

MINUTES OF COPYTHORNE PARISH COUNCIL (PLANNING) MEETING

Held on Tuesday 14th June 2016

At Copythorne Parish Hall

Duration: 7.00 pm – 8.55 p.m

PRESENT

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

IN ATTENDANCE 6 members of the public

Minute

Ref

277 Item No.1 - Apologies

Apologies from Councillors Mike Moriaty and Simon Lucas

278 Item No. 2 - Declarations of interest

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

279 Item No. 3 - Public Participation

Councillor Joe Reilly 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 local resident reported further activity on a site in Barney Hayes Lane, which could be in contravention of planning regulations. Further details to be supplied to Rob Aldred - New Forest National Planning Authority once the Clerk has had an opportunity to discuss matters further with the resident concerned.

Laurie Gibb made representations about the potential provision of a Playground within the grounds of the Parish Hall. She reported that she had undertaken research to ascertain what play facilities were provided in other local parishes and potential demand. She specifically asked as to whether, in principle the Parish Council might insure and maintain the facility once it was built. Councillors Joe Reilly and John Goodwin advised Laurie Gibb that the Parish Council did not own the Parish Hall site in that it was owned by Trustees. Councillor Joe Reilly, as the Parish Council's representative on the Parish Hall Committee advised her that an in principle decision had been made to potentially make available an area for the play facility on the Parish Hall site.

Councillor Steve Herra advised Laurie Gibb that the Council only had very limited funds at the current time - £1,000 allocated towards a potential play area and any further potential funding from the Parish Council would have to come from the Council Tax.

Members of the Council urged Laurie Gibb to do the following:

1. Form a project group to work on the potential provision of a play park, which should be formally constituted
2. Once a formal group had been established, a bank account should be opened for the group in its own right. The Parish Council would not be able to utilise its banking facilities for this.
3. To prepare a business plan with indicative costs and plans that could then be considered by both the Parish Hall Management Committee and the Parish Council.

Notwithstanding the aforementioned, Members of the Parish Council continued to reiterate their support for the principle of a play park being provided on the Parish Hall. However, it has to be stressed that the Parish Council has limited funds available to the project, whereby it would be expected that the project group should plan to raise the majority of the costs involved in building and maintaining a play park.

280 Item No. 4 - Planning matters

(a) New Matters

No new planning applications had been received for consideration

(b) Tree work applications

No new tree applications had been received for consideration

(c) Planning decisions

Members noted that the following planning decisions had been made :

Ref No	16/00401
Address	8 BARLEYCORN WALK, CADNAM, SOUTHAMPTON, SO40 2LY
Application for	Application for a Certificate of Lawful Development for a proposed single storey rear extension
Decision	Planning Permission Required
Parish Council's views	Not applicable

The Parish Council did not receive any details in respect of the above application, which is separate to application number 16/00285 – single storey rear extension for the same property that the Parish Council considered at its meeting on 10th May 2016 and had recommended refusal.

Ref No	16/00155
Address	GROUP SCOUT HEADQUARTERS, ROMSEY ROAD, COPYTHORNE, SOUTHAMPTON, SO40 2PB
Application for	Single storey extension
Decision	Grant Subject to Conditions
Parish Council's views	Grant permission (3)

(d) Tree work decisions/notifications

The following exempt work notification had been received:

Ref No:	R14/15/16/0539
Address	THE OLD FARM HOUSE, WINSOR LANE, WINSOR, SOUTHAMPTON, SO40 2HG
Applicant:	Mr & Mrs Keeble

Application Type: Fell tree
Description of work: Fell 1 x Cherry Tree that has extensive decay and heavy lean and poses an immediate risk of serious harm
Notes for Copythorne Parish Council Members: Emergency tree works. No approval required.

(e) Planning Appeals

No new planning appeal notifications have been received relating to properties in the Parish since the last meeting.

(f) Enforcement Action Notifications

The following enforcement notifications that appear on the latest Planning Authority lists by Parish as at 31st May 2016 were noted:

Ref No: QU/16/0111
Planning Authority: New Forest National Park Planning Authority
Address: 8 ABBOTSFORD, BARTLEY, SOUTHAMPTON, SO40 2LU
Description: Unauthorised change of use - residential use of agricultural land
Notification date: 16/5/2016
Action to date: Complaint Acknowledged

Ref No: QU/16/0106
Planning Authority: New Forest National Park Planning Authority
Address: COURTESY FILLING STATION, ROMSEY ROAD, CADNAM, SOUTHAMPTON, SO40 2NN
Description: Breach of Condition 2 of PP 11/96892 (hours of operation)
Notification date: 10/5/2016
Action to date: Complaint Acknowledged

Ref No: QU/16/0099
Planning Authority: New Forest National Park Planning Authority
Address: AMBERLEY, ROMSEY ROAD, CADNAM, SOUTHAMPTON, SO40 2NN
Description: Unauthorised development - Play equipment
Notification date: 6/5/2016
Action to date: Retrospective Application Invited

Ref No: QU/16/0088
Planning Authority: New Forest National Park Planning Authority
Address: COPIED HALL KENNELS, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HE
Description: Unauthorised development
Notification date: 22/4/2016
Action to date: Complaint Acknowledged

(g) Appeals against Enforcement Action Notifications

No new notifications received since the last Parish Council meeting.

