

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 13th June 2016

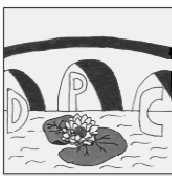
Councillors present:

Cllr Geoff Beaven (GB)
 Cllr Alastair Clark (AJC)
 Cllr Graham Leach (GL)
 Cllr Joanna Thomas (JT)
 Cllr Mike Ricketts (MR)
 CLERK Claire Inglis (CI)

Members of Public present:

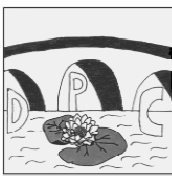
Mary Morrison Steph Thomas Brian Leversha
 Carol Leversha Chris Waller Christine Smith
 Chris Ward

63/16	Agenda item 1	<p><u>Welcome & Apologies</u></p> <p>All DPC councillors were present.</p> <p>In addition apologies were received from Mr Lister and District Councillors Ken Crookes, John Kennett and Stephen Gorys.</p> <p>GB welcomed those present to this regular meeting of DPC. The previous meetings have been the Annual Parish Assembly in April and the Annual General Meeting in May.</p> <p>GB reported that there will be an added feature this evening. As notified on the Parish Council noticeboards the meeting of the Parish Council will be followed by a formal meeting of the Dogmersfield Neighbourhood Plan Steering Group. This will start after the Council meeting has closed but not before 9.00 pm.</p> <p>The Steering Group meeting will be held in public but for those thinking of attending GB confirmed that the agenda covers only procedural items associated with the engagement of consultants to support the Neighbourhood Plan activities. These discussions and decisions are needed to ensure that the expenditure of grant funding is transparent and above board. There will be more details under agenda item 9.</p>	
64/16	Agenda item 2	<p><u>Declaration of interests – current agenda</u></p> <p>None received</p>	
65/16	Agenda item 3	<p><u>Public Participation</u></p> <p>GB made the following opening statements providing updates on the status of a few items of local interest that are normally raised during this session.</p> <p><i>Refined Options Consultation</i></p> <p>Residents will have probably seen in the local press that the results of the recent consultation are now available on HDC's website. These are the raw results with no analysis or conclusions. Overall about 4500 submissions were received which is many more than the earlier consultation (if recalled correctly was less than 1000). The most widely reported headline is that 'Approach 3' which is the way to meet most of Hart's future housing needs through a new settlement at Winchfield received the highest support with 59% of the priority one selections. The actual figures were Dispersal 1291, Urban Extensions 564 and Winchfield 2629. However if for example the second priority</p>	



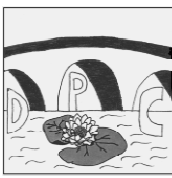
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65/16	Agenda item 3	<p>selections are factored in, even at a low weighting of 25% the support for Winchfield drops to only 48%. This shows that the numbers can be manipulated to support or demonstrate whatever HDC want the outcome to be. Of course the newly emerged brown field site at Pyestock known as Hartland Park was not included in the options and it should also play into the Local Plan conclusions given HDC's stated preference for brown field developments.</p> <p>Of particular local interest was the identified single development site for 141 new houses in the centre of Dogmersfield. GB has not counted the number of responses to this question (which is not in the statistical summary as no choices were offered) but it was substantial with the overwhelming majority concluding that 141 was a very bad idea. These responses were submitted by Dogmersfield residents but bolstered by many others which appeared to be following the recommendations of a local campaigning organisation. There were a very small number of responses that supported the 141 proposal.</p> <p>Flooding</p> <p>Although not witness to the works GB reported that contractors have recently spent many hours attempting to clear the road drain opposite the Queens Head. Hopefully this work will prove to have been successful.</p> <p>GB also reported that problems caused by water in the gas mains have reoccurred in Chatter Alley. This has been flagged to Southern Gas Networks who are responding very positively and promising some urgent remedial action.</p> <p>Chatter Alley Sewerage System</p> <p>GB recalled that at the last meeting it was reported that Thames Water were required to regularly pump out the sewerage system because clean water was getting in from somewhere and overloading the pump. As far as GB is aware the site meeting requested by Ken Crookes and promised at the recent Flood Forum has not yet taken place. In the last few days it was brought to GB's attention that large puddles are evident at the road side adjacent to the pumping station despite recent periods of dry weather. Having inspected the site GB reported a possible water leak to South East Water but has not yet received any report of their findings. AJC was aware that there was a hole in the road in this area which has now been cordoned off and may be connected to water with water main repairs.</p> <p>CL requested that consideration be given to a resident consultation on extending the footpath from Pilcot Hill to link up to the Chatter Alley footpath. It is evident that there are greater numbers of users especially parents and their children walking to school. Such a project should be put on a wish list to be able to gain any hope of funding. GB took note of the observations and DPC would consider a way to consult on this. However it is planned to set up a residents group to determine projects to spend Solar grant money on rather than ear mark for such a project.</p> <p>BL reported on the recent passing of Peter Crawley a long standing Councillor for Crookham Village Parish Council.</p>
66/16	Agenda item 4	<p><u>To approve the minutes of the AGM held on 9th May 2016</u></p> <p>It was resolved that the minutes (50/16 to 62/16) be accepted as a true record and they were signed by GB (AJC proposed, GB seconded and all were in favour).</p>



