

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

Held on Tuesday 9th August 2016

At Copythorne Parish Hall

Duration: 7.00 pm – 8.46 pm

PRESENT

In the Chair	Councillor Simon Lucas
Parish Councillors	Councillors John Goodwin, Lady Kara Hawks, Sarah Coombs, Steve Herra, and Mike Moriaty
Clerk	Michael Mortimer

IN ATTENDANCE 3 members of the public

Minute

Ref

341. Item No.1 - Apologies

Parish Councillor Joe Reilly

342. Item No. 2 - Declarations of interest

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

343. Item No. 3 - Public Participation

Councillor Simon Lucas invited members of the public to ask questions or make statements/representations. Those asking questions or making statements were asked if they wanted their names and subject matter of the question/statement to be recorded in the minutes.

A Cadnam resident raised further concerns in respect of a site in the Cadnam locality where activities were potentially being undertaken without the benefit of planning or licensing. The Parish Clerk will raise these further matters with the relevant authorities.

344. Item No. 4 – To approve minutes of 26th July Parish Council meeting

Although the Clerk had asked members to check the minutes of 26th July meeting and provide details of any amendments/corrections before the meeting, Councillor John Goodwin brought the meeting's attention to four items that required attention at the meeting. Councillor Goodwin subsequently e-mailed the corrections to the Clerk. Postscript - the changing of Alex Catt to Alan Catt has been undertaken plus two other amendments, whereby the minutes of the 26th July meeting require final ratification.

345. Item No. 5 – Matters arising

Councillor Goodwin raised a number of items to include the following:

(i) What progress is being made in respect of the submission to the NFDC Local Plan review – response Councillor Simon Lucas is to begin the process by the compilation of a draft response letter.

(ii) Will a revised calendar and start times of meetings be issued – response Councillor John Goodwin was under the impression that meetings on the once a month basis would commence at 6.30. Parish Council meetings would still commence at 7 pm with

the first 30 minutes devoted to Planning Matters. Revised details will be inserted on the Noticeboards to include details of the new Clerk who will take over officially on 1st October 2016.

(iii) Definitive footpath map with a discrepancy between footpath No 1 on the old and new maps. Further enquires are to be made.

(iv) Weekly lists of correspondence – all relevant electronic material and correspondence received is forwarded to members who have e-mail facilities. The weekly lists of material received will be displayed at the monthly Parish Council meeting.

(v) Has Alex Catt been informed that his quotation has been accepted – response yes and work specified is to be undertaken after 17th October 2016.

346. Item No. 6 – Planning matters

(a) New matters

The following new planning applications were considered:

Ref No: 16/00443

Address: St Mary's Church, Romsey Road, Copythorne

Members noted the detailing contained in the planning application, drawings, plans and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission (3)

Ref No: 16/00651

Address: 32 Shepherds Close, Bartley

Members noted the detailing contained in the planning application, drawings, plans and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission (3)

Ref No: 16/00623

Address: April Cottage, Winsor Road, Winsor

Members noted the detailing contained in the planning application, drawings, plans and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend refusal (4)

Ref No: 16/00643

Address: 4A Pundle Green, Bartley

Members noted the detailing contained in the planning application, drawings, plans and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission but would accept officer's delegated powers (1). The presence of a nearby tree was to be drawn to the attention of the Planning Authority as it was not shown on the submitted drawings

Additional new matters

Ref No: 16/00585

Address: Courtesy Filling Station, Romsey Road, Cadnam

Members noted the detailing contained in the planning application, drawings, plans and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission (3)

Ref No: 16/00586

Address: Courtesy Filling Station, Romsey Road, Cadnam

Members noted the detailing contained in the planning application, drawings, plans and the comments made in the Parish Briefing Note as prepared by the Planning Authority. Members resolved to recommend permission (3)

(b) Tree Work Applications

Members noted that no new tree work applications had been received since the last meeting.

(c) Planning decisions

Members noted that no new planning decision notifications have been received since

the last meeting.

(d) Tree work decisions

Members noted that no new tree work decision notifications have been received since the last meeting.

(e) Planning Appeals

Members noted that no new planning appeal notifications have been received since the last meeting.

