



BISHOP'S WALTHAM PARISH COUNCIL

**Minutes of the meeting of the Parish Council Planning and Highways Committee
held at the Jubilee Hall, Bishop's Waltham on Tuesday 22nd April 2025 at 7.00pm**

Present: Cllr Conduct Vice Chairman of the Committee
Cllr Homer
Cllr Jelf
Cllr Jones Chairman of the Committee
Cllr Wood

Also in attendance: Mrs McKenzie Committee Clerk/Executive Officer

Members of Public: 1

PH233/24 To receive and accept apologies for non-attendance

Cllr Sherwood – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Jelf

Seconded: Cllr Homer

All in favour

PH234/24 To receive any declarations of disclosable pecuniary Interests on items on the agenda.

None.

PH235/24 To receive any declarations of personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PH236/24 Public Session

The member of the public in attendance wanted to see how the planning system worked and request an update on the land agent consultation on the proposed Botley Road development. The Chairman explained that planning applications were brought to the Committee for consideration each month and comments relayed to the relevant Planning Authority. The Parish Council was just one consultee and any resident could comment on applications. He further stated that the named consultation had now reached its deadline but no application had yet been formally submitted.

The Executive Officer mentioned that a further survey of the SDNP Local Cycling and Walking Infrastructure Plan (LCWIP) was being circulated for input.

The member of the public left the meeting at 7:23pm.

PH237/24 Parish Council's Tree Warden Report - to consider any motion put to the meeting as a result.

Mrs Grover had submitted apologies for non-attendance but had provided notes on tree planning applications.

A resident had requested information on the felling of a pine tree at Priory Park and it was explained that this required action had been identified during the annual tree survey by a professional arboriculturist.



PH238/24 Parish Rights of Way Warden's Report - to consider any motion put to the meeting as a result. Report noted.

PH239/24 Minutes of Meeting of the Planning and Highways Committee – 25th March 2025
Resolved: to approve the minutes of the meeting of the Planning and Highways Committee of the 25th March 2025.

Proposed: Cllr Conduct

Seconded: Cllr Wood

All in favour who were at the meeting on 25th March 2025.

PH240/24 Actions Arising from the Minutes of the meeting of the 25th March 2025.

An update was provided by the Executive Officer. A further email had been sent to Hampshire Highways requesting a meeting but no response yet received. The new bin location for Colville Drive required further consideration as the proposed site was owned by a private landowner.

PH241/24 Financial Position Year to Date

Noted.

Resolved: To note the financial position year to date and movement of underspend to general reserves

Proposed: Cllr Jones

Seconded: Cllr Wood

All in favour.

PH242/24 Operational Spend Items

The two items were discussed – one as needed as a health and safety action (clock flower bed repairs) and the other as a low-cost minor asset spend.

Resolved: To ratify the operational spend items (£192.00 including VAT to the Honest Builder for the Clock Flower Bed repairs, and £174.00 excluding VAT for a waste bin (Get Wheelie £152.00 + VAT) and post (Earth Anchors £122.00 + VAT) for Colville Drive footpath) and refer to Full Council

Proposed: Cllr Jones

Seconded: Cllr Conduct

All in favour.

ACTION: Executive Officer

PH243/24 Planning Applications: to ratify the responses from the Chairman, Vice Chairman and Clerk.

Resolved: To ratify the response to the Planning Application tabled from the Chairman, Vice Chairman and Clerk.

Proposed: Cllr Conduct

Seconded: Cllr Homer

All in favour.

PH244/24 Planning Applications

25/00606/TPO

Closing Date: 22nd April 2024

T1 – Oak – Crown lift to 5m over private garden only and remove deadwood

T2 Field Maple – Crown lift to 5m over private garden only.

Oakview, 14 Foxglove Road, Bishop's Waltham SO32 1QT

Support – unanimous.

