

DOGMERSFIELD PARISH COUNCIL

Minutes of the Meeting Held at Dogmersfield Primary School 11th September 2017

Councillors present:

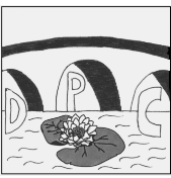
Cllr Geoff Beaven (GB) (CHAIRPERSON)
Cllr Alastair Clark (AC)
Cllr Jo Thomas (JT)
Cllr Mike Ricketts (MR)

Members of Public present:

M Morrison (MM) S Francis (SF) B White (BW)
B Leversha (BL) C Smith (CS) D Simpson (DS)
E Waller (EW) C Waller (CW)

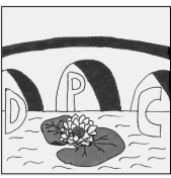
CLERK: Helen Wright (HW)

83/17	Welcome & Apologies for Absence GB introduced the meeting by welcoming Helen Wright as the new Parish Clerk and Responsible Finance Officer. GB reported that there had been a meeting of the Dogmersfield Neighbourhood Plan Steering Group earlier that evening, and that he would cover all the relevant issues under agenda item 90/17. He stated that the next Steering Group meeting has been pencilled in for the evening of 13 th November (which is the date of the next full meeting of the Parish Council) starting at 6.30pm, however as usual this meeting is still to be confirmed and those wishing to attend need to check the Parish Council noticeboards. Apologies were received from Cllr Ken Crookes, Cllr Stephen Gorys and Cllr John Kennett.	
84/17	Declaration of Interests – Current Agenda None received.	
85/17	Public Participation DS reported that there is currently a proposal to close up to half the tips in Hampshire, possibly reducing the opening hours of remaining tips. At the moment it is not specified which tips will be closed and a decision is awaited. EW queried when the work to the canal will be finished. AC reported that cosmetic cleaning work remains to be done, but the waterway is now fully open and the path is open for walking. It was noted that the work done so far has been excellent, and AC will provide a further update.	AC



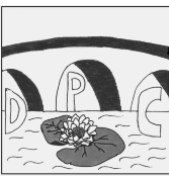
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	EW and CW expressed concern that the holly hedge near the road at Pilcot Green North needs cutting back because it is obscuring the view when using the road. It was agreed that EW will email DS regarding this, and then upon investigation if it proves to be a Highways problem then Hampshire County Council will clear it. If it is a private issue then the Highways department can instruct the owner of the hedge to sort it out.	
86/17	<p>Approval of Minutes of Meeting held on 10th July 2017</p> <p>It was resolved that the minutes of the meeting held on 10th July 2017 (69/17 to 82/17) be accepted as a true record and they were signed by the Chairperson (AC proposed, GB seconded).</p>	
87/17	<p>Matters Arising from Minutes of Meeting held on 10th July 2017</p> <p><u>To include consideration of outstanding action list</u> With consideration to the action list from 10th July, the following points were noted:</p> <p>59/17 and 73/17 (replacement of post on Pilcot Green South) - this is complete although a permanent replacement post will be needed)</p> <p>60/17 and 73/17 (annual staff appraisal) – complete and covered by agenda item 89/17</p> <p>62/17 and 76/17 (NHPSG grant application) - complete and covered by agenda item 90/17</p> <p>63/17 (Community Benefit Fund) - ongoing and to be covered by agenda item 91/17</p> <p>71/17 (removal of road signs) - complete</p> <p>75/17 (Lloyds bank account admin rights) – in progress and covered by agenda item 89/17</p> <p>75/17 (Horticultural Society contribution) - complete</p> <p>76/17 (Vision Note) - complete and covered by agenda item 90/17</p> <p>76/17 (purchase order NHPSG consultancy) - complete and covered by agenda item 90/17</p> <p>77/17 (Lengthsman Agreement) - complete and covered by agenda item 91/17</p>	<p>GB/HW</p> <p>GB</p> <p>HW</p>
88/17	<p>Council Vacancies</p> <p><u>To receive the report from the recruitment panel on the recruitment of a Clerk/RFO</u></p> <p>GB reported that adverts had been placed in several locations including the noticeboards and on social media, with a closing date of the end of July. A number of people requested further details and two applications were received. Both candidates were interviewed on 4th August by a panel comprising Councillors Thomas, Clark, himself and Claire Inglis. GB was pleased to confirm that Helen was successful and she accepted the</p>	



