

**MINUTES OF COPYTHORNE PARISH COUNCIL
(PLANNING MEETING)**

Held on Tuesday 9th February 2016

At Copythorne Parish Hall

Duration: 7.00 p.m – 9.32 p.m

PRESENT

In the Chair	Councillor John Goodwin
Parish Councillors	Joe Reilly, Lady Kara Hawks, Sarah Coombs, Simon Lucas, Steve Herra.
Clerk	Michael Mortimer

IN ATTENDANCE 14 members of the public

Minute
Ref

183 Item No. 1 - Apologies

From Councillor Mike Moriarty due to illness.

184 Item No. 2 - Declarations of interest

The Chairman, Councillor John Goodwin reminded Councillors of their responsibility to declare any interest in any matter on the Agenda. None were declared.

185 Item No. 3 - Public Participation

The Chairman, Councillor John Goodwin invited members of the public to ask questions or make statements, the following made statements, representations or asked questions:

Name	Detail
Mike Cross	(a) In view of recent atrocious weather, what was the flood risk in respect of potential affordable housing sites to include plot 7 (b) The Chairman's recent flood report - had there been any recent flooding in the Parish? Chairman reported that he had contacted 17 residents who had been in receipt of a flood alleviation grant. None reported any flooding incidents from the heavy rain event on 3rd January 2016. NFDC had confirmed that Copythorne South appeared to be the worst flood prone ward in the District.
Ronan Harte	(a) Referred to 2009 Flood Management Plan and asked whether the Parish Council would commission, as part of its final report on affordable housing, a specialist flood assessment report on the possible affordable housing sites as potential flood risk was a major consideration. Councillor Simon Lucas responded that flood risk

assessment should also be accompanied by flood resistance/resilience into designs. Undersized drainage was also raised with a question as to whether 15 potential affordable units could merit/afford an upgrading/enlargement of the existing foul sewer. The Chairman, Councillor John Goodwin reiterated his stance on flooding being a major consideration when possible affordable housing sites were evaluated.

(b) At the exhibition, some pages in the attendee information pack were missing and there were page numbers on the on line version. The Clerk apologised for the missing pages from the exhibition hand out.

(c) How did we get from potentially 3 possible sites to now 9 amber sites? Parish Clerk responded that after 8th December 2015 meeting, the Parish Council took a step back because of the complaints about the lack of transparency and consultation to re-evaluate all sites.

Chris Patching

(a) Following on from Ronan Harte's observation, had it not been for the 8th December hiatus, the Parish Council would just have carried on with just the three sites. Site number 9 no longer available. Councillor Simon Lucas intervened to add that the whole purposes of the exhibition was to find new sites or get owners who had so far not responded to respond and potentially confirm the availability or withdraw sites.

Alan Arnott

Stated that site 2 was definitely withdrawn.

Jamie Wingar

Introduced himself as the owner of site number 14. He made attendees and the Parish Council aware that he was already in discussion with another housing association about the potential development of the site with affordable housing and community facilities.

Alan Arnott

Asked about who responsible was for getting the electronic speed warning sign positioned in Winsor Road. Advised that it was at the instigation of the Neighbourhood Watch Group on a short term basis only.

Alison Hutchman

Asked about the potential flooding impact of an affordable housing site on adjoining existing properties, especially in Copythorne South/Bartley. Reiteration that there should be some form of assessment as part of the next steps evaluation.

Mr Rayment

Asked about a planning matter that he had raised with the Clerk. Clerk advised him that the matter had been passed to the relevant person in the planning authority. The Parish clerk will chase for a response.

(a) New Applications

Members noted that there had been no new planning applications since the date of the last meeting.

(b) Tree Work Applications

Members noted that the following tree work application had been submitted:

Ref No: CONS/16/0086

Address: ST JACQUES COTTAGE, OLD ROMSEY ROAD, CADNAM, SOUTHAMPTON, SO40 2NP

Applicant: Mr K Skinner

Application Type: Tree works in a conservation area

Description of work: Prune 2 x Poplar trees Fell 1 x Lime tree Fell 1 x Sycamore tree Fell 1 x Ash tree Prune 1 x Ash tree

Members raised no objections to the above proposed works.

