

DOGMERSFIELD PARISH COUNCIL

Chairman and Clerk Record Meeting of Dogmersfield Parish Council 12th June 2017

Councillors present:

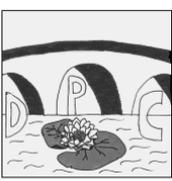
Cllr Geoff Beaven (GB)
Cllr Alastair Clark (AJC)
Cllr Graham Leach (GL)
Cllr Joanna Thomas (JT)

Members of Public present:

M Morrison B White Cllr J Kennett - HDC

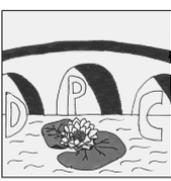
CLERK Claire Inglis (CI)

<p>Agenda item 55/17</p>	<p><u>Welcome</u></p> <p>Welcome to the first 'normal' Council meeting for some time.</p> <p>There was a meeting of the Dogmersfield Neighbourhood Plan Steering Group this evening and all the relevant issues will be covered under agenda item 62/17. The next Steering Group meeting has been pencilled in for the evening of the 10th July (which is the date of the next full meeting of the Parish Council) starting at 6pm. However, as usual this meeting will be confirmed and those wishing to attend need to keep an eye on the Parish Council Notice Boards.</p> <p>Apologies were received from Cllr Mike Ricketts.</p> <p>Please note apologies were also received from District Councillors K Crookes & S Gorys, County Councillor D Simpson and residents Mr & Mrs Waller.</p>	
<p>Agenda item 56/17</p>	<p>Declaration of Interests – Current agenda</p> <p>GL re Finance receipt of payment.</p>	
<p>Agenda item 57/17</p>	<p>Public Participation</p> <p>Cones & signs from HCC removal of fly tipping remain. Residents to report if they become a hazard on road.</p> <p>HDC giving out personal telephone number of Councillor GL in relation to fly-tipping. CI to contact HDC to request this stop.</p>	<p>CI</p>
<p>Agenda item 58/17</p>	<p>Approval of minutes of Annual General meeting held 8th May 2017</p> <p>It was resolved that the minutes of the Annual General meeting held 8th May 2017 (42/17 to 54/17) be accepted as a true record and they were signed by GB (GB proposed, JT seconded and all were in favour).</p>	



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<p>Agenda item 59/17</p>	<p>Matters arising from AGM minutes of 8th May 2017</p> <p><u>To include consideration of outstanding action list</u> Outstanding actions are noted below: Application to Hampshire Trust Bank is in progress and the application form should be complete at the meeting tonight. GB & GL to look to replace post on PGS</p>	<p>CI GB/GL</p>
<p>Agenda item 60/17</p>	<p>Policy Review & Agree timetable for Employee Appraisal Process</p> <p><u>To confirm review of DPC Grievance Policy and Disciplinary Procedure and acceptance of documents as the agreed working policy</u> The policy documents were circulated and comments were invited.</p> <p>It was agreed to rename the policies Employee Grievance and Employee Disciplinary for clarity and to add “normally in a closed session” under the Appeal section for both policies.</p> <p>It was resolved that the DPC Employee Grievance policy and Employee Disciplinary Policy be adopted (subject to the wording change as discussed) as the agreed working policies (GB proposed, JT seconded and all were in favour).</p> <p><u>To agree timetable and members to carry our Performance Review of employee</u> GB proposed following a similar timetable to that achieved last year as per the milestones listed below: By 17th June - Appraisal form issued by GB By 8th July - Self-appraisal completed by CI By 22nd July - Draft report completed by GB/AJC By 29th July - Appraisal interview involving GB/AJC and CI By 31st July - Final draft report completed by GB September meeting - Final draft considered by full Council</p> <p>This timetable was agreed by all.</p>	<p>GB/AJC CI</p>
<p>Agenda item 61/17</p>	<p><u>Finance and Regulatory Matters</u></p> <p><u>Financial statement of account from 1st to 31st May 2017</u> CI reported the bank balance at end of May stands at £46,758.87 and this has been agreed to the bank statement by a Councillor and signed. Three of the cheques issued in May were uncleared at the end of the month but acknowledgement of these payments has been received from the recipient. The VAT return was submitted but remains unpaid to date. Please note HMRC have not raised any queries and payment would be anticipated in due course.</p> <p>Please note that £2,000 of the Precept has now been shown as an EARMARKED RESERVE for potential funding of the NHP.</p>	



