

## DROXFORD PARISH COUNCIL

### Minutes of the Meeting of Droxford Parish Council held at 7.30pm on Thursday 19th November 2015 at Droxford Village Hall

**PRESENT:** Cllrs Pietro Acciarri, Barbara Chandler (Chair), Nick Fletcher, Colin Matthissen, Janet Melson (Vice Chair), Louise Withers

**ALSO PRESENT:** District Cllr Caroline Dibden, County Cllr Roger Huxstep (left the meeting after agenda item 153.15)

**IN ATTENDANCE:** Rosie Hoile – Clerk

**PUBLIC:** 2

**150.15 To approve apologies for absence:** There were no apologies for absence from councillors at the meeting.

*Clerk's note - Cllr Toman left a telephone message before the meeting which was not picked up until after the meeting.*

**151.15 To receive declarations of disclosable pecuniary and non-pecuniary interest** Cllr Acciarri declared a potential disclosable pecuniary interest in the Planning Report item 1.2.5

*With Members' agreement the running order of the agenda was altered.*

**152.15** Two members of the public were present, John Dryden Brownlee, Friends of Droxford Church (FODC) and Richard Baxter, Hon Treasurer of the Village Hall Committee. Cllr Huxstep asked leave to speak first due to being required to attend 2 more meetings afterwards. He also apologised in advance for not being able to attend the next meeting. He will send a written report,

**153.15. County Councillor's Report:**

**Broadband:** Fibre is to be laid in Droxford in [Phase 2 of Wave 2](#) sometime between January and December 2017

**Devolution bid:** HCC Cllr Roy Perry and other leaders of the HIOW group of authorities to wait until end of November for a decision from the Secretary of State.

**Budget:** HCC hope to minimise impact on front line services in £100m cuts.

**Minor Works Bid:** Droxford's bid for minor works to highways was not listed for priority funding under the County Council's small grant scheme. Cllr Huxstep advised approaching Highways directly to re-surface the Swanmore Road/A32 junction approach.

**154.15 Request for a Statement of Support for the FODC application for a grant from HCC**

John Dryden Brownlee opened discussions by saying that said the reason for seeking finance is to fund an extension to provide a Rector's room, kitchen and toilet facilities to service secular and community activities. FODC Droxford Community Hub and Heritage Project has been shortlisted to apply for a grant of £150,000 from HCC by 17<sup>th</sup> January. This is in addition to a first round pass of £33,900 awarded by the Heritage Lottery Fund towards a full grant of £217,500 for essential repairs and restoration, upon condition the church is used by the wider community. Support of the Parish Council is being sought in addition to that already pledged by Droxford Junior School, Montessori School, Cllr Huxstep, Cllr Dibden and the Village Hall Committee.

Richard Baxter, Treasurer of the Village Hall Committee confirmed the Committee is fully supportive and views proposed activities as complementary to the Village Hall. Toilet facilities located in the Church for walkers and church users will alleviate disruption to village hall activities. Mr Baxter, who is also the liaison officer between the Village Hall Committee and the FODC, emphasised both organisations need to maximise bookings without one functioning at the expense of the other. The Council debated two principal concerns at length; sustainability of ongoing maintenance without Resorting to dwindling numbers of church goers, and financial viability of projected income generated by non-secular activities.

Mr Dryden Brownlee said the activities had already been evaluated and recognised as viable by the HLF. The Café would provide a facility for events and income ploughed back into the Church. Such facilities are required for large events to attract interest from the wider community and beyond. Although matched funding will be needed of between £80,000 - £150,000, he assured the Council no funding will fall on the Church; a number of individuals have been approached by FODC and will be donating to the project.

The Council expressed there should be close collaboration between the FODC, the Village Hall and the PCC.

Mr Dryden Brownlee assured the Council that the PCC are the owners on whose behalf the FODC work. The Diocesan Advisory Council and Historic England also support the project. It will be the largest inward investment opportunity that the village has ever had.

The Council proposed to ask the FODC to provide further information:

1. To clarify sources of matched funding
2. Anticipated income generation from the proposed new users of the building and how this will close the previous endemic gap between income and the costs of operation and ongoing maintenance of the existing church building.
3. Provision for annual overheads and projected maintenance costs of the project.

Mr Dryden Brownlee agreed that the FODC would supply financial forecasts set against the activities proposed for the Church. The PC will send a letter requesting this information.

The matter will be on the agenda for the next full council meeting on Thursday 10 December.

ACTION	BY WHEN	BY WHOM
To send a letter to the FODC requesting financial clarification	ASAP Nov	PC

**155.15 District Councillor's Report:**

**WCC Budget:** Cuts will impact upon some Highways matters

**Syrian Refugees:** A call for private accommodation for 2/3 families has been put out.

**Silver Hill:** A decision was taken to relocate St Clements Surgery

**Winnall Planning Framework:** Discussions in the structure plan concerned the junction of A34 and M3.

**Christmas bus service:** The timetable has been published on the WCC [website](#)

**Droxford Parish Plan:** The Plan is being circulated round all the departments

**Enforcements:** Paula Debenham has resigned. The planning department will continue to use agency workers

**156.15** The minutes of the Parish Council meeting held on 15 October 2015 previously circulated, were received as a true record of the meeting and signed by the Chair, Cllr Barbara Chandler. **APPROVED**

**157.15 Chair's Report:**

The Chair advised the Council that the Village Hall Committee were not in favour of installing a BT connection point to enable Wi-Fi at the Village Hall.

**158.15 New Planning Applications:**

158.15.1 SDNP/15/05185/HOUS 24 The Park Droxford SO32 3QQ **NO COMMENT**

158.15.2 SDNP/15/04727/HOUS The Walled House Droxford SO32 3PT **NO COMMENT**

158.15.3 SDNP/15/05497/HOUS Westwood Droxford Road, Swanmore SO32 2PY **NO COMMENT**

158.15.4 SDNP/15 05556/HOUS 27 The Park, Droxford SO32 3QQ **NO COMMENT**

**159.15 Planning Decisions determined by WCC and SDNP – see Appendix A**

**160.15. New Planning Appeals.** None

**161.15 Planning Enforcement**

SDNP/15/00408/COU - Swanmore Barn Farm:

The enforcement officer could not gain access.

It was thought that the officer did not visit the correct address. The land upon which the barn is sited was sold and known as Dadkhahs Stables

ACTION	BY WHEN	BY WHOM
Send site location on a map to WCC enforcement	Asap Nov	The Clerk

SDNP/13/00181/UNCM – Four Ares, Midlington Road, Droxford, SO32 PD:  
The meeting arranged for 11<sup>th</sup> November did not take place. The Case officer had resigned.

SDNP/12/00199/BPC – Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH:  
SDNP/15/00272/GENER – Poppy Down , Mayhill Lane , Droxford SO32 3AH:  
Waiting to be assigned to another case officer – no update

SDNP/15/00488/GENER Northend House, Northend Lane, Droxford  
WCC planning enforcement advised the case had been incorrectly opened after a third party provided information. The error has been noted on the system.

SDNP/14/00344/GENER 4 Chestnut Rise  
The case was opened because the tree was not protected but was in a conservation area. After reviewing the case no further action was taken and the case closed.

### 162.15 SDNP Local Plan Preferred Options: Response

Cllr Melson and Cllr Fletcher had formulated a response summarising the view of the Parish Council which had been circulated and received an acknowledgment from SDNP of registration.

To extend the settlement boundary

- northwards to include the footprint only of the former Upland Park Hotel
- westwards to include the whole The Nursery site

Hard copies of the SDNP Local Plan will be published after the Plan has been adopted by SDNP

District Cllr Dibden left the meeting

### 163.15 Finance and Governance

163.15.1 To note income and approve proposed expenditure – see Appendix B **APPROVED**

163.15.2 To consider the first draft of the 2016/17 Budget:

The Chair observed the proposed bid for devolution by the HIOW partnership will affect parish Councils’ budgets in the future. Cllr Fletcher said fewer local authority staff will be able to visit parishes; parish councillor travel expenses should be considered in the budget.