(c) Planning decisions

Members noted that the following planning decisions had been made:

Ref No: 15/00990

Planning Authority: New Forest National Park

Address: OAKLEA COTTAGE, POUND LANE, WINSOR, SOUTHAMPTON,

Application for: Replacement outbuilding; repositioning of oil tank

Decision: Grant Subject to Conditions

Parish Council's recommendation: 3

Ref No: 15/00877

Planning Authority: New Forest National Park

Address: THE HOE, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HJ

Application for: Repairs to porch; internal alterations (Application for Listed Building Consent)

Decision: Grant Subject to Conditions

Parish Council's recommendation: (4) – refuse

Ref No: 15/00921

Planning Authority: New Forest National Park

Address: UNCLE TOMS CABIN, ROMSEY ROAD, CADNAM,

Application for: Application to vary condition 7 of planning permission reference 11/96218 to allow retention of the mobile home

Decision: Refuse

Parish Council's recommendation: (4) – refuse

Ref No: 15/00928

Planning Authority: New Forest National Park

Address: FORMER DAIRY BUILDINGS, HOLLY FARM, POUND LANE,

Application for: Change of Use of site to mixed use Class B1(Office); Retention of dog grooming parlour; Cladding

Decision: Grant Subject to conditions

Parish Council's recommendation: No comment from Parish Council

(d) Planning Appeals

Members noted that the following planning appeal notification has been received:

Appeal Ref No: APP/B9506/D/16/3143068
Planning Authority: New Forest National Park
Address: POPPY COTTAGE, 1 POLLARDS MOOR ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2NZ
Appeal Type: Appeal Against Refusal
Procedure: Written representations - Householder Appeals Procedure

(e) Enforcement Action Notifications

Members noted that the following enforcement action notification has been received:

Ref No: QU/16/0003
Planning Authority: New Forest National Park
Address: THE OLD BAKERY, RIVERSIDE CLOSE, BARTLEY, SOUTHAMPTON, SO40 2LW
Description Breach of Condition 5 of PP 15/00488 - Habitable use of garage
Notification date: 7/1/2016
Action to date: Initial Site Visit Carried Out

(f) Appeals against Enforcement Action Notifications

Members noted that a further appeal had been lodged as per the following:

Appeal reference APP/B9506/C/15/3140428
Location Land near Bartley Lodge Hotel, Lyndhurst Road, SO40 2NR
Type of Breach: Without planning permission engineering operations pursuant to the construction of a track
Description: An appeal has been made to the Secretary of State against an Enforcement Notice issued by New Forest National Park Authority on 10 December 2015. The Enforcement Notice was issued for the following reasons: The track constitutes engineering operations for which planning permission is required and has been laid to serve and consolidate the unauthorised residential mobile home on the land affected which is already the subject of an Enforcement Notice. This further intentional unauthorised development is without sufficient justification and neither preserves nor enhances the character and appearance of the Forest North-East Conservation Area of the National Park. The development therefore harmfully contravenes policies DP1, DP6, CP7 and CP8 of the adopted New Forest National Park Core Strategy and Development Management Policies DPD and paragraph 115 of the National Planning Policy Framework.

Type of Appeal Written representations

Deadline for submission of representations All representations must be received by 3 March 2016

The Parish Clerk is to submit further representations to the Planning inspectorate in support of the Planning Authority's Enforcement Notice

187 Item No. 5 – Affordable Housing

Councillor Simon Lucas introduced his report on the next steps in the consultation process for the potential provision of affordable housing in Copythorne, which included:

- a. Proposed arrangements for the Open Forum meeting on Affordable Housing to be held on Wednesday 16th March 2016 at 7pm in the Parish Hall.
- b. The necessity for Members to establish, by nomination and agreement, a Member's Working Group to work with other partners on the formulation of a comments/feedback form for use after the affordable housing open forum event.

Members noted the contents of the report. In a discussion on the report in respect of timings for the open forum event, Councillor Steve Herra suggested that it might be necessary to introduce some flexibility into the programming if for instance the pre-submitted question session could be dealt with in a lesser time.

It was also agreed that in respect of Councillor Simon Lucas's second proposal ,

2. we no longer accept questions in meetings from the public about the proposals themselves, but we will accept questions regarding the process and management of the consultation (if members of the public wish to ask more questions post the Open Forum, they should use the Feedback Forms available in hard copy and on the website).

That further questions from members of the public on affordable housing would still be permitted at Council meetings.

In respect of other proposals contained in Councillor Simon Lucas's report, it was resolved to form a members Affordable Housing Working Group comprising of Councillors Simon Lucas, Joe Reilly and Sarah Coombs. This group would report back to the Full Council meeting on 23rd February on the work undertaken in respect of the open forum event.

The Parish Council also approved by resolution the following:

1. That Stanley's Own be permitted to have a small display at the Open Forum to promote it with a view to raising circulation and agree the use of two rather than one page for our reports from now on.
2. The creation of satellite website by the Parish Council's existing web masters – TLC on line at a cost of £100 to enable the use of interactive feedback forms,
3. That the local groups be contacted to see whether they would be willing to forward Parish Council communications to their subscribers.

188 Item No. 6 - Lengthsman Scheme

Members received a report prepared by Councillors Goodwin and Reilly which set out a schedule of potential works that could be undertaken by the Lengthsman. Members resolved to accept the list of proposed works. Councillor Joe Reilly is to put in hand the works with the Lengthsman and report back to members on progress. The Parish Clerk

is to arrange a meeting with the other cluster members and put in place a new contract with the Lenghtsman – Kevin Bennett.

189 Item No. 7 - War Memorial

Following on from the Parish Council's resolution at its meeting on 26th January 2016 that the Parish Council would continue with the project to add an additional 5 names to the War Memorial after the Copythorne Parish History Society withdrew from its role as project instigators, Councillor John Goodwin presented an update report which included a verbal statement that a possible cost of £5,000 could be anticipated for adding the 5 names to the War Memorial and that Listed Building Consent would be required.

In liaison with the Clerk, a draft public notice would be prepared and insertion costs for would be obtained for placing a notice in:

Hampshire Chronicle
Lymington Times
Royal British Legion-Copythorne Branch
Stanley's Own Scout Magazine

The Parish Clerk is to also obtain quotations for insuring the War Memorial and that any grants and/or donations made towards the provision of additional names to the War Memorial to the History Society are returned to the either the donors or to the Parish Council if the donors have indicated that the funds can be forwarded direct to the Parish Council.

190 Item No. 8 - Annual Parish Meeting

The Clerk produced a copy of last year's agenda and suggested items for this year's agenda. It was suggested that in addition to the usual reports from the Chairman, District and County Councillors, that items on affordable housing, flooding and broadband should be included. The Clerk is to finalise a draft agenda for approval at 23rd February 2016 meeting.

191 Confidential Business

Members resolved to exclude the press and public for the following items 9, 10 and 11 on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

192 Item No. 9 - Parish Clerk's Quarterly Review

Councillor Steve Herra took members through the Clerk's review that was undertaken on 8th December 2015. The review included amongst other things IT issues and the Clerk working far more hours than the 12 hours per week he is contracted to provide. The Clerk made a personal statement reading from his prepared letter of resignation and left the room while members considered matters further. On his return, the Clerk's resignation was accepted but his cessation date has to be agreed.

Standing Orders were suspended at 9 am

193 Item No.10 - Code of Conduct, Standing Orders and Parish Council meetings

Members received a report from the Parish Clerk in respect of Parish Council's existing Code of Conduct, Standing Orders and the scheduling/ protocols for Parish Council meetings as well as the formulation and publication of a complaints handling procedure as no complaints handling process currently exists. Members considered

that a review was required and the Chairman would work with the Clerk to bring forward a complaints handling procedure and revise the Council's Standing Orders and Code of Conduct as necessary with a further report being brought to the Parish Council's Annual General Meeting to be held on 24th May 2016.

194 Item No.11 - Complaint from a resident about a Councillor

The Parish Clerk produced a report on a complaint that has been made by a resident about a Councillor. The Councillor, who is the subject of the complaint, did not accept the allegation made. The complaint therefore remains unresolved and the Parish Council will therefore return to the matter in due course in an attempt to resolve matters.

195 Other items

Councillor Steve Herra raised the matter of a letter that he and the Clerk had received from a Parishioner in respect of a property in the Parish. The Parish Clerk is to deal with this as part of routine correspondence and list it under correspondence at the next meeting on 23rd February 2016.

Chairman:

Date: