



# DOGMERSFIELD PARISH COUNCIL

## Minutes of the Annual General Meeting Held at Dogmersfield Primary School 8<sup>th</sup> May 2017

### 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:

M Morrison                      Brian White                      Cllr D Simpson  
B Leversha                      E Waller                      C Waller (CW)  
C Ward

<p>Agenda item 42/17</p>	<p><b>Welcome &amp; Apologies for absence</b></p> <p><b>All DPC councillors were present.</b></p> <p>Apologies were also received from District Cllrs K Crookes and S Gorys</p> <p>GB welcomed the newly elected County Councillor D Simpson and those present to the 2017 Annual General Meeting at which there is a large number of administrative activities to complete in order to remain legally constituted. Also the last full meeting of the Council was in March and hence there is a lot to get through this evening.</p> <p>There was not a meeting of the Dogmersfield Neighbourhood Plan Steering Group this evening and all the relevant issues will be covered under agenda item 50/17. The next Steering Group meeting has been pencilled in for the evening of the 12th June commencing at 6pm, also the date of the next full meeting of the Parish Council. However, as usual this meeting is still to be confirmed and those wishing to attend need to keep an eye on the Parish Council Notice Boards.</p>	
<p>Agenda item 43/17</p>	<p><b>Elections</b></p> <p>a) Election of Chairman &amp; signing of acceptance of office (all Councillors and renewed Registers of interests)</p> <p>GL put a proposal forward for GB to be Chairman. GB indicated that he was prepared to stand as Chairman for the coming year.</p> <p><b>It was resolved that Geoff Beaven be appointed as Chairman of Dogmersfield Parish Council for 2017/18 with immediate effect</b> (GL proposed, AJC seconded and all were in favour)</p> <p>GB signed the Acceptance of office form and this was countersigned by the Clerk. All other councillors submitted signed Acceptance of office forms also.</p> <p>b) Election of other posts</p> <p>GB put forward a nomination for Alastair Clark for the post of Vice-Chair. AJC confirmed he was happy to stand again.</p>	



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<p>Agenda item 43/17</p>	<p><b>It was resolved that Alastair Clark be appointed as Vice-Chairman of Dogmersfield Parish Council for 2017/18 with immediate effect</b> (GB proposed, JT seconded and all were in favour)          GB confirmed that following discussions with councillors other responsibilities would be allocated as listed below:          All councillors were asked for affirmation of acceptance of these roles. All were in agreement.  <b>It was resolved that the portfolios of the Councillors and responsibilities of the Clerk/RFO were to be as follows for 2017/18:</b>  <b>RFO – Claire Inglis</b>  <b>Planning – Geoff Beaven</b>  <b>Environment – Graham Leach</b>  <b>Footpaths &amp; Rights of Way – Jo Thomas</b>  <b>Highways – Alastair Clark</b>  <b>Liaison with Other Councils and related bodies – Alastair Clark</b>  <b>Newsletter &amp; Communication including Website – Mike Ricketts &amp; Claire Inglis</b>  <b>Neighbourhood Plan Liaison – Alastair Clark</b>  <b>Community Benefit Fund Liaison – Graham Leach</b>  <b>Community Liaison – All</b>          (GB proposed, MR seconded and all were in favour).</p>	
<p>Agenda item 44/17</p>	<p><b>Declaration of Interests – Current agenda</b>          AJC declared an interest in relation to agenda 48/17 HALC Directorship and will abstain from decisions in relation to payments to HALC.</p>	
<p>Agenda item 45/17</p>	<p><b>Public Participation</b>          GB had nothing report before this session. Should residents wish to raise any planning matters they can do so now unless you are intending to stay until this item is addressed under item 50/17 later in the agenda.            CW commented that he had attended the Local Plan meeting at the Harlington and there is nothing mentioned in the plan for Dogmersfield. Is this the situation? GB confirmed that Dogmersfield whilst not specifically mentioned would fall under the windfall developments of 5 units or under (this figure has been revised down from 10). This creates a dilemma for Dogmersfield residents on how or if to respond to the consultation. If no response is made would comments from other areas weight unfavourably against the village and result in negative changes to impact Dogmersfield?          GL also commented that he had visited the exhibition in Hartley Wintney where the windfall number required was 290 by 2032. GB further commented that the definition of windfall had been provided along the lines of the NPFF as “normally comprising pre-developed sites that have unexpectedly become available” which implies brownfield sites.</p>	
<p>Agenda item 46/17</p>	<p><b>Approval of minutes of the previous meetings</b>  <b>It was resolved that the minutes of the meeting held 13<sup>th</sup> March 2017 (29/17 to 41/17) be accepted as a true record and they were signed by GB</b> (GB proposed, GL seconded and all were in favour).    <b>The Reports and Notes of the Annual Parish Assembly held 10<sup>th</sup> April were accepted as a correct reflection of the meeting and they were signed by GB</b> (GB proposed, MR seconded and all were in favour).</p>	



