

# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Meeting Held at Dogmersfield Primary School 11<sup>th</sup> June 2018

### Councillors present:

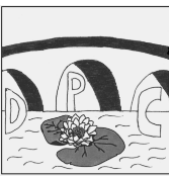
Cllr Geoff Beaven (GB) (CHAIRPERSON)  
Cllr Alastair Clark (AC)  
Cllr Jo Thomas (JT)  
Cllr Brian White (BW)  
Cllr Graham Chisnall (GC)

CLERK: Helen Wright (HW)

### Members of the public present:

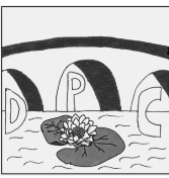
There were 4 members of the public present including  
Cllr David Simpson (DS)

55/18	<b>Welcome &amp; Apologies for Absence</b>  GB welcomed everybody to the first regular meeting of the Parish Council since 12 <sup>th</sup> March 2018, having completed the Annual Parish Assembly in April and the Annual General Meeting in May. He stated that there had not been a meeting of the Dogmersfield Neighbourhood Plan Steering Group that evening, but that he would provide a progress report under agenda item 61/18. The next Steering Group meeting has been pencilled in for 6.30pm on 9 <sup>th</sup> July 2018.  Apologies were received from Cllr Crookes, Cllr Kennett and 1 member of the public.	
56/18	<b>Declaration of Interests – Current Agenda</b>  It was noted that BW has declared an interest in the Pond House planning applications, and GB has declared an interest in applications related to The Thatched Cottage. Both will be mentioned in the planning report.	
57/18	<b>Public Participation</b>  <u>Trunk Gas Main</u> GB reported that work has been completed on the gas main along Church Lane which is now fully open to through traffic. He understands that work will now move to Crookham Village, and then back to Pilcot Hill through to the stretch of Chatter Alley in front of Pilcot Green. There is still no decision regarding how the new gas main is to cross the Hart River.  <u>Flood Forum</u> GB reported that at HDC's Flood Forum on 22 <sup>nd</sup> May he took the opportunity to discuss the Church Lane aroma problem with Thames Water, and also discussed with Hampshire Highways the continuing road drainage problems both in front of and behind the Queens Head.	



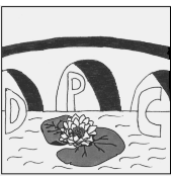
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	<p>Thames Water agreed to investigate GB's suggestion that the cause of the aroma problem is at the Four Seasons pumping station, and agreed to report back to him within 2 weeks which he is still awaiting. Hampshire Highways agreed that further camera surveys are needed and GB also awaits their action plan – GB believes that possibly a collapsed main under the road may be causing the road drainage problem.</p> <p>GB commented that the 3 new houses were supposed to retain rainwater on site, however the rainwater is going into the ditch from their run-off. The verge repairs promised by the developer have not yet been carried out.</p> <p><u>Traffic Island Clearing</u></p> <p>A resident asked when the traffic islands would be cleared of weeds/plant growth, and it was noted that this will be covered under agenda item 62/18.</p> <p><u>Summer Party</u></p> <p>It was agreed that the Summer Party and annual Duck Race held on Sunday 10<sup>th</sup> June and organised by Friends of All Saints Dogmersfield had been very successful. The organisation was excellent, and it was well attended by residents including many of the young children who now live in the Parish.</p>	
58/18	<p><b>Approval of the Minutes of the Annual General Meeting held on 14<sup>th</sup> May 2018</b></p> <p><b>It was resolved that the minutes of the Annual General Meeting held on 14<sup>th</sup> May 2018 (42/18 to 54/18) be accepted as a true record and they were signed by the Chairperson.</b> (AC proposed, JT seconded and all were in favour)</p>	
59/18	<p><b>Matters Arising from the Minutes of the Annual General Meeting held on 14<sup>th</sup> May 2018</b></p> <p><u>To include consideration of the outstanding action list</u></p> <p>With consideration to the action list from 14<sup>th</sup> May, the following points were noted:</p> <ul style="list-style-type: none"> <li>• <b>47/18 To instigate formal appraisal process for Clerk</b> – GB has sent a letter to the Clerk and is aiming to complete the appraisal process by the end of August</li> <li>• <b>47/18 To pursue gritting issues with HCC (incorporating BW's experiences of the lack of gritting)</b> – AC confirmed that he has written to James Holt of Hampshire Highways regarding the matter</li> <li>• <b>48/18 To accept insurance quotation with Came and Company/Inspire</b> – HW completed</li> <li>• <b>49/18 To review Standing Orders/Data Protection/Communications Protocol</b> – AC/HW ongoing</li> </ul>	



