



Minutes of the Meeting of the Council held on Thursday 25th October 2018, at the Jubilee Field Pavilion

Present:

Cllr Stephen Tarling, Chairman
Cllr Barry Rickman
Cllr Graham Turner
Cllr Len Thomas
Cllr Hugh Marchant
Cllr Ted Fleat
Katie Walding, Clerk & RFO

Cllr Kevin Cripps, Vice Chairman
Cllr David Golby
Cllr Melanie Seacombe
Cllr John Warden
Cllr Peter Dance
Cllr Alex Pepper

In attendance:

Sway News and 8 members of the public (MotPs)

The meeting started at 7:30pm with a welcome from the Chairman.

18/193. Apologies

None received.

18/194. Declarations of Interest

Cllr Golby declared a non-pecuniary interest in agenda item 18/203(a)(i) Quarr House. Cllr Marchant is a member of the Friends of the New Forest Planning Committee. Cllrs Cripps & Pepper declared themselves as allotment holders in reference to agenda item 18/204(a).

18/195. Minutes of the previous Meeting and matters arising

Draft minutes of the meeting held on 27th September 2018 had been previously circulated and published. Members who had been present at that meeting unanimously approved the minutes as an accurate record and they were signed by the Chairman.

Matters Arising

The Clerk confirmed that the Silent Soldiers had been ordered the morning after the last meeting, following the resolution to purchase, but that a delivery date had not yet been confirmed. No response as yet on this from the RBL contact.

The Chairman commented that, following on from 18/173 when he noted that Sway Residents pay over £300K p.a. directly from Council Tax to the Hampshire Police and Crime Commissioner for policing, Cllr Mans had reminded him that there is also a Direct Grant for policing – which essentially also comes from taxes. When calculated pro-rata to the number of inhabitants of Sway Civil Parish, it shows that Sway Residents actually contribute a total of more than £500K to policing per annum, which does not include counter-terrorism or capital projects as these are separately funded. Just over half of the police budget – so over £250K for Sway – is spent on three areas: 'investigations, prevention & neighbourhoods, and response & patrol'.

He went on to note that the Forest Fringe walk was a great success on 13th October, thanks to Sean Marsh and his Forestry Commission colleagues – some 20 people came along and the session was very informative. It really highlighted that whilst any one encroachment



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may be modest, the cumulative effect is great, and requires careful monitoring and prevention.

18/196. Chairman's Report

Cllr Tarling thanked everyone who was involved in the litter duties at Jubilee Field and noted an improvement over the past few weeks, possibly due to the schools going back.

He also confirmed that he was drafting the application for a Certificate of Lawful Development for the proposed storage shed at Jubilee Field, and gave thanks to Steve How of R Elliott & Associates for his help with the location plan.

18/197. Clerk's Report and Correspondence

Following Cllr Turner's letter to the Police and Crime Commissioner, the Clerk had spoken with the Chief Inspector for the New Forest District, Rob Mitchell. He was very positive in that conversation, where the Clerk had invited him to attend a Parish Council meeting to address the issues raised by councillors and residents over the last year.

It is now confirmed that Inspector Scott Beney will attend (as Rob Mitchell will be at another meeting) who covers Prevention and Neighbourhoods for the New Forest. The Clerk noted that she had already started to publicise this to residents to encourage them to attend and would continue to do so over the coming weeks. She had also raised the question of resuming a beat surgery where our local PCSO would attend somewhere in the village so that residents can speak directly to them and she hoped that this would be confirmed in the near future. The Clerk is meeting Inspector Beney on Friday 16th November to give him the headlines of the issues our parish has raised, in advance of the meeting.

The Clerk went on to note some brief updates in regard to facilities management:

- The emergency door from the hall was sticking and had now been adjusted and repaired.
- The legionella risk assessor had returned to meet with our maintenance contractor to further discuss the issues with the pipework in the roof of the Pavilion and the addition of valves and some other remedial work. She would be obtaining quotes for this work and recommending the work be undertaken in due course.
- The Clerk had not been able to confirm enough volunteers to put up the shed and so requested approval to order the shed (as minuted in 18/183(a)) including installation by the provider at £400.

DECISION: Cllr Fleat proposed that installation was included with the order and Cllr Tarling seconded.

ACTION: The Clerk to hold the order pending confirmation of the Certificate of Lawful Development.

- The Clerk had confirmed that the Maintenance contractor will fit the blinds in the hall and would proceed to order them.
- The VASLR flashing speed limit reminder would be delivered the following week.



