



Minutes of Kingsclere Parish Council Ordinary Meeting OM 06/22  
Held at 7.30pm on Monday 27<sup>th</sup> June 2022 in the Village Club

**OM 06/22 – Present:**

Cllrs: Adams; Bowes; Conquest; Jones; Mussett; Peach N; Peach R; Sawyer. BCllrs: Frost; Rhatigan. Clerk - Ackrill; RFO - Porton; Assistant Clerk - Read. Press - Newbury Weekly News. 7 members of the public.

**Not Present:**

None.

**06/22.1 – Apologies:**

Cllr Farey. BCllr Morrow.

**06/22.2 – Declarations of Interest:**

None.

**06/22.3 – Minutes:**

3.1 Minutes of the Annual Meeting 30<sup>th</sup> May 2022 were accepted and signed.

3.2 Minutes of Ordinary Meeting 30<sup>th</sup> May 2022 were accepted and signed.

**Questions from the Public:**

**Standing orders were suspended at 19:34:**

A resident introduced themselves and asked why the two areas designated for 50 houses as specified in the Neighbourhood Plan were not being built on, while developers wanted to build on land such as Porch Farm.

The chairman replied and said the resident's queries would be answered in [item 10](#).

Another resident introduced themselves and reported that the pavement on Thornley Road towards Fawconer Road is breaking up and needs repairing. They also reported that number 22 Fawconer Road is currently empty and unkept, which is causing issues for the houses either side of it, and that the safety fencing surrounding the missing drain on Ashford Hill Road at the A339 junction was forcing cars to pull out into the other lane, and into traffic coming off the A339, asking what is happening with the drain.

The Chairman thanked residents for their comments.

**Back to standing orders 19:37.**

**06/22.4 – Chairman's Remarks:**

- i) The chairman praised KPC's contractors on the condition of the Churchyard, saying that it was looking good.
- ii) Many thanks to all those who organised and helped with Jubilee events in the village over the four days of celebration.
- iii) A proposal for the replacement noticeboard on Crown Green will hopefully be on the July OM agenda. It would be substantial expenditure but is budgeted for.
- iv) Martin Jones from BDBC contacted the chairman regarding KPC's position on BDBC's proposal for the transfer of the public toilets.
- v) Representatives for 24 Swan Street had a meeting with BDBC; Kingsclere's BCllrs were present also and it is believed they are supportive of Kingsclere's vision for 24 Swan Street. It was in essence a briefing meeting to see where parties stand on this issue. BDBC has reportedly not linked up a Community Asset Transfer process with 24 Swan Street, which is an Asset of Community Value.

**06/22.5 – Insurance Renewal Cost:**

The cost of KPC's insurance came out at £1496.77, which is £50.70 more than the figure approved at May OM (Minutes ref: OM 05/22.11). It was proposed to retrospectively approve the additional £50.70 for KPC's insurance. This was unanimously agreed.

**Resolved:** £50.70 expenditure respectively approved for KPC's insurance cost.

**06/22.6 – Recreation Ground:**

A new football goal net and pegs are needed for the goals on the Recreation Ground. Expenditure approval was agreed by Cllrs via email prior to the meeting, and it was unanimously agreed to retrospectively approve £102.69 expenditure for the goal net and pegs. It was noted another net is in KPC storage, hence only one new net needed to be purchased. Thanks to Cllr Conquest for organising.

**Resolved:** £102.69 expenditure for goal net and pegs unanimously agreed.

**06/22.7 – Annual Report:**

Two quotes for printing the 2022 Annual Report were sought and circulated prior to the meeting. A quote for delivery has been sought but was not received prior to the meeting. BCllr Rhatigan stated that he would be able to deliver the Annual Report on behalf of KPC free of charge. The Clerk explained that, on their request, fewer printed copies, and the options of lighter paper had been quoted for, which was why the quotes were lower than previous years. It was queried if KPC should be paying for the printing and delivery of a copy to every house in the village, when perhaps only a few printed copies available in public areas such as the Library, Church, and shops may suffice, as well as the Annual Report being available online. A Cllr noted that

a lot of residents would probably not read the Annual Report if it was only available online, and that it is the one thing KPC delivers to people's homes. After discussion it was suggested that it was perhaps too late this year to consider altering the distribution of the Annual Report, and it was unanimously agreed to go with the quote of £398 for printing.

