



## DRAFT MINUTES

West Meon Parish Council  
7<sup>th</sup> Nov 2023; 7.30pm; West Meon Village Hall

### PRESENT:

Cllr Trenchard (Chair); Cllr Edwards; Cllr Nicholson; Cllr Gedye; Cllr Thomson; Cllr Silk & Cllr Waller

### In Attendance:

Mrs Joanna Tester (Clerk); Cllr Lumby (HCC; arrived 7.42pm; left 8.07pm); Cllrs Bolton & Pett (WCC; left 8.07pm) & 1 member of the public.

Meeting started at 7.30pm

Item No.	Item	Discussion & Decision	Action
2508	Acknowledgements	Councillors paused and remembered in silence the contributions of all villagers who have passed away since the last meeting.	
2509	Apologies	No apologies received.	
2510	Disclosable pecuniary interests	None declared.	
2511	Requests for dispensations	None received.	
2512	Public questions & comments	Standing orders suspended for maximum 10 mins.  <ul style="list-style-type: none"> <li>Woodlands resident commented re signage, traffic issues, and that lots of work is currently going on with wildlife etc. Cllr commented as follows:</li> <li>At the time of the Parish Plan in 2006, residents in Woodlands were not sure if they had fire hydrants. Is this the case? Resident thought yes. Not on mains water.</li> </ul>	
2513	Resume standing orders	Agreed.	
2514	District councillor's report & questions arising	Report received (Appendix A). Key points raised by Cllrs Pett & Bolton:  <ul style="list-style-type: none"> <li>WCC cllrs have recently been asked to put in a lot of requests for planning apps to be referred to Committee. It appears that residents are often reticent to comment and leave it to the PC, but the outcome is generally much better if there is evidence of solid support from parishioners.</li> </ul>	

		<ul style="list-style-type: none"> <li>FAG – action that might be required on the main river can be advised on by EA but it won't actually do any of the work. However, what is important is to tackle the problem from bottom up, otherwise risk releasing more water into an already over-stressed system. Need advice of a hydrologist – what needs to happen and who is responsible. Cllr Bolton asked if PC would consider funding this. WMPC cllr asked how much this would be likely to cost. [Not sure at the moment of cost and how long it will take. Some areas of the river may need more. Also need to liaise with HCC/HH. Holistic approach. Actual work will be done by riparian owners. SDNP already have work going on with River Rother (other side of Petersfield).]</li> <li>Cllrs agreed to cover FAG Report during this item. See 2539, below.</li> </ul>	
2515	County councillor's report & questions arising	<p>Report received (Appendix B). Cllr Lumby reported the following in addition to the report:</p> <ul style="list-style-type: none"> <li>HH looking to replace the non-working flashing speed signs on the A32.</li> </ul> <p>Questions to Cllr Lumby:</p> <ul style="list-style-type: none"> <li>Cllr asked if WM Speed Group have approached Cllr Lumby. [Yes.]</li> <li>What are the sets of wires/traffic monitors in three locations in the village? [Will be monitoring vehicle numbers and speeds. Anyone can put these in - could be a developer; HCC etc. Allowed to do this because not affecting sign visibility &amp; installation does not pose the same H&amp;S issues.]</li> </ul>	
2516	Police/PCSO report	No report received.	
2517	Mins of previous meetings (03/10/23)	Agreed as a true record.	
2518	Clerk's progress report	<p><b>Parish Lengthsman Agreement</b> - timetable for 2023/24 as follows:  24th Nov 2023 (full day) – cllrs to send work suggestions to Clerk.  31st Jan 2024</p> <p><b>WMPC-WMVH lease</b> – no further updates.  <b>Asset Register</b> Agenda item 2520.  Steps between Marlands Lane &amp; Storeys Meadows) - no update. [  <b>Removal of redundant traffic speed signs on A32</b> - no update.  <b>Speed Indicator Device</b> - has been deployed.  <b>VDS</b> – no update.  <b>Non-road-legal vehicles (Rec Ground carpark)</b> - cllrs to confirm if all vehicles have been removed. [Yes.]  <b>Footpath 10</b> - Cllr Edwards spoke to the landowner and the footpath across the ploughed field should have been reinstated. Cllrs asked Woodlands residents to check. Landowner has</p>	All cllrs