The Chair proposed to increase the capital reserve by £2000 for the Recreation Ground car park Extension. Cllr Melson said progress of the car park project should be presented at the Annual Parish Meeting to explain the size of capital reserve to parishioners. Four members agreed to the increase; Cllr Matthissen objected. **APPROVED**

ACTION	BY WHEN	BY WHOM
Amend budget lines as discussed and finalise with CM	December meeting	Clerk /CM

163.15.3 Cameron Cottage – request for supplementary retail space for 2 tables and chairs outside shop window.

The Council considered increased but conflicting demands on use of the Square. Residential parking - drop off and collection point for school children - parking for walkers accessing the Meon Valley Trail - visitors to the Village Hall and the Church for activities and events - Sam’s Fish & Chips. Concerns were expressed regarding:

1. Reducing the number of car parking spaces at the expense of encouraging commercial enterprise which would re-invigorate the Square

2. Insurance and the management of safety in space used by cars and people.
3. Fair and equitable rent
4. Memorandum of Understanding

The Council agreed in principle, subject to planning permission being granted, at a rent to be agreed, paid in arrears, for a trial period reviewed after 6 months.

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
Contact WCC to check permissions required	November	The Clerk
Contact Came & Company re insurance	November	The Clerk

163.15.4 Meon Valley Community First Responders request for a grant of £250. **APPROVED**

163.15.5 Dog Waste bag dispensers. Quotations were considered, all round £130.00. The Council did not consider the proposal to be practical or effective. **NO ACTION**

163.15.5 Pension Workshop: The Clerk had circulated a briefing. **NOTED**

#### **164.15 Recreation Ground, Cemetery and Allotments:**

164.15.1 To receive Play Area Routine Inspection Report: Cllr Toman was not present.

Cllr Fletcher and the Chair had met with a representative from Mantra Play Equipment who will send recommendations to the Council

164.15.2 To consider request from Droxford Cricket Club to erect a chicken wire fence 50m x 0.45m high along the Park boundary hedge.

**APPROVED** subject to purchase and installation by Droxford Cricket Club.

164.15.3 Request for overspill car parking on 27<sup>th</sup> February 2016 for a wedding event.

**APPROVED** subject to receipt of a donation of £20.00 for ground maintenance.

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
Inform applicant of £20.00 donation	November	The Clerk

#### **165.15 Roads, Transport & Highways**

Swanmore Road – Proposed extension to 30 mph speed limit. Cllrs Fletcher and Melson met with Andy Smith, WCC Traffic Manager who advised the Council that Highways will look at speed Monitoring in the New Year. There was no statistical evidence to support this application. He gave no cause to believe it would be extended because there is no funding for new projects and spending has been cut. Andy Smith suggested the worn surface dressing where the Swanmore Road exits on the A32 could be considered under another budget heading.

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
Contact Bishops Waltham Highways depot to address surface Repair out of maintenance budget	Nov /Dec	Clerk

#### **166.15 Parish Matters**

166.15.1 To support statement of support for FODC application for a grant – see 154.15

166.15.2 Parish Plan: Action Plan grid **APPROVED**

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
Publish on website	November	Chair

#### **167.15 Consultations, Meetings and Training**

167.15.1 A32 Meon Valley Parish Councils representatives meeting - 2 Nov 2015. **NOTED**

167.15.2 HCC Economy, Transport & Environment (ETE) 11 Nov 2015

Cllrs Melson and Fletcher attended. Parishes will be consulted in the new year. **NOTED**

167.15.3 SDNPA Planning Committee meeting on 12 Nov 2015.

The Droxford Conservation Area Character Appraisal and Management Plan (Droxford Conservation Area CAAMP) was to be recommended for approval by SDNP. **NOTED**

- 167.15.4 WCC Precept briefing at The Guildhall Winchester on 8<sup>th</sup> Dec 2015. **NOTED** The Clerk will attend
- 167.15.5 HCC: Draft Walking Strategy Consultation. **ACTION – publish on website**
- 167.15.6 HCC: Draft strategy for the future of Hampshire Library Service. **ACTION – publish on website**
- 167.15.7 HCC: Street Lighting Consultation.  
It was considered the Consultation was more applicable to urban areas.

**168.15 Correspondence.**

Email 26 Oct 2015: Light pollution at the School and the Old Court House. Complaint received regarding bright lighting and sensitive movement sensor at the Court House, and a number of residents area affected by glare and intrusive lighting from the School.