**Resolved:** Quote £398 for Annual Report printing unanimously agreed.

#### **06/22.8 – 2022 – 2023 Budget:**

The budget to date and line alterations were circulated prior to the meeting. A few queries were raised and answered. KPC's budget is constantly under review, and there may be some budget lines that need changing around. A review of policies and meeting schedules could help alleviate some admin costs. A summary on the budget plan will be circulated to Cllrs in time for discussion at July FE. No other comments.

#### **06/22.9 – Councillor Responsibilities:**

Some Cllr responsibilities could not be confirmed at the Annual Meeting as Cllrs were not present. Cllr Bowes was confirmed as Cllr responsible for the Malthouse Open Space (MHOS) – alongside Cllr N Peach; the Business Liaison, and KPC representative for the Kingsclere Community Association (KCA), and Kingsclere Primary School (KPS). The Clerk raised the issue that there is currently no Cllr representative for the Parish Paths group. Cllrs Conquest and R Peach agreed to be Parish Paths representatives.

Considering KPC now has more engagement online, it was proposed that a Media representative is appointed, for social media and the website. Cllr Conquest agreed to be Cllr responsible for Media.

**Resolved:** IB confirmed as responsible for the MHOS; Business Liaison; and representative for the KCA, and KPS. Cllr Conquest confirmed as Parish Paths representative and responsible for Media. Cllr R Peach confirmed as Parish Paths representative.

#### **06/22.10 – Planning Issues:**

##### **10.1. Local Plan Review:**

SA read out a [report which is attached in Appendix 1](#). After the report was read, the BCllrs were asked if Cllr Simon Bound is likely to put forward a different method to calculate Borough wide housing requirement and if not, SA proposed that the group lobbies MPs for this change. BCllr Rhatigan stated that when he was leader of BDBC, he pressed Michael Gove and his predecessor on BDBC's housing figure. KR reported that central government seems set on its figure of 300,000 houses. BDBC missed targets for achieving its 5-year land supply as some of the development sites in the old Local Plan, such as Manydown, failed to be delivered on time, and he admitted that BDBC is partly at fault. Some developments are now coming through, but not quickly enough to reach the threshold needed. He noted that money for infrastructure will be available through the building of developments.

BCllr Frost is the Chairman of the Economic Planning and Housing committee (EPHC). He explained that BDBC took advice from barristers, regarding using the housing figure supplied by using the Standard Method and were advised to use the figure. The legislation regarding Local Plans does not mention the Chelmer Population and Housing Model, therefore BDBC cannot use it. At this time, exceptional circumstances have not been proven. BDBC is however currently building a case for exceptional circumstances, which will be made to the Secretary of State.

SF clarified that the Water Cycle Study was not submitted to the EPHC meeting and that the Traffic Assessment would not be completed until reg 19 of the Local Plan review. The Traffic Impact Study, which was described as a mini traffic assessment, was presented to the EPHC meeting, and deemed premature. On 8<sup>th</sup> July the EPHC will discuss traffic and water plans. It was queried and clarified that the Traffic Impact Study doesn't take into account developments in neighbouring authorities, but the Traffic Assessment will do.

##### **10.2. Neighbourhood Plan Review:**

SA read a report from the Neighbourhood Plan Review Group meeting held on 6th June. [Minutes from the Neighbourhood Plan Review Group meeting are attached in Appendix 2](#) and were circulated to Cllrs.

The group confirmed Kingsclere is eligible for further grant funding. SA is in the process of completing the grant application. Four members of the group met to identify additional sites. Three members of the group signed up to a NALC course on Neighbourhood Plan reviews. Difficult to progress until we know about policies in Local Plan review and overall additional housing numbers. Next meeting 1st August.

Of the three sites in the Kingsclere Neighbourhood Plan, the owners of the Coppice Road and Strokens Road sites are apparently still in talks with developers, and the owners of the Fawconer Road site has submitted the planning application for the palliative care home. The KNP group is currently looking at possible additional housing sites, to plan for if Kingsclere is given an additional allocation. It was clarified that the KNP is not a KPC document, the KNP review Group will recommend any changes to the community and the community will decide on the recommendation.

##### **10.3. Proposed Developments:**

SA reported that there is no further developments on the Yew Tree Farm proposal.

The Porch Farm developers held an online consultation. SA reported she emailed KPC's concerns on 14th June and received a reply on 17th June stating that an in-person community drop-in event in Kingsclere is going to be arranged. IB mentioned it is the KCA's understanding this will be on 15<sup>th</sup> July 3pm – 7pm at the Fieldgate Centre. Neighbourhood Plan Review Group agreed it should be holding a public meeting.

A suggestion was received from the Chairman of Baughurst Parish Council to have a road linking the A339 to Whitchurch Road, thus possibly delivering a more pleasant central environment to the village with reduction of traffic in Swan Street. Cllrs agreed this would not be a practical proposal. The planning application for the Care Home at the Fawconer Road site was submitted on 27th August. There are 126 documents online. Still waiting for application to come before the Development Control Committee. SA asked BCllrs when KPC could expect a date for this planning application to come before committee; October was given as an answer. BCllrs were also asked if the committee has the authority to overturn a BDBC policy such as a Neighbourhood Plan, as the site at Fawconer Road is designated for housing in the KNP. It was explained that the committee will look at the application in front of them and will make a decision regarding that.

**06/22.11 – County Councillor:**

No report.

**06/22.12 – Borough Councillor:**

BCllr Rhaigan reported that the dog fouling and litter on the Wayfarers Walk is the worst he's ever seen. He noted that, especially since the press were in attendance at this meeting, it needed to be highlighted. He also noted that there was signage smashed and placed into bins. KR has contacted CCllr Tom Thacker regarding signage, as a lot of it needs sorting. He mentioned that representations may need to be made to HCC regarding the appalling amount of litter and dog fouling.

BCllr Frost stated that since February, he has seen the cost of living crisis come to the forefront and has been lobbying to freeze the precept and council tax. There is a cost of living fund available for people to apply for. More information will be on BDBC's website. It was suggested the Kingsclere Community Larder would know who may be able to best benefit from this fund. There will be a cycling and walking infrastructure plan consultation taking place. There is a Basingstoke Voluntary Action fund to help strengthen communities with grants of up to £10,000. Basingstoke Festival commenced last weekend and will be continuing this weekend.

BCllrs Frost and Rhatigan left the meeting at 9:10pm.

**06/22.13 – Health and Safety:**

There is currently a blocked / leaking sewage drain in the Community Orchard which residents are advised to avoid. The risk assessments are ready to be sent out and completed by relevant Cllrs. JS reported that he has reported to HCC both damage to the bridge at the bottom of Bear Hill caused by a vehicle collision, and a broken bollard by Sunnyside which has reportedly had a cone put over it.

**06/21.14 – Action List:**

Cllrs were asked to update their actions on the Action List.

**06/22.15 – Planning Applications:**

Planning application number 22/01475/LBC was inadvertently left off of this agenda, however KPC had no objections to it.

It was noted that KPC is still finding that planning application documentation, including the application itself, is not available on BDBC's website at the time of consultation.

**15.1. 22/01595/HSE – Brimley Cottage, 6 Winchester Road:** No objections.

**15.2. 22/01670/HSE – 15 Newbury Road:** No objections.

**06/22.16 – Clerk's Report:**

The Clerk reported they have asked for a quote to clean the sides and glass of the bus shelter in The Square and to deal with the weeds on the ground in this paved area, and has asked an electrician to PAT test office equipment.

One letter has gone to an Allotment tenant regarding an untidy plot. The Clerk received a report today of greenery blocking the SID on Basingstoke Road – the Clerk will ask KPC's maintenance contractor if they are willing to look at this. The School Patrol Sign and Lime tree trim is on their to-do list and the Clerk believes they will undertake more work on the flower beds in the square soon too. There has been a report of a blocked drain at Orchard, Cllr N Peach and the Clerk are looking into this and will need to report to Thames Water soon.

DC will be attending Knowledge and Core Skills Training on 19th July at a cost of £96 and Introduction to Health and Safety on 13th July at £96.

SJ is attending Local Council Finance for Cllrs on 30th June via Zoom at the cost of £30.

Two of the new Neighbourhood Plan (NP) group members, and SJ are attending a Neighbourhood Planning Training course at £32.44 per person plus VAT. The NP Group can apply for funding up to £10,000 which Cllr Adams is doing, so the cost of these courses can come out of this grant.

New Edge Software Update:

Finance: The software is set up and the data for this year entered and up to date. RFO is still working on how to produce reports in the required format.

Allotments: Database is in place, currently entering tenancy details. Will be completed by next month.

Epitaph (Cemetery software): Database is set up, data imported from 1959 onwards, pre 1959 would need to be obtained from records office. It is ready to be used, training session was on Friday 24<sup>th</sup> June. Additional notes section, memorial details, and the uploads of all scanned documentation still needs to be sorted.

The Parish Paths co-ordinators are standing down. A replacement is being sought to take over the co-ordination of the group.

The Tree Wardens are standing down in September. The Clerk has been seeking tree warden training and volunteers are needed to take over the vacancies.

**16.1. Grant Request:**

A grant request for £250 from Kingsclere Cricket Club was received and circulated prior to the meeting. It was queried if this grant application was compliant with the Grant Policy as it is for maintenance and running costs for the club, to maintain the wicket square at the Fieldgate Centre. After a short discussion, it was agreed that, while KPC is very supportive of the Cricket Club, this grant application doesn't comply with the Grant Policy and KPC can therefore not approve it. Clerk to go back to Cricket Club with explanation.

**Action:** Clerk

**06/22.17 – Bowling Club Lease:**

Documents circulated prior to meeting. The Bowling Club lease is due to end on 1<sup>st</sup> January 2023. Cllr N Peach reported that she has read the lease and raised a number of concerns including the fact that there is no title number, there is no obvious registration of land or buildings, and that, unsurprisingly, the lease's wording is very old fashioned. NP recommended that the lease requires a significant review from a legal perspective in the first instance, before KPC can consider what any future terms or rents may be. A Cllr asked if there is any legal requirement for the land to remain a Bowls Club after the lease expires, which there is not. It was also noted that Cllrs suspect that KPC is duty bound to charge a market rate for the land, and not overly subsidise or discount it, however this would need to be confirmed. It was agreed KPC need to make a list of observations and questions about the lease to seek legal advice. It was noted that a solicitor would be needed to look at the land registry issues. There is money in KPC's budget for "Legal Fees", it was queried if this was intended for the various land registry issues or for legal fees ensued due to the Bowls Club lease renewal.

**06/22.18 – Review of Press and Media Policy:**

Policy circulated prior to meeting. It was suggested that, since a Cllr responsible for Media was allocated in [item 9](#), this should be added to the policy. DC indicated they had some proposed changes and asked for the readoption of the Press and Media Policy be deferred to July OM. This was agreed.

**Action:** DC. July OM

**06/22.19 – Approval of Income and Expenditure:**

The accounts for 20th April 2022 to 27th June 2022 and were deferred to the next meeting.

**06/22.20 – Matters for Future Consideration:**

None.

**06/22.21 – Date of Next Meeting:**

Monday 25<sup>th</sup> July 2022 7:30pm in the Village Club.

**06/22.22 – Exempt Business:**

**The Clerk and Assistant Clerk were asked to leave the room for this item.**

**22.1. Office Staff Overtime Payments:**

Confidential report circulated prior to meeting. The payment figure for May 2022 overtime detailed in the confidential report was agreed.

**Resolved:** Payment for May 2022 overtime hours detailed in the confidential report was unanimously approved.

Meeting closed 21:49

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution:** Cllrs: S Adams; I Bowes; D Conquest; M Farey; S Jones; C Mussett; N Peach; R Peach; and J Sawyer.

Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).

**Appendix 1: Report for Item 10.1 – Local Plan Review:**

BDBC's Economic, Planning & Housing Committee met on 9th June. Minutes not yet published. Discussed Spatial Strategy for Reg18 consultation. Refers to additional housing allocations for settlements within the Borough where Kingsclere were given allocation of 175 homes.

The Strategy proposes 18,000 houses up to 2039 in the Borough at an increasing rate. Following representations at the meeting by some Parish Council's and BCllrs, the Strategy was rejected as premature before further debate on the case for lowering the overall housing number and the recently published Water Cycle Study and Transport Assessment have been reviewed.

Whitchurch Town Council (WTC) have set up a Borough wide Parish and Town Council Local Plan group – SA has requested KPC be included. The group met in April.

WTC is studying the Water Cycle Study in association with BDBC.

BDBC currently use the Standard Method to calculate the Borough wide housing requirement. This Method uses the following two elements to assess the housing needs:

1. The demographic of the area
2. The affordability ratio of the area

The problem with this method is that it uses data from 2009 and the projected household growth data from 2014 which is not up to date. Although there is up to date information on Births and Deaths, there is not up to date data on migration as the effects of Brexit are not known yet. The group agreed that BDBC should be waiting for the 2021 Census data and should be using the Chelmer Population and Housing Model to provide a more credible assessment of the overall housing requirements for the Borough.

Six Councils have halted their Local Plan updates as they are concerned by the use of the Standard Method. BDBC do not have to use the Standard Method, and this can be departed from where exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals (para 61 of National Planning Policy Framework).

However, when SA emailed Ruth Ormella (BDBC Head of Planning) to ask if BDBC will be running the Chelmer Housing Projection Model, her reply stated: 'I am not commencing a process to run the Chelmer Model...'

It was confirmed that Cllr Simon Bound (leader of BDBC) has the discretion to put forward a different method, if there are exceptional circumstances, which the group believe there to be.

