

## DROXFORD PARISH COUNCIL

### Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 17<sup>th</sup> March 2016 at Droxford Village Hall

**PRESENT:** Cllrs Pietro Acciarri, Barbara Chandler (Chair), Nick Fletcher, Janet Melson (Vice Chair), Louise Withers  
**IN ATTENDANCE:** Rosie Hoile – Clerk  
**PUBLIC:** Two members of the public were present and City Councillor Vicki Weston (arrived 8 pm)

230.15 Apologies for absence were accepted from Colin Matthissen due to a business commitment. The Clerk had received apologies from City Councillor Dibden due to ill health.

231.15 There were no declarations of disclosable pecuniary and non-pecuniary interest.

232.15 The meeting adjourned briefly to allow participation by members of the public.  
A potential breach of planning conditions was raised concerning Walton Farm, Watten Lane for the Clerk to pass to Corhampton & Meonstoke Parish Council. Richard Adams reported on his survey of residents parking in the Park following a walk round with Cllrs Fletcher and Melson. Of 13 garages in the garage block occupation by 7 vehicles was confirmed. WCC charge £60 per month for use which is not exclusive to residents. The number of vans and lorries has increased - not necessarily owned by the Park residents.  
Richard Adams said the issue is the mess caused by parking on the grass verges.

The Chair advanced item 10.1 on the agenda in order not to detain Mr Adams. The meeting re-opened.

233.15 Cllr Melson requested the Clerk to record the Council's appreciation of Mr Adam's excellent work; she and Cllr Fletcher will use information collected to date to identify parking problems due to possible displacement. A wider exercise in the village might be needed to assess parking space location deficits and liaise with WCC Highways; also Housing and Planning if necessary.

234.15 The minutes of the Parish Council meeting held on 18<sup>th</sup> February 2016 were approved and signed.  
**RESOLVED**

235.15 **The Chair's Report:**  
The late Grace Dumper: The Chair requested the Council's grateful thanks be recorded to the GP, carers and members of the Community for their effort which enabled Grace to stay at home up to her death, be recorded. Repairs to the Church tower: On 5 March Cllrs Chandler and Melson met with Tony Hoile to discuss locating the contractor's site compound on the Parish Green. It was agreed that all equipment and material associated with the tower restoration work should be sited within the footprint of the churchyard with the exception of a skip which could be placed on the Parish Green, but that this must be removed prior to the wedding planned for 21 May and for the Country Fair on 4 June.

236.15 **Planning:**

236.15.1 **Planning Applications**

SDNP 16/00923/HOUS Willow House, South Hill Droxford SO32 2PB

Replacement of defective window sashes and repair frames where possible **NO COMMENT**

236.15.2 **Planning Decisions** – See Appendix A

236.15.3 **Planning Enforcement** – See Appendix A

Cllr Acciarri said Michaela Mercer had reported no new caravans. He requested the Clerk to check the issues raised which the enforcement officer had not addressed.

ACTION	BY WHO	BY WHEN
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*Cllr Vicki Weston joined the meeting. She had been asked to attend by Cllr Dibden in order to introduce herself as one of the three prospective Conservative candidates standing for the Central Meon Valley ward in the forthcoming WCC election on 5th May. The re-drawn ward boundary encompasses Hambledon, Soberton, Droxford, Swanmore, Waltham Chase and Newtown\*.*

\*Added following April Parish Council meeting. (Omission noted after the Minutes had been approved.)

#### 236.15.4 **Village Design Statement**

Cllr Fletcher advised that Jeff Hooper had resigned as Chairman of the VDS group due to increased work commitments. In Jeff Hooper's opinion the need for a VDS i.e. to influence development in terms of scale style and size is not necessary now the Parish Plan has been adopted by SDNP. The SDNP Draft Local Plan has gone to Consultation. Design policies and house allocation (11 units) had been determined until 2032. Views had been canvassed from members of the Committee. The consensus was to decide after the final SDNP Local Plan had been published. Cllr Fletcher was unsure of the value of a VDS, Droxford vernacular architecture is an eclectic mix of Norman to modern day. If the Council were minded to set up a VDS Committee it would need to be formally funded. Cllr Weston said funding is available. Cllr Melson asked if the risk of not having a VDS is significant unless there is funding, strong leadership and draws wider interest from the community.

**RESOLVED:** To leave the VDS in abeyance until after the SDNP Local Plan has been published. Cllr Weston asked if the PC considered anything was missing from or detrimental in the SDNP Local Plan. There is still time to comment.