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The month end balance is represented by:

EARMARKED RESERVE – NHP Grants	£ 1,781.48
EARMARKED RESERVE – Community Benefit Fund	£28,000.00
EARMARKED RESERVE - DPC PRECEPT FUNDS for NHP	£2,000.00
DPC PRECEPT funds (including cheques not yet cleared bank)	£ 14,779.13
<i>Total cash book balance end of May 17</i>	<i>£46,560.61</i>
Add back uncleared cheques	£198.26
<i>Total Bank Balance end May 17</i>	<i>£47,758.87</i>

The application for opening a bank account with the Hampshire Trust Bank has progressed and the bank mandate form has been completed ready for submitting with cheque due to be authorised to transfer the CBF fund over.

It was resolved that the statement of accounts be accepted as a true and correct record and payments listed therein be confirmed (GB proposed, GL seconded and all were in favour).

It was resolved to authorise the payments listed below:

Cheque no.	Payee	Payment for	Amount
1025	Claire Inglis	June 2017 Clerk Salary	£419.00
1026	Do the Numbers Ltd	Internal Audit Fee	£235.00
1027	Hampshire County Council	Basingstoke Canal Contribution	£240.00
1028	Hampshire County Council	Printing Costs incurred at Dogmersfield Primary School re Local Plan consultation	£48.00
1029	Hampshire County Council	11 Meetings 17/18 at Dogmersfield Primary School	£275.00
1030	Dogmersfield Parish Council	CBF earmarked reserve investment transfer to HTB	£28,000.00
1031	Graham Leach	Expense Claim re PGN	£29.99

(GB proposed, JT seconded, GL abstained and all others were in favour).

To receive and approve Internal Audit report

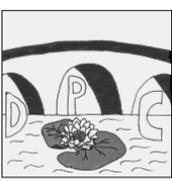
The Internal Audit was completed and the report received was circulated. The report was longer than in previous years. The items raised do not relate to any areas of risk and were minor in the issues raised. However CI sought clarification on the issues to identify the best way to report to improve clarity, reduce repetition and increase relevance in the official minutes of DPC.

Minutes – considered too long-winded to be able to identify decisions made by council. A separate report “Clerk & Chair report” will be published alongside the more succinct minutes to retain the information that residents welcome arising at the meetings.

Non-Council items – will be included in the “Clerk & Chair report” unless relevant. The item quoted by the internal auditor was relevant as DPC may have needed to make an insurance claim.

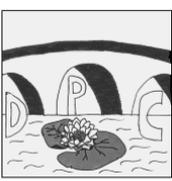
Payment Authorisation – this will be more readily identifiable in the shortened minutes of the meeting listing the cheque number, payee and amount once only. The RFO report will be readily available on the website to look at the detail of the accounts. No loss of information will be evident from a resident’s point of view.

Completed actions – will be referred to as a point of information as required in the “Clerk &



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<p>Agenda item 61/17</p>	<p>Chair report”.</p> <p>Budget virements – will only be made if material otherwise they will be reported as a variance against budget.</p> <p>Fixed assets – CI does not see the need to report these differently as the asset register is a means of tracking the status of assets owned by DPC.</p> <p>Risk Assessment – Minutes will show adoption of individual documents at next AGM rather than as one minute for clarity.</p> <p>Transparency Code – There is no need for the website to be changed for purposes of DPC being a gap council for one year (turnover between £25,001 and £199,999). It will revert to a small council again in the current year and therefore remains compliant.</p> <p>This concludes the items raised within the report. Councillors may seek an alternative internal auditor next year and agreed that the issues raised were not matters of risk but in relation to the reporting style of DPC.</p> <p>It was resolved that the Internal Audit report of the Annual Return be accepted and approved and matters raised set in place with immediate effect (AJC proposed, GB seconded and all were in favour).</p> <p><u>To receive the Annual Return and approve for submission to external auditor</u></p> <p>The Annual return figures have been completed and agreed with the Internal auditor. The document was circulated to councillors with analysis that will be submitted to the external auditor. Questions were invited from Councillors.</p> <p>CI clarified that VAT was shown as a cash movement and the difference in VAT year on year is explained as part of the analysis to be provided to the external auditor. The accounts will be available for “Exercise of public rights” from 15th June.</p> <p>It was resolved that the Section 2 of the Annual Return 16/17 be approved and submitted to external auditor BDO (GB proposed, JT seconded and all were in favour).</p>	<p>CI</p>
<p>Agenda item 62/17</p>	<p><u>To report on current planning applications and confirmation of Parish Council responses</u></p> <p>A large number of applications are highlighted on the planning report with many dealing with the clearance of conditions associated with permissions already granted. In this oral report I will cover only the significant applications although the status of all live applications will be covered by the minutes.</p> <p>16/01651/OUT Netherhouse Copse – an outline application for 423 new houses in Hitches Lane. As already reported the developer has appealed against the Council’s ‘non determination’ of this application and the appeal will take the form of a public enquiry.</p> <p>16/03129/OUT Pale Lane – seeking outline approval for 700 new houses and some local infrastructure including a primary school and a community centre. Nothing further to report.</p> <p>16/03302/FUL NATTA Site – seeking change of use to create a construction training area as part of the NATTA site adjacent to the Parish Boundary. Nothing further to report as Hart has not yet made a decision on this application.</p> <p>16/03400/OUT Cross Farm Crookham Village – seeking outline approval for a care village</p>	<p>CI</p>



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comprising approximately 100 retirement cottages and apartments and a 64 bed care home. Nothing further to report as Hart has not yet made a decision on this application.

17/00204/HOU Peasmoor House – a recent application for an extension to the existing property. The Parish Council submitted no objections. Nothing further to report

17/00497/LBC and 17/00496/FUL Four Seasons – a recent full application to build a children’s swimming pool. DPC had submitted no objections and permission has been granted.

17/00544/PREAPP Winchfield Court – seeking guidance on a scheme to build 17 new houses adjacent to the existing development. Nothing further to report.

17/00515/CON and 17/0598/CON Rose Court - seeking to discharge the conditions associated with the granting of permission to demolish the existing office block and create a new building providing 14 apartments. Nothing Further to report.

17/00718/CA Lords and Ladies - to cut back some overhanging trees has been allowed.

17/00719/LBC Four Seasons – seeking permission for a number of structural changes mostly internal to the existing building. DPC has submitted no objections and permission has been granted.

17/00764/PREAPP Emilys Farm – seeking advice on an agricultural dwelling and other buildings. DPC will not be commenting at this stage. Nothing further to report.

16/03245/CON Well Waters – seeking to discharge conditions associated with the granting of permission for various extensions. DPC has not responded.

17/00937/FUL Primary School – seeking permission to replace a number of decaying windows without changing the appearance of the building. DPC has submitted no objections.

17/01046/PREAPP Oakbridge House – seeking guidance for a scheme to convert the existing garage into a dwelling. DPC has not responded at this stage.

17/00772/FUL Church Lane - This is a full application for approval of 3 new houses in Church Lane with slightly different design details. It follows from HDC’s refusal of the applications to clear the condition that required prior approval of the design details of the windows and doors and refusal of the earlier minor amendment application that sought approval of the design changes.

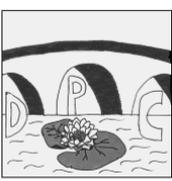
DPC identified three design features that were a cause of concern. These were: the shortage of windows mainly to the side elevations, the provision of compensatory false windows again mainly to the side elevations and the provision of roof lights to the main roof space positioned above the second floor window line.

The need for these new design feature appeared to be driven by changes the internal layout of all three houses and possibly a desire to minimise the amount by which each new house overlooks the other.

DPC has concluded that the false windows and particularly the roof lights represent undesirable design features that are out of keeping with other local properties and have no place in the Dogmersfield Conservation Area.

DPC were less concerned about the appearance implications due to absence of windows in the side elevations or any impact on internal lighting levels. DPC therefore concluded that permission for new houses that feature the false windows and roof lights should be refused. However, DPC would not object to permission being granted for new houses that excluded these particular features.

DPC had monitored the site approval process closely and particularly the documentation that has been submitted in order to clear the conditions that were applied to when permission was granted for the earlier application. We were concerned that in the event that permission is to be granted for this current application this would present an opportunity for the builder to avoid full compliance with the documents submitted previously. DPC therefore insisted that all the conditions applicable to the earlier permission and any approved documents



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related to the clearance of conditions must read across seamlessly to this current application.

Although no decision is reported on the Hart website some construction work has recommenced mainly associated with roofing.

17/01034/FUL Schoolfield Corner – This is a reapplication for the scheme comprising one 4 and one 5 bedroom houses at the front of School field Corner. The earlier application was refused due to lack of SANG and concerns expressed by DPC because the two identical houses were out of character with the diverse designs of the Conservation Area. This new application introduces a completely new design and layout for one of the houses. As our concerns have been addressed DPC has submitted no objections although the application is likely to be refused again due to lack of SANG. Should this be the only reason the scheme will be place in the queue for SANG.

17/01098/PREAPP Rye Common Lane – seeking guidance on a scheme to build a battery based energy storage facility on a green field site off Rye Common Lane. Exceptionally DPC has submitted comments to HDC because we felt that the application understated the adverse impact that the facility would have on the near neighbours, the Basingstoke Canal Conservation Area and the local countryside and it ignored the potential for flooding and access difficulties.

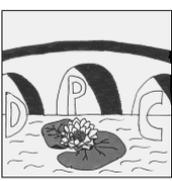
17/01142/FUL Schoolfield Corner – a reapplication for the two new houses at the rear of Schoolfield Corner. The original application was refused due to the lack of SANG, DPC concerns that the two houses were identical and because the so called backfield development was considered to be out of character within the Dogmersfield Conservation Area. The design of one house has now been radically changed. It is likely that this new application will be refused on SANG grounds but the views of the Planning Committee on the backfield issue were not being fully exposed with the earlier application and the likely outcome on this issue is unclear. DPC has resubmitted its concerns about backfield development as a neutral submission.

17/01219/FUL Chatter Alley – This is the expected application to build 6 new houses in Chatter Alley. HDC initially incorrectly described the site as being at Troquhain House. This has been changed to Land to the West of Troquhain house which is still unsatisfactory as the owners of Troquhain House have no connection with the application. HDC have also failed to put some of the supporting documents on their website. The scheme is unchanged from that which was displayed at the public exhibition. DPC has not yet concluded how it should respond to the application.

17/01399/HOU Forge Cottage – This recent application covers extensions to the side and rear of this locally listed building. DPC has not yet concluded how it should respond to the application.

17/01286/HOU Forge Cottage – This recent application proposed a double garage in the garden of this locally listed building. An earlier application for a carport in a similar but not exactly the same position was refused permission. DPC has not yet concluded how it should respond to the application.

Clarification was sought over the purchase by HDC of SANG land at Bramshott. It was confirmed that this is still going ahead but how it is allocated is not yet known. Work to the land to make it useable as SANG is also required.



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Hart Local Plan Consultation

Although not a specific agenda item GB thought DPC should provide a report on the consultation on the Draft Hart Local Plan which closed on 9th June. At the last Council Meeting it was agreed that residents should be given an appraisal of DPC's views on the Draft Plan and that GB would draft a recommended residents' response.

These conclusions were acted upon and towards the end of May we delivered a package of documents to all households. This included a letter from GB explaining why residents should respond to the consultation, a copy of DPC's response to the consultation and also a suggested response from residents. This took the form of a hard copy version of the Hart response form allowing residents simply to fill in their details if they wished to support the recommended position.

It is believed that many residents did respond either on line or using the hard copy form as several completed forms were handed to Councillors for onward delivery. DPC's submission was also made on line.

You may be aware that control of Hart District Council has changed after the recent Annual General Meeting with an alliance between Community Campaign Hart and Liberal Democrat Councillors taking over the leading positions previously held by the Conservatives. It is not clear what the implications will be for the Local Plan.

GB asked Cllr Kennett to comment. JK considered that the local Plan will not be able to be changed drastically as there is not enough time to assess any further sites (such as including Winchfield in the plan) without introducing further delays. There are big financial implications of delivering the Local Plan late as the "new house bonus" will be lost if the Plan is not adopted by early 2018 at the very latest.

GB reported in summary that in general DPC supported the plan but did not agree with the lack of infrastructure detail included in the plan.

JK could not report the total of submissions to the Local Plan.

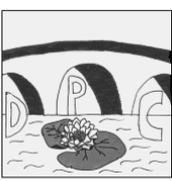
Neighbourhood Plan Update

At the last meeting GB reported that the Steering Group had asked RCOH to reconsider its draft Vision Note in light of the formal consultation of the Draft Hart Local Plan and that we were awaiting delivery of the revised document.

In the event RCOH took longer to fully assess the implications of the Draft Hart Local Plan as they analysed both the Strategy and Sites Document and the Sustainability Appraisal. And their revised draft Vision Note was delivered in mid-May,

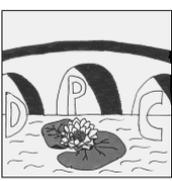
This evening the Steering Group were advised that the Working Group had held one meeting to consider the Rev A version of the draft Vision Note. Although the underlying structure of the document has been retained much of its analysis and resulting proposals has been reworked. The Working Group focused on two aspects which were how to take the documents proposals forward and where to go with the document itself.

The earlier version of the draft Vision Note identified quite strategic decisions that were at that time needed to determine the shape and content of the neighbourhood plan. The Draft Local Plan consultation has narrowed down many of the open issues meaning that RCOH have now been able to identify specific policy areas that the plan could cover. The Working Group has considered these and concluded what work will be needed to firm up proactive and forward looking policies for each. The areas are:



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<p>Agenda item 62/17</p>	<p>Settlement Boundaries – The WG did not favour promoting boundary changes within the plan. It was noted that Hart DC will review the boundary in Part 2 of the Draft Local Plan. The WG strongly supported the request made by the Parish Council, in its response to the Draft Local Plan, for full consultation in that review.</p> <p>Site Allocations – No firm conclusions were reached regarding site selection but policies would be investigated that might support particular types of sites.</p> <p>Gaps – The Draft Hart Local Plan already includes a development gap between Crookham Village and Dogmersfield. The WG identified other opportunities and these will be investigated further to establish whether they can be promoted within the plan.</p> <p>Local Green Spaces – There are obvious candidates for nomination under this new NPPF categorisation such as Pilcot Green. The WG identified other opportunities and these will be investigated further.</p> <p>Rural Economy – The WG felt that within the parish leisure activities are an important element of the rural economy. Opportunities to enhance the scope and scale of the most commonly pursued activities will be investigated further.</p> <p>Actions arising from the meeting of the NHPSPG earlier this evening</p> <p>The Working Group will provide a further report with firm recommendations on each of the potential policy areas.</p> <p>With regard to the draft Vision Note itself the Working Group will identify some changes needed and offer these to RCOH for inclusion in a final version. The aim being to have this version available for endorsement at a Steering Group meeting in July.</p> <p>The Steering Group were also advised by GB that government grant funding would cease at the end of the current year. The Working Group was asked as a matter of urgency to consider what further support it would require from RCOH to enable the Parish Council to submit a further grant application.</p> <p>The next meeting of the Steering Group will be held provisionally on the 10 July 2017 to be confirmed.</p>	
<p>Agenda item 63/17</p>	<p><u>To authorise the Lengthsman Lead/Associate agreement with Chairman and Clerk to sign and to finalise the date for Lengthsman works</u></p> <p>GB raised the following queries: Assuming that the Lead and Associate Parish Agreement is a 'standard' document used within the Newnham cluster and not bespoke for Dogmersfield it is not as clear as desirable in the following areas:</p> <p>1.10 This could be an important provision particularly should there be a safety incident. It places joint responsibility on the Lead Parish and Associate to provide for example training in basic highway safety and provision of safe working practices and procedures. I would have thought that the specific examples would have been a clear Lead Parish responsibility. Joint responsibility is never a good idea as important requirements can easily fall between the parties. Do we have a clear understanding of what the DPC will be responsible for providing under this provision?</p>	



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Agenda item 65/17	Other matters to report (i) Community Liaison – None to report (ii) Training – None to report (iii) Website update – Up to date (iv) Newsletter update – Possible September issue	
Agenda item 66/17	Crime and Disorder Act, section 17 None to report	
Agenda item 67/17	Next meeting date – July 10 th – from 7.30pm NHPSG to be confirmed (Provisional 6pm July 10 th)	
Agenda item 68/17	Information sharing None to report Meeting closed at 21.10pm	

Signed.....
Chairman

Date.....

Abbreviations	In place of	Abbreviations	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
HCC	Hampshire County Council	APA	Annual Parish Assembly
HALC	Hampshire Assoc.of Local Councils	CBF	Community Benefit Fund
PGN /PGS	Pilcot Green North / South		