(h) Other planning matters

Members had asked to be kept advised of the progress in respect of the following planning application that had been given further consideration on 24th May 2016

Application Ref	16/00299
Applicant Name	Miss H Hayley Shergold
Agent if applicable	Mr T Huggett
Property Address	GARDENIA, WINSOR ROAD, WINSOR, SOUTHAMPTON, SO40 2HR
Proposal	Replacement dwelling; detached garage

The Clerk read out an update on the current situation from the applicant's agent and the Parish Council's response to the Planning Authority. A family member of the applicant gave a further update to include the proposal to lower the ground levels where the garage is to be located to mitigate the concerns of neighbours, who were also in attendance at the meeting. Members were advised that it had not been possible to reach an agreement with the Local Planning Authority (LPA) and therefore the LPA would be deciding the application as it stood.

The Clerk advised members that Planning Permission had been granted in respect of the extension to Oaklee in Newbridge following the submission of revised plans.

281 Item No.5 – Appointment of a new Clerk

Members noted the report that had been prepared by the Clerk in respect of the appointment of a new clerk.

282 Item No.6 – Lengthsman Scheme

Members noted the report that had been prepared by the Clerk that followed a meeting of the Lengthsman Cluster of Parishes that had taken place on 1st June and the financial statement.

A local resident attending the meeting brought members attention to the undergrowth partially obstructing the footpath at the western end of Pollards Moor Road. The Clerk was to contact the resident and try and ascertain whether it is a matter for a frontager to cut back or the Highway authority.

283 Item No. 7 – War Memorial

Members noted the contents of the report prepared by the Clerk that had confirmed that the Copythorne History Society no longer wanted to play any further part in the project to potentially add additional names to the War Memorial. Councillor John Goodwin provided a brief resume of events in respect of this matter. The Parish Clerk is to draft a letter to the other interested parties – the Royal British Legion and the Church that outlines the current situation whereby the Parish Council is mindful to abandon the proposal to add names to the War Memorial and to redeploy the monies so far donated (£500 from a previous chairman). Donations received from District and County Councillors to the History Society had been returned back to the respective Councillors by the History Society.

The draft letter would seek the views of the other parties as to whether the project to add additional names should be abandoned and if it is how the donation might be spent, with one suggestion being that the money should be used to complete the provision of the roadside bollards and provide some further infill bollards.

284 Item No. 8 – 2015/2016 Accounts

The Clerk tabled a report and various appendices, which set out the process and timetable for the internal and external audit of the 2015/16 accounts. The documents contained in the appendices included statements in respect of total expenditure. Income, balance sheet and bank reconciliation.

Section 1 – Annual Governance Statement from the annual return for the year ended 31 March 2016 was completed and presented to members, who resolved to authorise the Chairman and the Clerk to sign the declaration on behalf of the Parish Council.

Section 2 – Accounting statements were presented in a draft format. The Parish Clerk advised members that the figures contained therein might be subject to change as a result of advice being sought from the internal auditor in respect of the treatment of the Lengthsman Scheme payments.

The Clerk also produced supporting statements to the accounts and the annual VAT reclaim.

The Clerk will report back to the meeting of 28th June 2016 with the results of the internal audit and the accounting statement for approval.

285 Item No. 9 – Committees and Working Groups

Members resolved to approve the formation and membership of the various committees and working groups that were set out in the schedule attached to the report. A copy of the schedule for the 2016/17 session is shown in the minutes as Appendix 1.

The Clerk will arrange for the schedule to be uploaded to the Parish Council's website and for laminated copies to be made available for display on the Council's notice boards.

286 Item No. 10 – Councillor Contact Details

Members were asked to examine the revised Contact Details sheet for the 2016/17 session. Councillor Lady Kara Hawk's post code was to be corrected and landline phone number was to be included. The contact details sheet will contain the Council's logo and web site address.

The Clerk will arrange for the Councillor Contact Details to be uploaded to the Parish Council's website and for laminated copies to be made available for display on the Council's notice boards.

287 Item No. 11 – Calendar of meetings

Members approved a calendar of meetings that had been produced by the Clerk. The calendar included the six month trial when there would only be one meeting a month commencing in September. The second Tuesday of each month date and reservation of the rear extension room at the Parish Hall would remain for possible committee meetings.

The Clerk will arrange for the revised calendar to be uploaded to the Parish Council's website and for laminated copies to be made available for display on the Council's notice boards.

288 Item No. 12 – Potential provision of affordable housing

Councillor Joe Reilly as chairman of the Affordable Housing Working Group presented an update report on the potential provision of affordable housing following the enactment of the Housing and Planning Bill. Members of the Affordable Housing Working Group will be attending a Housing Week event hosted by New Forest District Council and HARA in July and would provide feedback together with further advice on the impact of the Housing and Planning Bill on affordable housing. Members therefore

resolved to await receipt of a further report from the Affordable Housing Working Group after they had attended the Housing Week event before considering the matter of the potential provision of affordable housing in Copythorne further.