SA attended a meeting in Basingstoke on 23 June with Parish and Town Cllrs, Maria Miller MP, Cllr Bound, and Cllr Ganesh. These points were reiterated. M Miller stated that Basingstoke had historically been the biggest house builder in the country and had consistently over-delivered houses against even what the target has been. An inflated housing figure was used 10 years ago. We now have levels which are double those of some of neighbouring authorities which are very similar e.g., Woking. It was felt Basingstoke is a depository for other districts. Opinion of the meeting was that BDBC's allocation was far too high, and MPs have been lobbying on BDBC's behalf.

SA raised the question that if this was the case that BDBC was the biggest builder, why has it constantly failed to meet its 5-year housing land supply target? MM & BCllrs agreed that criteria was flawed. Pressure is being put on Michael Gove to remove these criteria.

Other points from the meeting:

- Need for a new hospital to be put in the Local Plan
- Concern about J7 of M3 – reply, no money to improve
- Why are windfall houses not included in overall housing target? (10 homes inside Settlement Policy Boundary, 5 homes outside)
- Concerns about water supply and effects on rivers, especially the Loddon. Massive effect on environment & biodiversity. Should be used to restrict building.
- Infrastructure needs to be in place before housing
- We don't have planning in Basingstoke, we have development
- Consultation on draft Local Plan now due in the autumn

## **Appendix 2 – Minutes of Neighbourhood Plan Review Group meeting of 6<sup>th</sup> June 2022:**

Meeting in the Holding Room, Village Club. 7.30PM Monday 6th June 2022

**Attendees:** Chair - Cllr. Sue Adams, Kevin Higgins, Cllr. John Sawyer, Cllr. Nicki Peach, Mark Hirst, Dan Jackson, Cllr. Simon Jones

### **1. Apologies and introductions**

Apologies from Debra Power, Andrea Stromdale

Welcome to Simon Jones who is a member of the planning panel on KPC and wants to get up to speed on Neighbourhood Planning.

### **2. Matters arising from 21st March not covered – none**

### **3. Funding.**

SA has contacted Vashti Gooding (B&DBC NP team) who confirmed planning available from Locality.

**Action:** SA to progress

### **4. AECOM to advise on methodology**

No progress. DP to advise?

## **5. Local Plan review update**

Spatial Strategy paper up for discussion at B&D's Economic, Planning & Housing Committee on 9th June. Number of additional houses for Kingsclere 175. Need to confirm if in addition to original 50. Proposal for settlements close to Basingstoke to have no additional housing as fear would be no green spaces between them and Basingstoke. LP review consultation now likely to be put back to the Autumn. Little information being sent to PC's. B&D's failure to meet their 5-year housing land supply criteria is resulting in development proposals outside of the current NP.

**Action:** SA to contact B Cllr. Stuart Frost on this and other planning concerns.

## **6. PC meeting with Thakeham regarding Yew Tree Farm**

On 17th May KPC Planning Panel met with representatives of Thakeham regarding their proposal to build 120 homes at YTF. Information previously circulated. Site was rejected in the NP. Main objection was land in the AONB and distance from the village centre.

Details of Porch Farm on-line consultation recently received. Disappointed that the 'consultation' is on-line only and a short timeframe. PC were led to believe consultation would be a public display with representatives from Vistry present to answer queries. Excuse of Covid not acceptable. Group agreed that if Vistry refuse to meet residents face to face, the PC/NP group should arrange a meeting.

**Action:** SA to write to Vistry regarding our concerns over the 'consultation'.

All members urged to respond to consultation voicing their concerns.

PC to keep residents informed on YTF and Porch Farm developments through web site and Facebook.

## **7. Review of environmental policies**

Draft text on environmental issues previously circulated. New developments should include biodiversity net gain. Need to see proposed changes to Local Plan before we can improve our policies. In the meantime, need to check that original data is robust.

**ACTION:** NP to check data underpinning environmental policies.

## **8. AOB**

- a) Details of an on-line course entitled "How to review neighbourhood planning policies" run by the National Association of Local Councils recently circulated to KPC. SJ, KH, DJ expressed an interest.

**Action:** SA to enquire on behalf of KH & DJ

- b) Agreed need to revisit possible new sites, particularly north of the village.

**Action:** MH, SJ, KH & DJ to meet before the next meeting and present proposals

- c) Need to check that census data is up to date

**Action:** SA

- d) NP asked for a word version of the current plan

**Action:** SA

## **9. Date of next meeting**

- a. 1st August 2022 7.30pm