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- The Tennis Club had requested permission to add a logo sign to their outdoor noticeboard on the back of the building which the Clerk had confirmed. They had also notified her that following their registration as a food business in line with Environmental Health requirements they had passed the inspection with just one requirement for a change in the kitchen. The requirement was for a lockable cupboard to store their own preparation equipment in, and the Clerk confirmed she had already arranged for the work to be done with another two cupboards for other users.
- The Clerk had met with the PT in regard to the boot camp at Stanford Rise Green following guidance from Council, and the situation was now clear to all parties without issue. Over the winter the Clerk had offered the use of the Pavilion hall for the equivalent sessions. It was hoped that she would confirm 2 sessions each week at the hall, until the natural light enabled the class to go back to the Green.

Finally, the Clerk noted the receipt of information regarding a new Parish and Town Council Investment Fund from Hampshire County Council, which may provide a funding opportunity for Sway. She would circulate the details (there are some quite specific guidelines to the areas the fund could cover) so that the Council could consider the possibilities.

18/198. District Council Report

Cllr Rickman confirmed that Chief Inspector Mitchell had updated the recent NFALC meeting as the Clerk had set out. He noted that NFDC would likely balance their budget against their Precept.

In respect of Remembrance Sunday, he confirmed that NFDC were supplying sandbags to the entrance of St Luke's Church on the day, to represent the trenches.

He went on to update the members about the Scout Hut – previously discussed plans to relocate would not go ahead and he was therefore arranging with NFDC legal and valuations team to convene and discuss what they might do to help. They would consider the possibility of assets becoming available from the development of the current site which was unsuitable because of its lack of access amongst other issues.

Cllr Turner noted that the Village Hall Trustees hoped to proceed with a new outline application for changes, simplified from the original plans and at lower cost. There was a brief discussion on the possibility of locating a new Scout Hut on Stanford Rise Green, even if the Village Hall plans did not proceed or affect the land. Cllr Rickman confirmed that he would report back in due course.

18/199. County Council Report

Cllr Mans was not present.

18/200. Remembrance Day

The Clerk confirmed that the road closure application was completed and signage would be placed on relevant junctions to warn of the road closure, for 7 days prior to the service. The Vice Chairman said he would be honoured to present the wreath from the Parish Council as



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the Chairman was unable to attend. Councillors wishing to attend the church service should convene at the Youth Centre at 9.15am on Sunday 11th November.

18/201. St Luke's Christmas Tree Festival

Cllr Rickman had received a letter from the Church to ask whether the Council wished to take part. He asked members to volunteer to help if so. It was noted that in previous years, nominal costs had been covered by the Council and this would be honoured once again.

ACTION: Cllrs Seacombe and Turner would help Sue Rickman to put a display together.

18/202. Finance:

a) Finance Working Group (FWG)

Cllr Cripps noted that there needed to be a meeting in the next two weeks to review the draft budget which the Clerk would be preparing. He would coordinate this with members. He requested input from all members in regard to suggestions for the next budget.

b) Half yearly review

The Clerk had submitted a report at the half year and this was noted.

c) Payment Schedule

This had been published and circulated previously. It was noted that one payment could not be settled due to lack of an appropriate invoice; payment would only be released on production of documentation.

DECISION: Cllr Cripps proposed and Cllr Turner seconded that the Payment Schedule be approved and members unanimously agreed.

ACTION: The Clerk confirmed that she would request a proper invoice for the stalled payment.

d) Bank Reconciliation

This had been published and circulated previously.

DECISION: Cllr Cripps proposed and Cllr Pepper seconded that the Bank Reconciliation be approved, and members unanimously agreed.

d) Earmarked Reserves

The Clerk had noted that some years ago, monies were bequeathed which should be shown as earmarked and designated for specific expenditure as such. This was approved unanimously.

e) New Forest Disability Grant Application

Following minute 18/179(b) from the September meeting, an amount needed to be agreed to for this grant award.



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DECISION: Cllr Cripps proposed a figure of £100. Cllr Marchant noted that a previous donation in 2016 had been for £100 and went on to propose that £150 be awarded. This was seconded by Cllr Warden and unanimously approved.

Cllr Cripps noted that for ease of process, he had agreed with the Clerk that future grant applications would be placed on the agenda as part of Finance.

f) Financial Regulations

The Clerk had suggested a minor amendment to the Financial Regulations to enable the processing of payments between meetings, if the need arose.

DECISION: Approval was proposed by Cllr Cripps and seconded Cllr Dance. Members voted unanimously to approve.

g) Chairman's Fund

Following the previously circulated note from the Clerk and a brief verbal explanation of the reasons and legislation in this regard, some discussion took place about the need for such a fund to exist and confirmation that it was not any kind of personal allowance for the Chairman. As a result of this debate, Cllr Rickman suggested that it could be recorded and referred to as "Chairman's Civic Fund".