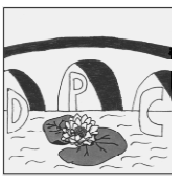
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67/16	Agenda item 5	<p><u>Matters arising from the minutes of the AGM held on 9th May 2016</u></p> <p>The outstanding action list was considered at this time with many items due for consideration as an agenda item below.</p> <p>Other actions outstanding or completed are as follows:</p> <ul style="list-style-type: none"> • Licence can now be applied for with preferred contractor to carry out works to the chicanes. Goslings will be appointed to carry out this works if all in agreement and a PO issued upon receipt of the licence. All were in agreement. • It was agreed to determine the success of works re Queens Head flooding to be assessed following a heavy rainfall. • Email to Peter Eade re Lengthsman cluster was rejected. CI considers issuing an invoice is the next step as all attempts to make contact re cluster group have failed. Councillors agreed this is the best next step. • Liaise re wood chippings when required • AJC has contacted RoW officer and sent photographs of the issues of concern. The response received confirmed that cutting is due in July/August to areas reported and that these areas will also be visited to assess the requirements for landowners to be contacted to address any problems. Follow up has been requested on contact made with landowners re styles etc. • Draft proposal for footpaths to follow July meeting • Speedwatch maps have been issued • Councillors Nil expense returns were completed • Website updated with latest minutes of all meetings • NCCZ consultation to be completed by Friday 24th June • Data Protection Protocol to be agreed at July meeting • Insurance was renewed • Budget virement column was amended • Monthly payments were made • Standing orders were reissued for adoption • Financial Regulations were reissued for adoption • Terms & Conditions of Contract document reissued and agreed by all • Audit preparation was completed • Annual VAT return was completed • Subscriptions renewed • Transparency documents all now on website • NHP Grant applications submitted and approved • Verge clearance work ordered and carried out • CPT booked for July • Newsletter submission requirements issued • Website timeline will be issued following newsletter distribution • Pension auto-enrolment online checker has been completed and details will be forwarded to Councillors 	<p>CI</p> <p>ALL</p> <p>CI</p> <p>GB/CI</p> <p>CI</p> <p>JT/CI</p> <p>ALL</p> <p>CI</p> <p>CI</p>
68/16	Agenda item 6	<p><u>Policy Review & Agree timetable for Employee Appraisal Process</u></p> <p><u>To confirm review of DPC Grievance Policy and Disciplinary Procedure and acceptance of documents as the agreed working policy</u></p> <p>No changes are required to the policies agreed in prior year.</p> <p>It was resolved that the DPC Grievance Policy and Disciplinary Policy be re- adopted as the agreed working policies (GL proposed, MR seconded and all were in favour).</p>	<p>CI</p>