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	<p>offer. Both parties signed a contract of employment drawn up for DPC by HALC, and Helen took up the position of Parish Clerk and Responsible Finance Officer on 1st September 2017.</p> <p><u>To review progress on the recruitment of a Councillor</u></p> <p>GB reported that as anticipated at the last meeting Graham Leach resigned from the Council for personal reasons on 20th July 2017. Hart District Council were notified and, following normal procedure, notices were posted which asked residents whether they wanted this vacancy to be filled through a bye election. DPC were notified by Hart District Council on 9th August that insufficient residents had requested an election, and the Parish Council was authorised to fill the vacancy through co-option.</p> <p>A vacancy notice was placed on DPC notice boards with a closing date of 8th September. One completed application form was received from Brian White. It was noted that Brian is a regular attendee at Parish Council meetings, taking a close interest in all matters affecting the parish, and that as a farmer he has an understanding of the rural issues that none of the other Councillors match. GB commented that Brian White has the potential to be an excellent parish Councillor. All agreed that they would like to co-opt Brian to fill the current vacancy, however it was noted that this cannot be resolved at this meeting as such a decision was not indicated in the published agenda due to timings of events. GB confirmed that he would table a formal co-option resolution at the beginning of the October meeting, which would allow Brian to sign the necessary forms and subsequently join the Council for the rest of that meeting.</p>	GB/HW
89/17	<p>Finance & Regulatory Matters</p> <p><u>To receive and approve financial statements of accounts from 1st July – 31st August, confirming payments made in July and August, and to authorise any payments now due</u></p> <p>It was noted that in summary the transactions in July were:</p> <p><i>Payments:</i> Cheques no 1032 (clerk salary £419) and 1034 (clerk expenses £52.78) <i>Receipts:</i> nil</p> <p>Transactions in August were:</p> <p><i>Payments:</i> Cheque no 1033 (clerk salary £419) <i>Receipts:</i> Groundwork grant £5,285</p> <p>Financial position at the end of August:</p> <p><i>Total cash book:</i> £23,315.89 of which £9,066.48 is ring-fenced for the Neighbourhood Plan</p>	



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It was resolved that the July and August financial reports be accepted as a true and correct record and the payments listed therein be confirmed (GB proposed, JT seconded and all were in favour).

It was resolved to authorise the payments listed below (AC proposed, JT seconded and all were in favour):

Cheque no.	Payee	Payment for	Amount
1035	Helen Wright	September 2017 clerk salary	£370.00
1036	Hants and IOW CRC Ltd	CPT visit 13 th July	£80.00
1037	BDO LLP	Annual External Audit Fee 2016/2017	£240.00 * *virement to cover this amount was agreed in July

To approve to update the Bank mandates at Lloyds and Hampshire Trust Bank to remove previous Clerk from administrative rights and Councillor Leach from signing rights, and to add new Clerk for administrative rights and change of address

HW confirmed that the necessary paperwork had been either signed or distributed for signing as appropriate this evening, and that she would submit it promptly.

GB/AC/MR/JT/
HW

To confirm payroll update to process leaver and add new starter

HW confirmed that the payroll has been updated and that the P45 has been submitted.

To confirm completion of the external audit process

HW confirmed that the external audit process has been completed with no issues raised.

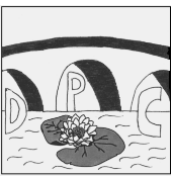
To confirm completion of Annual Appraisal review of previous Clerk

GB confirmed that the annual appraisal process has been completed with the performance review interview held on 7th August conducted by GB and AC. He stated that the report had been circulated to all Councillors for their approval, and if all were in agreement then he would sign it off. It was noted that all were satisfied and that no resolution was required. HW is to ask Claire Inglis to initial the signed-off version for the records.

HW

90/17 **Planning**

To report on current planning applications and confirmation of Parish Council responses
A large number of applications in the planning report are still dealing with the clearance of



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conditions associated with permissions already granted.

16/01651/OUT Netherhouse Copse - This is 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 is in the form of a public enquiry which commenced on 18th July 2017. No information is available as yet on the outcome of the enquiry, although a Section 106 agreement has just been finalised which may be significant. If approved this will affect the Neighbourhood Plan.

16/03129/OUT Pale Lane - This application seeks outline approval for 700 new houses and some local infrastructure including a primary school and a community centre. There is nothing further to report.

16/03302/FUL NATTA Site - This application seeks change of use to create a construction training area as part of the NATTA site adjacent to the Parish Boundary. Permission has been granted which includes a number of conditions aimed to reduce the level of intrusive noise from vehicles being operated on the training area.

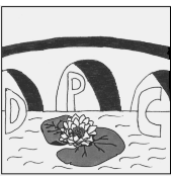
16/03400/OUT Cross Farm Crookham Village - This application seeks outline approval for a care village comprising approximately 100 retirement cottages and apartments and a 64 bed care home. An appeal has been lodged although no details are available regarding the form this might take.

17/00204/HOU Peasmoor House - This is an application for an extension to the existing property. The Parish Council submitted no objections. Permission has been granted.

17/00544/PREAPP Winchfield Court - This pre-application seeks guidance on a scheme to build 17 new houses adjacent to the existing development. HDC has issued its pre-application opinion which concludes that development is likely to be acceptable despite the earlier planning application being refused. A significant factor could be that development of this site was supported by the Winchfield Neighbourhood Plan.

17/0598/CON Rose Court - This application seeks to discharge the conditions associated with the granting of permission to demolish the existing office block and create a new building providing 14 apartments. The application has been granted.

17/00764/PREAPP Emily's Farm - This pre-application seeks advice on a number of new and existing agricultural buildings including retention of the mobile dwelling, permission for which expired in 2015. The Parish Council did not comment at this stage. HDC has issued its opinion which in essence concludes that all of the matters raised will require planning permission. One of the more worrying aspects of the application was the



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proposal to set up a butchery and meat processing unit. From HDC's opinion it is clear that this unit already exists. HDC have urged the applicant to engage with the Parish Council and the District Councillors.

17/00772/FUL Church Lane - This is a full application for approval of 3 new houses in Church Lane with slightly different design details. The Parish Council objected as it felt that the new houses should be completed as being built rather than adding false details to make them resemble the approved designs. Permission has been granted with little discussion at the Planning Committee.

17/01034/FUL and 17/01142/FUL Schoolfield Corner - This is a re-application for the schemes comprising one 4 and one 5 bedroom houses at the front of Schoolfield Corner, and two 4 bedroom houses at the rear. The HDC Conservation Officer has commented that the proposed new houses on the front of the site are too large, and suggests that they are substituted with three 3 bedroom houses. The two houses at the rear of the site are recommended for refusal, as backfield development will be detrimental to the Dogmersfield Conservation Area. The applicant has lodged an appeal against non-determination for the rear pair application, and GB will be drafting submissions to the inspector for consideration. GB is not sure what is happening on the front pair where a similar appeal is possible.

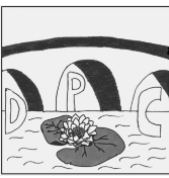
17/01098/PREAPP Rye Common Lane – This pre-application seeks guidance on a scheme to build a battery based energy storage facility on a greenfield site off Rye Common Lane. Exceptionally the Parish Council has submitted comments to HDC. HDC has issued an opinion although no details are available.

17/01219/FUL Chatter Alley - This is the application to build 6 new houses in Chatter Alley. The Parish Council objected and there were approximately 90 objections, with most from residents and parents of children attending the primary school.

The application was considered by the Planning Committee on 9th August when all members were against the proposal, although some did not oppose development of the site in principle. The application was refused, because of the adverse impact on the character of Dogmersfield Village and the damage to the Conservation Area, on a majority decision.

GB understands that the school has been approached by a company called Fowler Architecture and Planning Limited, for a meeting to discuss a new design for the Fisks field. GB assumes that this company has replaced Earls gate. They appear to be considering fewer houses and parking spaces for the school. They have not approached DPC.

GB



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17/01286/HOU Forge Cottage - This recent application covers extensions to the side and rear of this locally listed building. The Parish Council has submitted no objections. Nothing to report.

17/01399/HOU Forge Cottage - This recent application proposed a double garage in the garden of this locally listed building. Permission has been refused (again) following concerns expressed by consultees regarding access and the impact on the Conservation Area.

17/01358/CON Equestrian Centre - This application seeks to discharge a condition of the granting of permission to open up the centre to users that have no association with the Four Seasons Hotel. The proposed new signage has been accepted by HDC.

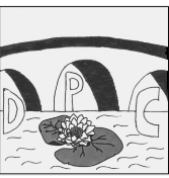
17/01471/CA Double Bridge Farm - This application covered some tree work but was withdrawn.

17/01678/FUL and 17/01679/LBC Four Seasons Hotel - This application proposes some design changes to the previously approved scheme to build a children's swimming pool. Although they affect the external appearance of the building, the changes are not significant and the Parish Council has submitted no objections.

17/00722/SANGS Church Lane - This application seeks to discharge the SANG obligation for the 3 new houses in Church Lane. The submission has been accepted by HDC. The Parish Council did not respond.

