Minutes of the Meeting of South Warnborough Parish Council
The Ridley Hall, Lees Hill, South Warnborough
Thursday 25th June 2026

Present: Cllrs Gavin McBride(GM)(Chair), Alex Bessant(AB), Patricia Forsyth(PF)(Vice Chair), Mark Heslington(MH) and Nuggy Topham(NT)
In Attendance: Susan Richardson (Clerk & RFO), HDC & HCC Cllr Chris Dorn (Part), HDC Cllr Stephen Highley (Part) and 10 Members of the Public

13/26 APOLOGIES HDC Cllr Jon Hale.

14/26 PUBLIC SESSION - Members of the Public present raised; (a) Tennis Net/Storage/Winder - A parishioner present proposed some suggestions relating to the MUGA. Currently the tennis net is removed during times when the MUGA is used for an alternative activity. The net is often left lying on the floor risking damage and/or trip hazard. The PC were asked to consider the purchase of (a) storage box and (b) winder as the current one is missing. GM, as the PC Lead, agreed to investigate both suggestions.
(b) Residential Address Misuse - A parishioner present raised concern that his house name had been incorrectly attributed to another parishioner's complaint reported on in the May Draft Minutes. The May complaint which was via a handwritten note delivered to PF ahead of the May meeting related to lack of verge maintenance along a section of the Alton Road. The parishioner present highlighted that this was not the first time this error had occurred (although first time noted by the PC) within PC Minutes and it was felt to be an 'illegal act' by the Parish Council as such errors could have serious consequences. The PC Chairman, apologised for the oversight and lack of review by the Councillors of the Draft Minutes circulated by the Clerk. He reassured the parishioner that the error would be rectified. **Post Meeting Note**: The Clerk confirmed that the 11th May draft minutes were distributed to all Councillors on the 13th of May 2026 at 23.23 - no errors or concerns were raised by any of the Councillors prior to them being posted on the PC website 5 days later. The Clerk also reported the incident to the ICO, as the Data Protection Officer, as a possible GDPR breach.
HCC & HDC Updates - Cllr Chris Dorn addressed the meeting as the newly elected HCC Councillor as well as a HDC Cllr (so called dual hatted). Chris had submitted 'Monthly Notes' which can be found in full on the PC website www.southwarnboroughpc.org.uk but to note some of the highlights; (a) The Hampshire and Solent Combined County Authority (CCA) has now been formally created, marking a significant step in devolving power to the region. This was billed as "Devolution" with an accompanying Mayor and money, but with the Mayoral Elections deferred to 2028. More details at: Homepage - HSCCA Website (b) Local Government Reorganisation is starting. Hart has appointed Cllrs Neighbour and Radley to the transitional "Joint Committee". Local government reorganisation | Hart District Council (c) Hart Local Plan scoping consultation is live until 19th June: Local Plan Scoping Consultation | Hart District Council (d) Changes in national legislation reduce the local democratic accountability for Cllrs and removing us from many of the local planning decisions. Planning Authorities will also have to offer refusals for >150homes or >15,000m^2 industrialised developments back to the Secretary of State for potential call-in.
HDC Update - Cllr Stephen Highley updated those present of the current situation with regards to Ridley's Piece and Vivid Homes. Following approval of the planning application to 'create' extra car parking spaces within Ridley's Piece the owners, Vivid Homes, have made the commercial decision based on the overall costs.

15/26 DECLARATIONS OF INTEREST AND APPLICATION FOR DISPENSATION UNDER s33 OF THE LOCALISM ACT 2011 - None declared.

16/26 BUSINESS & ADMINISTRATION
To Review & Approve;

(i) Minutes of the Annual Parish Meeting held on Friday 11th May 2026 were unanimously APPROVED following the removal of the incorrect 'house name' raised by a member of the public - 14/26(b). GM Proposed, PF Seconded.

(ii) Cllrs, Clerk & Working Group Reports (a) Councillors & Clerk (b) Anti Fly-Tipping Working Group each delivered a brief update. Clerk Report – Appendix One. (c) Traffic Management Working Group - No general update. Please see Agenda Item 17/26(vi).

(iii) Annual Playground Safety Report - GM confirmed that he had fully reviewed the annual safety report confirming it revealed no areas of concern. The 'watch and monitor' items were noted.

17/26 PROPOSALS & RESOLUTIONS

(i) Codes of Conduct for YE 2027 - Following confirmation by the Clerk that no amendments had been recommended by NALC, GM Proposed that the 2025/26 Codes of Conduct be ADOPTED. PF Seconded the Proposal. The Codes of Conduct were duly ADOPTED.

(ii) Reserves Policy YE 2027 - GM Proposed adoption of the Reserves Policy for the YE 2027 as presented and reviewed. MH Seconded the proposal. The Reserves Policy was duly ADOPTED.

(iii) Financial & Management Risk Assessment YE 2027 - GM Proposed adoption of the Financial & Management Risk Assessment as presented. PF Seconded the Proposal. The Financial & Management Risk Assessment for YE 2027 was duly ADOPTED.

(iv) IA Appointment YE 2027 - The appointment of Claire Connell as the PC's Internal Auditor for the YE 2027 was APPROVED. GM Proposal PF Seconded the Proposal.

(v) War Memorial Renovations - Several quotations were sought for the identified renovation works to the Parish War Memorial. The quotation from Spire Stone Restoration was unanimously APPROVED. The Clerk will accept the quotation as authorised by the PC and MH will manage the works as the Cllr Lead.

(vi) 20mph Zone & Traffic Management - Following the PC's application for a 20mph Zone on the Alton Road HCC's Highways, who are reviewing the application, have requested additional information; 'provision of mean average speed measures between two locations (north & south sites) along the Alton Road'. As the PC has only one SID which collates data two options were available for this Agenda;

(a) Approve HCC's quotation for it to collate the data at a cost of £612.00 plus V.A.T.
(b) Purchase a Data Collating SID, utilizing some of the Police Commissioner's Grant, for siting on an already approved location on the Alton Road.

Neither option was considered as the Traffic Management Working Group submitted, on the 23rd of June 2026, its recommendations to the Parish Council (Appendix Two). GM thanked the TMWG for its great work, commitment to the project as well as the well researched information within its submitted report. The TMWG's 'preferred purchase package' was unanimously APPROVED in principle only. GM requested the following to ensure compliance with its financial governance, legal agreements and due diligence requirements associated with public money spend:-

1. Email confirmation from Ian Janes of Hampshire Highways confirming (a) the data needed, (b) that the PC can supply such data together with (c) exact North & South SID locations.
2. Written agreement from the Police & Crime Commissioners Road Safety Fund Officer confirming that the grants awarded can be spent on the items within the TMWG 'preferred package'. **Note:** The Acceptance of Grants No. 114268 & No 114279 signed by the PC in April 2026 aligns to the two 20 page Grant Agreements between The Police & Crime Commissioner for Hampshire and Isle of Wight and South Warnborough Parish Council each specifies in Schedule One *'for this grant agreement the funding can only be used for the purchase of two speed indicator devices'.*
3. Written report from Ian Janes of Hampshire Highways confirming approved siting and costings (if necessary) of any additional poles/brackets required for the new proposed SID sites on Gaston Lane and Froyle Lane. **Note:** The PC's current Licence Pursuant to s72 Road Traffic Regulation Act 1984 dated the 2nd January 2024 with Hampshire County Council following assessment of existing SID poles only includes Alton Road and Lees Hill. The Licence specifies that, "*The PC shall provide the County Council details of the locations so that the County Council can arrange for the location to be assessed. The PC shall pay the County Council's assessment charge applicable. The SID shall not be installed at a location until the County Council has confirmed in writing that the locations is approved".*

4. Clarity around the £1,800 annual data costs mentioned by the TMWG or whether cable only retrieval would suffice from the proposed 6 SIDs.

Post Meeting Note: Councillors were not supportive of paying for any items prior to delivery.

18/26 FINANCES

(i) Internal Auditors Report YE 2026 was reviewed with recommendations noted.

(ii) Asset Register for YE 2026 as presented was reviewed and unanimously APPROVED.

(iii) AGAR Section 1 (Annual Governance Statement 2025/26) was unanimously APPROVED. The Chairman and Clerk were authorised to sign on behalf of the Parish Council

(iv) AGAR Section 2 (Accounting Statement 2025/26) signed by the RFO was unanimously APPROVED. The Chairman was authorised to sign on behalf of the Parish Council.

(v) BDO Conflict of Interest - Councillors confirmed that they had no conflicts of interest with BDO LLP, the PC's external auditor for the YE 2026. The Chaiman and Clerk were authorised to sign the declaration accordingly.

(vi) Cllr Nomination - Cllr Nuggy Topham was nominated to sign off Bank Reconciliations presented at each PC meeting during the YE 2027.

(vii) Bank Reconciliation to 31st May 2026 as presented on the Agenda was checked against bank statements provided and signed off as correctly reconciled by NT.

Bank Reconciliation to 31st May 2026	**£**
Lloyds Bank PLC Current Account	81,011.15
NS&I Deposit Account	6,329.44

(viii) Payments & Receipts as listed were APPROVED;

Payments		
Larkstel Limited	Bin Collection for May	78.00
Grass & Grounds	Ground Maintenance 01/12	366.40
Claire Connell	Internal Audit YE 2026	225.00
Saquib Ramday	Anti Fly-Tipping Camera Annual Fee (338.40 Euro)	302.07
Grass & Grounds	Ground Maintenance 02/12	366.40
Hart District Council	Uncontested Elections Monitoring Officers Fee	24.00
EIBE	Bronze Inspection Agreement (4 Op Inspections)	570.00
Playsafety Limited	Annual Playground Safety Inspection	162.00
R A Croft	Repair & Reinstatement of Pedestrian Barrier (RTA)	1,096.80
Receipts		
Haven Memorials	Headstone Fee (GR)	104.00
Police & Crime	Commissioners Grant (2 SID Devices) Speedwatch	7,876.00
Police & Crime	Commissioners Grant (2 SID Devices) PC	6,538.00

19/26 PLANNING

(a) To Review and/or Note Comments on current planning matters;

(i) **26/00806/HOU 2 Alton Road** for erection of a single storey rear extension, alterations to paved areas to rear and insertion of windows to ground floor side. It is Noted that the PC unanimously AGREED to offer no comment.

(b) Other Planning Matters;

(i) Village Survey - Following the circulation of a village wide survey comprising of 6 questions seeking parishioners' feedback on (a) requirement for additional rural housing on Gaston Lane and (b) off market development of 9 new homes on land next to Poachers Field (26/00719/PREAPP currently with Hart). GM confirmed that 80 (77 online and 3 by hand) responses had been received. The data will be collated and shared shortly.

20/26 ANY OTHER BUSINESS *(information only)* – None
21/26 DATE OF THE NEXT MEETING is scheduled for Monday 14th September 2026 at 7.30 in The Ridley Hall.

Meeting Closed at 20.43

APPENDIX ONE - Clerk's Report Agenda Item 16/26(ii)

1. TPO (Tree Protection Order) following a parishioner's local tree survey report two trees were identified within the Parish requiring a TPO (a) The Lime Tree at the junction of Lees Hill and the Alton Road. (b) The Lime tree on Footpath 1 off Gason Lane leading down to the Alton Road. **Outcome:** HDC have declined our request based on the fact they are both within the Conservation Area thus protected. Their response as follows;

Where a tree is situated within a Conservation Area and is not already protected by a Tree Preservation Order, anyone proposing to cut down or carry out works to the tree must normally give the Local Planning Authority six weeks' written notice under section 211 of the Town and Country Planning Act 1990. That notice period allows the Council to consider the proposal and decide whether it is expedient, in the interests of amenity, to make a Tree Preservation Order (TPO).

I have not identified a specific or imminent threat to the trees, such as a submitted section 211 notice, a current proposal for felling or significant pruning, or evidence of intended removal. In those circumstances, and their location within the Conservation Area, the existing Conservation Area controls are considered to provide an appropriate level of preliminary protection at this stage. Accordingly, it is not considered expedient at this time to make a new Tree Preservation Order. This position can, of course, be reviewed if circumstances change, particularly if a section 211 notice is submitted, if works are proposed, or if further information is provided indicating a more immediate threat to the tree.

2. Lime Tree, Footpath 1 (Gaston Lane leading to the Alton Road
Following safety concerns raised by a parishioner the PC contacted HCC Countryside Services who report as follows;

Having visited the path and tree in question a couple of times now I must re-iterate my comments from my first report:

"This issue was reported three years ago, at which time a ROW officer inspected the tree and referred it to a specialist arboriculture inspector. The inspector assessed the tree as being in good condition, with only minor to moderate discrete deadwood, which did not pose a significant risk to users of the footpath. Following a recent re-inspection in response to the new report, we do not consider the tree's condition to have deteriorated, nor is there an increased risk to footpath users.
Hampshire County Council considers this to be a privately owned tree forming part of a historic boundary, located outside the extent of the right of way and therefore outside of HCC's responsibility. You would need to address any further concerns directly with the tree's owner."

In addition to the above, the definitive width of this section of Footpath 1 is recorded as 10ft wide. The narrowest point between the side of the tree's trunk and the boundary fence on the opposite side of the path is almost 9 feet wide. This means approximately 1 foot of the tree's diameter now lies within the legal width of the right of way, with the remaining, larger portion lying within the adjacent land parcel.

The definitive statement was set down in the 1950s and it is reasonable to assume the available width of the footpath at that time was the 10 feet that has been recorded, with the tree continuing to grow and expand in the 70 years since and encroaching upon that width as a result.

In summary, the Countryside Service considers this tree to be a boundary feature of the Latymer House property, it never, historically, forming part of the footpath extent. Responsibility for any tree works ultimately rest with them, though, as stated above, we do not consider remedial works to the tree necessary at this time."

3. Granary Barns, Alton Road (Secondary Entrance & Planning Inspector's Advice)
(a) We were advised in November 2025 that Hampshire Shared Legal Services had reviewed the witness statement provided by HDC Enforcement and that legal action would be taken. A date is awaited.
(b) A parishioner raised the question of 'time restrictions' on units within Granary Barns following their promotional board offering units with 'unlimited hours & days of use'. HDC Enforcement have confirmed that no time limit was placed on the original planning application and that any concerns would need to be reported to Environmental Servies for review.

4. Grass Verge Maintenance (Wychwood House to 30mph Highway Signage)
Both the Clerk and HDC Cllr Stephen Highley have exchanged emails with a parishioner and Basingstoke & Deane Borough Council's HDC Streetcare Manager, Matt Landucci regarding the short section of grass verge between Wychwood House and the 30mph highway signage. For interest; HCC are responsible for verge maintenance outside of 30mph sections with HDC being responsible for verge maintenance within 30mph sections. History, HCC cleared out a ditch and piled the soil on the verge (as they do throughout the county) – but this pile meant that the HDC grass cutting machinery could not cut the grass up to the 30mph signage. The Streetcare Team arranged for the 'pile' to be removed and strimming was undertaken. Following a further complaint the Streetcare Team issued the following response;-

"I sent out a member of the team only a week or two ago specifically to strim this area back which was completed as discussed. The grass team attended SW yesterday to carry out a routine verge cut of the area, but obviously this bit did not require cutting again. The team are aware of the area and will be cut back again on the next round when it will require further maintenance".

5. Section 106 Leisure Funds
An email was received from HDC's S106 Section Drawdowns on the 11th June advising that; *"alongside our finance team we have reviewed the funds currently held but unallocated by HDC for Leisure Projects in your Parish area. At present we hold £1.38. Please provide bank details so that these funds can be allocated."* The Clerk has responded the funds are awaited.

Rationale for new SID purchases

Dated: 23/06/26

Executive Summary

- **Decision needed:** Approve repair of the existing SID, purchase of three new Standard data-enabled SIDs, data upgrades to two existing SIDs, and associated posts and sockets.
- **Financial position:** Total cost is £16,455.80 including VAT, or £13,946.50 excluding reclaimable VAT, leaving £467.50 of the £14,414 grant allocation available for Blounce.
- **Strategic value:** The package ensures all six South Warnborough SIDs are data-enabled and provides local evidence for the proposed 20mph zone and future traffic-calming cases.
- **Why now:** WestcoTec's 10–12 week lead time means early approval is needed to secure equipment, start data collection and protect use of the grant before April 2027.