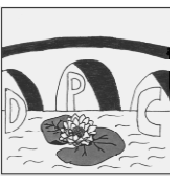
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68/16	Agenda item 6	<p><u>To agree timetable and members to carry our Performance Review of employee GB proposed that a similar process and timetable be adopted as per prior year. The overall target is to complete the process by the end of July recognising that last year this was delayed due to ill health.</u></p> <p>The process will include the following key targets:</p> <p>Chairman to issue appraisal report form with updated job description (if needed) by 26th June</p> <p>CI to complete self-appraisal by end of first week in July</p> <p>Chairman/Vice Chairman to complete draft appraisal report by third week in July</p> <p>Appraisal Interview by last week in July</p> <p>Final report circulated to Councillors for endorsement by the end July.</p>	AJC/ GB/CI
69/16	Agenda item 7	<p><u>Finance and Regulatory Matters</u></p> <p><u>To receive and approve financial statement of account from 1st – 31st May, confirm payments made in May and authorise any payments now due.</u></p> <p>CI reported the bank balance at end of May stands at £13,740.86 and this has been agreed by a councillor and signed. The following payments were also made and are confirmed below:</p> <p>Chq no: 968 £332 HALC Annual affiliation fees 16/17</p> <p>Chq no: 969 £91.35 Claire Inglis expenses</p> <p>Chq no: 970 £63.43 Auriol Wines APA expenses</p> <p>Chq no: 971 £1,070.40 Lotus Landscapes Tree works</p> <p>Chq no: 972 £276.49 Came & Co Annual insurance</p> <p>Chq no: 973 £72 Moneysoft Ltd Payroll software licence</p> <p>Chq no: 974 £409 Claire Inglis Clerk May 16 salary</p> <p>Chq no: 975 £36 CPRE Subscription 16/17</p> <p>Chq no: 976 £54 HIWWT Subscription 16/17</p> <p>The committed expenditure relates to:</p> <p>£650 Chicane work and fence repair now able to be progressed</p> <p>£150 CPT visits not yet invoiced April & May</p> <p>It was resolved that the statement of accounts be accepted as a true record and payments listed therein be confirmed (GB proposed, JT seconded and all were in favour).</p> <p>CI requested authorisation of the following payments:</p> <ul style="list-style-type: none"> • June 2016 Clerk Salary payment £409.00 due 20th of the month • Gettmapping Plc £33.60 Parish Online subscription • Church Crookham Parish Council £9 meeting room hire • Goslings Verge Clearance visit one £408 • Do The Numbers Ltd £155 Internal Audit Fee • CPT for May 2016 visit £75 <p>It was resolved to authorise the payments to be settled as listed upon receipt of relevant paperwork (invoice or expense claim) (GB proposed, AJC seconded and all were in favour).</p> <p><u>To receive and approve Internal Audit report</u></p> <p>The Internal Audit on the accounts for year ended 31st March 2016 was carried out on June 7th. CI is pleased to report that the records were found to be in very good order by the internal auditor and comments on the significant improvement to the control</p>	



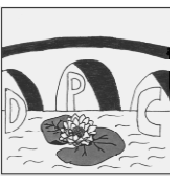
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69/16	Agenda item 7	<p>environment during the last year. The internal audit report was circulated to councillors. GB thanked CI for an excellent outcome and the good stewardship that the accounts are maintained under. To improve significantly on an already strong control environment is an excellent achievement.</p> <p>It was resolved to accept and approve the Internal Audit Report for 15/16 (GB proposed, AJC seconded and all were in favour)</p> <p><u>To receive the Annual Return and approve for submission to the external auditor BDO</u> The Annual Return has been completed. The figures from the accounts have been checked by the internal auditor and Section 4 has been completed by Eleanor Greene. CI provided a summary of the required analyses which will be submitted to the external auditors and in effect explains the variances in staff costs, and other payments in comparison to prior year. CI asked for questions and for Section 2 of the return to be completed. The Accounts are available to the public as required and notice has been given of this. GB had reviewed the analysis provided and agreed the figures presented in the Annual Return.</p> <p>It was resolved that the Annual Return and the accounting statements of 2015/2016 contained therein be approved for submission to the external auditors (AJC proposed, GB seconded and all were in favour).</p> <p>The Annual Return was signed by the Chairman and RFO.</p>	CI
70/16	Agenda item 8	<p><u>Document Adoption</u></p> <p><u>Standing Orders</u> A corrected set of Standing orders was circulated to councillors and all agreed that this was the agreed set to adopt.</p> <p><u>Financial Regulations</u> A clean set of Financial Regulations was also circulated updated as required for changes to legislation. All agreed that the best approach was to adopt this set subject to the amounts highlighted being adjusted to those amounts set in the 2015 set of adopted Financial regulations. This still allowed flexibility for how DPC operates in practice and on the basis of how expenditure by the NHPSG will be monitored.</p> <p>It was resolved to adopt the Standing Orders 2016, Financial Regulations 2016 adjusted for 2015 adopted figures highlighted (GB proposed, JT seconded and all were in favour).</p> <p>Please note the following documents will be discussed and adopted at the July meeting Data Protection Protocol – July Agenda. CI will review work already done circulate to GB and AJC and following initial review onward to all councillors for review.</p> <p>Neighbourhood Plan Steering Group (NHPSG) TORs – July Agenda</p>	CI CI
71/16	Agenda item 9	<p><u>Planning</u></p> <p><u>Report on current planning applications and confirmation of Parish Council responses</u> The following applications were discussed and decisions noted where applicable:</p> <p>16/00121/HOU Old Parsonage –Following objections from DPC and the Hart Conservation</p>	