2519	Bank account	fourteen days to carry out the work. Resident confirmed during the meeting that the reinstatement has not taken place. Cllr Edwards to chase.  <b>Bank balance - £137,870.59</b> Cllrs have been provided with statement 160 (current account; balance £87,855.52) & statement 2 (savings account; balance £50,015.07) 01 Oct 2023 to 31 Oct 2023.	Cllr Edwards  Clerk
2520	Asset register	<b>Resolved:</b> that the PC approves the revised asset register.	Clerk
2521	Grant Requests – WM PCC	<b>Resolved:</b> that the PC approves the following grant: <ul style="list-style-type: none"> <li>£250.00 for WM PCC to assist with the production of the Parish News. (Approved unanimously.)</li> </ul>	Clerk
2522	Donation – The Royal British Legion	<b>Resolved:</b> that the PC approves a donation of £30.00 to The Royal British Legion. (Approved unanimously.)	Clerk
2523	Payment of accounts	Mrs J C Tester Clerk's salary & mileage claim (Oct 2023) £564.61 Mrs J C Tester Expenses – paper (£6.50), stamps (£7.80) & printer cartridges (£33.92) £48.22 NEST Clerk's pension (Oct 2023) £56.16 West Meon Village Hall Hall hire (Oct 2023) £18.00 Will Hillier Grounds maintenance (weed spraying @ infant play area, Recreation Ground – balance due for invoice 175; work confirmed completed by Cllr Edwards) £50.00 SLCC Clerk's membership for 2023-24 (50% of total as balance is to be paid by HPC) £93.50 WCC Dog bin emptying (July-Sept 2023) £130.00	Clerk
2524	Planning applications	<b>The following is in addition to payments listed on the agenda:</b> HCC Maintenance & energy costs for lighting Q2 2023/24 £506.40  <ul style="list-style-type: none"> <li>SDNP/22/05223/HOUS – Davena, Lynch Lane, West Meon, Hampshire GU321LT. (AMENDED PLANS) ground floor and first floor extension and raise the roof. [NO OBJECTION.]</li> </ul>	Clerk
2525	Planning apps received after 01/11/23	<ul style="list-style-type: none"> <li>SDNP/23/04666/LDE Lion Hill House Alton Road West Meon Hampshire GU321JF Retention of dwelling (ClassC3). [NO OBJECTION.]</li> </ul>	
2526	Planning decisions	Noted, with the addition of: SDNP/23/03602/TPO G1 Mixed - Prune back to near boundary leaving approximately 3m growth from main stem. T1 Lime - Crown lift towards house to approximately 4m to maintain size/distance from property/building. APPROVED.	
2527	Planning WG	No written/verbal report this month.	

2528	Community, Housing & Recreation WG	<p>No written report. The following updates were noted:</p> <ul style="list-style-type: none"> <li>• <b>Girls' Football Club at WM</b> – nothing to report.</li> <li>• <b>TSI device</b> – already discussed, see 2518 above.</li> <li>• <b>Christmas lights &amp; trees</b> – now organised. Trees on order. To be delivered to the Shop.</li> <li>• <b>Parish News</b> – Items to be included in the next PC report: <ul style="list-style-type: none"> <li>• Christmas lights &amp; trees will be going up.</li> <li>• Info from FAG report re flooding.</li> <li>• Info re speeding group.</li> <li>• Request for landowners to cut back hedges, particularly in village centre.</li> </ul> </li> </ul>	Cllr Nicholson
2529	Boules court	<p>Cllrs received a report (Appendix C) in advance of the meeting, giving an update from the Sports Club, and details from the Clerk regarding dimensions, reinstatement, &amp; integration of ground levels.</p> <p><b>Resolved:</b> that the PC agrees the following 'minor changes' requested by the SC, as follows:</p> <ul style="list-style-type: none"> <li>- 400mm reduction of depth of northern slope of site surround area (proposed &amp; seconded; voted 4 for &amp; 3 against);</li> <li>- installation of 100mm retaining wall at bottom of northern site surround area (proposed &amp; seconded; voted 4 for &amp; 3 against); and</li> <li>- planting of wild flower meadow grass on all site surround areas on all four sides of the playing area (proposed &amp; seconded; voted 4 for &amp; 3 against).</li> </ul> <p>However, there are three issues that need addressing before the PC is content for the project to progress:</p> <ol style="list-style-type: none"> <li>1. <b>The North-South dimension on the plans remains incorrect.</b> The PC approved 13.6m in Jun 2023; but the SC applied to WCC Planning for, and had approved in Aug 2023, 14.1m. This was raised with the SC by the Clerk (e-mail dated 09/08/23) but as the current plan (Drawing P 04-D) remains at 14.1m it would appear that this has not been addressed. An increase in dimension/s can only be reconsidered before the Jan 2024 PC meeting if three or more cllrs apply in writing to the Clerk with this request.</li> <li>2. <b>Reinstatement of the land should the initiative fail.</b> Councillors noted the SC's request for the following governance on reinstatement: <ul style="list-style-type: none"> <li>• Remove and dispose of picket fencing and gates, and all wooden surround timbers.</li> <li>• Dig up, remove and dispose of <ul style="list-style-type: none"> <li>- Picket fencing stakes (including concrete bases)</li> <li>- All pegs and stakes for wooden surround timbers</li> </ul> </li> <li>• Ensure that the banking on each of the four sides of the site are landscaped appropriately and safely so as to merge in with surrounding recreation ground.</li> <li>• Provide, spread and compress the topsoil on the former playing area and the northern surround areas.</li> <li>• Seed new topsoil areas with suitable grass seed.</li> </ul> </li> </ol>	