17/01740/FUL Floods Farm Cottage - There have been several earlier applications to extend the existing house with the last being granted permission. This application proposes to demolish the existing house and replace it with a new house which will resemble the extended house as approved. The reason given for the new approach is that the fabric of the old house will not be suitable for the degree of extension proposed. The Parish Council has submitted no objections.

17/01869/LBC and 17/01868/FUL North Lodge - An earlier application to install some external walls, iron gates and rising bollards at the entrance to Dogmersfield Park was withdrawn following the submission of concerns by several consultees. A significant issue was the potential to obstruct the public right of way which runs between the two lodges. This application proposes a similar scheme, although with detail changes to the siting of the walls, and with wooden gates instead of metal gates whilst retaining the rising bollards. The Parish Council has objected as its earlier concerns are still not addressed by the new scheme.



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16/03302/CON NATTA Site - This application seeks to discharge a condition associated with granting of permission for a training area off Rye Common Lane. The Parish Council will not be responding.

17/01945/CA Double Bridge Farm - This application seeks permission for some tree work. HDC have raised no objection and the Parish Council did not respond.

17/02018/LDC Pond House - There have been a number of recent applications associated with the work to convert a row of 5 garages into a new dwelling on land opposite Ormersfield House. This latest application requests a Lawful Development Certificate to cover the installation of gas storage and sewerage tanks, including the construction of a new access from Ormersfield Lane. The issues involved are complex and the outcome is likely to depend on the legal status of the area of land involved. Two residents most affected have submitted objections. The Parish Council concluded that it would not get involved in the legal arguments and other aspects were matters for the land owners involved.

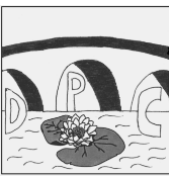
Neighbourhood Plan Update

GB reported good progress on a number of activities as follows:

A finalised version of the Vision Note is now available on the Parish Council website. This is an important part of the evidence base for the Dogmersfield Neighbourhood Plan, and the Steering Group have gone to some lengths to ensure that it is as up-to-date as possible, is factually accurate, and provides a clear distinction between factual evidence and the opinions/suggestions put forward by RCOH.

At the last Council meeting GB advised that the Parish Council was about to submit a new grant application for £5,285 which was the outstanding balance of total government grant available and must be expended by the end of March 2018. The application process took longer than expected mainly because the administering organisation requested a new quotation from RCOH that confirmed the cost of the tasks identified in our application. Unfortunately this request coincided with the start of the holiday season, although the application was approved as soon as this document was provided.

At the last meeting it was resolved that DPC should engage consultants RCOH to provide consultancy support as described in their updated project plan (dated 19/06/17) with a Limit Of Liability (LOL) not exceeding £7,000. GB was pleased to report that the Parish Council has issued a purchase order, and this has been accepted by RCOH with a LOL of £5,500 covering a further updated project plan dated 24th August 2017. This plan identifies RCOH tasking up to the production of a draft Neighbourhood Plan of a suitable



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standard to submit to HDC. GB commented that it is a very taut plan, and that the Steering Group will need to manage the demands placed on RCOH if the Plan is to be completed within the funding available.

DPC has been notified that RCOH have changed their name and in future will be called ONEILLHOMER LTD.

The NHP funding situation is as follows based on the Parish Council's financial report for end June (VAT Ex)

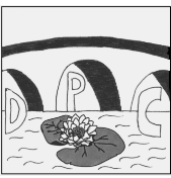
Receipts	Hart DC Grant	£2000
	Gov Grant tranche 1	£3715
	Precept earmarked reserve	£2000
	Gov Grant tranche 2	£5285
	Total	£13000
Expenditure to date		£3933.52
Available balance		£9066.48
RCOH commitment		£5500
Remaining Balance		£3566.48

As the precept reserve is earmarked for a Strategic Environmental Assessment (SEA) the available balance for further commitment with RCOH/expenses/printing is £1,566.48.

At its March meeting the Steering Group endorsed a suggestion from RCOH by setting up a number of subgroups that would examine particular topics by collating evidence that is already in the public domain. These subgroups would be led by SG members with assistance from other members and from residents as needed. The subgroups were:

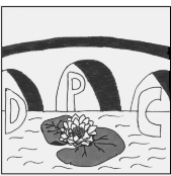
- Housing (Geoff Beaven)
- Design and Character (Mark Lowe, Christine Lowe, Carole-Anne Harrison)
- Community Facilities (Valery Scott)
- Environment (Geoff Beaven)
- Infrastructure (Chris Ward)

The aim was for each group to produce a draft summary report by early September, and GB was pleased to report that all of the summary reports were being circulated. The next step will be to submit these draft reports for review by RCOH. GB anticipates that the draft Neighbourhood Plan may be available around the turn of the year.