289 Item No.13 - Finance matters

Expenditure - the Clerk presented details of proposed payments and a statement of account. Agreed, that the statement be received and the following payments were authorised:

Cheque No	Payee & Detail	Amount £
5010335	Hampshire Association of Local Councils (NALC Levy)	147.00
5010336	Advertiser & Times Clerk's job advert	96.00
	TOTAL	243.00

290 Item No. 14 – Pending matters

The clerk presented the two schedules relating to general and highway matters. In respect of general matters, the following updates were noted:

Item	Update
Footpath inspections	The Clerk is proposing to bring forward a report in July in respect of the footpaths and the inspection that should be allocated to members plus the necessity for members to put forward 5 paths for HCC countryside work.
Risk Assessments	Councillor Joe Reilly to undertake 3 monthly inspections.
Affordable Housing	Dealt with under Item 12.
Winsor United Sports Club	Councillor Joe Reilly advised members about the desire of the club to find a new pitch.
Splitwind Pond	Councillors Joe Reilly and John Goodwin to meet Alex Catt and noting that works are necessary.
Lengthsman Scheme	Dealt with under Item 6. Councillor Steve Herra asked whether additional painting could be carried out to railings in Pollards Moor Road. Councillor Joe Reilly to add to the list of potential jobs for Kevin Bennett to undertake.
Bartley School – road safety issues	Councillor Steve Herra advised member that a meeting had taken place in early May. Although the situation had improved considerably, issues in respect of the use of Haywain public house car park were being worked on with the provision of permits and use of a designated part of the car park. New PCSO to attend the school in September. Reminders of Parkwise would be reissued. Proposals haven't received any tangible support from Hampshire County Council.
Bins left outside the entrance to Forest Edge Care Home	NFDC Environmental Health had been advised about this and was looking into it.

In respect of Highway matters, the Clerk had advised Councillor Herra in respect of the status of various items that had been reported to HCC Highways to include the re-opening of the crack to the pavement surface outside Alassio.

In view of a previous reports about hedge/undergrowth obstructing highways and pavements at this meeting plus previous problems with riparian owners not keeping ditches/watercourses clear, the Clerk is to prepare draft letters to frontagers/owners where potential obstructions to pavements/paths are occurring due to undergrowth, hedges and trees. Another letter would be used where it is apparent riparian owners are neglecting their responsibilities to keep ditches and watercourse clear.

291 Item No. 11 – Delegates Reports

No reports

292 Item No. 12 – Members Reports

No reports

Joe Reilly - Chairman

Chairman: *Hard copies of signed original minutes
are kept in the Parish Council Minute
Book*

Date: 24th June 2016

APPENDIX 1

TO THE MINUTES

OF

14TH JUNE 2016

PLANNING MEETING



serving the communities
of
Bartley • Cadnam • Copythorne • Newbridge • Ower •

Parish Council Committees and Working Groups

2016/2017

Committee	Members
Finance	Councillors Joe Reilly (Lead Member), Simon Lucas and Steve Herra Deputy: Councillor Sarah Coombs
Media/publicity (including the Parish Councils Website)	Councillors Simon Lucas (Lead Member), Steve Herra and Mike Moriarty
Personnel and Governance	Councillors Sarah Coombs, Steve Herra and Simon Lucas
Planning	To be confirmed once research has been undertaken as to how other Parish Council's constitute and operate a planning committee.

Working Group	Members
Flooding	Councillors John Goodwin (Lead Member), Sarah Coombs, and Lady Kara Hawks
Affordable Housing	Councillors Joe Reilly (Lead Member), Sarah Coombs and Simon Lucas
Clerk Appointment	Councillors Joe Reilly (Lead Member), John Goodwin, Sarah Coombs and Simon Lucas
Lengthsman Scheme	Councillors Joe Reilly (Lead Member), and John Goodwin

Parish Council Representatives on external bodies/organisations:

Body/Organisation	Parish Council Representative(s)
New Forest Association of Local Councils	The Parish Clerk and Chairman
New Forest Consultative Panel	Councillor Mike Moriarty Deputy Councillor Joe Reilly
Parish Hall Management Committee	Councillor Joe Reilly
N.E Quadrant	Councillor John Goodwin and other members

The following watching brief is kept:

Brief/Organisation	Parish Council Representatives
Transport (local)	Councillors Mike Moriarty and Simon Lucas

Parish Council Responsibilities Register:

Item/Area of Responsibility	Councillor
Finance	Joe Reilly
Media & Publicity	Simon Lucas
Planning	To be decided
Personnel & Governance	Sarah Coombs
Flooding	John Goodwin
Lengthsman Scheme	Joe Reilly
New Forest National Park	Mike Moriarty
Transport	Mike Moriarty
Highways and footpaths	All members of the Council
Splitwind Pond	John Goodwin
Asset inspections	Joe Reilly

8th June 2016