237.15.5 SDNP Notification of Green Spaces - Cllr Fletcher was in the process of notifying SDNP of Parish owned area of the Church Yard and updating the GetMapping website.

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
To forward GetMapping link to Cllr Weston	April	Clerk

#### 238.15 **Finance, Grants & Governance.**

238.15.1 Vacancy for Parish Councillor: No applications have been received by the Clerk and WCC advise there have been no applications from at least 10 electors for a poll to be held. After the statutory period to hold a poll expires on 19th March, the Council may co-opt.

238.15.2 To note income and expenditure and approve payments in Appendix B **APPROVED**

238.15.3 **RESOLVED** to approve the Executive Checklist 2015, having been previously circulated. The Checklist was signed by the Chair.

238.15.4 **RESOLVED** to approve designation of the area between the low boundary wall of the Square to the boundary of Parish Council owned land delineated in the deeds dated 1953 as 'The Parish Green'

238.15.5 Cllr Melson had circulated the first draft of a hire agreement for the Parish Green and the Square. She will discuss the document with Tim Crowfoot in order to work in partnership with the Village Hall Committee. She asked Councillors to email specific concerns. She will then discuss the amended draft agreement with the owner of the Old Rectory.

#### 239.15 **Recreation Ground, Cemetery and Allotments.**

239.15.1 The Annual Play Inspection Report had been circulated. The Council had known for some time the merits of some of the equipment. Cllr Fletcher will liaise with the Clerk concerning urgent items. It was agreed to draw up a maintenance programme

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
Maintenance program	April / May	NF/Clerk
Unbolt slide	April	NF to unbolt
Obtain quote to remove slide	April	Clerk

239.15.2 Sam Crutchfield has agreed to carry out weekly play area inspections. He is qualified to carry out inspections. Cllr Fletcher also volunteered to undertake HPFA training for play area inspections.

ACTION	BY WHEN	BY WHOM
ROSPA play inspection sheets to SC	asap	The Clerk
Book HPFA play inspection training for NF	May	The clerk

240.15. **RESOLVED to approve** placement of an oak bench in the Cemetery. The Parish Council acknowledged appreciation of the donor's generosity.

241.15. To consider a draft agreement to Rent an Allotment to replace the existing Agreement. **DEFERRED**

242.15 The Chair had been pleased to receive a resident's offer to join a new Cemetery Working Group in May. **RESOLVED** to approve co-option to the Cemetery Working Group at the next annual meeting of the Parish Council.

**243.15 Roads, Transport & Highways.**

243.15.1 Extra car parking spaces proposed for the Park – see 232.15  
It was proposed Cllr Weston approach Neville Crisp to advise the Council of possible solutions.

ACTION	BY WHEN	BY WHOM
Ask Cllr Weston to write to Neville Crisp	May	JM / NF

243.15.2 Bench – St Marys Close: *(Clerk's note subsequent to meeting)*  
*The Clerk had received approval from Neville Crisp, WCC Traffic Engineer acting on behalf of HCC Highways under the traffic management agency agreement.*

**244.15. Footpaths and Rights of Way**

244.15.1 Matters Arising: Stiles  
The Chair had received detailed reports regarding satisfactory re-fencing of the Martineau estate. The remaining stile and fence on the (Soberton) side of the river is assumed to be Mr Bower's responsibility. Ownership of the stile adjacent to Whitelands and requiring extensive repair has yet to be confirmed.

ACTION	BY WHEN	BY WHOM
Contact ROW officer to consult Definitive Map held by HCC Countryside Access	April	The Clerk

Cllr Weston said footpath matters can also be reported on the HCC website in the same manner as reporting potholes

244.15.2 The Chair had been pleased to receive a resident's offer to join a new Footpaths Working Group in May. Their knowledge of ROW would be a valuable resource and recent contribution to stile monitoring had been very helpful. **RESOLVED** to approve co-option to the Footpaths Working Group at the next annual meeting of the Parish Council.

**245.15 Parish matters.**

245.15.1 Matters arising:  
- Clean for the Queen 5th March: Cllr Melson thanked the 14 volunteers who had turned out for the community effort on a very cold day. Had the original date been adhered to, attendance might have been higher.  
- Fly the Flag: Cllr Melson reported a good turnout.

- The Clerk reported it was not possible to guarantee a totally car free area by restricting access to part of the Square for events. Despite delivery of 50 flyers, and the area cordoned off the previous night, a car was parked in the restricted area the following morning.
- Arrangements for the Parish Green 21 May: Cllr Melson to brief the bride/bridegroom. See Chair's Report Minute item 235.15.

- 245.15.2 The Chair asked the Council to consider the merit of designing a dedicated Parish Council logo or a generic logo for use by the community. Closing date for submissions 6th May. Designs will be displayed at the Country Fair on 4th June and again at the Parish Council Surgery on 11<sup>th</sup> June.
- 245.15.3 **RESOLVED** to approve trial of a Community Newsletter for 6 months. There was concern at the volume of work required to maintain. Data protection was considered, Cllr Weston advised sending blind copy and an option to unsubscribe. Cllr Fletcher will email History Group.
- 245.15.4 **RESOLVED** to approve trial Parish Council Facebook for 6 months. The Chair had engaged the help of Emma Stock. 3 'likes' had been reported to date.
- 245.15.5 Incidents of 'car keying' by unidentified persons had been reported at the School. The Chair had met with Matthew Dampier to discuss. Difficulty parking was considered to be an aggravating factor.
- 245.15.6 Big Tidy Up: Dates were agreed for Autumn - Saturday 29<sup>th</sup> October 2016 and next Spring – Saturday 25<sup>th</sup> March 2017.

ACTION	BY WHEN	BY WHOM
Book dates - Village Hall	April	JM
Upload to website	April	BC

**246.15 Consultations, Meetings and Training.**

- 246.15.1 HCC Household Waste & Recycling. Consultation to run from 20 April to 25 May.
- 246.15.2 HIOW Devolution meeting: Cllr Melson reported small rural parishes will not be affected. It was noted thousands of planning permissions had been granted but developers were sitting on the land. The Government has already commissioned a review to assess effectiveness of CIL to provide funding before it has come into force. Cllr Weston observed that whole County devolution had been rejected in favour of a unitary authority spearheaded by a 'metro mayor' by Southampton, Fareham, Gosport and Portsmouth Councils.

**247.15 Correspondence received which is not included elsewhere on the agenda.** - None

**248.15 Rolling Action Plan:** Appendix C: **NOTED**

**249.15** Items for the May agenda. Restricted parking sign for St Mary's Close, Oak Tree, Lengthsmen, repositioning of grit bin in The Square (The April agenda to focus on Finance and Planning if possible due to being a short meeting prior to the Annual Parish Meeting)

**250.15 Date of next Parish Council meeting:** 6.30 pm Thursday 21<sup>st</sup> April 2016 at Droxford Village Hall.

***Cllr Acciarri announced he was standing down with immediate effect and gave his letter of resignation to the Clerk. The Chair thanked him for his contribution to the work carried out by the Council.***

The meeting closed at 9.45 pm

## APPENDIX A - PLANNING 18<sup>th</sup> March

### 1.1 NEW APPLICATIONS

#### 1.1.1

**Reference** SDNP/16/01214/LIS  
**Proposal** Replacement of defective window sashes and repair frames where possible.  
**Address** Willow House, South Hill, Droxford, SO32 3PB

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### 1.2 PENDING CONSIDERATION FROM PREVIOUS MEETINGS

#### 1.2.1

**Reference** SDNP/15/03895/FUL  
**Proposal** Amendment to SDNP/14/00884/FUL to reduce the number of units from 10 to 8 and improve the scheme by enhancing the appearance, layout, scale and mass to complement the surrounding area  
**Address** Townsend, Northend Lane, Droxford, SO32 3QN

#### 1.2.2

**Reference** SDNP/15/04621/LDP  
**Proposal** Proposal to brick up the existing front door to the rear of the property with an addition of a window. To re-instate the front door on the wall underneath the single storey tiled canopy.  
**Address** 1 Park Lane, Droxford, SO32 3QR

#### 1.2.3

**Reference** SDNP/16/00343/DCOND  
**Proposal** Discharge condition 4 in relation to SDNP/15/05497/HOUS  
**Address** Westwoods, Droxford Road, Swanmore, SO32 2PY

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### 1.3 DECISIONS

#### 1.3.1

**Reference** SDNP/16/00189/HOUS  
**Proposal** Demolition of existing carport and single storey utility; construction of new carport, single storey extension and first floor extension over existing kitchen.  
**Address** Park View, Union Lane, Droxford, SO32 3QP  
**DECISION** APPROVED

## LOUISE WITHERS

11 March 2016

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### 1.4 APPEALS: None

### 1.5 ENFORCEMENT CASES - OPEN:

#### 1.5.1

**Reference** SDNP/15/00408/COU: Swanmore Barn Farm  
**Nature** Alleged change of use of agricultural barn to stables  
**Status** PCO

### 1.5.2

Reference SDNP/13/00181/UNCM: Four Ares, Midlington Road, Droxford, SO32 PD  
Nature Alleged unauthorised use of mobile homes for residential purposes  
Status PCO

### 1.5.3

Reference SDNP/12/00199/BPC: Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH  
Nature Monitoring of site to confirm compliance  
Status PCO

### 1.5.4

Reference SDNP/15/00272/GENER: Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH  
Nature Alleged large amount of soil brought onto the land or major excavation works have occurred  
Status PCO

### 1.5.5

Reference SDNP/15/00185/COU: West Spindleberry, Park Lane, Swanmore SO32 3QQ  
Nature Without planning permission change of use from Agriculture to Equestrian including provision of multiple unauthorised buildings  
Status PCO

### 1.5.6

Reference SDNP/13/00238/DEVMON: Townsend, Northend Lane, Droxford SO32 3QN  
Nature Monitoring of development  
Status PCO

APPENDIX B

FINANCE STATEMENT: 17 March 2016

			£	
	INCOME TO BE NOTED	19/02/16 - 17/03/16		
IV21	Droxford Cricket Club		285.00	
IV22	Sams Mobile Catering Dec/Jan		<u>88.00</u>	
			<u>373.00</u>	
	TOTAL INCOME			
	EXPENDITURE TO BE NOTED	19/02/16 - 17/03/16		
	EXPENDITURE TO BE APPROVED	19/02/16 - 17/03/16	£	
EV54	ISS arboricultural work/Cemetery		540.00	BACS
EV55	EMS Inv 16208 Feb		300.00	BACS
EV56	Studio 6 Initial work/logo		54.00	BACS
EV57	M Stevens - bus shelter Jan/Feb/Mar		32.00	BACS
	Clerk office expenses -			
EV58	March March		68.07	BACS
	Clerk Salary		<u>422.60</u>	SO
	TOTAL EXPENDITURE		<u>1,416.67</u>	
	BANK BALANCE 17 March 2016			
			£	
	Unity Trust Current Account	20266455	2,219.95	
			£	
	Unity Trust Deposit Account	20267069	13,639.21	
			£	
	Unity Trust Cemetery Account	20359980	1,711.01	
			<b>£</b>	
			<b>17,570.17</b>	
	Allocated Reserves			
	Recreation Ground Car Park extension	£4,000.00		
	Cemetery	<u>£0.00</u>		
		£4,000.00		
	Unallocated Reserve			

APPENDIX C - ROLLING ACTION PLAN – 17<sup>th</sup> MARCH 2016

Minuted item	Action	Due date	Responsibility	Progress
181.15	(Dxfrd FP 3 /Swanmore FP1) To assess impact and benefit of proposed modifications	ASAP	NF/PA	ACTIONED. ROW advised cllr comments noted. Will take time for HCC to implement.
221.15	Review plot rental agreement - MoU		JM	Work in progress
236.25	SDNP Local Green Space – nomination of Parish Green	May	NF	Work in progress
236.15.3	Enforcement Check email trail to David Townsend	21 April	Clerk	Report received from Paula Debenham. ONGOING
237.15.5	To forward GetMapping link to Cllr Weston	Asap	Clerk	ACTIONED
239.15.1	1.Discuss maintenance program 2.Unbolt slide unbolt 3.Obtain quote to remove slide	April April April	NF/Clerk NF Clerk	ACTIONED
239.15.2	1.ROSPA inspection sheets to SC 2.Book HPFA play inspection training for NF	asap May	Clerk Clerk	ACTIONED
240.15	Memorial bench to be sited in Cemetery	Summer	Clerk	Location agreed
243.15.1	Ask Cllr Weston to write to Neville Crisp	May	JM/NF	
244.15.1	Contact ROW officer to consult Definitive Map held by HCC Countryside Access	April	Clerk	ON HOLD pending AS request to landowner to check deeds.
245.15.6	1.Book dates - Village Hall 2.Upload to website	Asap	JM BC	