

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 21st September 2017 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent / apologies	In Attendance
Waine Lawton (Chair)	Angela Forder-Stent	Jo Nicholson (Clerk)
Ian Wheeler	Richard Izard	Steve Pullen (member of public)
Richard Sellers	Jade Cornwall	
Sue Cook	Rob Humby	
Chris Corcoran		
Sonia Watson		
Stephanie West		
Chris Mitchell		

Item	Business Transacted
86/ 17	To receive and accept apologies for absence
	Apologies were received from Cllr Forder Stent and Cllr Cornwall, District Councillor Izard, County Councillor Rob Humby
87/ 17	To receive declarations of interest relevant to agenda items
	The prejudicial interest of Councillors Cook, Cornwall and West's ongoing dispensation allowing full participation in all Council meetings in respect of site selection for the Twyford Neighbourhood Plan was noted. Cllr Wheeler declared an interest at Trustee of Parish Hall, and the Patient Participant Group. Cllr Sellers declared an interest as Trustee of Parish Hall, and treasurer at Twyford Playgroup. Cllr Watson declared an interest as Trustee of Parish Hall.
87.1 / 17	To update the dispensation of pecuniary interest in respect of the Neighbourhood Plan for Councillors living adjacent to the Sites 1 and Sites 26
	Minutes from 23 rd February 2017 to late until February 2018 item 168/16 resolved to grant Cllrs Cornwall, Cook, Holland and West a dispensation for pecuniary interest in respect of the Neighbourhood Plan. It was resolved to renew the dispensation for Cllrs Cornwall, Cook and West. Proposed by Cllr Lawton, seconded by Cllr Wheeler

	Action: Cllr Sellars to consider if he wants to be included in the dispensation.
88/1 7	To approve and sign-off, as a true record, the minutes for the meeting on 3rd August 2017
	The Minutes and accompanying confidential notes were considered to be a true record, and were approved. Proposed by Cllr Wheeler, and seconded by Cllr Cook.
89/1 7	To adjourn for public participation
89.1 / 17	To receive questions from the members of the public.
	<p>Steve Pullen raised some questions</p> <p>Firstly, what can be done to protect pedestrians across Norris Bridge. Cllrs acknowledged this as a problem, which has been considered before, but Highways have not implemented any measures. A number of actions were agreed</p> <p>Actions:</p> <p>Cllr Cook to request Ted Lawton to come out and look at the situation</p> <p>Cllr Cook to organise 20 is plenty sign</p> <p>Clerk to organise cutting of the foliage around the bridge which is under the Parish control</p> <p>Cllr Corcoran to contact the fishing club to see if they can cut back any over growth on or around the bridge</p> <p>Cllr Cook to ask Rob Humby if the SDNPA could get involved and help.</p> <p>Secondly, Steve Pullen asked if anything could be done to prevent Segars Lane flooding when there is a down pour.</p> <p>Action: Cllr Cook to contact Rob Humby for a solution</p> <p>Thirdly, Steve Pullen asked about the gulley which takes away excess water on Manor Road. Hampshire County Council strimmed it last year, what is the action this year.</p> <p>Cllr Lawton explained that ditches are being discussed as an agenda item.</p> <p>Finally, Steve Pullen asked about the hand rail on the concrete bridge from Church Lane to Compton Lock, which is loose.</p> <p>Action: Cllr Mitchell to look at the bridge 22nd September and recommend action</p>
89.2 / 17	To receive the County Councillor's report.
	Rob Humby was not in attendance
89.3 / 17	To receive the District Councillor's reports.

	<p>District Cllr Izard had provided a written update which Cllr Lawton read out. With regards to Eastleigh Borough Local Plan, there was a closed door meeting on 25th September to discuss the options, but WCC Head of Strategic Planning are not in support of the proposed plan.</p> <p>Cllr Cook provided an update, explaining that a number of residents from Dolphin Hill are being moved on, and the area is being developed. Cllr Cook also updated that the Social Club is going through some development.</p>																																																																											
90/17	<p>To receive an update on matters arising from the minutes of the Full Council meeting held on 3rd August 2017 that are not included elsewhere on the agenda and to consider the status of progress to date</p>																																																																											
	<p>Cllr Mitchell raised that the Planning Committee require access to wi-fi during the meetings, to be able to access plans which are only available online. The Parish Hall Trustees are looking into it, but Cllr Watson suggested using mobile data, or other local networks may be more practicable.</p> <p>Cllr West updated that she has been unable to progress the pollution testing, as has not been able to make contact with Jemma Barter.</p> <p>Action: Clerk to find related emails, and Cllr Cook to make contact if required.</p>																																																																											
91/17	<p>To review and approve payments to made in September 2017</p>																																																																											
	<table border="1"> <thead> <tr> <th colspan="5">Payments presented at FPC 21.09.17</th> </tr> </thead> <tbody> <tr> <td>21/07/2017</td> <td>IB</td> <td>Dr D A Coates</td> <td>Berry Meadow thistle control</td> <td>124.96</td> </tr> <tr> <td>21/07/2017</td> <td>IB</td> <td>Jonathan Hawkins</td> <td>Berry Meadow thistle control</td> <td>14.40</td> </tr> <tr> <td>17/08/2017</td> <td>IB</td> <td>Jane Chuhan</td> <td>Return of deposit for booking on 24.07.17</td> <td>50.00</td> </tr> <tr> <td>14/08/2017</td> <td>ib</td> <td>Tony Bronk</td> <td>reimbursement of June PC mobile phone</td> <td>23.59</td> </tr> <tr> <td>14/08/2017</td> <td>IB</td> <td>Tony Bronk</td> <td>reimbursement of July mobile phone</td> <td>23.59</td> </tr> <tr> <td>14/08/2017</td> <td>IB</td> <td>A McGill</td> <td>Berry Meadow fence posts</td> <td>138.48</td> </tr> <tr> <td>25/08/2017</td> <td>dd</td> <td>southern electric</td> <td>electricity for field at HP</td> <td>18.31</td> </tr> <tr> <td>31/08/2017</td> <td>IB</td> <td>Green Smile Ltd</td> <td>August invoice</td> <td>253.40</td> </tr> <tr> <td>31/08/2017</td> <td>IB</td> <td>HCC pensions</td> <td>August payment</td> <td>117.60</td> </tr> <tr> <td>14/08/2017</td> <td>DD</td> <td>Data protection</td> <td>Data protection renewal</td> <td>35.00</td> </tr> <tr> <td>21/08/2017</td> <td>IB</td> <td>We Can / Matt Riley</td> <td>August invoice</td> <td>1,479.87</td> </tr> <tr> <td>31/08/2017</td> <td>IB</td> <td>Jo Nicholson</td> <td>Aug salary</td> <td>453.60</td> </tr> <tr> <td>31/08/2017</td> <td>IB</td> <td>HMRC</td> <td>NI/PAYE</td> <td>113.40</td> </tr> <tr> <td>20/08/2017</td> <td>SO</td> <td>Sandra Lauder salary</td> <td>Aug Salary</td> <td>80.00</td> </tr> </tbody> </table> <p>There was no meeting in August, so payments were presented from the last FPC in July. These payments were pre-approved as regular payments and part of the Berry Meadow budget (approved 20th July, item 74.1/17).</p>	Payments presented at FPC 21.09.17					21/07/2017	IB	Dr D A Coates	Berry Meadow thistle control	124.96	21/07/2017	IB	Jonathan Hawkins	Berry Meadow thistle control	14.40	17/08/2017	IB	Jane Chuhan	Return of deposit for booking on 24.07.17	50.00	14/08/2017	ib	Tony Bronk	reimbursement of June PC mobile phone	23.59	14/08/2017	IB	Tony Bronk	reimbursement of July mobile phone	23.59	14/08/2017	IB	A McGill	Berry Meadow fence posts	138.48	25/08/2017	dd	southern electric	electricity for field at HP	18.31	31/08/2017	IB	Green Smile Ltd	August invoice	253.40	31/08/2017	IB	HCC pensions	August payment	117.60	14/08/2017	DD	Data protection	Data protection renewal	35.00	21/08/2017	IB	We Can / Matt Riley	August invoice	1,479.87	31/08/2017	IB	Jo Nicholson	Aug salary	453.60	31/08/2017	IB	HMRC	NI/PAYE	113.40	20/08/2017	SO	Sandra Lauder salary	Aug Salary	80.00
Payments presented at FPC 21.09.17																																																																												
21/07/2017	IB	Dr D A Coates	Berry Meadow thistle control	124.96																																																																								
21/07/2017	IB	Jonathan Hawkins	Berry Meadow thistle control	14.40																																																																								
17/08/2017	IB	Jane Chuhan	Return of deposit for booking on 24.07.17	50.00																																																																								
14/08/2017	ib	Tony Bronk	reimbursement of June PC mobile phone	23.59																																																																								
14/08/2017	IB	Tony Bronk	reimbursement of July mobile phone	23.59																																																																								
14/08/2017	IB	A McGill	Berry Meadow fence posts	138.48																																																																								
25/08/2017	dd	southern electric	electricity for field at HP	18.31																																																																								
31/08/2017	IB	Green Smile Ltd	August invoice	253.40																																																																								
31/08/2017	IB	HCC pensions	August payment	117.60																																																																								
14/08/2017	DD	Data protection	Data protection renewal	35.00																																																																								
21/08/2017	IB	We Can / Matt Riley	August invoice	1,479.87																																																																								
31/08/2017	IB	Jo Nicholson	Aug salary	453.60																																																																								
31/08/2017	IB	HMRC	NI/PAYE	113.40																																																																								
20/08/2017	SO	Sandra Lauder salary	Aug Salary	80.00																																																																								

September payments

22/09/2017		WCC	Jan, Feb, March dog bin emptying	325.00
22/09/2017		WCC	April, May, June dog bin emptying	325.00
04/09/2017	IB	Tony Bronk	Mobile phone reimbursement for Aug	23.59
22/09/2017		RWS	hedge cutting next to allotments	200.00
22/09/2017		Freshman and Stacey	hedge cutting next to allotments	200.00
15/09/2017	DD	British gas	Electricity for Pavilion Hunter Park	174.43
22/09/2017		Garrett Maltby	Bus Shelter repairs Bourne Lane	597.68
22/09/2017		Jo Nicholson	expenses for August	21.04
		Green Smile Ltd	invoice 2648 Northfields September	253.40
		Matt Riley	invoice for September	
		BDO	external audit	480.00
		insurance	Came and Co	2,500.25
		R Trig	Parish Hall renovation	966.63
		Sandra Lauder salary	September salary	80.00
		J Nicholson	September salary	635.69
		Hilary Frearson	TNP July and August 2017	82.50
		Green Smile Ltd	Hunter Park grass cutting in september	1,188.00
		J Nicholson	reimbursement of stationary order (paper reams, stamps, hole punch	30.61
		J Nicholson	reimbursement of first aid kit and locks for Hunter Park and notice boards	22.83
		HMRC	September paye and NI	213.92
		HCC pensions	september pension for JN	170.74
		Simon Davidson electr	shower and lights at pavilion	284.50
		MJT decorating	relocate speed signs and battery change 26th May	96.00
		MJT decorating	relocate speed signs and battery change 21st July	96.00
		southern tree surgeons	trees overhanging hunter park play area	450.00
		1 & 1 internet	web hosting	37.08
19/09/2017	IB	B Topp	Return of £50 deposit	50.00
20.11.2017		HALC	Health and Safety training course for Clerk	£90.00

Cllr Watson talked through each line of payments. Authority was given to Cllr Lawton to agree an invoice amount from Matt Riley to allow for a discount for reduced hours in September.

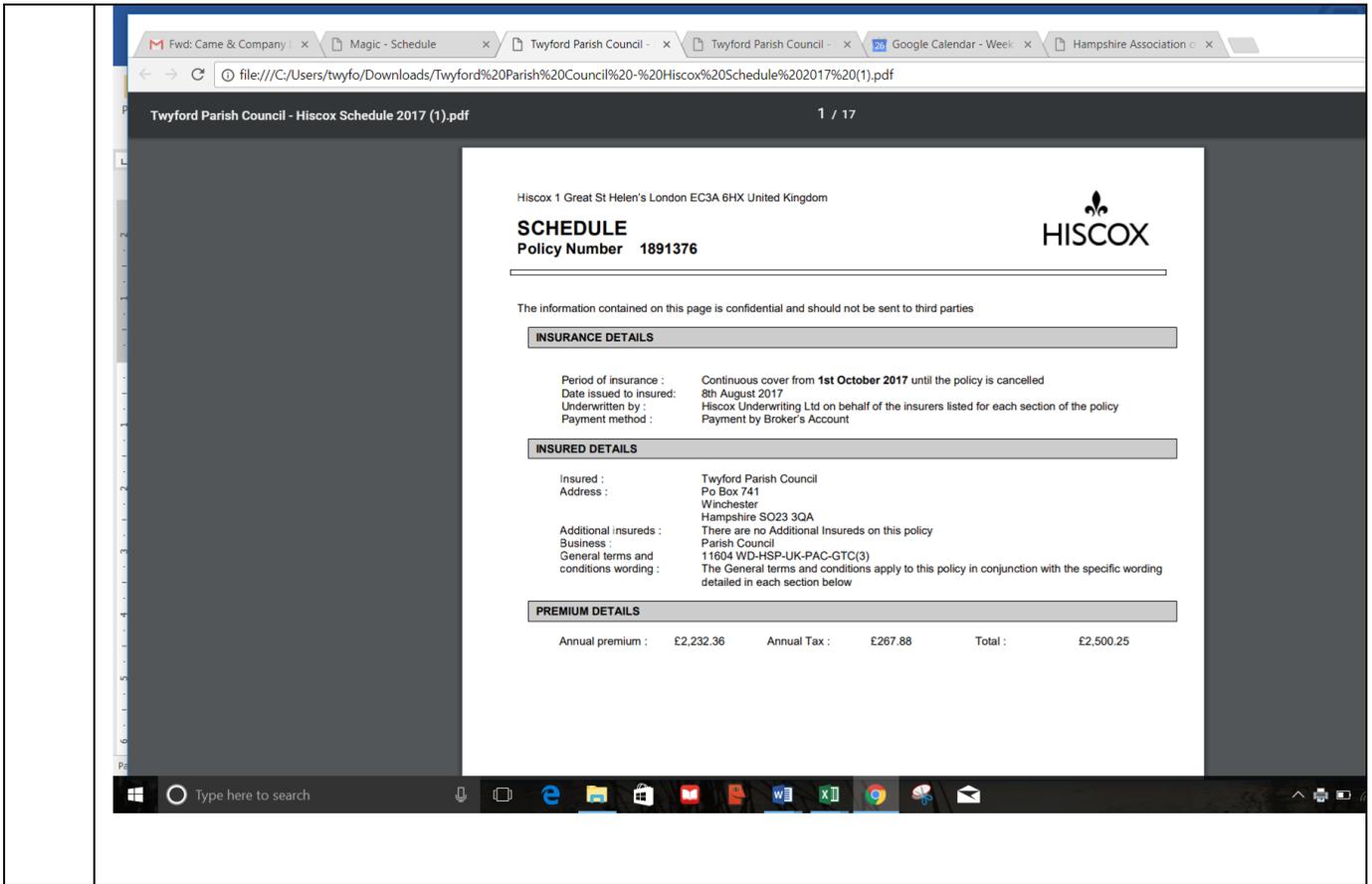
All payments were approved, proposed by Cllr Watson, seconded by Cllr Lawton.

91.1 / 17 To review and approve the parish council annual insurance contract which is due for renewal on 1 October 2017, including the assets to be insured and the renewal premium to be paid

Renewal documentation had previously been circulated to the Cllrs to review. Cllr Watson had questioned the list of assets being insured with Came and Company. Cllr Watson is waiting for more detail. Cllr Watson proposed renewing the policy, and adjustments can be made at any point, once we have obtained a more up to date rebuild estimation of the pavilion, and reviewed the full list of assets.

Action: Clerk to review the value of the assets when detail has been provided by Came and Company.

It was resolved to renew the policy for one year at £2,500.25, proposed by Cllr Watson, seconded by Cllr Corcoran.



Report on the completion of BDO LLP Audit for the year ended 31 March 2017, to include consideration of the following resolutions

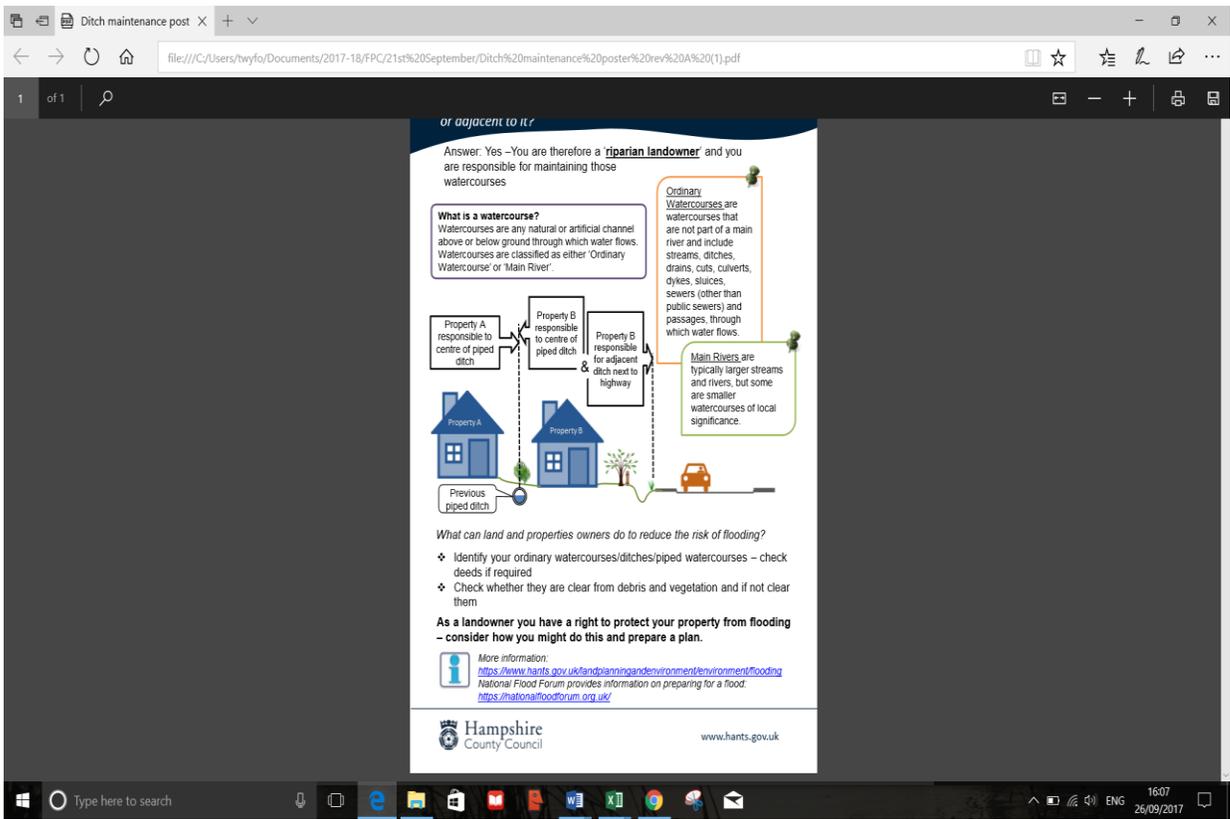
- **The change made to Section 2 of the Twyford Parish Council Annual Statements for 2016/17 (previously approved item 31/17 on the 25/5/17) to record the fixed assets at 31 March 2016 as £549,424 is hereby approved**
- **The Annual Return for 2016/17 including the completed external auditor certificate and report (section 3) which states: “on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met” is approved and accepted.**
- **the BDO issues arising report for the year ended 31 March 2017 is accepted**
- **Jo Nicholson, the incoming TPC clerk, be appointed RFO from this date**
- **BDO to be notified of the change in clerk and RFO and appropriate contact details**
- **the clerk to make payment of the BDO invoice for £480**

It was resolved to change Section 2 of the Twyford Parish Council Annual Statements for 2016/17 (previously approved item 31/17 on the 25/5/17) to record the fixed assets at 31 March 2016 as £549,424. Proposed by Cllr West, seconded by Cllr Sellars

	<p>The following were resolved:</p> <p>The Annual Return for 2016/17 including the completed external auditor certificate and report (section 3) which states: “on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met” is approved and accepted.</p> <ul style="list-style-type: none"> · the BDO issues arising report for the year ended 31 March 2017 is accepted · Jo Nicholson, the incoming TPC clerk, be appointed RFO from this date · BDO to be notified of the change in clerk and RFO and appropriate contact details · the clerk to make payment of the BDO invoice for £480 <p>These resolutions were proposed by Cllr Lawton and seconded by Cllr West</p> <p>Action: Clerk to complete the necessary paperwork to amend the RFO.</p> <p>Cllr Lawton thanked Cllr Watson for all the hard work that she has given to ensure the Audit was completed. Cllr Watson also made thanks to Tony Bronk, who was RFO during 2016/2017.</p>
91.3 / 17	<p>Approve change of Finance Committee Chair from Cllr Watson to Cllr West. Agree ongoing support to be provided by Sonia Watson</p>
	<p>It was resolved that Cllr West would take over as Chair of the finance committee. This was proposed by Cllr Lawton and seconded by Cllr Mitchell.</p> <p>Actions:</p> <p>Cllrs need to consider budgetary requirements for 2017/2018</p> <p>Cllrs West, Lawton and Watson to meet with Clerk prior to finance committee meeting on 12th October 2017 to discuss handover</p> <p>Cllrs West, Corcoran and Forder-Stent to meet to discuss CIL projects prior to the budget process commences. The Clerk to set up meeting.</p>
91.4 / 17	<p>Approve the payment of £966.63+VAT due as a result of the end of the 12 month retention period on the parish hall renovation contract from 2016, subject to approval by Zen Flis the contract manager and quantity surveyor, and the Parish Hall management committee</p>
	<p>It was resolved that £966.63+VAT would be paid subject to satisfactory completion of the snagging approved by the Parish Hall Trustees. Proposed by Cllr Corcoran and seconded by Cllr Cook.</p> <p>Action: Cllr Watson to clarify the VAT percentage the Parish can reclaim</p>
91.5 / 17	<p>To review and approve or reject grant application for Parish Funding for Patient Participant Group Twyford</p>
	<p>A Parish grant was requested for £50 for Patient Participant Group to fund speaker expenses and room hire. It was resolved to grant the £50, proposed by Cllr Corcoran and seconded by Cllr Lawton.</p>

	<p>Actions:</p> <p>Clerk advertise the Parish Grant process to the village, and receive applications on 2 dates before financial year ends. Define and advertise a closure date for applications in October, and closure date in March.</p> <p>Clerk to inform St Mary's School that an invoice is required to release the funds for the play equipment.</p>
92/1 7	<p>To receive draft minutes of the Planning Committee meeting of 3rd August 2017 and an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item</p>
	<p>Cllr Mitchell provided an update from Minutes of the previous planning committee.</p> <p>Cllr Mitchell requested wi-fi to be installed to the Parish Hall so we can access plans at the planning committee, these are increasingly only available online.</p> <p>Action: Cllr Watson to investigate the cheapest way to solve this</p> <p>Cllr Cook and Cllr Corcoran updated on a planning committee at WCC they had attended, hearing the planning application of Humphreys Estate. Cllr Cook was due to speak for 5 minutes, but following a challenge by Councilor Ian Tate that she had a personal and prejudicial interest in objecting to the application owing to living in Northfields, following advice from the County Solicitor her time limit was restricted to three minutes. Cllr Cook was there to represent the Ward, and not her personal view. Cllr Corcoran spoke for 3 minutes and made policy points which WCC had not addressed, including why an environmental appraisal was not conducted. Not one of the points he posed were discussed nor addressed by the Committee and its approval was inevitably. Following the meeting Cllrs Lawton and Corcoran spoke to the planning officer Sarah Tose and asked her if she would look into various issues the Parish Council had raised such as lighting, landscape, tree preservation, hours of work and the development of the site as a whole rather than piece meal.</p> <p>Action: Cllr Lawton and Cllr Corcoran to construct an Appeal letter to Tim Slaney of SDNP.</p>
93/1 7	<p>To receive draft minutes of the 27th July 2017 meeting of the Recreation Committee, receive an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item</p>
	<p>Cllr Wheeler provided an update, and explained that the Rec Committee is obtaining quotes for fencing and signs around the tree roots at Hunter Park.</p> <p>Cllr Watson clarified that standing orders state that any expenditure over £500 requires 3 quotes. WCC have issued new standing orders, so we need to review our standing orders before May.</p> <p>Action: Clerk to add "review standing orders in line with WCC new standing orders" to financial committee agenda 12th October 2017</p>
93.1 / 17	<p>To review and approve the contract for the new Groundsman, Greensmile from 1st October 2017</p>

	<p>Following revisions, the contract with Green Smile will be for £14,102.50, paid over 12 equal monthly instalments. It was resolved to sign a five year contract, with an annual review and an opt-out option after 3 years. The contract will include a 6 month notice period on either side. Proposed by Cllr Lawton and seconded by Cllr Mitchell.</p> <p>Action: Cllr Lawton to update the contract and sign</p>
93.2 / 17	To review and approve the contract for We Can from 1st October 2017
	<p>Cllr Lawton proposed to appoint We Can to do manage the cricket wicket at £8,050 per annum for 3 years, this was seconded by Cllr West.</p> <p>It was discussed that we need a quick response to lock the park gate, to prohibit travellers gaining access to Hunter Park.</p> <p>Action: Clerk to formulate a procedure for a quick response to an alert from WCC of travellers in the area.</p> <p>Action: A handy man is also required for ad hoc repairs in the Parish, Cllr Lawton to consider options</p>
93.3 / 17	To agree the division of tasks between Green Smiles and We can for September 2017 and the resulting invoicing arrangements
	<p>It was resolved to agree to pay Green Smile the additional amount for the cuts required in September. Green Smile cut the grass 5 times at £198 per time + VAT = £1188. It was also resolved to authorise Cllr Lawton to negotiate with We Can a reduction in invoice for September, due to them being unable to cut the grass. Proposed by Cllr Cook, seconded by Cllr Wheeler.</p>
93.4 / 17	To review and approve costs associated with the completion of the contact with We Can
	<p>The Clerk and Cllr Lawton updated the Parish Council on a meeting with Matt Riley regarding the completion of the contract closing 30th September. Matt Riley had mentioned that there was a hire cost of £10 a week for 16 weeks of a rotary mower. Matt had also said there was a £400 charge to borrow a gang mower from Steve Comley, which would be waived in exchange for the leaf collector. It was resolved to pay the £400 for the use of the gang mower, proposed by Cllr Sellars and seconded by Cllr Watson.</p> <p>The hire of the rotary mower was not known to the Parish Council and therefore was not approved. The exchange of the leaf collector could not be approved, as the Parish Council do not know the true value of the machinery, and it may not represent the best deal for the Parish.</p>
93.5 / 17	To discuss and agree a plan to dispose of the machinery at Hunter Park
	<p>Action: Cllr Cook to look into skip hire contacts to investigate the best value for the Parish.</p> <p>Cllr Mitchell offered that he could transport scrap metal to a scrap metal merchant, if we needed to scrap any machinery.</p>

<p>93.6 / 17</p>	<p>Review and approve the repair and / or replacement of broken play equipment at Hunter Park</p>
	<p>Cllr Wheeler had obtained 3 quotes to replace or repair the broken play equipment at Hunter Park. Of the 3 providers quoting, only 1 had provided a quote to actually repair the equipment. This was VitaPlay.</p> <p>The Recreation Committee will review the quotes in more detail, with a guide from the Parish Council that there is £10,000 set aside with a view to build a fund to replace the equipment in the future, and therefore repair may be the most sensible option.</p> <p>Actions:</p> <p>The Clerk to contact VitaPlay to find out how long a repair may last and how long replaced equipment may last</p> <p>Cllr Watson to ask Twyford School if they are happy with the work VitaPlay have recently done for them.</p>
<p>94/ 17</p>	<p>To agree actions to clear watercourse and drainage ditches</p>
	<p>The Clerk has received a poster from HCC reminding residents and Councils that they are responsible for clearing ditches in front of the property they own.</p> <p>The following actions were agreed:</p> <p>Clerk to send the poster out to all residents using TIS, and asking residents to action</p> <p>Clerk to write to property in front of ditches asking them to clear the ditch.</p>  <p>The screenshot shows a web browser window displaying a PDF poster from Hampshire County Council. The poster is titled 'Ditch maintenance post' and contains the following text:</p> <p>or adjacent to it</p> <p>Answer: Yes –You are therefore a riparian landowner and you are responsible for maintaining those watercourses</p> <p>What is a watercourse? Watercourses are any natural or artificial channel above or below ground through which water flows. Watercourses are classified as either 'Ordinary Watercourse' or 'Main River'.</p> <p>Ordinary Watercourses are watercourses that are not part of a main river and include streams, ditches, drains, cuts, culverts, dykes, sluices, sewers (other than public sewers) and passages, through which water flows.</p> <p>Main Rivers are typically larger streams and rivers, but some are smaller watercourses of local significance.</p> <p>The diagram shows two properties, Property A and Property B, with a piped ditch between them. Property A is responsible for the centre of the piped ditch, and Property B is responsible for the adjacent ditch next to the highway.</p> <p>What can land and properties owners do to reduce the risk of flooding?</p> <ul style="list-style-type: none"> Identify your ordinary watercourses/ditches/piped watercourses – check deeds if required Check whether they are clear from debris and vegetation and if not clear them <p>As a landowner you have a right to protect your property from flooding – consider how you might do this and prepare a plan.</p> <p>More information: https://www.hants.gov.uk/landplanningandenvironment/environment/flooding National Flood Forum provides information on preparing for a flood: https://nationalfoodforum.org.uk/</p> <p>Hampshire County Council www.hants.gov.uk</p>

94/17	Public Transport – To receive an oral report from Councillor Wheeler
	Cllr Wheeler updated that the bus stop at Hockley Cottages would be repaired at the end of the month.
95/17	To receive an update from Councillor Corcoran on the progress of grant applications to South Downs and Hants CC for works on Compton Place Lock and the Meads ; to agree action and expenditure necessary for bank renewal and stabilisation, and redesign of the steps and the other elements of the scheme, including a report on the historical significance and interpretation of the water meadow system and kits repair, fencing and interpretation boards; and to approve seeking quotes from less than 3 providers (as a result of only specialist providers to be used): see attached report and draft budget.
	Cllr Corcoran updated that we were short by £3,900 on a SDNPA application for funding for the works. Cllr Corcoran has started to look at other means to fill the short fall.
96/17	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan and resolve to: <ol style="list-style-type: none"> 1. Agree the actions taken so far to clarify the flooding issue 2. Agree to ask Mayer Brown to quote for preparing a report on the flood mitigation scheme, to be based on HCC’s brief and to be jointly commissioned by Vortal and TPC. 3. TPC to consider this quote when it is received 4. To secure a grant from HCC towards the costs of the engineering consultants 5. To agree that the SEA be delayed until further progress has been made on the flood mitigation scheme.
	The above proposal was amended to state that quotations from 3 engineering consultants to be sought. With this amendment it was resolved to; <ol style="list-style-type: none"> 1. Agree the actions taken so far to clarify the flooding issue 2. Agree to ask Mayer Brown and 2 other consultants to provide quotes (3 quotes in total) for preparing a report on the flood mitigation scheme, to be based on HCC’s brief and to be jointly commissioned by Vortal and TPC. 3. Consider the quotations when received 4. Secure a grant from HCC towards the costs of the engineering consultants 5. Agree that the SEA be delayed until further progress has been made on the flood mitigation scheme. Proposed by Cllr Cook and seconded by Cllr Wheeler

97/ 17	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
97.1 / 17	Cllr Lawton to update on Pumfrett's bank
	Cllr Lawton is waiting for a response from Dr Forconi regarding access to the land in question.
97.2 / 17	Cllr Lawton to update on resignation by Andrew Holland
	Cllr Holland resigned in July. His letter of resignation, containing his reasons, was circulated to the Cllrs to note.
98/ 17	To raise any items for the agenda of the 19th October 2017 Full Parish Council meeting
	Cllr Lawton gave many thanks and huge appreciation to Cllr Watson, on her resignation, for all that she has done for Twyford as a Parish Councillor for over ten years.

Jo Nicholson - Clerk to the Parish Council

Contact: twyfordclerk@gmail.com

Item 95/17: Compton Place Lock and the Meads.

Report on Grant application and scheme for TPC

Many will have noticed that the bank of Compton Place lock has had to be reinforced by a large metal grille.

This is because the current has carried away the material behind the steps, leaving a large void; the bed of the lock has been eroded, leaving the steps much higher above the water than they should be. The steps were put in by Twyford Parish Council about 20 years ago and now need an overhaul too. The task of repairing the damage falls to the Parish Council as owners. The Environment Agency has helped us decide the best way forward; a scheme has been designed and costed by Aqua Science. They are a local firm specialising in water engineering contracts; they were the main contractors for the recent Itchen Navigation project, run by the Wildlife Trust and largely funded by a £2 million grant from the Heritage Lottery Fund. The cost of making the bank stable and restoring the steps is about £10,000 plus VAT.

Twyford Parish Council has put aside up to £5000 to towards the project; for the balance, it is applying for grants in the first place from The South Downs national Park Authority. The scheme now includes other elements: new fencing and gates for the surrounds of the lock; interpretation boards; and for the Meads, a study of the historical significance of the watermeadows and causeways. We have also to repair the floated watermeadow dating from the 1680's or thereabouts. Together these extra items bring the total amount of the bid to about £19,000. We hope that part of this sum will come from the South Downs, part from Hampshire County Council, part from the labours of volunteers and gifts in kind; we hope that the Parish's share will not exceed £5000.

Because of the Ecological sensitivity of the Itchen, we must take special care not to disturb the wildlife and so we must avoid any harm to various habitats. October is the spawning period of the salmon; this is likely to delay the work until the spring of 2018.

Stop Press:

The South Downs have voted to offer TPC a grant of £6,300 toward the costs of the scheme. This is about 2/3 of what we had asked for on the basis that other “key partners” should also contribute.

Item 96/17: TPC Sept 21st

TNP : SEA and Flood mitigation Scheme
briefing note by CMC

Actions following TPC meeting on 3rd August

The resolutions from TPC meeting of 3rd Aug have all been auctioned. SDNPA were informed that the SEA should proceed on the basis of site 26 as the sole allocation in the draft plan.

There were two outstanding queries, both for HCC

- a. Is the flood report public yet?
- b. What additional help is being offered by HCC?

It should be noted that TPC came to no resolutions on a number of points raised in my report:

- How to tackle the existing flooding independently of the TNP
- Possible sources of finance for the costs
- Whether to brief consultants independently and how to meet the costs
- Whether to cooperate with Vortal and their consultants.
- What level of mitigation should be aimed for

Further initiative was left with the Chairman and TNP as to how these issues should be tackled.

Meeting with HCC Engineers Flood Team

One of the initiatives which TPC agreed was to take further HCC's offer of “further assistance”. I had asked Clare Mills (HCC team manager) about this and was waiting an answer. A meeting was quickly arranged and took place on Friday 18th Aug at HCC with WL, JM and CC attending for TPC. Clare and her chief engineer Sarah and assistant, Tom, were there for HCC.

Clare confirmed that there was no cash possible from the Government and that none other was in prospect. The study was a step towards a scheme but for a workable and costed scheme to be agreed would require further work for which they had no funds.

I explained the desire of TPC to take this matter on and the potential for development funding from development via the TNP and site 26. What TPC needed to take the study on was an independent brief preferably by HCC. Would HCC be prepared to carry out that work? This would then reassure TPC that the public interest was being properly looked after. Consulting Engineers (Mayer Brown) were already working for Vortal. Did HCC know them and would HCC work with them if TPC were happy with joint briefing of Mayer Brown as an independent consultant? This was all confirmed. and Sarah said she hoped to complete the brief with about 4 weeks.

It was agreed, as a starting point, that the level of mitigation to be aimed for was that the same capacity in ditches or pipework should be achieved above the B3335 (ie to the east) as was provided by HCC to the west of B3335 in the new pipework put in 2002 which accommodated the 2014 flood.

We then met Vortal on 24th August to discuss these issues and the need for a clear solution before the Parish could be expected to endorse site 26. They sent a copy of HCC's flooding report and we agreed it was a useful document but needed further development to agree the best scheme and the costs.

I reported on the state of play with HCC now preparing a brief for consultants to take on the work they had done to the next stage. I asked whether Mayer Brown (who were present) if they would agree to act for TPC as independent consultants, jointly retained by TPC and Vortal, with HCC looking after the public interest. I stressed that TPC had yet to agree this as a way forward. Mayer Brown agreed as did Vortal. I explained that the brief was to be issued by HCC shortly: MB said that they would then prepare a quote for undertaking the work, for consideration by both Vortal and TPC.

The SEA.

The intention was for the SEA to be completed and delivered to TPC by the middle of August. Most of it has been completed and the final Part...the site selection...was waiting for TPC's decision on site 26 which, in turn, was waiting for HCC's flooding report. However this does not seem to have given the assessors sufficient information. The SEA is still struggling with the same issues not just about the feasibility of flood mitigation but also about its delivery...is it affordable? It is clearly difficult for the Assessment to give substantial weight to the flood prevention scheme until more progress has been made in its implementation. However if this leads the SEA to assess site 26 in negative terms, it could well block the only means so far identified for securing the flood mitigation which is to the benefit of the village. So the best course of action seems to be for the SEA to wait for the workings of the flooding scheme, its costing and for some agreement on its financing.

If SEA does not have this evidence then the greater sensitivity of site 26 will count against it.

This will have the effect of delaying the progress of the TNP.

Grant application.

I have started the process of applying for a grant from HCC's Rural community fund for the costs of retaining consultants to work up and cost the flood mitigation scheme.

Summary of current position

TPC's desire to be reassured that flood mitigation is achievable before agreeing to select site 26 has brought together two major initiatives, both of great importance to the village, both complex and both entirely new to TPC, namely progressing the TNP and the flood mitigation scheme. These are now inter-twined; a false move on either could jeopardise the other.

Resolution

6. Agree the actions taken so far to clarify the flooding issue
7. Agree to ask Mayer Brown to quote for preparing a report on the flood mitigation scheme, to be based on HCC's brief and to be jointly commissioned by Vortal and TPC.
8. TPC to consider this quote when it is received
9. To secure a grant from HCC towards the costs of the Engineering consultants
10. To agree that the SEA be delayed until further progress has been made on the flood mitigation scheme.