



**Sway Parish Council Meeting  
Thursday 23<sup>rd</sup> November 2017  
Jubilee Field Pavilion, Sway**

**Present:**

Barry Rickman, Chair  
Kevin Cripps  
Peter Dance  
Ted Fleat  
Hugh Marchant

Melanie Seacombe  
Stephen Tarling  
Graham Turner  
John Warden  
Katie Walding, Clerk

**In attendance:**

Cllr Keith Mans (until 8pm)  
Lymington Times, Sway News and 22 members of the public

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The meeting started at 7:30pm with a welcome and brief introduction from the Chair.

He also offered the Council's condolences to the family of Ken Thornber, and noted that there was a private, family funeral service the following week which he would be attending. It was anticipated that a memorial service would also be scheduled and he would update the Council of this when any date was set.

**PC 17/139 Apologies**

Received from Cllr Golby, Cllr Pepper and Cllr Thomas.

**PC 17/140 Declaration of Interests**

Cllrs Marchant, Tarling and Warden are all members of the New Forest Association.

**PC 17/141 Minutes of Meeting held 26<sup>th</sup> October 2017**

The Minutes were approved as an accurate record, without correction, and signed by the Chair.

**Matters Arising:**

**PC 17/142 Security Lights**

The Clerk confirmed that the works had been completed to replace the faulty units and these were now fully operational.

**PC 17/143 Lengthsman's List**

The Clerk noted that a prioritised list of tasks had been forwarded to the Lengthsman and he would be starting work shortly.

## **PC 17/144 Chairman's Report**

a) The Chair reported that he and the Clerk had attended a site meeting with the Forestry Commission Land Agent, in regard to the Memorial Ground lease arrangements. Due to the delay in finalising the terms of the new agreement an extension had been requested – and accepted in principle – to 15 years. In addition, it had been indicated that the rent would remain the same or very close to. A draft lease agreement was now expected from the Land Agent.

b) The Chair wanted to offer thanks to Cllrs Seacombe and Turner, and also to Sue Rickman, for their input and creativity in producing a tree on behalf of the Parish Council. This has been included in the display at the Christmas Tree Festival from 24<sup>th</sup> – 26<sup>th</sup> November at St Luke's.

c) Following the Remembrance Service, the Chair wanted to pass on two letters received. He read out an email commending Sway on their efforts from a member of the public who was passing, and a letter from the Vicar of St Luke's thanking the Council for their efforts in making sure all the arrangements went smoothly on the day.

## **PC 17/145 County Council Report**

Cllr Mans gave a brief update on recent meetings which included discussion on the proposed changes to refuse site management, but noted that nothing had been formally agreed by HCC.

## **PC 17/146 Clerk's Report and Correspondence**

### **a) Stanford Rise**

The Clerk updated the Council in regard to communications with No.1 Stanford Rise. The current residents are in fact tenants, and had spoken to their Landlord who maintains that the hedge line in question does not belong to the property. The Clerk had already checked with Land Registry and confirmed that in fact the curtilage does include this land, and has therefore asked the tenant to pass details of the Landlord to her so that direct communication can be made.

### **b) Sway Football Club (SFC) - floodlights**

The Clerk had received a letter and supporting documents from the Chair of SFC seeking support from the Council in regard to their application for the installation of floodlights on the pitch. Some discussion ensued regarding the impact of any such lighting to nearby residents, and the frequency with which they would be used. This was estimated to be every other Saturday during the season and approximately once per week on a weekday evening. It was noted that the current conditions of Jubilee Fields requiring lights out at 9.30pm would also need to be extended. SFC confirmed that they would expect to cover all associated costs including the ongoing electricity charges. It was noted that provisional planning was already in place for the provision of floodlights from some time ago, and that current technology meant that FA approved lights would reduce the risk of light pollution and also be energy efficient.

Cllr Fleat proposed that agreement in principle be awarded to SFC and that they should draw up specific plans and proposal for agreement by the Council. Unanimously agreed.

**DECISION:** To support, in principle, the submission of an application to install floodlights on the main pitch at Jubilee Fields.

**ACTION:** SFC to prepare a detailed plan and send to the Council for review.

**c) Sway Football Club – advertising boards**

The Clerk had received a request from SFC for the Council to consider supporting their application to install an additional 10 advertising boards around the main pitch at Jubilee Fields to enable further sponsorship funding. There was some lively debate including the use of temporary or permanent boards (SFC favour permanent) and also the allocation of revenue received from boards. Cllr Dance proposed that support be offer by the Council in principle, for the addition of 10 advertising boards, and that SFC could then take the matter to NFNPA to see whether they would consider granting planning. Seconded by Cllr Fleat. It was then put to the vote with 7 for and 1 abstained.

**DECISION:** To give agreement, in principle, to SFC applying for permission to add 10 additional advertising boards around the pitch. If NFNPA approve, then the Clerk to put this item on a future Council agenda for further discussion around the terms on which it could be progressed.

**ACTION:** SFC to apply to NFNPA and report back.

**d) Sway Football Club – temporary license extension**

It was noted that a temporary license application had been submitted for the SFC annual social evening on Saturday 2<sup>nd</sup> December, to 11pm, as per previous years.

**e) Precept Application 2018/19**

The Clerk had received the formal documents for the application and supporting information and this must be with NFDC by Monday 15<sup>th</sup> January. She would therefore recommend that the Council sent their submission in on Friday 12<sup>th</sup> January.

**f) War Memorial Restoration**

The Clerk had researched the possibility of receiving grant funding from the War Memorials Trust (on a 'matched' basis) for restoration works to the Memorial. This was to be submitted at the end of November and the quotes received all included work split into two parts: the full clean of the memorial and repair/repoint of the stone, and a second task to remove and repaint the lettering for all the names of the fallen. The application would not commit us to the expenditure but if awarded would cover 50% of the costs.

**g) Meeting with Communities Officer, NFNPA**

The Clerk reported a useful meeting with Holger Schiller, where the potential for funding opportunities was discussed, along with Holger's offer to help and support applications and plans associated, at no cost to the Parish.

**h) Death of a Royal Protocol**

A form had now been received from NFDC where the Council would establish the likely plans in the event of the death of a senior royal. This would be completed in due course by the Chair and the Clerk and circulated for review by the Council.

**PC 17/147 Playground Repairs**

The Clerk had obtained three quotes for works to repair the playground and these were distributed with supporting documentation to the Council prior to the meeting. She explained that this would be a temporary solution, likely to need further attention in 6-12 months. The works would make the playground safe for use. The recommendation was to accept the proposal from Company C, who had direct experience in such works, and offered the best price. Cllr Cripps proposed that the work be awarded to Company C, and this was seconded by Cllr Tarling, and agreed unanimously.

**DECISION:** Company C to be awarded the contract to make the repairs.

**ACTION:** The Clerk to notify Company C and organise for the works to be carried out as soon as practicable.

**PC 17/148 Parish Tree Works**

The Clerk had obtained three quotes for the required tree works as laid out in the Tree Survey of September 2017. Due to the time delay in getting all three quotes in, the low priority work was now included since it would need to be done in the current winter months, in order to fulfil the Council's obligations for safety. The documentation had previously been distributed to Council. Cllr Seacombe proposed that Company C be awarded the contract for works, as they were by far the most competitive and also a local business. This was seconded by Cllr Marchant and agreed unanimously.

**DECISION:** Company C to be awarded the contract for all required tree works.

**ACTION:** The Clerk to notify Company C and organise for the works to be carried out as soon as practicable.

## Finance

### a) Payment Schedule

The Schedule of payments for October had previously been circulated.

**DECISION:** Cllr Turner proposed that the Schedule should be approved. This was seconded by Cllr Cripps and unanimously approved.

### b) Accounts

The Accounts to 31<sup>st</sup> October had previously been circulated.

**DECISION:** Cllr Turner proposed that the Accounts to 31<sup>st</sup> October be approved. This was seconded by Cllr Cripps and approved.

### c) Reserves Policy

Cllr Cripps had re-worked the wording on the draft Reserves Policy and included an Appendix. This will make it much easier to update when changes to earmarked reserves were approved by the Council.

**DECISION:** Cllr Cripps proposed that the Reserves Policy be formally adopted by the Council and it was unanimously agreed.

### d) Proposed budget and Precept for 2018/19

Cllr Turner confirmed that the budget was still in draft and work continued. A meeting was scheduled for Tuesday 5<sup>th</sup> December when all members of the Finance Working Group would meet and finalise, ready for the full Council meeting to make their decisions about the Precept on 14<sup>th</sup> December. It was noted that this was a reasonably short period of time for the rest of Council to review the figures, but could not be scheduled any sooner due to the availability of those Cllrs involved. In addition, the Clerk (as Responsible Financial Officer) needed the time to get fully up to speed prior to finalising the budget.

## PC 17/149 Planning and Transport Committee

### a) Committee Meeting of 9<sup>th</sup> November

Draft minutes had been previously circulated and made available on the website. Cllr Tarling delivered a verbal summary of the meeting and further reported on subsequent items:

- A garage at Plovers, Station Road had been approved subject to conditions including the removal of further permitted development rights.
- Two applications from Arnewood Turkey Farm had been resolved as Lawful. Cllr Tarling expressed disappointment, as Sway had recommended refusal, with a 4. He explained that there was some concern over the process around these two applications and had duly recorded this with the NFNPA Planning Officer. Neither the Sway response, or the numerous concerns of neighbours had been taken into consideration. Despite repeated attempts by Cllr Tarling to obtain details of the updated plan and revised application(s), nothing was

forthcoming. These communications had included a specific request for new period of consultation, which was also ignored. A week ago, a notice was posted and the certificate issued. Cllr Tarling suggested that if the applications did not move forwards to the next meeting of the PDCC then the lack of consultation and poor planning process should be added to the agenda for the Planning and Transport Committee meeting on 7<sup>th</sup> December.

- A garage conversion and single storey extension at Carbery Manor, Adlams Lane, had been granted subject to conditions.
- New cladding to existing premises at New Forest Growers Ltd, Pitmore Lane, was granted subject to conditions.
- A single storey extension and garage conversion at 40, Anderwood Drive, had been granted, subject to conditions in line with Sway's recommendations.

In more recent matters:

- At the NFNPA PDCC meeting, Cllr Tarling noted that there were no Sway applications.
- The appeals in regard to land at 37 & 38 Set Thorns were roundly dismissed. Sway had recommended refusal and written to the Planning Inspectorate enclosing a copy of the Sway Village Design Statement. The Planning Officer had quoted this a number of times in the reasons for dismissal.
- No further appeals are currently underway.
- Subsequent to the Clerk submitting the Committee's response to the Holm Farm application, the developer had contacted Cllr Tarling directly and spoken at some length about the issues and Sway's reasons for recommending refusal. Cllr Tarling noted that in addition, the Conservation Officer, Landscape Officer and Ecologist had all recommended refusal. A Bat Survey had noted that due to the presence of bats, a Protected Species License would be required. The developer had suggested to Cllr Tarling that most vehicles could be parked inside the extensive curtilage (Cllr Tarling had requested this be ALL vehicles) and that this would be taken up with the officer.

#### **b) Hatch Motors Application**

Cllr Tarling apologised for bringing this postponed matter to full Council. However, in light of a number of documents received since the Committee meeting, and also the request from residents to offer their own comments to the matter, it was felt that this was necessary. In a brief summary of the current position, Cllr Tarling reiterated that the Committee's view was that there were advantages to the re-development of this site. No dispute had ever been made in this regard, and the village also – in general – seemed to uphold this view.

It was noted that Sway Parish Council have an interest as leaseholders of the Sway Youth Centre plot and therefore may have an additional consideration regarding the impact on that plot.

The Committee, at the meeting on 9<sup>th</sup> November, had unanimously decided that recommending refusal with a 4 and sending in reasons similar to our previous ones

would be appropriate, but that they should wait to peruse the additional independent reports commissioned by the village action group which had now been received. These reports both supported the current concerns of over-density and also traffic safety. Members of the public spoke against the development in its currently proposed format, citing a number of issues including:

- Number of dwellings per hectare ratio was significantly over the recommendations of NFDC policy
- Parking spaces for the retail space were dramatically under the likely requirements when compared to other, similar, retail spaces
- Lack of loading space for commercial vehicles likely to cause overspill to the highway (which is already severely congested at times)
- Drawings showed road markings incorrectly (to the plan's advantage) and failed to recognise the school bus stops right outside the plot
- An active bat population was present in the locale; neighbouring properties had bat boxes protected under covenant
- Windows of the proposed dwelling directly overlooked the Youth Centre and playgroup (drawings also showed incorrect representation of the Youth Centre)

Cllr Mans, Hampshire County Council, confirmed that he had been copied in on correspondence between the Assistant Transport Planning Officer at HCC and his superior, which had confirmed that he would be making a site visit on 23<sup>rd</sup> November so that he could review the site and study the traffic flow.

Cllr Tarling asked the Planning Committee whether, in light of the new documentation and updates received at the meeting, they would like to reconsider their recommendations on this application. The submission of a recommendation to refuse, with a 4, was unanimously upheld.

**DECISION:** Cllr Tarling to draft and distribute a formal response to the planning application, recommending refusal with a 4. and to provide supporting reasons.

c) **Land Registry Application**

Cllr Tarling reported that the Committee had unanimously supported the recommendation of the Clerk to register for the Land Registry's MapSearch service, which – whilst free to use – required the completion of a Direct Debit mandate as part of the application process. This was proposed by Cllr Tarling, seconded by Cllr Seacombe and unanimously agreed.