(f) Enforcement Action Notifications

Members noted the following new notifications

Case No: QU/16/0163

Planning Authority: New Forest National Park Planning Authority

Address:

THE VINE INN, ROMSEY ROAD, OWER, ROMSEY, SO51 6AE

Description: Unauthorised change of use - signage

Notification date: 25/7/2016

Action to date: Complaint Acknowledged

Ref No: QU/16/0150

Planning Authority: New Forest National Park Planning Authority

Address:

DAIRY HOUSE FARM, CADNAM LANE, CADNAM, SOUTHAMPTON, SO40 2NU

Description: Unauthorised residential use of agricultural building

Notification date: 8/7/2016

Action to date: Complaint Acknowledged

(g) Appeals against Enforcement Action Notifications

No new notifications received since the last meeting.

Bartley Forest Farm – The Parish Clerk reported that The Planning Inspectorate website was still showing “not yet decided” in respect of this matter. (The New Forest National Park Planning Authority subsequently reported on 11th August that this matter was now to be heard at a public inquiry)

(h) Other Planning Matters

(i) New Forest District Council Local Plan Review - Arrangements were discussed in respect of the Parish Council now making a submission which would begin by Councillor Simon Lucas compiling a first draft in a letter form, which would then be circulated to members for comment and eventual submission by Friday September 2016.

(ii) The Clerk had received a hard copy letter from Sinclair Dalby Chartered Surveyors on 3rd August 2016, who act on behalf of Vodafone and Telefonica UK. The letter has been circulated to members and a copy has been uploaded to the website. The letter is in respect of proposal to erect a new mobile phone mast on land to the south of the M27 and north of Old Romsey Road. The site is identified on a location plan. Other sites have been investigated. The letter forms part of a pre-submission of a planning application consultation – community engagement.

Members noted the proposal and were unable to ascertain whether residents in the locality had received similar individual letters. Councillor Lady Kara Hawks confirmed that she had not received a letter The Clerk is to write to the agents to ascertain if this letter had been sent to residents in the locality.

(iii) Members noted that a prior notification to demolish Gardenia, Winsor Road had been submitted to New Forest National Park Planning Authority.

347. Item No. 7 – Code of Conduct

The Parish Clerk introduced a further report in respect of a proposal that Councillor Steve Herra had first introduced on 24th May 2016, which sought to add additional items to the Parish Council's Code of Conduct.

Members were asked to consider and resolve whether the proposed additions to the Code of Conduct as put forward by Councillor Steve Herra should be:

1. Approved as set out above for addition to the Code of Conduct,
2. Amended/and or re-formulated for addition to the Code of Conduct,
3. Dismissed with the Code of Conduct remaining as approved in May 2016

Considerable discussion took place on this item to include a restatement that there is a potential misconception by the public that the Parish Council is a determining authority in respect of planning matters. The Parish Council only makes recommendations to the determining authority which is the District or National Park Planning Authority. As the Parish Council does not determine planning applications, some members asked why the same prohibitions as apply to the determining authority should apply to Parish Council members. The discussion covered the spectrum of opinions that a prohibition on members undertaking planning work should be applied through to the existing declarations of interest is quite sufficient.

Councillor John Goodwin introduced the matter of pre-determination into the debate and through the Chairman requested that the Parish Clerk undertake more research into this matter. It was therefore resolved that matter would be brought back for further discussion to the 27th September meeting.

348. Item No. 8 – New Parish Clerk

The existing Parish Clerk produced a summary timetable of the arrangements which had been put in place for a transfer to Margaret Weston - the new clerk

Members noted the contents of this document. The existing and new clerk are to obtain advice from the relevant planning authorities in respect of old/archived planning application documents.

349. Item No. 9 – Rights of Way inspections

The Parish Clerk produced a list of the rights of way that exist in the Parish and are to be inspected. The disappearance of footpath 1 from the current definitive map from the old map is to be investigated further. In the meantime, inspections of the rights of way should be undertaken and reports compiled.

350. Item No. 10 – Correspondence

The Parish Clerk projected lists of general material and correspondence that had been received and had forwarded to members in an electronic and hard copy format.

351. Item No. 11 – Finance matters

Expenditure - the Clerk presented the monthly financial statement, together with details of proposed payments. Agreed, that the statement be received and the following payments were authorised:

Cheque No	Payee & Detail	Amount £
501045	Michael Mortimer (Clerks salary, mileage and expenses)	668.08
501042	TLC Online (Web site maintenance)	90.00
	TOTAL	758.08

The Clerk also tabled a series of spreadsheets showing actual expenditure against budgeted expenditure, with no substantial variances being reported

352. Item No. 12 – Items requiring continuing work over the summer break

The Clerk produced a list of items and projects where continuing work was required during the summer break. Action points are to be raised direct with individuals in respect of the items where further actions /work are to be undertaken.

Chairman:

Date: