented for approval:

| Number | Payee | Expenditure | Amount |
|-------------------------------|--------------------------|--------------------|---------------|
| 1198 | D R Baker | Salary Apr | £ 131.38 |
| 1199 | HM Revenue & Customs | PAYE | £ 87.60 |
| 1200 | Pandora Technologies Ltd | Solar SLR | £ 2730.00 |
| Total to be authorised | | £ 2,948.98 | |

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[illegible]

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End of document

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