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<p>Agenda item 47/17</p>	<p><b>Matters arising from meeting minutes of 13<sup>th</sup> March 2017</b></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"> <li>• GL was in receipt of the final signed copy of the Community Benefit Agreement</li> <li>• AJC had reported all new potholes to Highways dept. and confirmed that they have been marked up on the road suggesting action soon</li> <li>• Dogmersfield Events submitted the appropriate expense claim and reimbursement was made</li> <li>• Internal auditor was appointed</li> <li>• APA preparations were completed successfully</li> <li>• The End of Grant period return was submitted with no unspent grant required to be reimbursed.</li> <li>• Church Lane sign has been replaced by HDC.</li> <li>• Await outcome of internal audit to confirm compliance with Transparency requirements</li> </ul>									
<p>Agenda item 48/17</p>	<p><b>Finance &amp; Regulatory Matters</b></p> <p><u>To receive and approve the year-end financial statement of account and confirm payments made prior to year end</u></p> <p>CI reported the bank balance at end of March (the financial year) stood at £36,059.93 and this has been agreed to the bank statement by a councillor and signed.</p> <p>The cash book balance at the end of March (the financial year) stood at £34,809.93 the difference representing two un-presented cheques as at 31<sup>st</sup> March 2017. These cheques cleared the account in early April total value £1,250.00</p> <p>This cash book balance was represented by:</p> <table border="1" data-bbox="204 1312 1358 1462"> <tr> <td>EARMARKED RESERVE – NHP Grants</td> <td>£ 1,781.48</td> </tr> <tr> <td>EARMARKED RESERVE – Community Benefit Fund</td> <td>£28,000.00</td> </tr> <tr> <td>DPC PRECEPT funds (including cheques not yet cleared bank)</td> <td>£ 5,028.45</td> </tr> <tr> <td>Total cashbook balance end of March 17</td> <td>£34,809.93</td> </tr> </table> <p>The following payment(s) were made during March and are confirmed below:            Chq no: 1012 £409 Claire Inglis Clerk March 17 salary            Chq no: 1013 £642 Goslings for Fence repair and Chicane works            Chq no: 1014 £50 Dogmersfield Events for Christmas tree light installation            Chq no: 1015 £1,200 rCOH Ltd Consultancy re NHP EARMARKED RESERVE</p> <p>Expenditure was £3,317 lower than budgeted for the year in the following areas:            £500 IT upgrade not required in year            £1,150 Election costs not required due to uncontested election in year            £429 Village maintenance with greater spend on tree works and chicane project offset by less CPT visits, replacement tree spend deferred and lower costs re PGN project            £450 Project work not required            £500 Contingency not required.</p> <p>Expenditure in the year of £10,928 was greater than Income from Precept £9,481 and</p>	EARMARKED RESERVE – NHP Grants	£ 1,781.48	EARMARKED RESERVE – Community Benefit Fund	£28,000.00	DPC PRECEPT funds (including cheques not yet cleared bank)	£ 5,028.45	Total cashbook balance end of March 17	£34,809.93	
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Agenda item 48/17	<p>Lengthsman funding of £1,100, Total £10,581. Other income received in the year was placed in Earmarked reserves for NHP Grants £5,715 and the CBF £28,000.</p> <p>CI confirmed that the year-end payroll was completed as per HMRC deadlines and the EOY submission was completed and a P60 issued to the employee.</p> <p>GB queried the nature of the costs £51 shown under Election costs. CI confirmed these were in relation to Election nomination packs and a Returning Officer fee. GL asked for confirmation of the treatment of any uncharged CPT visits. CI confirmed that accruals are not made as the accounts are reported on an income and expenditure basis.</p> <p><b>It was resolved that the year-end financial statement of accounts be accepted as a true record and payments listed therein be confirmed</b> (GB proposed, JT seconded and all were in favour).</p> <p><u>To agree the Asset register and Note the Insurance renewal (Year 3 of 3 tie in)</u> The Asset register was reviewed and has been updated this year to reflect that a new set of Christmas tree lights were purchased to replace the broken lights which were located in the upper section of the tree that was felled in the year. This item is shown as disposed along with the set of high voltage lights no longer suitable for use. It was agreed that a stock take of lights would be carried out in advance of the 2017 Christmas party.</p> <p><b>It was resolved to accept the Asset register as correct as at 1<sup>st</sup> April 2017</b> (GB proposed, MR seconded and all were in favour).</p> <p>Once again Came &amp; Co has provided the insurance renewal via Aviva and this is the final year of a 3 year tie in. The premium this year has been set at £257.55 compared to 16/17 £252.50 and 15/16 £263.16. However IPT rates have been increased by the government from 6% 15/16, 9.5% 16/17 to 12% this year. Therefore the total premium this year including IPT is £288.46 with budget set of £300.</p> <p>CI had forwarded the full insurance renewal documents to all councillors and no queries were raised. GL asked whether it was possible to request an extension of the tie-in period if this would benefit the premiums. CI commented that Came &amp; Co only offer a three year tie in but would double check. CI would expect to go out to the insurance market to obtain quotes for next year to ensure competitiveness. GB agree that it would be worth asking the question.</p> <p><b>It was resolved to accept the annual insurance renewal quote from Came &amp; Co/ Aviva year 3 of a 3 year commitment for a renewal of £288.46 including IPT at 12%</b> (AJC proposed, GB seconded and all were in favour).</p> <p><u>To confirm the Annual Audit timeline</u> CI confirmed that this meeting requires the Annual Governance statement section 1 to be agreed and signed. This is the next item on the agenda.</p> <p>CI confirmed that the Internal Audit is booked for 10<sup>th</sup> May. Section 2 of the Annual Return will be authorised after the Internal Audit at the June 12<sup>th</sup> DPC meeting.</p>	Risk register
		CI



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<p>Agenda item 48/17</p>	<p>The period for residents Exercise of Public Rights to view accounts commences 15<sup>th</sup> June until 26<sup>th</sup> July. Submission to BDO for external audit follows on from the June meeting but before 19<sup>th</sup> June The Publication of annual return occurs after completion of the annual review but no later than 30<sup>th</sup> September.</p> <p><u>To approve the Annual Governance Statement 2016/17 and to discuss year end analysis of income and expenditure prior to Internal Audit</u> The Annual Governance statement has been circulated to Councillors to consider whether they find the statements true and therefore agree to them. The statements acknowledge that DPC accepts its responsibility for ensuring that there is a sound system of internal control, including in the preparation of the accounting statements.</p> <p><b>It was resolved that Annual Governance statement is approved by DPC and hereby signed by the Chairman and Clerk</b> (GB proposed, JT seconded and all were in favour).</p> <p>In addition CI circulated an analysis of the year-end figures which will be reported in Section 2 of the Annual Return following the internal audit. This is an opportunity for Councillors to raise any queries over the amounts and the variance analysis to be provided to the auditors. GB confirmed that the Fixed Asset figure will need to be adjusted following the agreement of the disposals in the year.</p> <p><u>To approve Annual VAT return for submission</u> The Annual VAT return has been completed and each transaction verified by Alastair Clark. The total claim is for £1,608.05 and compares to prior year submission £395.39. In essence the increase in VAT reclaimable is due to greater spending than prior year under Village Maintenance by £1,822 equivalent to £364 more VAT paid and greater spending due to NHP Consultancy of £3,934 equivalent to £787 more VAT paid than prior year. CI requested approval for its submission and reclaim. GL queried the treatment of the repayment in respect of the VAT on NHP consultancy. Will this amount be paid into the Earmarked reserve for NHP grants. CI confirmed this would not be the case as all invoices are made out to DPC and therefore this is cash transaction repaying VAT expended. The grants are accounted for net of VAT. GL requested that for future years the analysis show the VAT reclaimed for DPC Precept only separate from the CBF and NHP funds also for the purposes of reporting to DPC. CI agreed this was possible.</p> <p><b>It was resolved that the Annual VAT return totalling £1,608.05 be accepted as correct as per review by AJC and be submitted to HMRC for reclaim</b> (GB proposed, JT seconded and all were in favour).</p> <p><u>To discuss and authorise payment of Subscription renewals as listed below</u> CI listed the subscriptions that were due at the commencement of the financial year to confirm DPC renewal.</p> <ol style="list-style-type: none"> <li>1) HALC/NALC Affiliation Fees 17/18 Fee £156 [Budget £155]</li> <li>2) Moneysoft Software Licence £78 (£65 ex VAT) [Budget £62]</li> <li>3) Parish Online £33.60 (£28 ex VAT) [Budget £30]</li> <li>4) CPRE Membership £36 [Budget £40]</li> <li>5) HALC HR Service Subscription £180 (£150 ex VAT) [Budget £160]</li> <li>6) Hampshire &amp; IOW Wildlife Trust (HIWWT) £54 [Budget £56]</li> <li>7) Data Protection TBC [Budget £35]</li> </ol>	<p>CI</p>
		<p>CI</p>