25/00584/TPC

Closing Date: 1st May 2025

Works on Four Trees (specific detail on planning application)



15 Lower Basingwell Street, Bishop's Waltham SO32 1AJ
Support – unanimous

25/00676/PNACOU (*Prior Notification of Agricultural Change of Use*) **Closing Date: 6th May 2025**
Proposed Class Q barn conversion from agricultural to a domestic dwelling with an existing agricultural holding
Spring Meadows, Paradise Lane, Waltham Chase, SO32 2TH
Support – unanimous

Resolved: To submit the comments made to the relevant Planning Authority
Proposed: Cllr Jones
Seconded: Cllr Conduct
All in favour.

PH245/24 **Planning Applications. Decisions by WCC Delegated Officers/Committee, SDNP Planning Authority and Appeal Decisions.**
None at this time.

PH246/24 **Potential Sites for Development on the Boundary of the South Downs National Park**
The sites were duly deliberated again following a further meeting of the working group. An explanation was given that the town was being forced to grow southwards and some consideration of the northern section should be considered. A letter had been drafted to send to the South Downs National Park Authority for consideration.
Resolved: To refer to Full Council the potential sites identified for development on the boundary of the South Downs National Park for approval
Proposed: Cllr Wood
Seconded: Cllr Jones
All in favour

ACTION: Executive Officer

The member of the public left after this agenda item at 7:23pm.

PH247/24 **Correspondence – Bishop's Meadow – Entrance Markings**
The correspondence regarding safety concerns for the entrance to the estate was considered as a follow up from a request in January.
Resolved: To contact Hampshire Highways to highlight concern and request appropriate actions are taken, with an offer for funding for improved signage/safety bollards if necessary, with liability to remain with HCC as on Highways Land.
Proposed: Cllr Homer
Seconded: Cllr Jones
All in favour

ACTION: Executive Officer

PH248/24 **Correspondence – Footpath from Lower Lane to Churchyard**
The correspondence regarding the ownership of the pathway between Lower Lane and the churchyard and previous information gathered on the matter.
Resolved: To write to the landowner concerned to investigate details of the deeds to the property in relation to this pathway.
Proposed: Cllr Wood
Seconded: Cllr Conduct
All in favour

ACTION: Executive Officer

PH249/24 **SDNP CIL Funding – Proposal for Kissing Gates into Hoe Road Memorial Meadow**



The funding available was noted by Committee. The stiles linking the Hoe Road Recreation Ground to the HIWWT Memorial Meadow were noted as quite high, not easily accessible and would benefit from enhancement to increase accessibility. The Committee considered a standard kissing gate alongside gates allowing greater accessibility for further mobility levels. The exact cost of the project would be confirmed at the next meeting for approval.

Resolved: To use CIL funding to plan the purchase, delivery, installation and any required groundworks for a kissing gate, with appropriate signage, at the upper end of the site, when the permission of the HIWWT confirmed.

Proposed: Cllr Jelf

Seconded: Cllr Jones

All in favour.

ACTION: To liaise with the HIWWT to seek their permission and support for this project

ACTION: To gather specific costs for approval

ACTION: Executive Officer

PH250/24 Change of HCC Footpath Creation Route

It was noted that the HCC officer in charge of this project had requested a change to the HCC footpath route which would use a pathway onto Parish Council land at Montague Road estate.

Resolved: To ratify the approval of the Committee Chairman and Vice Chairman to the proposed change of HCC footpath creation route

Proposed: Cllr Jones

Seconded: Cllr Jelf

All in favour.

ACTION: Executive Officer

PH251/24 Repair Work for Map Board in Basingwell Street Car Park

The Executive Officer highlighted the poor repair of the map board in the central car park and explained that these repairs could be undertaken locally if approved by Committee. The Committee were in favour of progressing this project.

ACTION: To gather costs for the repair work to the Map Board in Basingwell Street Car Park

ACTION: Executive Officer

PH252/24 Chairman's Report

Nothing to note at this time.

PH253/24 Requests for future agenda items

None at this time.

PH254/24 Date of next meeting - Tuesday 27th May 2025

Noted. Cllr Conduct gave apologies for non-attendance due to a family commitment.

PH255/24 Motion for confidential business: The Chairman then moved: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

PH256/24 WCC and SDNPA Enforcement Lists

Noted.

There being no further business the meeting closed at 8.04pm.