Rationale

We have received the following grants from the Police & Crime Commissioner's road safety fund:

- SW Community Speed Watch £7,876
- SW Parish Council £6,538
- TOTAL = £14,414

The grant agreements specify the purchase of two SIDs per grant, four in total. Following discussion with the grants administration officer, it has been confirmed that the funding may be used for speed enforcement or reduction equipment, including SIDs and radar guns, but not for road architecture such as gates.

Hampshire Highways, as part of its assessment of the proposed 20mph zone and associated traffic-calming measures on Alton Road, has requested traffic survey data from both north and south sites on Alton Road.

Hampshire Highways can carry out this survey for £612 plus VAT; however, the Parish Council and Traffic Calming Working Group (TCWG) would have no control over the timing or precise location of the survey, so using data-enabled SIDs would preserve funds and provide locally controlled evidence.

Susan (SW PC clerk) has also confirmed with WestcoTec that their current lead-in time for SID purchase is 10 – 12 weeks. However, the TCWG understands that these timelines may be shortened, if we paid the money up front for example.

South Warnborough currently has three SIDs located along Alton Road, two of which do not collect data and only display THANK YOU/SLOW DOWN legends in full colour.

Our existing data-enabled SID is a Standard SID and displays a Slow Down message.

Please see table (here and attached) for current prices for the various SID options from WestcoTec.

Westcotec SID Pricing

Type of SID	Option 1 Mini SID Single Colour	Option 2 Mini SID Full Colour	Option 3 Standard SID with SLOW DOWN Legend	Option 4 Standard SID with SLOW DOWN Legend Full Colour	Option 5 SID with THANK YOU/SLOW DOWN Legend	Option 6 SID with THANK YOU/SLOW DOWN Legend Full Colour
Cost	3159.00	3554.00	3366.00	3636.00	3824.00	4094.00
Data Cost	379.00	379.00	379.00	379.00	379.00	379.00
Padlocks	21.00	21.00	21.00	21.00	21.00	21.00
Sub Total	3559.00	3954.00	3766.00	4036.00	4224.00	4494.00
VAT	711.80	790.80	753.20	807.20	844.80	898.80
Total	4270.80	4744.80	4519.20	4843.20	5068.80	5392.80
			Equivalent of current middle SID			Equivalent of current North & South SID (excluding data)

Notes

Correcting data faults with existing SID £98.50+VAT = £118.20
Adding data to existing SID = £575.00+VAT = £690.00
Data cost covers first 2 years after which it is £300 +VAT per SID per year (Bluetooth)
Costs include spare battery, charger and fixing brackets.
Removing data enablement saves £379 per sign (£454.80 inc VAT)

After careful consideration, the Traffic Calming Working Group recommends the following purchase package as the most effective option to meet South Warnborough's road safety, evidence-gathering and grant-use requirements.

- Purchase 3 x Standard SIDs with data capability, repair the current SID, add data capability to 2 existing SIDs, and purchase one post plus two posts and sockets.
- Total cost is £16,455.80 including VAT, equivalent to **£13,946.50 excluding VAT** once reclaimable VAT is removed.
- (This leaves £467.50 available for Blounce within the grant-funded allocation.)

Although lower-cost variations are possible, this option makes best use of the available grant funding because reclaimable VAT enables the Parish Council to obtain three new Standard SIDs while ensuring all six SIDs are data-enabled.

This recommendation will also support the production of future evidence for Lees Hill, Gaston Lane and Froyle Lane, strengthening the case for further traffic-calming measures if required, particularly if the planned development at Newlyns Farm or Junction 5 proceeds.

Councillors are asked to approve proceeding immediately with repairing the current data-enabled SID, upgrading the other 2, and purchasing the recommended SIDs, so that South Warnborough can begin gathering the evidence needed to support the 20mph zone proposal and ensure the Police and Crime Commissioner grant funding is spent before the April 2027 deadline.