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Agenda item 48/17	<p>8) Basingstoke Canal Authority TBC [Budget £250]</p> <p>CI confirmed that for Subscriptions fees confirmed to date these overall fall within the agreed budget.</p> <p>Please note the HIWWT subscription was renewed in the prior year on the basis of whilst the PGN project continues and this will be subject to review year on year. The HALC HR service whilst not utilised in the prior year is considered a valuable resource should the need arise.</p> <p><b>It was resolved to renew subscriptions for 2017/18, 1-8 as listed as the subscription falls due</b> (GB proposed, MR seconded, AJC abstained and all others were in favour).</p> <p>Please also note that there has been a request from Hampshire Playing Association for renewal of subscription at £40. Please note that no subscription has been paid in the past four years to this organisation. Councillors should confirm whether they wish to subscribe or decline at this time.</p> <p>It was agreed that there was no reason to subscribe to this association.</p> <p><u>To agree Community Benefit Fund (CBF) investment plan</u></p> <p>In relation to the £28,000 CBF fund received in 2016/17 DPC wishes to consider investment options for the fund due to the one-off payment in lieu of 25year annual payments. The amount negotiated made assumptions on the basis of a discounted cash flow. CI has been looking into options which are slightly limited to Parish Councils.</p> <p>Councillors need to decide in principle how much of the fund to retain as accessible cash and whether to lock other amounts away for different terms.</p> <p>GB gave an example of how the amount could be parcelled up and asked for other councillors opinions. E.g. £3k could be held in instant readiness in the current account. £7k held in short term say 1yr and the remaining balance in 5yr. Once an agreed investment plan is made CI would look to secure the best rates.</p> <p>MR suggested that DPC should not look to tie up some of the money in long term deposits as interest rates may change and are only likely to go up. Therefore looking for a shorter term option such as 1 or 2yrs would be best. GL agreed that the capital should not be tied up in the longer term. GB also confirmed that the minimum amount that can be placed longer term is £10k or more and therefore the amount parcelled up would need to reflect this requirement.</p> <p>CI confirmed some of the rates and options available as quoted today by Lloyds and other institutions. Hampshire Trust Bank (HTB) offer 120 day access savings accounts to Parish Councils currently at a rate of 0.9%. Lloyds savings only offer 0.05% in comparison.</p> <p>Lloyds are able to offer Fixed Term Deposits over a variety of time periods at the following indicative rates including but not exhaustive 3m (0.45%), 6m (0.55%), 9m (0.65%), 12m (0.8%), 3yr (1.09%) and 5yr (1.52%).</p> <p>It was considered that the rate offered by HTB was favourable and provided liquidity on the basis of the timeline that decisions would take to agree a project and the required level of funding to be accessible over a period of 4 months would be adequate at this time. CI confirmed that this would require an online application which did not look overly onerous but would require the usual cheque signatory requirements as per the Financial regulations. CI would also confirm the Financial backing provided to HTB to ensure the safety of the money. E.g. up to £85,000 through the Financial Authority.</p> <p><b>It was resolved to invest the whole £28,000 Community Benefit Fund with Hampshire Trust</b></p>	CI
		CI



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**Bank subject to checking their affiliation with the FSCS at the rate of 0.9% with 120 day access to drawdown** (GB proposed, MR seconded and all were in favour).

To receive and approve financial statement of account from 1<sup>st</sup> – 30<sup>th</sup> April confirm payments made in April and authorise any payments now due

CI reported the bank balance at end of April stands at £47,871.93 and this has been agreed to the bank statement by a councillor and signed. All cheques issued are cleared. The Precept of £13,481 was received in the month.

Please note that £2,000 of the Precept will be shown as an EARMARKED RESERVE for potential funding of the NHP.

This 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)	£ 16,090.45
Total bank balance end of April 17	£47,871.93

The following payment(s) were made during April and are confirmed below:

Chq no: 1016 £419 Claire Inglis Clerk April 17 salary

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

CI requested authorisation of the following payments which will fall due before the next meeting:

- £419.00 May 2017 Clerk Salary payment due 20<sup>th</sup> of the month
- £66.26 Auriol Wines re APA expenses
- £288.46 Came & Co Insurance
- £156 HALC Affiliation Fees
- £180 HALC HR Service Fee
- £78 Moneysoft Software Licence for payroll
- £36 CPRE Subscription
- £54 HIWWT Subscription
- £33.60 Parish Online Subscription

**It was resolved to authorise the payments to be settled as listed upon receipt of relevant paperwork (invoice or expense claim)** (GB proposed, MR seconded, AJC abstained and all others were in favour).

GL thanked the Clerk/RFO for all her hard work on behalf of the whole council.

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## Parish Council Documents

To agree to adopt the following:

Standing Orders – The Standing Orders circulated were those adopted by DPC in 2016 and have been reviewed by Councillors and are recommended for adoption subject to changes to amend



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<p>Agenda item 49/17</p>	<p>the dated document.</p> <p><u>Financial Regulations</u> – The Financial Regulations had been reviewed by Councillors and recommended for adoption subject to changes to amend the dated documents. Attention was drawn to the regulation under section 8 relating to Investments in light of investment of the CBF and particular adherence to the regulations will be in accordance with the FR.</p> <p><u>Planning Protocol</u> – GB confirmed that the planning protocol reflects current practice and are recommended for adoption subject to changes to the dated document.</p> <p><u>Risk Register</u> - CI confirmed that an updated version of the Risk Register was circulated which correctly reflects the current risks to be assessed in the Parish. A review will be scheduled for November. Councillors discussed the ownership of the bus shelter and agreed that they would continue to maintain it for presentational purposes. The document was recommended for adoption.</p> <p><u>Neighbourhood Plan Steering Group Terms of Reference</u> – It was confirmed that the NHPSG TOR still reflects current practice with GB recognising that the meetings take place on average every 2 months and are recommended for adoption.</p> <p><u>Data Protection Statement</u> – It was confirmed that DPC remains compliant with the law for Data Protection and will continue to consider any potential risk as part of the annual risk management review to changes in data sharing requirements that may arise in the future.</p> <p><u>Council Communication Protocol</u> - CI confirmed that the Communication protocol correctly reflects how DPC communicates with the local and wider community and therefore recommends it for adoption.</p> <p><u>Standard Council Contract Appointment paperwork</u> - CI had circulated the current Terms &amp; Conditions of contract document and an example Purchase order which is used to confirm any contracted work. This was agreed as appropriate for current practice and is therefore recommended for adoption. CI confirmed a review of this in light of the Procurement Training (this training focussed more on larger tenders and contracts).</p> <p><b>It was resolved to adopt the Standing Orders, Financial Regulations, Planning Protocol, Risk Register, NHPSG TOR, Communication Protocol and the Standard Council Contract Appointment paperwork amended as per discussions or the next twelve months (GB proposed, JT seconded and all were in favour).</b></p> <p><u>Community Benefit Fund Group Terms of Reference (To be confirmed)</u>          GL had circulated the proposed TOR for the CBF and all comments had been embodied in the document. AJC requested that consideration should be given to include that other sources of grant money should be sought from other organisations when considering a project. It was agreed to adopt the TOR subject to including “the team should locate other sources of grant funding specific to Community Benefit projects”.</p> <p>GL would update and circulate the document. Hart Voluntary Action and HALC are sources of information for grant funding.</p> <p><b>It was resolved to adopt the Community Benefit Fund Terms of Reference subject to the amendment agreed (GB proposed, MR seconded and all were in favour).</b></p>	<p>CI</p> <p>GL</p>
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<p>Agenda item 49/17</p>	<p><b>Risk Assessment for Speedwatch initiative (To be confirmed)</b></p> <p>CI commented that if Speedwatch is to go ahead consideration will need to be given to providing a risk assessment for volunteers. AJC commented that at present there have only been two volunteers but a discussion has taken place with Winchfield to form a partnership with them which may bring cost saving in future if equipment needs to be purchased. GB asked AJC to suggest names of volunteers to approach to try to get this initiative off the ground or otherwise prove that there is not enough support for it which would be a shame.</p>	
<p>Agenda item 50/17</p>	<p><b>Other urgent matters</b></p> <p><b>Planning</b></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. GB reported that HDC planning dept. have brought back planning from outsourcing to East Hants and contract planning officers are being employed whilst recruitment is carried out. In the oral report GB will cover only the significant applications although the status of all live applications will be covered by the minutes.</p> <p><u>Current Planning Applications</u></p> <p><b>16/01651/OUT Netherhouse Copse</b> – 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><b>16/02048/PREAPP Four Seasons Hotel</b> - seeking guidance on proposals to vary the recently approved Children’s Swimming Pool. This pre-app has been overtaken by a full application which is covered later.</p> <p><b>15/01083/CON Rose Court</b> – 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. The condition has now been cleared.</p> <p><b>16/02537/CON Church Lane</b> – seeking to satisfy the conditions attached to the approval to build 3 houses on this site. This application has been refused which has implications for a number of further applications which are described in full detail below.</p> <p><b>16/02745/LDC Floods Farm Cottage</b> – seeking a Lawful Development Certificate for the continuing use of a strip of farmland next to the property as garden. This application has been refused which has implications for a number of further applications to be described later. Refusal was based on e.g. the use did not represent use as a garden.</p> <p><b>16/02877/PREAPP Chatter Alley</b> – sought guidance on a scheme for 6 new dwellings on the area between the primary school and Trouhquain House previously referred to as the Fisk Field. HDC have issued their opinion on the proposal but there is no visibility online of what has been concluded. The Developer has advised us that it was generally positive and that they will be submitting a full application shortly.</p> <p><b>16/03129/OUT Pale Lane</b> – 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><b>16/03090/FUL and 16/03091/FUL</b> – seeking permission to build 4 new houses on Schoolfield Corner. Two large houses fronting on the road and two smaller houses at the rear of the site. At the last meeting it was explained why these applications were refused. A further application for the front 2 houses has been submitted as of today for a similar layout but with more design variations between the pairs of houses. Whilst the owner recognises this may also be refused on the basis of lack of SANG he has identified that he needs to be in the “queue” of a suitable application for when SANG becomes available.</p> <p><b>16/03302/FUL NATTA Site</b> – seeking change of use to create a construction training area as</p>	