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	<ul style="list-style-type: none"><li>• <b>49/18 To remove 'draft' from CBF Terms of Reference Document – HW</b> completed. It was agreed that HW is to email the document to JT for comparison</li><li>• <b>50/18 To bring proposal of verge clearance works for Lengthsman to June meeting – to be covered under agenda item 62/18</b></li><li>• <b>50/18 To include road drainage issues in front of and behind the Queens Head on 'walkabout' with HCC – AC is awaiting a meeting date from HCC</b></li><li>• <b>50/18 To try to obtain further information regarding the forthcoming Pilcot Road closure – covered under agenda item 57/18</b></li><li>• <b>51/18 To arrange training for GC and BW – training has been arranged for 14<sup>th</sup> November in Eastleigh</b></li><li>• <b>51/18 To book AC onto HDC's forthcoming GDPR Councillor training session – booked for 18<sup>th</sup> June</b></li></ul>	HW
60/18	<p><b>Finance &amp; Regulatory Matters</b></p> <p><u>To receive and approve the financial statement of accounts from 1<sup>st</sup> – 31<sup>st</sup> May, confirming payments made in May and to authorise any payments now due</u></p> <p>HW reported that in summary the transactions in May were as follows:</p> <p><i>Payments:</i> Cheque nos. 1061 Groundwork UK, grant underspend repayment £785 1062 Moneysoft Ltd, payroll software licence £78 1063 IAC Audit and Consultancy Ltd, Internal Audit fee £180 1064 HCC, Basingstoke Canal partner contribution £240 1065 CPRE, annual membership fee £36 1066 Helen Wright, clerk salary May 2018 £395 1067 D,W &amp; CV Horticultural Society, Flower Show sponsorship £180 1068 Came &amp; Company, insurance premium 2018/19 £335</p> <p><i>Receipts:</i> Nil</p> <p>It was noted that the financial position at the end of May is as follows: <i>Total cashbook:</i> £22,449.92 of which £3,781.48 is ring fenced for the Neighbourhood Plan.</p> <p><b>It was resolved that the May Finance Report be accepted as a true and correct record and the payments listed therein be confirmed.</b> (JT proposed, GB seconded and all were in favour)</p>	



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**It was resolved to authorise the payments listed below:**

**Cheque nos. 1069 Helen Wright, clerk expenses £80.29**

**1070 Helen Wright, clerk salary June 2018 £395**

**1071 Brian White, APA expenses £37.38**

(AC proposed, GB seconded and all were in favour, except BW who abstained due to conflict of interest regarding cheque no. 1071)

To approve to update the bank mandate at Lloyds with the addition of Councillor Graham Chisnall as a signatory

HW confirmed that subsequent to approval she would complete the necessary paperwork for signing.

**It was resolved to update the bank mandate at Lloyds adding Councillor Graham Chisnall as a signatory to the account.**

(AC proposed, GB seconded and all were in favour except GC who abstained due to conflict of interest)

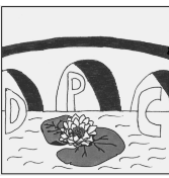
To approve purchase of replacement laptop

HW reported that when taking up the post of Clerk she had been informed by her predecessor that the laptop was running slowly, and that there was provision in the budget for its replacement. Recently the laptop has been slowing down further, requiring a system restore on an increasing number of occasions. HW stated that she has backed up all documents again in case of a major problem with the machine, but feels that it is timely to replace it now as it is becoming unreliable and is pivotal to the administration of Parish Council business.

GB commented that he believes the laptop was not new when it first came into use by the Parish Council a number of years ago, and that its replacement would be advisable to avoid significant future difficulties. AC reported that he has investigated some options regarding specific replacement laptops, and is confident that it would cost approximately £456 including VAT to purchase a suitable laptop with Windows 10 and associated Microsoft Office software. It was noted that as DPC have purchased an annual licence for the payroll software then it should be straightforward to install that software onto the new laptop. AC confirmed that existing information can be transferred onto a new machine.

**It was resolved to spend up to £500 on the purchase of a replacement laptop and associated software.**

(GB proposed, JT seconded and all were in favour)



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61/18 **Planning**

To report on current planning applications and confirmation of Parish Council responses

**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. As reported in the local press the developer has appealed against the refusal to grant outline permission, and there will be a four week public hearing at a date to be announced.

**17/02664/FUL Emilys Farm** – This application seeks to renew the permission granted in 2012 for a temporary mobile home to house a stockman close to the animals under their care. The previous permission expired in 2015. The Parish Council has not objected through a nil response. No further information is available.

