



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 11th October 2022 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr Leeson, Cllr York, Cllr Stoker

In Attendance: Cllr Thacker (until 8:20pm), one representative from Donnington Homes (until 7:45pm)

Clerk: Amy White

The Chairman, Brad Norton welcomed everyone to the meeting.

- 33/22 Apologies for Absence**
Apologies accepted from Cllr Falconer and Cllr Dierks.
- 34/22 Declarations of Interest**
None.
- 35/22 To agree Minutes of meeting held on 12 July 2022**
The Minutes of 12 July 2022 were agreed as a true record and signed by the chairman.
- 36/22 Update on actions from 12 July 2022 (no meeting held in September due to the death of HM Queen Elizabeth II)**

Number	Action	Person
27/22	Cllr Norton to write to Rebecca Davis from the North Wessex AONB to ensure the AONB is sending in a report for the JPP appeal process. <i>Actioned.</i>	Cllr Norton

- 37/22 Reports from County and Borough Councillors**
Cllr Thacker reported that his personal councillor grant is available [here](#).

Update from Cllr Falconer: *Pirates Cottage: The builders now have a licence for 10m of the lay by. If this is exceeded, it needs to be reported through the HCC website: [Report a Road Problem](#).*

- 38/22 Neighbourhood Plan update**
See Colin Wall's report at the end of the minutes.
Community Led Housing Initiative- with current limited resource in HPC, not possible yet to lead on this.

7. 39/22 Recent Planning Applications (comments in bold):

Please see the Basingstoke and Deane portal for full responses from HPC.

- 22/01958/HSE Finlaggan House Andover Road Wash Water (**Response Sent: 26/07/22: No objection**)
- 22/02028/FUL Land Adjacent to Brackendale Church Lane Highclere (**Response Sent: 12/08/22: Objection**)
- 22/00416/HSE Thackit Eaves (**Response Sent: 02/09/22: No objection**)
- 22/02258/HSE Clereview Hollington Lane Highclere (**Response Sent: 31/08/22: No objection**)
- 22/02355/HSE 31 Penwood Heights Penwood Highclere (**Response Sent: 07/09/22: No objection**)
- 22/02503/FUL Pirates Cottage Tubbs Lane Highclere (**Response Sent: 14/09/22: Objection**)
- 22/02620/FUL Blackford Farm Seven Stones Lane (**Response Sent: 04/10/22: No objection**)
- 22/02682/HSE Parkway Cottage Andover Road (**Response Sent: 04/10/22: No objection**)
- 22/02610/RES Land At Westridge Highclere (**Response Sent: 04/10/22: request for smaller 3 bed homes**)

The representative present from Donnington Homes listened to the PC's request on the need for smaller homes in Highclere (from the Housing Needs Analysis).

JPP Appeal: Cllr Stoker represented HPC at the development control committee on 27 September. A decision will be made by 30 November.

Applications received since agenda:

- 22/02729/HSE Tewdrick House Westridge Highclere
- 22/02737/ROC Hylands Mount Road Highclere

These will be confirmed at the next meeting.

8. 40/22 Lengthsman

The Clerk confirmed the date for the Lengthsman's next visit has been moved to 08 December.

Action: Cllr Stoker will send to the Clerk pictures from the Brenda Parker Way where 2 stiles need replacing at A343 junction.

9. 41/22 Roads and Transport

SID: Latest data

The data is being added to the website. It is currently not in a user-friendly format.

Action: Clerk to send file to Cllr Norton to investigate data analysis.

Litter Warden:

The Clerk, litter warden and Alan Tully (Senior Street Cleansing Manager, BDBC) met on 28 September 2022 to discuss litter issues in Highclere. Alan will ensure the large bin at WH recreation ground will be emptied regularly (it has been full for over 4 months). Both the

Clerk and Alan will work with the litter warden to ensure he is working in the safest way; Alan has a copy of the litter warden routes which may need to be altered to ensure the safety of the litter warden and the Clerk will investigate more appropriate clothing (Alan's advice was for category 3 clothing along highways). The health and safety of the litter warden is paramount and the Clerk will ensure that they are working to the most appropriate standard. The litter warden needs to report fly tipping rather than trying to remove it himself.

10. 42/22 Finance update

The Clerk presented the following items for payment for August (pre-approved), September (pre-approved) and October:

August 2022 Payments

27-Aug-22	Clerk's salary		£ 760.77
27-Aug-22	Pension contribution	Royal London (Direct Debit)	£ 71.60
27-Aug-22	Litter Warden salary	Incl £13.95 Fuel allowance	£ 485.15
27-Aug-22	IT incl payroll, Microsoft	Red76 July invoice	£ 14.00
27-Aug-22	VAT	Red76 July invoice	£ 2.80
27-Aug-22	Clerk's expenses	lonos	£ 5.00
27-Aug-22	VAT	lonos	£ 1.00
27-Aug-22	PAYE	HMRC Month 5	£ 239.07
Total:			£ 1,579.39

September 2022 Payments

13-Sep-22	Clerk's expenses	lonos	£ 5.00
13-Sep-22	VAT	lonos	£ 1.00
13-Sep-22	IT incl payroll, Microsoft	Red76 Aug invoice	£ 14.00
13-Sep-22	VAT	Red76 Aug invoice	£ 2.80
13-Sep-22	Clerk's salary		£ 760.77
13-Sep-22	Pension contribution	Royal London	£ 71.60
13-Sep-22	Litter Warden salary	Incl £13.95 Fuel allowance	£ 488.35
13-Sep-22	Speed Indicator Placement	Premier Grounds SID move 15/07, 27/07, 19/08, 27/08	£ 140.00
13-Sep-22	VAT	Premier Grounds SID move 15/07, 27/07, 19/08, 27/08	£ 28.00
13-Sep-22	Cllr Expenses/Travel	Cllr York travel expenses to BDBC Appeal meeting	£ 25.50
13-Sep-22	PAYE	HMRC Month 6	£ 235.87
Total:			£ 1,772.89

October Payments (for approval):

13-Sep-22	Cllr Expenses/Travel	Cllr York travel expenses to BDBC Appeal meeting	£ 25.50
11-Oct-22	Clerk's salary		£ 760.77
11-Oct-22	Litter Warden salary		£ 488.35
11-Oct-22	IT incl payroll, Microsoft	Red76 Sept invoice	£ 14.00
11-Oct-22	VAT	Red76 Sept invoice	£ 2.80
11-Oct-22	Clerk's expenses	Ionos	£ 5.00
11-Oct-22	VAT	Ionos	£ 1.00
11-Oct-22	Audit	PKF LittleJohn External Audit completion	£ 200.00
11-Oct-22	VAT	PKF LittleJohn External Audit completion	£ 40.00
11-Oct-22	Pension contribution	Royal London	£ 71.60
11-Oct-22	PAYE	HMRC Month 7	£ 235.87

£

Total: 1,844.89

Bank Balance

31/09/22: Community £7,862.90

Bank Balance

31/09/22: Business £41,760.71

The clerk reported that HPC has concluded its external audit and the certificate is placed on the website.

11. 43/22 Correspondence Received- none

12. 44/22 Items to take forward to subsequent meeting:

Standard items; Lengthsman jobs, Head of Thorngrove School to attend, Litter Warden update

13. 45/22 Date of next Meeting Tuesday 8th November, 7:30pm, Highclere Village Hall.

Signed _____ Position _____ Date _____

Actions from 11 October 2022 Meeting

Number	Action	Person
40/22	Cllr Stoker will send to the Clerk pictures from the Brenda Parker Way where 2 stiles need replacing at A343 junction.	Cllr Stoker
41/22	Clerk to send file to Cllr Norton to investigate data analysis.	Clerk

Highclere Neighbourhood Plan – Progress update – October 11th 2022

JPP Appeal and Plan Development

The Hearing was held at 10:00am Tuesday 27th September in Basingstoke. Colin Wall and David Skyrme attended for both NP and the Society. The result of the Appeal is due for announcement by Friday 2nd December and the result will shape all our future work. The NP team decided that, rather than suspend work pending the outcome and lose at least three months, we continue on policy development in four streams :

- Environment and Landscape – John Stoker and Mike York
- Housing and Built Environment – David Skyrme and Colin Wall
- Business and Employment – Jim Stokes
- Sustainability – Sally Izett

It is clear from examination of current putative policies that some are direct translations of one of our Objectives while others are more practical expressions of how those objectives could be achieved. Because it was not clear or consistent, it was proposed that the Policy groups were allocated to Policy Area leaders to undertake a first-cut rationalisation of existing words into a draft set of outline policies in their stream. While those draft outline policies would address objectives in their own stream, they might also support objectives in another. That support would be reflected in their entry in the Policy/Objective Matrix to be developed. First draft papers are due soon and will be incorporated into the current draft Plan.

Local Plan Update

Revisions to the Borough's overall Housing Requirement (HR) – currently 17,800 – would likely, in and of themselves, have little effect on the HR or SPB issues for Highclere. However, the direction of travel and, indeed, the new Prime Minister's campaign statements about abolishing the five-year land supply rule and the 300,000-home target could have significant impact. The PC might therefore find the following status notes useful :

- The Government's Standard Housing Assessment Method (SHAM) gives B&D an HR of 17,800. On March 24th a motion was put to the full Council by the Parishes Forum (led by Cllr Tracy Woodruff of Whitchurch TC to reject the number, the method and the dataset used. The Council voted to Reject.
- On June 9th the Economic, Planning and Housing Committee (EPH) rejected the proposed draft LPU Spatial Strategy, which was based on the rejected SHAM.
- On July 5th the Cabinet, Portfolio Holder and Council Leader accepted the March decision.
- On Sept 5th the EPH voted unanimously to reject the HR of 17,800 and by 8-to-2 to reject the Spatial Strategy (again!).
- On Sept 6th at a Council Cabinet meeting, the Leader of the Council made it clear that the above decisions precluded any possibility of taking the LPU forward to Reg18 public consultation. In this he was unanimously supported, and officers were instructed to report by Sept 27th on how B&D's real housing need could be discovered and by what mechanism within existing guidelines an appropriate HR could be derived. Progress against this target is not known.

- On Sept 29th a revised LPU timetable was issued. The Reg.18 consultation on the Draft LP slipped back from Autumn 22 to Autumn 23 and final adoption back to Autumn 25.

All of this is a bit of a curate's egg. It delays protection from the adopted Local Plan, but if we can get the NP done by next Autumn we get two years protection which might just extend to the LP date.

Sites Strategy and the SPB

First let us be clear that some of the sites involved in the five scenarios we have been considering to meet the Highclere HR (putatively 10) require Basingstoke's proposed SPB to be altered. B&D seem amenable to sensible discussions on the subject and possible variations. However, the sensitivity of the subject is such that the sites will NOT be identified outside the NP group (i.e. in published minutes) until such time as we have a firm assurance from Basingstoke that our proposals for SPB variation are acceptable, at which point we will enter negotiations with site proposers.

As preparation for that process it was agreed that it would be useful to understand the group's preferences with regard to the five site scenarios presented at our previous meeting. Each team member was asked to score each of scenarios 2 to 5 on a scale of 1 to 4 where 4 was the most favoured and 1 the least so. This was completed and a conclusion drawn which will feed into our negotiation preparations.

Design Code

These are normally produced when large (100+) developments are proposed, but some of the content is useful for our own policy work. We have received a real example from PlanET and it contains some very useful thoughts which, merged with the design policy words in the Highclere Village Design Statement will be developed for inclusion in our own policies.

Community-led Housing

CLH had been discussed by the group as something that would very positively support our affordable housing objectives. It is almost always all-affordable and for us would almost always be on rural exception (RE) sites. While this brings Penwood and maybe other areas into play, REs do NOT count towards Housing Requirement (HR). It was therefore agreed that CLH should be the subject of a supporting/enabling policy but not include specific targets for site, scale or schedule.

Action Hampshire were contacted. They are our local equivalent of the Oxfordshire one we had an earlier presentation from, and they are happy to help as and when we need them (paid).