		<ul style="list-style-type: none"> <li>• Install temporary ground under repair barriers.</li> <li>• Comply with requirements of a completed RAMS review.</li> </ul> <p>However, Councillors voted unanimously that the land must be reinstated to the <u>current condition</u>, but with the caveat that the final decision should be made by the PC members at the time. 'Current condition' means that the profile of the land will be returned to that prior to commencement of installation works (contrary to SC's points 3 &amp; 4, above), and that <u>all</u> materials would have to be removed from site, not merely covered over to create the original profile (contrary to SC's points 1&amp;2, above). Points 5 to 7 are acceptable.</p> <p>It is important to note that the term (in years) of the above reinstatement would be linked to the term (in years) of the lease.</p> <p>It was noted that to the best of the PC's knowledge the SC does not have, nor intends to have, specific financial reserves to cover reinstatement of the land.</p> <p><b>3. Integration of ground levels.</b> Cllrs noted that on Drawing C 03 the proposed area around the court, where ground levels are integrated into existing contours, is extensive. Councillors unanimously agreed that this would not be acceptable, particularly in light of the impact this could have on future strategies to increase the provision of car parking facilities. Integration should affect the minimum amount of land possible.</p> <p>Clerk to respond to SC with the above.</p>	
2530	Tender Document – Recreation Ground Play Equipment	<p><b>Resolved:</b> that the PC approves the tender document for the WM Recreation Ground play equipment, and agrees upon deadline dates as follows:</p> <ul style="list-style-type: none"> <li>• Publication of tender by PC (including on Contracts Finder) – as soon as possible (given Clerk’s other commitments);</li> <li>• Submission of tenders – one calendar month following publication date;</li> <li>• Evaluation – seven days following submission date;</li> <li>• Decision on selected tenderer – to be made at first PC meeting following end of evaluation period; and</li> <li>• Start date for works on site – Spring 2024</li> </ul>	Clerk  Clerk
2531	Climate and Ecology Bill – request for support from Zero Hour	<p><b>Resolved:</b> that the PC responds to the request for support of the Bill by making NALC and HALC aware of its views, rather than taking direct action. (agreed unanimously)</p>	Clerk
2532	Finance & Administration WG	<p>No written report received &amp; Cllr Edwards and the Clerk confirmed that there is no current update on leases and land registration. Cllr Edwards to go back to LEA to say lease stalled due to delays with land registration &amp; boules court etc.</p>	Cllr Edwards

2533	Clerk's laptop	<p>(Cllrs were provided with info on a number of options in advance of the meeting; Appendix D.)</p> <p><b>Resolved:</b> that the PC purchases the following replacement laptop for the Clerk:</p> <ul style="list-style-type: none"> <li>• <b>Option 2 - MacBook Air 13" (2020)</b> Apple M1 chip with 8-core CPU and 7-core GPU;256GB SSD; purchased from John Lewis at a cost of £829.00.</li> </ul> <p>Set up and data transfer to be carried out by Computer Problems Solved Ltd - estimate of 2.5 hours @ £60/hr.</p> <ul style="list-style-type: none"> <li>• Cllrs confirmed that they were content for Donline Computer Consultancy Ltd to be paid £13.00 for remote IT support provided 25/10/23 (interim measure to keep laptop going in the short term).</li> </ul> <p>Cllr Trenchard advised the meeting that it was 9pm. Cllrs confirmed unanimously that they were content to continue the meeting.</p>	Clerk
2534	Finance Committee	<p><b>Resolved:</b> that the PC approves Cllr Thomson becoming a member of the Finance Committee.</p>	
2535	Authorised signatory	<p><b>Resolved:</b> that the PC approves Cllr Thomson becoming an authorised signatory for the PC, with online banking access, to be organised by the Clerk.</p>	Clerk
2536	Cllr training	<p><b>Resolved:</b> that the PC approves Cllr Thomson attending the HALC Knowledge &amp; Core Skills course 24/01/24. Clerk to book.</p>	Clerk
2537	.gov.uk domain provision for website and Clerk/cllr e-mail addresses	<p>(See Appendix E for information sent to cllrs in advance of the meeting.)</p> <p><b>Resolved:</b> that the PC approves signing up with Cloud Next for the supply of a .gov.uk domain name for Clerk/cllr e-mail addresses and website hosting. PC website to remain with HugoFox for the short term. Costs as follows:</p> <ul style="list-style-type: none"> <li>• £49.99 + VAT/annum (hosting/email services)</li> <li>• £110.00 + VAT every two years (domain name)</li> </ul> <p>The website domain name will be <u>Westmeon-pc.gov.uk</u>.</p>	Clerk
2538	Complaints Policy	<p><b>Resolved:</b> that the PC approves the new Complaints Policy, as provided by the Clerk in advance of the meeting.</p>	
2539	Flood Action Group	<p>Report received (Appendix F).</p> <p>Cllr Gedye reported the following:</p> <ul style="list-style-type: none"> <li>• May have a contact who can recommend a hydrologist.</li> <li>• Upstream work will be done under David Butcher's guidance, but there is the issue of the Environment Agency not taking responsibility for repairs to the wooden banks to the river which protect the flow of the river from Lynch Lane to West Meon house. Cllr Bolton commented that there may be a grant to cover this and he would look into it on behalf of the PC.</li> </ul> <p>Question to WCC cllrs:</p> <ul style="list-style-type: none"> <li>• WMPC cllr reported that they had recently spoken to a company working on behalf of the EA that has been using a drone to survey the condition of the whole of the River Meon. Cllr Bolton to ask EA contact for more info.</li> </ul>	

		WCC Cllr question to WMPC: <ul style="list-style-type: none"> <li>• Cllr Bolton asked if PC happy for FAG group to investigate costs etc. [Yes. To be done before the Dec PC meeting.]</li> </ul>	
2540	Day and start time for PC meetings	<b>Resolved:</b> that the PC has discussed the potential for changing the day and/or start time of ordinary monthly PC meetings and unanimously agreed that all arrangements should remain as they are.	
2541	Reports & Issues	<ul style="list-style-type: none"> <li>• Fireworkfest 2023 – Cllr Trenchard to update the PC on profits made and how these have been distributed to Village organisations.</li> <li>• PC has been approached by the Woodlands WEB wildlife conservation group re. HCC ‘Shoots Along Routes’ scheme. PC to consider whether this is something that it is able/has the capacity to look into further and potentially become involved with. [Cllrs agreed that there is no capacity at the present time; additional cllrs would need to be co-opted in order to take on new projects.]</li> <li>• Local Council’s Conference – 16th November 2023.</li> <li>• South Downs Local Plan Review Hampshire Parish workshop - Wed 6<sup>th</sup> Dec at The Meon Hall, Meonstoke; 6:00-8:30pm.</li> <li>• Warmer Homes Programme – open until Mar 2025 <a href="http://www.warmerhomes.org.uk">www.warmerhomes.org.uk</a> or call 0800 038 5737.</li> </ul>	
2542	Date/time of next meeting	<ul style="list-style-type: none"> <li>• Tues 5<sup>th</sup> Dec 2023 at West Meon VH (Small Hall); 7.30pm.</li> </ul>	
2543	Confidential matters	Members of the public/press were excluded from the meeting.	
2544	Clerk’s salary/pension	<b>Resolved:</b> that the Clerk’s hourly rate is increased as per discussions at appraisal Oct 2023; to be back-dated to Sept 2023. Pension contribution percentage and office allowance to remain unchanged.	

**The meeting closed at 9.11pm**

**Signed:**

**Cllr Trenchard (Chair)**

**Dated:**

**Signed:**

**Joanna Tester (Clerk)**

**Dated:**

## **APPENDIX A**

## **Winchester City Councillors’ Nov 2023 Report**

### **Local Plan Reviews**

Both the Winchester and South Downs Local Plans are currently under review, but at different stages of the review process. Winchester City Council members have recently been briefed on the outcome of the public consultation over the initial draft of the revised Winchester plan, known in the jargon as the ‘Reg 18’ plan. The headline is the need for Winchester to deliver over 690 new dwellings per year over the period of the plan out to 2040. Of the consultation comments on the plan many of the potential remedies fall outside the City Council’s remit to address: examples are more cycle lanes, better bus services. What the City Council can, and is, trying to address is the need for all new dwellings to be built to more stringent sustainability



standards, particularly with respect to energy, and requiring more measures to make room for nature and biodiversity. The City Council voted unanimously to declare a Nature Emergency in addition to the Climate Emergency so these provisions are both timely and welcome.

For the South Downs plan, all parish councils should have received an invitation to a workshop in the Meon Hall, Meonstoke on the evening of Wednesday 6 December where the review process will be explained together with how the Park will engage at that level prior to producing its own 'Reg 18' draft in 2025. The Parish Priority Statements will feed into that process. The intention is that, as that draft is compiled, the City Council will similarly conduct member workshops to determine how the two plans might work together.

### **Local Planning Cases**

We seem to have a relatively large number of planning cases at the moment where our direct engagement with the planning committee has been requested. We will report back on each of these as appropriate as the planning process rolls on. Whilst we are very happy to speak in support of local views to the Planning Committee it is almost invariably more effective for cases to be referred through the volume of individual local objections (or indeed messages of support) to demonstrate a wide base of views. It is always useful if Parish Councils are able to encourage their parishioners to 'put their heads above the parapet' and make their views known via the Winchester or South Downs website registers of planning applications.

### **Warmer Homes Programme**

Your attention is drawn to Kevin Reed's e-mail to Parish Clerks 1121 October 18th 2023 setting out the benefits available through the Warmer Homes Programme and available, on a means tested basis, to all off-gas grid private owner-occupied or private rental households. Unfortunately, neither social housing nor housing association homes are eligible. Parish Councils are asked to disseminate this scheme through local channels.

Neil Bolton & Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

## **APPENDIX B**

## **Hampshire County Councillor's Nov 2023 Report**

### **1. HCC budget reductions**

I mentioned in my last report the steps that the county council are considering to ensure it can balance its budget going forward in the face of central government underfunding of local government. A final decision is to be made by the full county council at its meeting on 9 November. I will let you know next month about the decisions taken and further public consultations.

### **2. Update to Hampshire Minerals and Waste Plan latest**

Over the next two months, an update of the Hampshire Minerals and Waste Plan is set to be considered by each of the five authorities that contribute to the plan (Hampshire County Council, New Forest National Park Authority, Portsmouth City Council, Southampton City Council and South Downs National Park Authority) to determine whether each authority agrees that further consultation can take place prior to the Plan being submitted to the Government's Planning Inspectorate for examination. HCC's decision will be made on 12 December. Once approved by all authorities, an eight week consultation will be launched in January 2024. The responses to the consultation are then submitted together with the Plan to the Planning Inspectorate for scrutiny. The local policies contained within the Plan guide the decisions that each of the five minerals and waste planning authorities make when determining planning applications for minerals extraction or waste infrastructure and operations. The impact locally on proposed sites, both for extraction and landfill, is clear.

### **3. Consultation on proposed changes to school and post-16 transport**

Proposed changes to Hampshire County Council's School and Post-16 Transport Policies are the subject of two public consultations which run until Wednesday 6 December. The proposals have been put forward to provide more flexible transport arrangements that better respond to children's needs, demand and external market pressures, while bringing services in line with the latest statutory guidance from the DfE. The



proposals are not part of a savings programme, and do not include any proposed changes to the eligibility criteria for School and Post-16 Transport. Details of the proposed changes and links to the consultation can be found at <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/Post-16-Transport-Policy-for-2024-25> and <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/schooltransport>

#### **4. Useful links for power cuts and flooding**

In the aftermath of Storm Ciaran, Scottish and Southern Electricity Networks have provided some useful links in the event of future power cuts. Any loss of supply or damage to the electricity network can report by dialling 105. You can also obtain details of power cuts and restoration times on SSEN's Power Track Website. Their website also contains advice and information on how to deal with a power cut and there is also a webchat service. You can read advice online about how to prepare for flooding and check The Environment Agency web pages for updates relating to flood alerts for the area. For assistance in the event of flooding call 0345 988 1188 or text 0345 602 6340.