<b>ACTION</b>	<b>BY WHEN</b>	<b>BY WHOM</b>
Discuss with the school and owners of the Old Court House	Nov/ Dec	Clerk

**169.15 Rolling Action Plan:** The Chair will review with Clerk, see Appendix C

**170.15 Items for the next agenda:**

**171.15 Date of the next meeting :** 7.30 pm Thursday 10<sup>th</sup> December at the Village Hall

The meeting closed at 10.15pm

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

## APPENDIX A - PLANNING REPORT

### 1 PLANNING

#### 1.1 NEW APPLICATIONS

##### 1.1.1

Reference SDNP/15/05185/HOUS  
Proposal Two storey side extension forming a new utility and family room to the ground floor and a new master bedroom with en suite and small office/study to the first floor.  
Address 24 The Park, Droxford, SO32 3QQ.

##### 1.1.2

Reference SDNP/15/04727/HOUS  
Proposal Proposal to partially remodel roof to allow construction of a new bedroom in the roof space on the first floor.  
Address The Walled House, Swanmore Road, Droxford, SO32 3PT.

##### 1.1.3

Reference SDNP/15/05497/HOUS  
Proposal First floor infill extension to provide bathroom with internal rearrangements and triple garage with home office over.  
Address Westwoods, Droxford Road, Swanmore, SO32 2PY.

##### 1.1.4

Reference SDNP/15/05556/HOUS  
Proposal Single storey rear extension.  
Address 27 The Park, Droxford, SO32 3QQ.

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#### 1.2 PENDING CONSIDERATION FROM PREVIOUS MEETINGS

##### 1.2.1

Reference SDNP/14/00570/DCOND  
Proposal Demolition of existing lean-to and erection of a single storey extension - DISCHARGE CONDITION 6a, 6b, 6c - SDNP/13/03756/LIS  
Address Old Mill Cottage, Mill Lane, Droxford, SO32 3QS.

##### 1.2.2

Reference SDNP/15/01915/DCOND  
Proposal Discharge condition 2, 5, 8, 9, 13  
Address Land to the rear of Clematis Cottage, High Street, Droxford.

##### 1.2.3

Reference SDNP/15/00718/LDP  
Proposal Removal of an internal wall (CERTIFICATE OF LAWFULNESS)  
Address 1 Midlington Barns, Midlington Hill, Droxford, SO32 3PU.

##### 1.2.4

Reference SDNP/15/03188/LDP  
Proposal Lawful Development Certificate for Proposed Use - replace defective sash windows with matching sashes in hardwood, reuse glass and repair frames where possible (AFFECTS THE SETTING OF A LISTED BUILDING)  
Address Willow House, South Hill, Droxford, SO32 3PB.

##### 1.2.5

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.

##### 1.2.6

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.

##### 1.2.7

Reference SDNP/15/04730/FUL

**Proposal** Installation of Solar Panels on the South Eastern Roof elevation of the main shop building and Solar Panels on the roof of the South Western roof elevation of the workshop building to the rear of the convenience store.  
**Address** Meringtons Garage Ltd, Garrison Hill, Droxford, SO32 3QL.

**1.2.8**

**Reference** SDNP/15/04537/HOUS  
**Proposal** Single storey rear extension.  
**Address** Ivy Cottage, South Hill, Droxford, SO32 3PB.

**1.2.9**

**Reference** SDNP/15/05215/FUL  
**Proposal** Fertiliser and chemical store  
**Address** Upper Hill Farm, Droxford Road, Swanmore, SO32 2PY.

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**1.3 DECISIONS - NONE**

**LOUISE WITHERS**  
**13 November 2015**

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**1.4 PLANNING APPEALS – NONE**

**1.5 ENFORCEMENT CASES - OPEN**

**SDNP/15/00408/COU: Swanmore Barn Farm – site inspection update**  
**SDNP/13/00181/UNCM: Four Ares, Midlington Road, Droxford, SO32 PD**  
**SDNP/12/00199/BPC: Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH**  
**SDNP/15/00272/GENER: Poppy Down Farm, Mayhill Lane , Droxford SO32 3AH**