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part of the NATTA site adjacent to the Parish Boundary. DPC objected due to insufficient assessment of the noise and environmental impact of the scheme. As reported at the last meeting further surveys and assessments reports have now been submitted. These identify nothing to be concerned about and DPC will not be making any further representations.

**16/03415/HOU Floods Farm Cottage** – seeking approval to extensions to the side and rear of the existing property. The application has been withdrawn following the refusal of the Lawful Development Certificate reported earlier.

**16/03400/OUT Cross Farm Crookham Village** – seeking outline approval for a care village comprising approximately 100 retirement cottages and apartments and a 64 bed care home. There have been over 300 objections presumably mainly from Crookham Village residents although this scheme now features in Hart’s draft Local Plan.

**17/00257/CON Rose Court** – another application seeking to discharge a condition associated with the granting of permission to demolish the existing office block and create a new building providing 14 apartments. The condition has now been cleared.

**17/00204/HOU Peasmoor House** – seeking approval for an extension to the existing property. DPC submitted no objections. Nothing further to report

**17/00277/CA Old Bridge House** – seeking to cut back some overhanging trees has been allowed.

**17/00302/PREAPP Pond House** – Pond House is the new name for the garage opposite Ormersfield House which has planning permission for conversion into a dwelling. This pre-application seeks guidance regarding a change use of the surrounding land from agricultural to residential. HDC have issued their opinion which spells out all of the many justifications that will need to be provided should a full application be submitted.

**1700315/LBC and 17/003141/HOU Aragon Hall** – seeking permission to build a wall and gates across the entrance to Aragon Hall from the A287. The gates will normally be left open as this is a public right of way. DPC objected due to adverse visual impact and the potential for disruption to the right of way as did many other organisations. The application has now been withdrawn.

**15/02401/NMMA Church Lane** – seeking to change the detail design features of the windows in the 3 new houses. The application has been refused as the scale of the changes proposed is well beyond what can be covered as a minor amendment.

**17/01083/SANGS 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. DPC has not responded.

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

**17/00544/PREAPP Winchfield Court** – seeking guidance on a scheme to build 17 new houses adjacent to the existing development. Permission for a similar application was refused for reasons which could apply to development in Dogmersfield. DPC has not responded but we are monitoring this latest attempt to develop the site.

**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. DPC has not responded.

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

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

**17/00764/PREAPP Emilys Farm** – seeks advice on an agricultural dwelling and other buildings off the A287. The background is that permission was granted 3 years ago for a mobile home on this agricultural site due to the need to tend various animals at all times of the day. DPC objected unsuccessfully. The original time limited permission has expired and it’s not clear whether this latest application is to retain the mobile home or for a permanent replacement.