#### **5. County Council renews commitment to Hampshire's Armed Forces**

Hampshire County Council has underlined its commitment to the Armed Forces, by renewing its pledge that serving and veteran members of the Forces, and their families, are treated fairly and are not disadvantaged when accessing public services such as education and healthcare. Hampshire has a historic and long-standing close relationship with the Armed Forces and has military facilities from all three services. Some 72,000 households in Hampshire include someone who has served in the UK armed forces.

#### **6. Reporting Highway Problems**

A reminder of some useful links

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

#### **7. Silverlake**

Silverlake, the vehicle recycling centre on the Botley Road between Shedfield and Curdridge, have just commenced public consultation on potential expansion plans. No application for planning permission has been made yet. Details of the proposals, how to respond to the consultation and how to register for a live webinar can be found at <https://www.silverlakeconsultation.co.uk>

Councillor Hugh Lumby, Meon Valley Division [hugh.lumby@hants.gov.uk](mailto:hugh.lumby@hants.gov.uk)

**APPENDIX C**

**Report on Boules Court – Nov 2023**

### **Update from the Boules Club**

#### **Boules Planning Update**

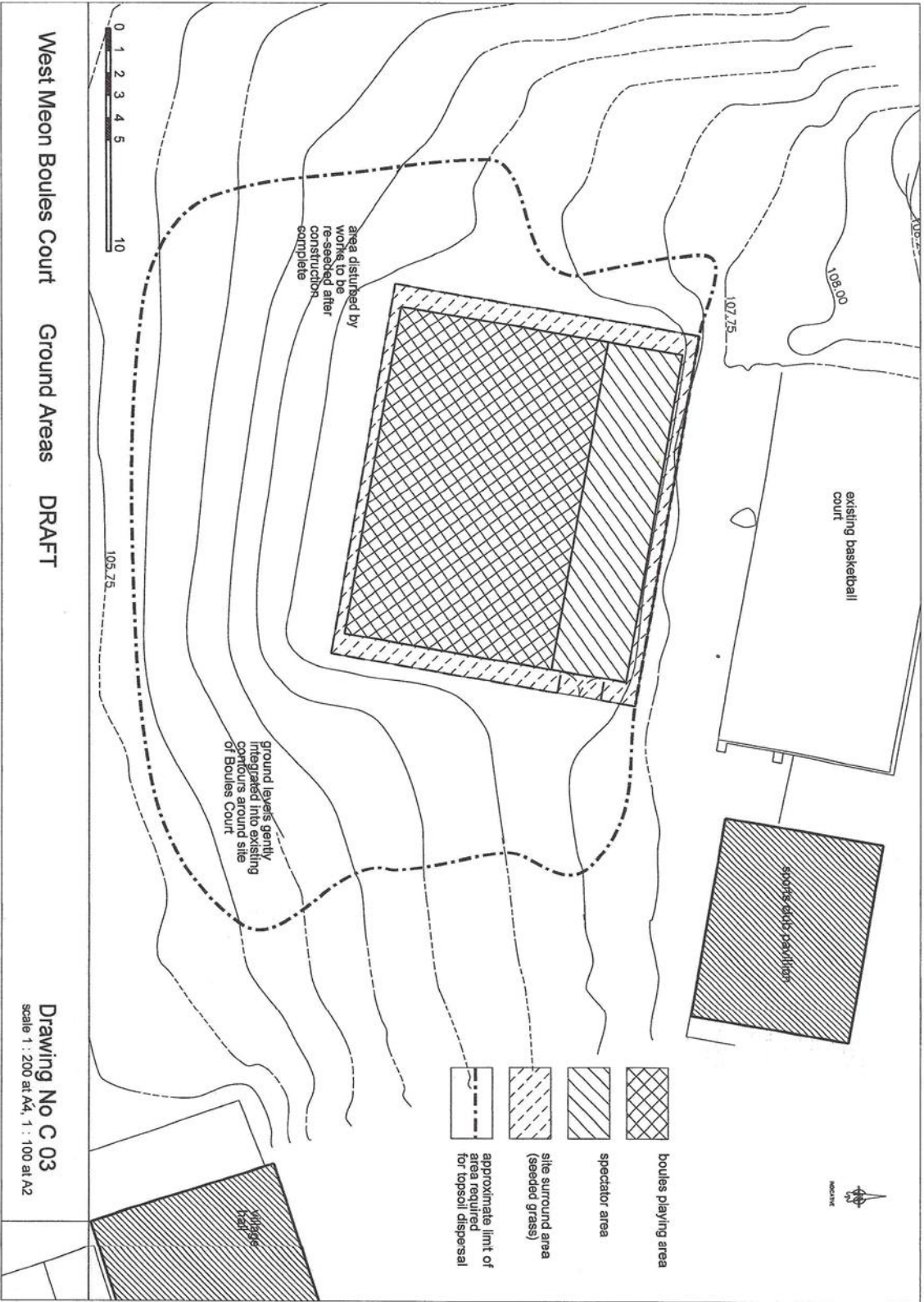
- There have been the following minor changes to Boules Planning permission, which are now being agreed with Planners [note from PC Clerk: as of 06/11/23 the info has not yet been sent to Planning]. None of these result in any changes in the external dimensions of the Boules site
  - o 400mm Reduction of depth of northern slope of site surround area
  - o Installation of 100mm retaining wall at bottom of northern site surround area
  - o Planting of Wild Flower Meadow Grass on all site surround areas on all four sides of the Playing Area

#### **Boules Invitation to Tender**

- Draft RFQ for contractors has been reviewed
- Intent is to get bids in by early December with a view to agreeing selection prior to January PC meeting
- Work is likely to be commissioned in February for completion before the end of March 2024
- The work on site will likely take between 8 and 12 working days, depending on weather
- Four bidders are to be approached.
- Top two preferred candidates are to be identified in early December

### **Additional Information for PC to Consider**

- North-South dimensions are still incorrect (PC approved 13.6m in June 2023; SC applied to Planning and had 14.1m approved in August 2023; this was raised with the SC but has not been addressed by them, hence the updated plan they propose to send to Planning still has the 14.1m dimension).
- Reinstatement conditions
  - Term? (cllrs voted for a 10-year term of renewal-lease in Dec 2021 and a 20-year term for reinstatement of the land if the court fails. How would this work?)
  - Back to original state or as per Boules Club request, as follows:
    - Remove and dispose of picket fencing and gates, and all wooden surround timbers.
    - Dig up, remove and dispose of
      - Picket fencing stakes (including concrete bases)
      - All pegs and stakes for wooden surround timbers
    - Ensure that the banking on each of the four sides of the site are landscaped appropriately and safely so as to merge in with surrounding recreation ground.
    - Provide, spread and compress the topsoil on the former Playing Area and the Northern Surround Areas
    - Seed new topsoil areas with suitable grass seed.
    - Install temporary ground under repair barriers
    - Comply with requirements of a completed RAMS review
- Area around the boules court – integration of ground levels into existing contours & dispersal of topsoil (see dashed line on drawing no C 03, below).



West Meon Boules Court Ground Areas DRAFT

Drawing No C 03  
 scale 1 : 200 at A4, 1 : 100 at A2

## **APPENDIX D            Note from Clerk to Cllrs re. Information on Replacement Laptop Options**

### Option 1

#### **MacBook Air 13" (2020)**

Apple M1 chip with 8-core CPU and 7-core GPU  
256GB SSD  
Space Grey

Purchased through Donline from Plan-IT Office Solutions Ltd: £890.00 + VAT (optional AppleCare+ £195.00)

Software build (at Donline) is £165 per system (I'm not convinced that this is needed for the Mac.)  
Data transfer - estimated at 1 hour @ £52/hr, with billable increment of 15mins. Travel time is charged.  
Remote support is time only - no travel.  
Training of Clerk - estimated at 30 mins.

Data transfer by Computer Problems Solved Ltd - estimate of 2.5 hours @ £60/hr, so £150.00.

### Option 2

MacBook Air as above

Purchased from John Lewis: £829.00 (with 2-year guarantee)

Set-up costs as above.

### Option 3

#### **Apple MacBook Air 13.6" (2022)**

Liquid Retina Display  
M2 Processor  
8GB RAM, 256GB SSD

Purchased from John Lewis: £1,059.00 (with 2-year guarantee)

Set up costs as above.

### Option 4

#### **HP ProBook 455 G9 15.6" Laptop**

AMD Ryzen 5 CPU  
16GB RAM  
512GB SSD  
Win 10 Pro

Win10 Pro systems have their Hard Drives encrypted with Microsoft BitLocker, for data security.  
Windows 10 systems come complete with Windows Defender security software.

Purchased through Donline from Plan-IT Office Solutions Ltd: £780 + VAT (HP 3 year warranty upgrade £75.00)

Microsoft Office 365 Business Premium - from Inty/Donline - £10.30 + VAT per month (same cost as direct purchase from Microsoft)

Set up costs as above.