**PIETRO ACCIARRI**  
**18 November 2015**

**APPENDIX B: FINANCE STATEMENT: 19 NOVEMBER 2015**

£

**INCOME TO BE NOTED 16/10/15 - 19/11/15**

Allotments - Coleman/Morgan	33.50
South Coast Memorials -memorial	130.00
Mrs Bishop - reserve grave plot	1,120.00
NWBank interest cemetery ac	0.06
<b>TOTAL INCOME</b>	<b>1,283.56</b>

**EXPENDITURE TO BE APPROVED 16/10/15 - 19/11/15**

£

EV35 HCC Street Lighting	381.14
EV36 WCC Dog bins	35.00
EV37 EMS Inv 15978	300.00 BACS
EV38 Portsmouth Water	46.58 BACS
EV39 Clerk office expenses - Nov	110.08 BACS
Clerk Salary - Nov	422.60 SO
<b>TOTAL EXPENDITURE</b>	<b>1,295.40</b>

**BANK BALANCE 19 November 2015**

£

Unity Trust Current Account 20266455	1,488.48
Unity Trust Deposit Account 20267069	15,135.38
Unity Trust Cemetery Account 20359980	0.00
Unity Trust Total	16,623.86
NatWest Business Reserve A/C45562962	1,710.84
<b>TOTAL</b>	<b>18,334.70</b>

**Allocated Reserves**

Capital projects	4,000.00
Cemetery	300.00
	<b>4,300.00</b>

**Unallocated Reserves**

Unity Trust A/cs	12,623.86
Natwest Business Reserve	1,410.84
	<b>14,034.70</b>

**RESERVES 19 November 2015**

**18,334.70**

**APPENDIX C - ROLLING ACTION PLAN – 19 November 2015**

<b>Minuted Item</b>	<b>Action</b>	<b>Due date</b>	<b>Responsibility</b>	
39.15.3	Notice board – for repair	18/06/15	Clerk	Clerk has purchased Perspex window. Waiting for quotation (4 <sup>th</sup> enquiry) Henry King: ONGOING
100.15.4	1. Photocopy/ take inventory of all docs. 2. Make appt with Driver Belcher. Draft letter with terms to be delivered.	August	Clerk	1. ACTIONED 2. Letter sent 7.11.12, follow up letter sent 3.12.15: ONGOING
	HPFS: arrange John Coney to inspect play area	asap	Clerk	ONGOING. Inspections take place in Spring.
141.15.3	Asset register/ Sign Executive checklist / Financial Risk Assessment		Clerk / BC	Financial risk assessment by Fair Account at 3/4yr internal audit in January. ONGOING Asset Register to be completed to enable Executive Checklist to be signed. ONGOING
142.15.1	1. Assess equipment for repair or replacement  2. Find maintenance contractor to fit buckle tensioner.	Nov/Dec  Nov/Dec	NF/ BC  Clerk	Costed proposal received from Mant Leisure to replace some items and reposition others. All safety issues Potential contractor found Rate £200 per day or pro rata. ONGOING.
154.15	1. Request for a Statement of Support for grant application to HCC 2. Clerk to write to FODC	Asap Nov	The Council / Clerk	To be discussed at 10.12 PC meeting ACTIONED
161.15	SDNP/15/00408/COU - Swanmore Barn Farm. Send site map to planning enforcement	Asap Nov	Clerk	ACTIONED
163.15.2	Amend budget lines as discussed	By Dec meeting	Clerk	
163.15.3	Phone SDNP re permissions required Contact Came and Company re Square insurance	Nov / Dec	Clerk	.
164.15.3	Request to open Rec Car Pk 27 <sup>th</sup> Feb Write to applicant to affirm and request donation of £20	Nov / Dec	Clerk	
165.15.1	Contact Highways at BW to enquire If surface re-dressing at bottom of Swanmore Road can be done on maintenance budget.	Nov/Dec	Clerk	
166.15.2	Parish Action Plan grid - Publish on website	Nov /Dec	BC	ACTIONED
167.15.5	HCC Draft Walking Strategy Consultation Publish on website	Nov	BC	ACTIONED
167.15.6	Draft strategy for the future of Hampshire Library Service - publish on website	Nov	BC	ACTIONED

168.15	Light Pollution at the Old Court House and Droxford Junior School 1. Take matter up with School 2. Enquire of owner if lighting is for security	Nov/ Dec	Clerk	
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