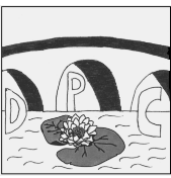
**18/00195/FUL Grace Gardens** – Work to demolish Floods Farm Cottages is well underway. Nevertheless this is a new application for a number of changes to the approved design of the replacement building. The Parish Council has submitted no objections. The Assistant Conservation Officer recommended refusal as the increase in footprint has become out of scale with the neighbouring listed properties. Revised plans were submitted that reduce the size of the garage and permission has been granted.

**18/00157/FUL Emilys Farm** – This is a recent application to build a slaughter and butchery unit which follows the recent pre-application for the same facility. The Parish Council has objected and there is nothing further to report.

**18/00802/FUL Pond House** – As reported the earlier application to install a gas tank and sewage digester on non-residential land adjacent to the converted garage was withdrawn. GB understands that this work went ahead without permission and was investigated by the HDC Enforcement Officer following a complaint. The same scheme has now been resubmitted as a change of use. The Parish Council has not responded as it is an enforcement consideration and access to the site is a private matter involving the owner of the lane.

**18/00877/FUL Chatter Alley** – This is a full application to build 5 new houses in the area of land known as the Fisk Field. The scheme includes a public parking area for 20 cars but the status of the facility is still unclear. The Parish Council has objected. It is believed that the application will be considered by the planning committee in July or August, almost certainly during the school holiday period, as its status is marked 'pending'.

GB reported that the Parish Council has recently received details from the architect regarding the type of lease that might be offered on the car parking area, which clarify that the area will consist of a tarmac roadway and hard standing (but not permanent tarmac) parking spaces. The car parking spaces can be leased for 99 years with a wayleave to use the roadway, however the car



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parking spaces can be relocated to an unspecified location at any time by the landowner. The Parish Council declined a request to meet with the architect to discuss this offer as it is not what the Council has in mind, and a meeting at this time would be inconsistent with the Council's objection to the scheme as a whole.

AC commented that the lessee of the parking area would be responsible for its maintenance and insurance which would be very costly over 99 years, and that a Section 106 would be required to cover liability – GB stated that this had been included in DPC's submission. AC emphasised the need to strongly object to any contravention of the land behind the site having no vehicular access from Chatter Alley, which is how the land was sold to its current owner. There was only to be a small pedestrian footpath by Troquhain House. GB commented that the application states that vehicular access would be provided to the triangular part of Fisk Field. Concern was expressed that the plans outlined in the application could make it easier for developers to create a roadway in the future. It was agreed that AC will liaise with GB regarding what next steps should be taken.

AC/GB

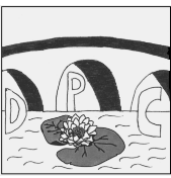
**18/00886/PREAPP Schoolfield Corner** – This application seeks pre-application guidance on a proposal to replace one of the approved new houses at the front of the area with a pair of smaller new houses, making three new houses in total. The Parish Council attended the pre-application meeting on Tuesday 15<sup>th</sup> May at which the Conservation Officer expressed some concerns, although there was little discussion regarding the planning implications. The subsequent written advice concludes that the principle of development as proposed would be unacceptable for a large number of detailed reasons, and would not in principle accord with the Hart development plan or the guidance of the NPPF.

## Neighbourhood Plan Update

GB reminded the meeting that he had previously reported on the Steering Committee's submission in April of version v9 of the draft Dogmersfield Neighbourhood Plan to HDC, with a request for a screening opinion. This was put in hand immediately by HDC who engaged a consultancy to carry out the detailed assessment work. The draft screening opinion prepared by the consultants concluded that no further assessment is required under either an SEA or an HRA. This document was then referred by HDC to the formal consultees (Natural England, Historic England and the Environment Agency).

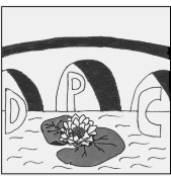
GB reported that two of these bodies endorsed the draft screening opinion however Historic England did not, expressing concern that draft policy DNP5 may not give sufficient weight to the need to sustain or enhance the significance (the historic, architectural, archaeological or artistic interest) of Dogmersfield Park as a designated heritage asset. This policy was drafted by our consultants, and they have provided an alternative version which DPC has now offered to Historic England whose reaction is awaited.

GB commented that DPC has received a few more comments from residents on the draft plan, for



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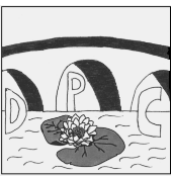
	<p>which we are very grateful. As previously explained all of the comments will be collated, and a further version of the draft plan will be created which will then be the subject of a formal consultation (managed by the Steering Group) known as Regulation 14. It is hoped that this next important step can be instigated before the summer break.</p> <p>GB reminded the meeting that the unused government grant of £785 which has been repaid can be bid for again in 2018/19, and this will be done once it is clearer when this funding will be required.</p>	
62/18	<p><b>Environment and Rights of Way</b></p> <p><u>To approve programme of works under the Lengthsman scheme</u></p> <p>HW had previously circulated a draft programme of works/purchase order DPC013 to Councillors in advance of the meeting, which had been reviewed and amended as necessary.</p> <p>It was agreed that the date for the works at Pilcot Green should be amended to 'by end of June' instead of 'by 14<sup>th</sup> July', and that the date for the first cut of the verges on Chatter Alley and Church Lane also be amended to 'by end of June'. AC queried whether the second cut of the verges on Chatter Alley and Church Lane should be omitted from this purchase order and a separate purchase order raised subsequently as necessary, however it was agreed that it be included as shown with the date to be confirmed.</p> <p><b>It was resolved to approve the programme of works as defined in the draft purchase order DPC013, subject to the date being amended to 'by end of June' for the works on Pilcot Green and the first cut of the verges on Chatter Alley and Church Lane.</b></p> <p>(GB proposed, BW seconded and all were in favour)</p> <p>JT reported that she and AC had met with Emma Broadbent from Rights of Way at HCC to walk and review Footpath No. 3. JT and AC explained that DPC would need to submit a proposal for works on the footpath to HCC, who should contribute half of the cost. Quotes for the works need to be obtained, and landowners could be asked for a contribution. It was agreed that JT and AC will put together a proposal and bring it to the Parish Council for consideration before the end of the dry period.</p> <p>JT explained that she and AC had also looked at the footpath between the school and the church with Emma, however Emma had said that she would like to assess it when it is very wet.</p>	JT/AC
63/18	<p><b>Highways</b></p> <p><u>To report any updates on Highways matters</u></p> <p>GB stated that he is appalled by the state of the roads in the area with regard to the number of</p>	



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	<p>potholes, and that they are making the roads dangerous. He asked DS whether HCC have a programme of works planned to address the situation. DS stated that due to financial constraints HCC are maintaining roads to a legal minimum standard, and explained that to necessitate repair a pothole must be 40mm deep and 300mm wide.</p> <p>AC confirmed that he is awaiting a meeting date from HCC for a 'walkabout' to look at a number of issues including the drainage problems in front of and behind the Queens Head.</p> <p>BW expressed concern regarding plant growth impinging on the roadways, particularly overhead branches which are growing over the road making it awkward for higher vehicles to pass through. DS commented that the Parish Council could write to residents on behalf of HCC requesting that they cut back their hedges and explaining that otherwise HCC would undertake the job at a cost to the resident. It was agreed that BW will instigate a plan to deal with the issue by first producing a summary of the locations of the problems.</p>	BW
64/18	<p><b>Other Matters to Report</b></p> <ul style="list-style-type: none"> <li>i. <u>Community Liaison</u> GB reported that the new General Manager at the Four Seasons is Andrew W Harrison.</li> <li>ii. <u>Training</u> HW confirmed that BW and GC have been booked onto a training course scheduled for 14<sup>th</sup> November in Eastleigh. AC has been booked onto HDC's GDPR training session to be held on 18<sup>th</sup> June.</li> <li>iii. <u>Website Update</u> HW stated that the Annual Governance and Accountability Return for 2017/18 has been uploaded to the website, together with the Exercise of Public Rights notice.</li> <li>iv. <u>Newsletter Update</u> GB suggested that GC and HW prepare the next newsletter; this is to be discussed at the July meeting with the intention of publication in October.</li> </ul>	
65/18	<p><b>Crime and Disorder Act, Section 17</b></p> <p>Nothing to report.</p>	
66/18	<p><b>Next meeting date</b></p> <p>The next meeting is to be held on 9<sup>th</sup> July.</p>	
67/18	<p><b>Information sharing</b></p> <p>Regarding the matter of the possible installation of a defibrillator in the telephone kiosk, JT asked how the power supply is metered in the kiosk. GB stated that it was his understanding that BT</p>	





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	<p>would provide the power for a defibrillator at no cost, and he will pass the information he has to JT.</p> <p>The meeting closed at 9.00pm.</p>	GB
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Signed .....  
Chairman

Date .....

Abbreviations	In place of
DPC	Dogmersfield Parish Council
HDC	Hart District Council
HCC	Hampshire County Council
NHP(SG)	Neighbourhood Plan (Steering Group)
CBF	Community Benefit Fund
CPT	Community Payback Team
HALC	Hampshire Association of Local Councils
NALC	National Association of Local Councils
SPA	Special Protected Area
NPPG	National Planning Policy Framework
APA	Annual Parish Assembly
SEA	Strategic Environmental Assessment
HRA	Habitats Regulation Assessment