

**DROXFORD PARISH COUNCIL**  
**Minutes of the Meeting of Droxford Parish Council**  
**7.30pm on Thursday 7 December 2017 at the Village Hall, the Square, Droxford**

**PRESENT:** Barbara Chandler, Mark Dennington, Colin Matthissen, Janet Melson - Vice-Chair, Ann Newman

**IN ATTENDANCE:** District Councillor Linda Gemmell and District Councillor Vicki Weston arrived 8.15 and 8.20pm respectively.  
 Rosemary Hoile – Clerk

**PUBLIC** None

**17.93 Apologies for absence:**

Chris Horn, District Councillor Pearson. County Councillor Huxstep had advised of a conflict of meetings.

**17.94 Declarations of interest:** Anne Newman declared a personal interest, as a neighbour, in planning application minute ref: 17.97.1 relating to Stedham House.

**17.95 Minutes**

Minutes of the Parish Council meeting held on 16 November had been previously circulated and were **APPROVED** as a true and accurate record.

**17.96 County and District Councillor’s Report:**

County Councillor Roger Huxstep had circulated a report for December.

District Councillor Weston had circulated a report for December.

**17.96 Finance, Grants & Governance**

17.96.1 Schedule of payments listed in Appendix A. **APPROVED**

17.96.2 Receipts and expenses were **NOTED**. The bank reconciliation to 30 November 2017 was **APPROVED**.

17.96.3 Precept 2018/19:

The final estimate for the Budget 2018/19 was incomplete. Cllr Dennington had received estimates for refurbishment works at the Pavilion for the Council to consider at the current meeting. Cllr Matthissen agreed to circulate the final budget and 2018/19 precept proposal. The parish precept will be approved at the January meeting.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Finalise 2018/19 parish requirement and precept .	Dec	CM

17.96.4 Heritage telephone kiosk:

WCC Community officer said WCC’s original objection was due to applying on behalf of SDNP for listed status. The Clerk received confirmation of Grade 11 listed status on 21 March 2017. The Clerk has since applied to purchase online at ‘BT Adopt a Kiosk’.

17.96.5 ITC information:

The Chair was handed hard copy of equipment passwords and pin numbers contained within a sealed envelope, pursuant to Droxford Financial Regulation 6.11 (October 2017).

17.96.6 External audit appointment:

Pursuant to Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd has been appointed as the sector led body to appoint local auditors. PFC Littlejohn LLP have been appointed external auditors to Droxford Parish Council.

**17.97 Planning:**

**17.97.1 New Planning Applications**

New planning applications:

**Ref:** SDNP/17/04997/TPO

**Location:** Stedham House, South Hill, Droxford SO32 3PB

**Proposal:** Dismantle tree to ground level.

**NO COMMENT**

**Ref:** SDNP/17/05657/FUL

**Location:** Burnham House, Northend Lane, Droxford SO32 3QN

**Proposal:** Single storey extension.

**NO COMMENT**

**Parish Consultee letter**

**Ref:** SDNP/17/01630/FUL.

**Location:** Droxford Antiques, High Street, Droxford SO32 3PA

**Proposal:** Convert existing building to residential and 2 storey extension to the rear( amended description)

The Council

- supported the revised proposal which would be in keeping with the existing character of High Street.
- expressed concern at the proposed black stained timber feather edged cladding. A natural aged timber would be in keeping with other buildings in the village.
- objected to solar panels proposed for the 2 storey extension roof which would be visible from High St in a conservation area.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
Respond to parish consultee letter	Before 21 Dec	Clerk

19.97.2 Planning Report - Appendix B **NOTED**

17.97.3 Townsend site: Councillor Dennington reported the developer had accepted responsibility for fractures in existing pipework and had made good. He confirmed all planning conditions had been discharged and development can now proceed.

17.97.4 St Mary's & All Saints Church Droxford – building works for community hub extension.

Consent for taking down brick pillar and section of low level wall to enable access for plant and equipment. *(Pillar and wall to be reinstated at no cost to the parish on completion of works.)*

The Council **AGREED** to defer consideration pending receipt of detailed information regarding access.

**17.98 Recreation Ground, Cemetery and Allotments:**

17.98.1 Recreation Ground:

a) Site of bonfire: The Chair advised that the burnt patch had been dug up and seeded by a village resident. It was proposed to wait until Spring to ascertain the extent of further work if required.

b) The Pavilion: Cllr Dennington presented a working budget for refurbishment (Appendix C). The existing building is basically sound and roof is in good condition. Refurbishment of the existing building would be the most cost effective way forward to significantly prolong the useable life of the Pavilion at an estimated budget cost of £30,000.

The Council unanimously **AGREED** a plan covering refurbishment of the existing building over the next 3 to 5 years. Introducing bi-fold door sets would increase opportunities of use. Improved catering facilities would benefit existing users and encourage wider use.

<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>
To advise Droxford Cricket Club of proposed improvements and request comment.	Dec/Jan	MD/ Clerk

c) Play area: The Chair will be advised of the donation agreed by the Droxford Fair Committee at their Annual General meeting on Saturday 9 December. The Finance Working Group had made provision to match fund the estimated donation in the Council's 2018/19 budget estimate for the parish requirement.

d) Parking: Cllr Melson had written to Droxford Junior School and the Montessori Nursery School to express the Council's disappointment that parking problems had not reduced as hoped with the creation of additional spaces at the Recreation Ground which remain empty whilst vehicles continue to park in the lane outside the school and nursery. The schools' assistance was sought to encourage safe access to the lane and car park by cars and school children.

17.98.2 Cemetery – nothing to report

17.98.3 Allotments - Nothing to report

**17.99 Roads, Transport and Highways**

17.99.1 Drainage line across the Manor Field to the River Meon. The riparian owner had contacted the Council to confirm correspondence with the Environment Agency regarding completion of work by the Agency on the open channel. The riparian owner is awaiting further information regarding completion of existing outstanding work. Maintenance of the channel will then fall to the riparian owner at which time the Parish Council will be notified. Until that time the Environment Agency is currently the first point of contact.

17.99.2 Communities Against Noise and Speed (CANS)

Cllr Melson participated in the meeting held at West Meon Village Hall on 18 November, also attended by the Police and over 160 residents from West Meon, Warnford, Exton, Soberton and Corhampton. George Hollingbery MP was represented by his research assistant. The Chairman expressed a loss of confidence in the Police and Crime Commissioner. He polled attendees for two actions they would support or participate in to bring about a reduction in speeding and noise on the A32 and feeder routes. Proposals ranged from lying down on the road to campaigning for legislative change and installation of average speed cameras. The Chairman announced he was to step down due to other commitments. He proposed the way forward in the shape of a new campaign group and requested volunteers from those present to form a committee.

**17.100 Footpaths & ROW**

To approve in principle, subject to consultation with, and landowners' approval, submission of grant applications to replace –

FP17: 2 legacy timber stiles adjacent to Whitelands with 1 kissing gate.

FP12: 1 legacy timber stile next to Manor field timber gate with 1 kissing gate.

The Council failed to reach a conclusion to support grant applications. Members objected to the use of galvanised metal gates when sited adjacent to traditional timber fencing. They were not persuaded that HCC's 1.5 m standard issue mobility gate prevents sheep from passing through. A contribution towards purchase of timber kissing gates if a kissing gate considered by a landowner failed to meet HCC Countryside Access grant conditions was discussed.

**17.101 Parish Matters**

17.101.1 The Parish Plan live action grid was reviewed. Cllr Melson is in the process of producing the final document for consideration and posting on the website.

17.101.2 Caring for Elderly in the Community.

Councillor Melson attended a meeting held at Meonstoke to discuss care in the Community. She reported a new pro-active care team based at Wickham Surgery. The pilot scheme is part of the NHS strategy to keep people out of hospital and enable older people to live at home for longer. Recruitment of Village Agents trained by Age UK, is actively encouraged by local authorities. Representatives of Droxford Community Care Group and the Royal British Legion maintain Village Agents appointed in the Meon Valley would duplicate care currently conducted by existing networks which have operated for many years.

17.101.3 Lengthmen Scheme.

ISS lengthsmen were insufficiently equipped to carry out the tasks scheduled for 21 November. The Clerk had complained to the scheme administrator.

**17.102 Consultations, Meetings & Training.**

The consultation on draft Central Winchester Regeneration SPD was **NOTED**.

**17.103 Correspondence received.**

None

**17.104 Date of next meeting:** 7.30 pm Thursday 11 January 2018 at the Village Hall, Droxford.

The meeting closed at 9.05pm

Signed.....Date.....

**APPENDIX A – FINANCE STATEMENT**

<b>INCOME</b> (17 November – 4 December)	£	£
Donations	1,100.68	

**PAYMENTS TO BE AUTHORISED**

EV46 EMS South – Nov contract		300.00
EV47 R Hoile - office expenses		<u>14.99</u>
		<b><u>314.99</u></b>

**BANK RECONCILIATION 1 April - 30 November 2017**

BANK ACCOUNTS				£	£	£
Current Account: Unity Trust Bank A/C No. ....455						
Balance as per bank statement No 85 as at 30/11/17					1,008.50	
Add outstanding lodgement					-	
<u>Less</u>						
EV41	300196	WCC dog bins		35.00		
EV42	300195	M Stevens		32.00		
EV45	300197	B Chandler		9.50		
EV46	BACS	EMS Inv 542 Nov maintenance		300.00	- 376.50	
Deposit Account: Unity Trust Bank A/C No. ....069						
Balance as per bank statement No 7 as at 30/11/17					23,359.16	
Cemetery Account: Unity Trust Bank A/C .....980						
Balance as per bank statement No 26 at 30/11/17					2,713.28	<b><u>26,704.44</u></b>
CASH BOOK:						
Balance as per Cashbook 30/04/17						
Balance b/f 1/04/17					25,919.99	
Add Receipts 1/4/17 - 31/10/17					38,397.73	
Less Payments 1/4/17 - 31/10/17					- 37,613.28	<b><u>26,704.44</u></b>

**RESERVES**

**Allocated reserves**

Capital project	9,883.75	
Cemetery	2,713.00	
ICT replacement	1,819.00	
'Raise for the Rec' fund (Play £802.07 + Pavilion £2710.15)	3,512.22	
<b>General reserve</b>	8,776.47	<b><u>26,704.44</u></b>

## APPENDIX B – PLANNING REPORT

### 6. PLANNING

6.1.1 **NEW APPLICATIONS** see agenda (applications received w/c 4 December will be included)

#### 6.2.1 APPLICATIONS IN PROGRESS

Reference: SDNP/17/03779/FUL

Proposal: Change of use of first floor accommodation to 3 residential flats

Address: Office Over Meringtons Convenience Store Garrison Hill Droxford SO32 3QL

Reference: SDNP/17/01630/FUL

Proposal: Demolition of an existing shop and the erection of a new detached private dwelling Address: Droxford Antiques High Street Droxford SO32 3PA

#### 6.2.2 DECISIONS

Reference: SDNP/17/05206/TCA. Stedham House , South Hill, Droxford, SO32 3PB

Proposal: T1, T2, Yew.

Decision: **RAISE NO OBJECTION**

Reference: SDNP/17/04712/DCOND. Townsend, Northend Lane, Droxford, SO32 3QN

Proposal: Discharge of Condition 16 on planning consent SDNP/15/03895/FUL

Address: Decision: **APPROVED**

Reference: SDNP/17/04873/TPO. South Hill Cottage, South Hill, Droxford, SO32 3PB

Proposal: T1 Lime T2 Holly.

Decision: **RAISE NO OBJECTION**

#### 6.2.4 ENFORCEMENT (notified by WCC Planning Enforcement 28/11/17)

##### Cases closed

Ref: SDNP/13/00238/DEVMON Townsend, Northend Lane, Droxford SO32 3QN

Ref: SDNP/17/00210/GENER Admiral Vineyard, Swanmore Road, Droxford, SO32 3AH

Ref: SDNP/16/00015/GENER Peak Down, Hacketts Lane, Droxford.

##### Cases open

Ref: SDNP/13/00181/UNCM Four Acres, Midlington Road, Droxford SO32 3PD

Alleged unauthorised use of mobile homes for residential purposes.

Ref: SDNP/17/00674/ADVERT The White Horse Inn, South Hill, Droxford, SO32 3PB

Alleged unauthorised changes to signage without LBC

Ref: SDNP/16/00367/COU Land at Droxford Lane Hampshire SO32

Alleged residential mobile homes x 2

Ref: SDNP/17/00592/COU Waterside Cottage Cutts Arch Droxford SO32 3PD

Alleged change of use of field to domestic use due to advanced construction of a swimming pool with concerns of treated water by a river.

Ref: SDNP/17/ 00132/UNCM Mobile Home at Clayhill Farm, Mayhill Lane, Swanmore SO32 2QW

Alleged residential mobile homes.

Ref: SDNP/15/00408/COU Swanmore Barn Farm, Park Lane, Swanmore SO32 2QQ

Alleged change of use of agricultural barn to stables.

## APPENDIX C

Memo: 6<sup>th</sup> December 2017

### Ref: Pavilion at Recreation Ground

Dear Fellow Councillors

Following our many discussions and concerns regarding the condition of our Pavilion, I have undertaken an inspection of the property. The following points detail initial works which I believe will enable the Parish Council to significantly prolong the useable life of the Pavilion, make it easier to maintain and widen its use to other groups and individuals in the village.

The existing structure is mainly half height brickwork on a concrete slab with timber and metal framing above, externally clad in UPVC with UPVC windows. The roof is steel sheet, all generally in good condition. Internally the studs are clad in plasterboard (not very well) with a plywood floor and basic kitchen and WC facilities and a good sized showering area.

Despite its appearance, the overall condition of the building is reasonable. The roof is sound, the walls are structurally acceptable and the windows are perfectly serviceable. However, due to the general lack of maintenance and poor standard of previous workmanship, combined with the poor layout, lack of kitchen facilities etc, there is much that can be done to effect improvement.

Budget costs are provided below to inform a course of action to be instigated over the next few years. We can achieve a sustainable, economic and ultimately useable building which I am sure will be a great village asset.

#### Budget Costs Only

1.	Cut out the existing front door and some of the windows to either side and replace with bi-folding door sets. This will open the room on a nice day to the outside; the opposite if the weather is inclement.	£6,000.00
2.	Repair floor and overline with plywood.	£1,100.00
3.	Completely strip all of the internal wall linings (except shower room) and carry out minor repairs to the structure if required, then to line all walls and underside of roof with Celotex sealing joint with tape and covering with a vapour barrier sheet. Overline walls only with plasterboard, tape, joint and skim.	£7,500.00
	Replace softwood joinery, i.e. door linings and skirting, with new.	£575.00
4.	Fix new kitchen as per plan in this document.	£6,177.19
5.	Install new fully ducted ventilation system to both intake fresh air and extract old. This will run 24 hours a day keeping the building fully ventilated.	£1,500.00
6.	Fix new MF suspended ceiling throughout.	£1,500.00
7.	Decorate throughout.	£2,000.00
	<u>Contingency</u>	£5,000.00

The costs I have provided reflect today's building costs and I fully appreciate there are items I have not considered, however the measured estimated costs will be less than the budgeted costs and the contingency will take care of the other items.

Mark Dennington  
Parish Councillor