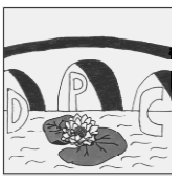
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<p>71/16</p>	<p>Agenda item 9</p>	<p>Officer amended plans have been submitted that scale back the proposed changes and remove most of the design features of concern. There has been no further information released since last reporting.</p> <p>16/00179/FUL Penarth Stud – GB confirmed that permission to demolish the existing bungalow and erect a four bedroom house has been granted.</p> <p>16/00628/HOU and 16/00629/LBC Old Parsonage – This is an application for an extension to an existing extension and not to the historic part of the building. DPC has submitted no objections.</p> <p>16/00648/FUL Pilcot Hill – This application proposed a new field entrance on the left hand side of Pilcot Hill as you enter Dogmersfield from Crookham Village. DPC objected to the proposed new entrance as it will be an unnecessary visual intrusion into a highlighted feature of the Dogmersfield Conservation Area and Crookham Village Parish Council also objected for similar reasons.</p> <p>The application has been considered by Hart Planning Officers under delegated authority and they have granted permission dismissing the Parish Councils’ objections on the basis that the Hart conservation officer did not raise any similar concerns.</p> <p>This is not a pleasing outcome particularly as it was thought that that if a Parish Council objected, an application would be considered by the planning committee and not be delegated. On our behalf Stephen Gorys sought further clarification from the Planning Department.</p> <p>Their reply indicated that an objection from the Parish Council does not automatically trigger a Committee referral. In this instance although the Parish objected they did not receive any representations from any neighbours or other local residents. Therefore the scheme of delegation permits a delegated decision rather than a committee decision. This implies that only if a resident objects does it go to committee.</p> <p>Looking more closely at the Parish Council's objection, they felt that there was insufficient justification for denying permission to a new access given an existing access into the field; this was clarified by the applicant the 'existing access can only be gained by crossing land under third party ownership and there isn't any agreement that allows the continued use of the access.</p> <p>In terms of the second point raised by DPC they are simply concerned that the access will cause harm to the Conservation Area but do not elaborate further. Clearly if the Council was to refuse the application we would need to justify and explain this statement. The Conservation Officer reviewed the application and in her opinion was satisfied that the access would not cause harm to the character of the conservation area; a view that the case officer also shared.</p> <p>16/00708/PREAPP Schoolfield Corner – Pre-application discussions that have taken place between the site owners’ team, DPC and Hart planning officials have been described. Notes of these meetings can be found on the DPC website.</p> <p>Although there have been no further meetings GB is aware that the owners have drawn up a modified scheme that still proposes 4 new houses but the two in the rear of the site are much smaller than before. This reflects the earlier advice from DPC that there is a local demand for smaller properties. This is part of the continuing dialogue suggested by HDC at the Pre-app meeting.</p> <p>16/00857/EIA Pale Lane Farm – This application seeks approval to the scope of the Environmental Impact Assessment for the construction of 700 houses to the west of the A323 straddling Pale Lane. DPC has responded requesting that the potential impact on the Dogmersfield Conservation Area be included in the EIA.</p> <p>16/01317/FUL Ormersfield Lodge new stabling – This application seeks permission for a new wooden stabling block adjacent to the house but which will not be visible from the main road due to the high hedging. HDC did not raise any significant concerns at the pre-</p>	
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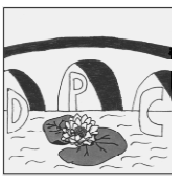
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<p>71/16</p>	<p>Agenda item 9</p>	<p>application stage. DPC may raise a concern that the application fails to recognise that an existing stabling block was granted permission for conversion to a dwelling which is probably the real reason why a new block is needed. GB will draft a submission to be circulated to councillors for comment.</p> <p>16/01509/PREAPP North Lodge – This application seeks advice on a proposal to erect railings and a gate across the roadway that runs between the North and South Lodges to the old entrance of Dogmersfield House from the A287. Although the railing and gates are not necessarily controversial but the HCC Definitive Map shows this road to be a public right of way which is not mentioned in the application. AJC commented that this is the only Disability Discrimination Act friendly footpath in the parish. Hart’s deadline for their response is 23rd June and although this application is not open to consultation GB proposes that DPC should advise HDC of its findings within the next few days.</p> <p>Chatter Alley DPCs discussions with Vortal were reported at the last meeting and the notes of its meeting with them can be found on the DPC website. There is nothing further to report.</p> <p>GL reported that he was aware that the potential Netherhouse Copse development for 423 houses previously turned down by HDC will be re-launched as an application by the developer. The developer has claimed changes to the layout, addressed other issues of concern raised by the previous application promised to expand the Edenbrook country park with additional SANG and to make guarantees of no further encroachment on the natural gap between Fleet and Crookham Village.</p> <p><u>Neighbourhood Plan (NHP) update on progress to include reporting on grant applications and receipt of HDC NHP grant and confirming engagement of consultants to support the drawing up of the NHP grant</u></p> <p>GB explained that preparing a NHP is a complex activity requiring some specialised planning expertise as well as a detailed understanding of the specific plan procedures and of the expectations of what the plan will deliver. When deciding to launch the work to prepare a NHP for Dogmersfield it was anticipated that the support of consultants would be needed to provide this knowledge and expertise. It was also anticipated that grant funding would be sought to cover the cost involved therefore not impacting on DPC’s precept income.</p> <p>GB reported at the last meeting that 6 residents have formed the NHP Steering Group (NHPSG) and they have initiated work to analyse the questionnaires returned by residents and to develop objectives and a vision for Dogmersfield. Steering Group Members and two Councillors have also held discussions with two representatives from consultants ‘Planet’ about the scope and cost for support that they can offer. Planet has supported most of the NHP activities of our neighbouring Parishes and are the logical choice of consultants for Dogmersfield.</p> <p>Planet have provided a costed proposal and quotation for £3715.00 excluding VAT for the first 6 months support. This would be charged on a ‘time spent’ basis i.e. only charging for the time spent on the job, up to an agreed fee ceiling. The full details of their quotation is provided in the briefing paper circulated.</p> <p>The government grant application process is now nearly complete with a process of due diligence to complete. A total of £3,715 has been agreed by DCLG to cover a period of 6 months. The terms and conditions of the grant are onerous but will be met through the reporting process to be established as the NHPSG and DPC proceed. GB and AJC confirmed that they are happy to recommend acceptance of the T&C’s. CI also confirmed that any grant monies received would be held in an ear marked reserve and reported on</p>	<p>GB</p> <p>GB</p>
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71/16	Agenda item 9	<p>separately.</p> <p>HDC were also approached and they have awarded a grant of £2000 which has already been paid out with no preconditions or timescale restrictions.</p> <p>The grant funding will be ring fenced for NHP activities but it will pass through the DPC books. DPC will also need to formally engage the consultants through the award of a contract. Although the NHPSG is to be responsible for efficient use of this DPC must formally decide whether or not to enter into any commitments that it is requested to make.</p> <p>The work to analyse the questionnaires returned by residents and to develop objectives and a vision for Dogmersfield is progressing well but consultants review and advice is needed before proceeding much further and certainly before this work can be completed.</p> <p>Ideally a sequential approach would be followed whereby upon receipt of the DCLG funding the Steering Group would request a commitment by DPC. DPC would consider this request and resolve a commitment tasking the Parish Clerk to issue a purchase order. However, in the current circumstances engaging the consultants for an initial tranche of the activities described above within a limit of liability of £1500 will enable the objectives and vision work to move forward more quickly and maintain its momentum.</p> <p>It was resolved to commit up to £1,500 from received HDC grant for the appointment of Planet consultants with a limited liability of works up to £1,500 of the full scope of works quoted by Planet (GB proposed, MR seconded and all were in favour).</p> <p>At its meeting later this evening the NHPSG formally establishes itself, considers its need for consultancy support and whether to request a commitment by DPC for an initial tranche of consultant support from Planet with a limited liability of £1500.</p> <p><u>To agree how to proceed in discussions with Anesco re Community Benefit Agreement</u> As reported at the last meeting the solar farm at Hungerford Farm has been sold prior to construction to a company called Anesco. We have received an offer from Anesco to buy out the Community Benefit Agreement and a similar offer has been made to Winchfield Parish Council. The two Councils are keeping in touch and advice how best to proceed is being sought. In these circumstances we must be careful not to prejudice our position through open discussion and therefore we should not discuss the matter any further at this meeting. It was agreed that AJC would arrange a meeting with councillors from Winchfield Parish Council to agree a way forward.</p>	<p>CI</p> <p>AJC</p>
72/16	Agenda item 10	<p><u>Environment & Rights of Way</u></p> <p><u>To report on progress from current month CPT visit and confirm dates for future visits 24th June & 8th July and work to be carried out</u></p> <p>During the May visit the team continued trimming the hedge to PGN and staked the bridge over the ditch in PGN to prevent movement. GL and GB confirmed they were available on the 24th June to attend the team and GB available on the 8th July. It was agreed that the team would meet at the Chalky Lane end of the village to carry out tidy up/clearance work there in June (GL in am, GB in pm) and continue Balsam pulling and PGN works in July. CI would contact CPT to notify of meeting place and tools required.</p> <p><u>To confirm project timeline for footpaths in village</u></p> <p>JT and CI to meet to begin discussions following the July meeting to prepare a proposal for</p>	<p>GL/GB CI</p> <p>JT/CI</p>