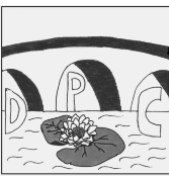
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	<p>GB will email DS to enquire about the costs of the Hampshire Biodiversity Information Centre run by Hampshire County Council.</p> <p>It was noted that the next meeting of the Steering Group will provisionally be held on 13th November 2017.</p>	GB
91/17	<p>Environment and Rights of Way</p> <p><u>To agree dates for future Lengthsman visit works</u></p> <p>HW reported that she has spoken with Susan Turner at Newnham Parish Council, who confirmed that no dates have been booked as yet. Apparently Jason Ebury has been on holiday, however Susan will contact HW this week with a view to getting dates scheduled. Jason is busy but he has taken on another person to help him. It was noted that the next visit should be scheduled for the end of the growing season if possible. Susan had also provided an amended version of the Lengthsman agreement which addressed the schedule numbering discrepancy.</p> <p>It was resolved to sign off the amended Lengthsman Agreement after the meeting (AC proposed, JT seconded and all were in favour).</p> <p><u>To discuss the need for future Community Payback Team visits</u></p> <p>GB reported that for the last visit of the CPT on 13th July 5 team members did an excellent job on Pilcot Green North removing all branches from the recently fallen tree, pulling up the small amount of Himalayan Balsam that has grown this year and strimming back the whole area. He commented that he had not asked them to burn the heap of branches which is now very large and this could possibly be undertaken as part of a volunteer day around 5th November. It was noted that the visit was very good value for money. Councillors need to confirm whether further visits of the CPT are required during the autumn or early next year. GB will discuss further with HW.</p> <p><u>To report on progress on setting up Community Benefit Fund Management Group</u></p> <p>GB commented that he had agreed to try to find additional residents to serve on the management group as currently there are insufficient volunteers (2 so far), and that as yet he has been unsuccessful and this action is still ongoing.</p>	<p>HW</p> <p>GB/HW</p> <p>GB</p>



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92/17	<p>Highways</p> <p><u>To report any updates on Highways matters</u></p> <p>AC reported that a closure will be in place on Pale Lane between the Barley Mow and the junction with the A323. The road will be closed from 18th September for 9 weeks, possibly longer, to enable works to strengthen the bridge over the river. A diversion route will be in place incorporating Chatter Alley and Pilcot Hill, and it was noted that this will cause some disruption for residents.</p>	
93/17	<p>Other Matters to Report</p> <p>(i) <u>Community Liaison</u> Nothing to report.</p> <p>(ii) <u>Training</u> HW reported that she was awaiting confirmation from Eastleigh of availability on a two-part training course to be held in November, at an anticipated cost of £75 for both parts combined. Travel expenses would be in the region of £20.</p> <p>AC declared an interest due to his involvement in HALC who are the providers of the course, and therefore refrained from voting on the resolution.</p> <p>It was resolved to authorise expenditure of £100 for attendance at the training course (MR proposed, GB seconded and JT was in favour).</p> <p>(iii) <u>Website update</u> AC reported that he and HW have updated the website regarding Clerk contact details and the documents relating to this meeting, and will continue to update it as necessary. He asked to be kept informed as to when further information regarding the Neighbourhood Plan can be uploaded.</p> <p>(iv) <u>Newsletter update</u> GB stated that he has written to all residents with information about the Council's vacancies as agreed at the last meeting.</p>	<p>HW</p> <p>GB/AC/HW</p>
94/17	<p>Crime and Disorder Act, Section 17</p> <p>Nothing to report.</p>	
95/17	<p>Next meeting date – October 9th</p>	



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96/17	Information sharing CW asked if the fruit tree located next to the phone box was dangerous. GB stated that it had only recently died probably due to fungus in the soil and was unlikely to be dangerous. A resident had offered to remove the tree which he would progress. The meeting closed at 8.45pm	GB
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Signed
Chairman

Date

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HH	Hampshire Highways
HCC	Hampshire County Council
NHP(SG)	Neighbourhood Plan (Steering Group)
CPT	Community Payback Team
APA	Annual Parish Assembly
HALC	Hampshire Association of Local Councils
CBF	Community Benefit Fund
SEA	Strategic Environmental Assessment
LOL	Limit of Liability