## APPENDIX E

### Note from Clerk to Cllrs re recommendation for using CloudNext

**Proposed:** that the PC approves signing up with CloudNext for the supply of a .gov.uk domain name for Clerk/cllr e-mail addresses and website hosting. PC website to remain with HugoFox for the short term. Costs as follows:

- £49.99 + VAT (hosting/email services)
- £110.00 + VAT every two years (domain name)

According to the research that I've done on the SLCC Clerks' forum, CloudNext appears to be the go-to company - deals with a lot of PCs and is price competitive.

I also consulted Parish Online, as I'd seen that they are now in the market, but they only seem to offer a subscription that involves creating/maintaining a website, alongside the domain and e-mails. The only reason I can see for WMPC to go down this route is if cllrs aren't happy with the website and/or the security features etc are insufficient. I'd been informed that HugoFox doesn't have SSL encryption on its sites (which would be a reason to move), but I checked online and the bronze level service does appear to have it.

Hambledon PC is with eMango and Datacenta (sister companies), and pays £50 + VAT per year for e-mails, and £125 + VAT every two years for domain name (website), plus £62.50 + VAT per annum for domain name (emails).

Given the above, I think CloudNext is competitive and should be a good option for the PC going forward. The options that we have for the website domain are [Westmeon-pc.gov.uk](http://Westmeon-pc.gov.uk) and [Westmeonparishcouncil.gov.uk](http://Westmeonparishcouncil.gov.uk) I would recommend the first one as it's more simple.

Any questions, please ask in advance of the meeting.

## APPENDIX F

### Flood Action Group Nov 2023 Report

West Meon Flood Group Meeting Minutes

24 October 2023 at 12 noon at Thomas Lord

Present: Jen Humphries – Westbury House Scott Masker – Westbury House Sally Falconer – Home Paddocks Michael Langdon – Hall Place (For first part of meeting) Robin Gedye – Neil Bolton – Winchester Councilor Catherine Younger – West Meon house (Absent)

Next meeting: TBC

#### 1. Announcements

Minutes of previous meetings approved.

Review of reports produced by Woody Woodcock (EA) were quickly reviewed

Prior report by Darren Lewis – Service lead Winchester CC special maintenance Department also reviewed.

#### 2. Discussion

A Lynch Lane end - area around the footbridge and the tributary the bottom of Lynch lane was discussed in particular the state of the wooden banks to the river which protect the flow of the river from Lynch lane to West Meon house. These will need to be replaced soon. The group felt this would not be driven by the council and we would need to manage the process of renewing the wooden banks. We agreed that Robin

would lead the project of pulling together a cost of this work and that we would then look at how this should be funded. Action Robin Gedye

B Entrance to Hall Place - Location of the water measuring unit was questioned and its impact on the river flow queried. David butcher agreed to find out who controls this unit and understand its implication on river flow.

Action David Butcher

C Bridge over road up to Hall Place Farm and drainage ditches – The issue with the construction of the bridge and the two pipes was discussed and Michael Langdon expressed his view that this was not causing the issue of back up of the river back to the bridge at Coombe Lane. We agreed to keep this under review. Michael agreed to clear the drainage ditch nearest the road which runs back into the river.

Action Michael Langdon

D River and ditches from Hall farm entrance road to Coombe Lane – Sally Falconer has already cleared the ditches to the road side up to the culvert at coombe lane. We discussed

the river itself and agreed we needed to look at this and take advice on clearing the banks. Action David Butcher (clearing of river banks)

E River Bank to bridge before Coombe Lane – Jen Humphries to review this when she has the flood report back from the consultant. Jen to also ask the flood consultant for a quote to look at a report for the river through West Meon.

Action Jen Humphries

F Culvert beneath Coombe Lane – This is clearly blocked and needs clearing – Jen Humphries to look at flood report. Neil Bolton to seek help from Winchester/Hampshire Council regarding clearing the culvert. Also to look at what can be done to make the grips more effective

Action – Neil Bolton

### 3. General

The group agreed it is important that we don't do things which will cause problems further down the river and that we should seek a professionals help to provide a plan for maintaining the river to ensure we minimise the risk of flooding for all.

David Butcher

Action Jen Humphries/David Butcher

4. Communications – David Butcher agreed to communicate the outcomes of the meeting to the Parish Council and the people who have raised concerns along the West Meon road and offered to be the conduit for any feedback or comment.

Action David Butcher

The meeting finished at 1315