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72/16	Agenda item 10	<p>September meeting.</p> <p><u>To agree a future volunteer day</u> Following discussions regarding CPT work it was agreed to arrange a volunteer day for 30th July. This will be advertised via the noticeboards and the newsletter due to be issued tail end of July.</p>	CI												
73/16	Agenda item 11	<p><u>Highways</u></p> <p><u>To report any updates on Highways matters</u> AJC reported on the painting of white lines through the village. GB suggested AJC investigated small hole in ground alongside Pilcot Green South which could potentially open up further.</p>	AJC												
74/16	Agenda item 12	<p><u>Other matters to report</u></p> <p>Community Liaison – GB reported that the Summer Party was a well organised and enjoyable event. Training – Lunch to be confirmed for GB and AJC attending the Planning training to be paid for personally Website – Transparency compliant website has now been achieved. Project to update the website will be looked at following issue of the newsletter. Newsletter – Final content due week ending 17th first draft week ending 27th June. Content to be chased by MR and CI to enable first draft.</p>													
75/16	Agenda item 13	<p><u>Crime and Disorder Act, section 17</u></p> <p>None to report</p>													
76/16	Agenda item 13	<p><u>Dates of future meetings</u></p> <p>2016/17 Meetings scheduled as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">July 11th</td> <td style="width: 25%;">No August meeting</td> <td style="width: 25%;">September 12th</td> <td style="width: 25%;">October 10th</td> </tr> <tr> <td>November 14th</td> <td>December 12th</td> <td>January 9th</td> <td>February 13th</td> </tr> <tr> <td>March 13th</td> <td></td> <td></td> <td></td> </tr> </table>	July 11 th	No August meeting	September 12 th	October 10 th	November 14 th	December 12 th	January 9 th	February 13 th	March 13 th				
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77/16	Agenda item 13	<p><u>Information Sharing</u></p> <p>AJC had reviewed the Parish Profile issued by HDC and suggested that some aspects of the document be challenged.</p> <p>Meeting closed at 8.55pm.</p>													

Signed.....
Chairman

Date.....

Abbreviations used	In place of	Abbreviations used	In place of
DPC	Dogmersfield Parish Council	HCC	Hampshire County Council
HDC	Hart District Council	NHP (SG)	Neighbourhood Plan (Steering Group)
HH	Hampshire Highways	CPT	Community Payback Team