**DECISION:** Clerk to complete the application for Land Registry MapSearch service.

d) **Transport Matters**

Cllr Marchant reported that there had been a meeting on 13<sup>th</sup> November with representatives from NFNPA, NFALC/Burley Parish and Minstead Parish along with Sway Cllrs Tarling and Marchant, and the Clerk. A frank and open discussion was held, covering the areas of concern raised by Cllr Marchant's report. The key aspects of the Cycle Event Organisers' Charter were also debated. There was no appetite for

lobbying on a change of the law around cycling events, as it was felt that the Government had other priorities currently.

Cllr Marchant updated Council on the latest SpeedWatch activities (full report available at [www.sway-pc.gov.uk/csw](http://www.sway-pc.gov.uk/csw)) including a presentment to the Verderers' Court to request their support for CSW to operate on 40mph roads. CSW already has support from the Commoners' Defence Association.

### **PC 17/150 Stanford Rise**

#### **Status of works**

Cllr Seacombe noted that the Friends of Stanford Rise group had a good turnout recently and had planted over 1500 bulbs in the grounds. In addition, fruit trees had been purchased and would soon be planted. The Wild Play officer at NFNPA had been in touch to confirm that Sway were now 2<sup>nd</sup> in the queue for the works to be completed, and it was anticipated this would commence early in the New Year. The drainage appeared to be working well.

Cllr Seacombe also noted that an additional £4600 in Section 106 funds had been added to the Sway allocation.

### **PC 17/151 Jubilee Field Pavilion**

#### **a) Trustees' Proposal**

No one from Sway Social Club was in attendance and so no update was received.

#### **b) JFUG**

Cllr Fleat offered a brief summary of the recent JFUG committee meeting including:

- The near completion of the tennis court resurfacing and the Club's purchase of a new tractor for its maintenance
- The pitches still in good condition
- The inclusion of a full girls' team at the Junior Football club
- The expected completion of the Cricket pavilion in time for the next season

#### **c) Accessibility Ramps**

The Clerk had investigated the option of temporary ramps for the emergency exit from the hall, as currently this was an area of concern. A document had been distributed prior to the meeting.

The Council has a duty to provide adequate emergency exits from the building for all users. Temporary ramps would be robust enough to provide safe egress, were much less expensive to purchase, and could be re-sited in the event of changes to the building in the future. The proposed ramp would also address the concerns of the NHS in regard to the uneven surface outside the emergency exit door.

Cllr Cripps proposed that the ramps be purchased and fitted accordingly, Cllr Turner seconded and it was unanimously agreed.



**DECISION:** The Clerk to progress the purchase of the ramps as per recommendations. SWAG and SRISF to be contacted to see if support could be obtained.

**PC 17/152 Sway Village Hall**

A member of the Village Hall Committee presented a request to the Council for their continued support. They had 80% of the funding needed for the Cinema project and were looking for £10,000 in order to be able to progress. Some funding applications had already been submitted and decisions pending. There was also some funding for the building works available and it was hoped that work would start early in 2018 and continue over time as further funding was sought. It was also noted that a chair lift was being put in to enable wheelchair access to the first floor for the WI and other meetings.

The Chair confirmed the Council's willingness to support the project in practical ways where possible, for instance writing letters, supporting funding applications.

**ACTION:** The Clerk to make an introduction to Holger Schiller at NFNPA and try to elicit his support and access to potential funding streams

**PC 17/153 Youth Centre**

Cllr Fleat noted that there had not been a committee meeting since the Council's last meeting and so there was no update.

**PC 17/154 Items for the next agenda**

The Chair asked for any items to be added to next month's agenda. None were offered.

**PC 17/155 Any Other Business**

The Clerk noted that notification had been received that a new external auditor (PKF Littlejohn LLP) had been assigned to Sway Parish Council for a five-year period from 2018/19 and that our internal auditor would be meeting with them in due course, and report back to her when they met on 14<sup>th</sup> December. The Clerk asked for any declarations of interest in regard to PKF Littlejohn – none were received.

The Clerk also noted that the Annual Return would henceforth be known as the "Annual Governance and Accountability Return" and would be submitted electronically in the future.

It was noted that the rubbish bin at the War Memorial had not been emptied.

**ACTION:** The Clerk to follow up and ensure the bin was added to the next collection.

It was noted that the cattle grid on Brighton Road had now been fully replaced and all works completed. The Chair thanked a Sway resident for bringing this to the attention of HCC Highways.

**PC 17/138 Date of Next Meeting**

The Chair confirmed that as advertised the next meeting will be on Thursday 14<sup>th</sup> December, in Jubilee Field Pavilion starting at 7:30pm.

The Chair thanked everyone for attending, and the meeting closed at 9:25pm.

Signed ..... Date.....

DRAFT