# DOGMERSFIELD PARISH COUNCIL

Agenda item 50/17	<p>Some of the original justifications no longer apply but a new venture is now proposed which requires new buildings. DPC will not be commenting at this stage.</p> <p><b>17/00772/FUL Church Lane</b> - 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. Linked to these refusals is that building work on the 3 new houses in Church lane has stopped which it is believed is in reaction to an enforcement notice from HDC. The enforcement notice refers to the alleged development undertaken prior to approval of the design details of the windows and doors (condition 5) and not in accordance with the approved plans.</p> <p>The new designs feature for which approval is sought are relatively small but include significant changes to the position and type of windows and doors. The overall size and shape of the three houses appears to be unchanged although the heights of the dwellings are now mentioned but it is difficult to compare for any change here as the original application did not quote these details.</p> <p>The need for the changes appear to be driven by changes to the internal layout of all three houses and also a desire to reduce the amount by which each overlooks the other by reducing the number of windows on the side elevations. A new design feature is false windows mainly on the side elevations presumably as an attempt to mitigate potential concerns about the loss of such features. Also for the centre house a number of velux style roof lights have been introduced at roof height to improve natural lighting for bathrooms because the approved windows have been blocked up.</p> <p>DPC has not yet finalised how it should respond to this application this is an opportunity to seek Councillor's views. GB pointed out that his opinion is that both the false windows and particularly the roof lights represent undesirable design features that are totally out of keeping with other local properties and have no place in the Dogmersfield Conservation Area. Had these design features been included in the original application it is believed that DPC would have made adverse comments about them at the time.</p> <p>GL commented that there are three considerations here. Firstly there is a balance to getting the work done and restoring the unsightly building site and access as soon as possible. Secondly the acid test would have been if these design details had been included in the original designs in GL's view DPC would have objected to them. These are creeping undesirable changes. It is good to see HDC taking this seriously. GL also raised concerns over the complete build being in line with what was approved such as the design of the culverts and the driveways. GB considered that the site is still a work in progress and these are not issues that can be raised at this time but a note could be added to any submission to draw attention to the remaining conditions being applied before completion.</p> <p>GB agreed to circulate a Draft response as per the discussions for approval by Councillors.</p> <p><u>To agree response to "Draft Local Plan – Regulation 18 Consultation"</u></p> <p>As anticipated the consultation on Hart's draft Local Plan has commenced with a closing date of 9th June. The consultation documents can be found on the HDC home page but GB has a hard copy set that are available should any resident wish to view them in this form. Although, as for previous consultations, comments are sought on line this time a downloadable version of the comments form is also provided that can be submitted as hard copy.</p>	GB
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# DOGMERSFIELD PARISH COUNCIL

Agenda item 50/17	<p>GB's own quick assessment of the consultation document confirms our expectations regarding the numbers of new houses with no allocation for Dogmersfield. In fact Dogmersfield is more or less absent from the document apart from the one mention of a proposed strategic gap between Dogmersfield and Crookham Village. The initial impression is that the various statements and policies covering protection of heritage assets and development in the countryside are more robust than in the past providing some reassurance that development outside settlement boundaries will not be easily justified. The most notable shortcoming at this stage is that the plan includes very little on infrastructure provisions to match the scale of development proposed. GB has raised this issue with Darryl Phillips of HDC. MR commented that at the presentation that he and GB attended it was commented that this an infrastructure appraisal is very expensive to perform and this would be carried out after the results of the consultation.</p> <p>DPC will need to decide how it should respond itself and also whether or by what means we should advise residents how they should react. As the draft plan contains little of direct concern to Dogmersfield the temptation will be to abstain from commenting. The danger with this complacent approach is that the views of those who are adversely affected will be afforded more weight.</p> <p>Councillor's views and any comments from those present will be appreciated. It was agreed that residents should be given an appraisal of DPC's views concentrating on the fact that this is more positive for Dogmersfield and support should be voiced for the plan.</p> <p>GB agreed to draft a recommended response to be circulated and consider a letter direct to Darryl Phillips on behalf of DPC as previously submitted.</p> <p><u>To report on Neighbourhood Plan progress</u></p> <p>At the last meeting GB reported that RCOH had produced a draft Vision Note which set out a road map for completing the NHP but which also identified the key decisions that are needed to determine the shape and content of such a plan.</p> <p>This draft was considered first by a working group and then by the Steering Group at which both recognised that the draft Vision Note was prepared on the basis of the best information available at the time of the Vision Workshop in December which included the potential for 141 new houses in the centre of Dogmersfield village as identified in HDC's Refined Options for Delivering New Homes consultation. Subsequent to preparation of the draft Vision Note it had become apparent, and it has now been confirmed, that in contrast the draft Hart Local Plan does not propose to allocate any new housing to Dogmersfield although the prospect of smaller developments in Dogmersfield of less than 5 units remains a possibility.</p> <p>In these circumstances the Steering Group concluded that RCOH should be given an opportunity to reconsider its Vision Note and a meeting was arranged with them on 14<sup>th</sup> March for this purpose. This was a very useful meeting which reviewed all of the relevant matters and RCOH agreed that they would revisit their conclusions in light of the new information and produce an updated draft Vision Note. We asked for this work to be completed before the end of the financial year and for an invoice to be submitted to allow this work to be covered by the currently available government grant funding.</p> <p>On receipt of the invoice both the Steering Committee and DPC agreed ex committee that the invoice should be paid leaving it to GB to decide when best to do so. In the event payment was authorised on the last day of March based on a promise by RCOH that the updated Vision Note</p>	GB
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# DOGMERSFIELD PARISH COUNCIL

<p>Agenda item 50/17</p>	<p>had been completed and would be with GB within a few days.</p> <p>Paying the invoice before the end of the financial year meant that all of the government grant that was received to date has been spent together with £218.52 of the grant from HDC. GB had intended to meet all of costs to date from the government grant but the rules around the end of the financial year have frustrated this aim. However, covering some of the costs from the Hart grant it does not represent a reduction in the total of grant monies available just a slight loss of flexibility.</p> <p>CI and GB have also compiled and submitted the end of Grant Period report by the due date of 14th April and this has been accepted without significant comment by Groundwork the administrators of the grant.</p> <p>Unfortunately the updated Vision Note has not yet reached us although hopefully it will be available shortly. We have corresponded regularly with RCOH although there appears to have been difficulty sending the document and the author has also been unwell. Needless to say we are actively progressing this issue with the company and have today been advised that they are currently confirming their conclusions against the draft Local Plan and its supporting documentation.</p> <p>Consequently there was little reason to hold the meeting the Steering Group which was pencilled in for the 8th of May and the next meeting of the Steering Group is deferred until Monday 12th June 2017 at 6.00pm which will be confirmed nearer the time.</p> <p><b>Environment and Rights of Way</b></p> <p><u>To confirm dates for Lengthsman to carry out first of two verge clearance works</u></p> <p>CI confirmed that the Lengthsman cluster is in place with Newham but still awaits the contract from them. This has been chased. The Lengthsman requires at least a weeks' notice prior to requesting works for verge clearance. As this is a new contractor a Councillor might like to arrange to be available to guide the works which will be set out in detail via a DPC purchase order. The grass on the verges is beginning to grow tall now although the road signs are still visible and a date should be booked for this work to be carried out as appropriate.</p> <p>It was agreed to monitor the growth of the grass on the verges but provisionally book the work for week commencing 26<sup>th</sup> June subject to approval at the June DPC meeting.</p> <p>It was also considered worthwhile waiting to establish the cost of the first verge cut to assess what capacity there is for additional work such as reinstalling broken wooden posts to the verge of PGS. GB agreed to assess the damage and whether the old posts he retained will be suitable in the short term.</p> <p><u>To agree dates and tasks for Community Payback Team (CPT)</u></p> <p>CI has requested dates available on Wednesdays in June and July and awaits a reply. A Wednesday is considered a better option for potentially getting a larger team and at this time MR, GL and CI could be available on Wednesdays. Upon receipt of dates CI will confirm with councillors if to go ahead.</p> <p>GL agreed to review the amount of work available at this time and may include Balsam removal which would be later in the summer, Chalky Lane tidy up. Once CI has obtained dates agreement would be sought to agree a scope of works.</p> <p>GL also sought approval for expenditure up to £25 for environmental chemicals to address the nettles on PGN.</p>	<p>CI</p> <p>GB</p> <p>CI</p>
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# DOGMERSFIELD PARISH COUNCIL

<p>Agenda item 50/17</p>	<p><b>It was resolved to authorise expenditure up to £25 for environmental chemicals for PGN (GB proposed, MR seconded and all were in favour).</b></p> <p><b>Highways</b>  <u>To report any updates on Highways matters including Speedwatch</u>          HDC have approached AJC regarding placing Speed Indicator Devices (SIDs) around Dogmersfield. AJC will book a walkaround with the officer to agree locations.          GB also asked Councillors to consider if a new post with floodlight has been installed at the Queens Head. This will be reviewed.</p> <p>Chatter Alley works to rectify the flooding took place but there has not been significant rain to test the effectiveness this will be monitored when rainfall occurs. There is follow up roadworks to take place in this area.</p>	<p>AJC</p>
<p>Agenda item 51/17</p>	<p>Other matters to report</p> <p>(i) Community Liaison</p> <p>(ii) Training – AJC would like to attend the Code of Conduct Conference being held by HALC. Directors can no longer attend free of charge. GB asked if there would be nay benefit to DPC. AJC considered there might not be. On this basis AJC agreed to fund this personally but GB added that this could be reviewed if it comes to light there would be benefit to DPC.</p> <p>(iii) Website is up to date</p> <p>(iv) Newsletter will be considered at a future meeting.</p>	
<p>Agenda item 52/17</p>	<p><b>Crime and Disorder Act, section 17</b></p> <p>Fly tipping continues to be an issue.</p>	
<p>Agenda item 53/17</p>	<p><b>Next meeting date</b>          12<sup>th</sup> June 2017 at 7.30pm</p>	
<p>Agenda item 54/17</p>	<p>Information sharing</p> <p>The meeting closed at 21.39pm</p>	

Signed.....

Date.....

Chairman

Abbreviations used	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
PGN /PGS	Pilcot Green North / Pilcot Green South