DECISION: Cllr Cripps proposed that a Chairman's Civic Fund be added to the budget with an annual amount of £200. Cllr Turner seconded, and the proposal was approved by all members except Cllr Tarling who abstained.

18/203. Planning and Transport Committee (PaTC)

a) Committee Meeting 11th October

Cllr Marchant noted that draft minutes had been available on the website for some time. He updated on matters since the meeting.

In regard to the junction of Mead End Road, Station Road and Brighton Road, social media feedback had been requested and already there were 23 responses, with mixed views. Cllr Rickman noted the previous idea to put a pavement in from a number of years ago. He also suggested that it might be possible to address drainage concerns in the area as part of any project.

ACTION: The Clerk to contact Keith Mans and ask him to progress an investigation through the Highways Department to survey and make recommendations on the possible solutions.

Cllr Marchant noted that application 18/00711 for a manege on land at South Sway Orchard had been refused, in line with the Committee's recommendations.



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He was very pleased to report that the Hatch motors appeal was dismissed by the planning inspector, along with the application for costs. The reason for dismissal hinged on the wholly unworkable car park and delivery management plan. The Sway Hatch Motors Site Development Group has also made a significant contribution to getting the appeal dismissed. He noted that the decision notice was very long – it can be seen in full at <http://www.sway-pc.gov.uk/CHttpHandler.ashx?id=37201&p=0>

i. **18/00736 Land at Quarr House**

Cllr Marchant summarised the application and noted that this had been discussed at the PaTC meeting on 11th October. It had been brought forward in light of the fact that PaTC had considered it early in the process, before local residents and the NFNPA Tree Officer had had a chance to respond. Cllr Marchant noted that an email from the agent had been received which addressed a number of the issues raised in objection both by the Committee (in its draft response), residents, and previous application recommendations. He read some of the email text to those present. An MotP spoke in objection to the application, on behalf of Quarr House residents.

A lengthy debate noted a number of issues raised by residents which were not material planning considerations, but went on to confirm issues which clearly were to be considered. In particular, drainage was discussed at some length; Cllr Golby reminded members that previous large developments in the immediate vicinity had resulted in significant ground works to try and resolve drainage issues, after the development site had completely flooded. It was noted that it was possible to use conditions to limit any application which was granted. It was also noted that the NFNPA Tree Officer had issued an objection.

Cllr Marchant noted the previous draft response of a '2'* and members of the Committee discussed this and considered an amendment.

DECISION: Sway is always anxious to protect trees and noted that the NFNPA Tree Officer had objected; and given the large number of neighbours objecting, Cllr Marchant proposed – and was seconded by Cllr Seacombe – that the recommendation from the Committee should be amended to a '4'**. In addition, comments would be added to the existing notes previously drafted, to include the Tree Officer's report, the large volume of objections from neighbours and the issues around drainage. This was voted in favour unanimously by the PaTC Committee members.

*2. We recommend REFUSAL, for the reasons listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers

**4. We recommend REFUSAL for the reasons listed below



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ACTION: The Clerk to draft the final recommendation text for submission.

ii. **18/00755 Hazelhurst Farm**

Cllr Marchant noted that this application was carried forward so that a Parish Briefing Note could be considered, due to the unusual nature of the application. He was surprised that opinion was sought from the Committee. Some discussion ensued to consider the Officer's comments.

DECISION: Cllr Marchant proposed that it be recommended that a full planning application was submitted. Cllr Tarling seconded the proposal and the PaTC members voted unanimously in favour.

ACTION: Cllr Tarling to work with the Clerk on a draft response.

iii. **Local Plan Hearing**

Cllr Marchant explained that a recent meeting of Cllrs Marchant, Seacombe, Tarling and the Tree Representative, Karen Marshall, had enabled the planning and split of representation at the Hearings in November. Cllr Tarling confirmed that he would send in a request for two Sway representatives to attend each session.

b) Transport Matters

Community SpeedWatch: The previous anomaly in the police feedback regarding the results from August had now been resolved and Cllr Marchant reported that of the 135 speeding vehicles recorded, 102 letter 1 and 17 letter 2 were sent with – disappointingly – 11 escalations for third time (or more) offenders who would now receive a personal visit from a police officer.

He noted that SpeedWatch volunteers had stepped up to handle the relocation of flashing speed limit reminder unit once it was installed. The Clerk confirmed that a register of volunteers for this activity would be held, with an appropriate risk assessment in place and consent forms signed by those involved.

18/204. Open Spaces and Facilities Working Group (OS&FWG)

a) Allotments

Cllr Cripps explained the requirement for insurance for allotment holders through the Allotment Association had increased the dues for all. The rent requests had been issued and were already being received by the Clerk.

b) Allotments Fencing

There was nothing to consider yet as quotes requested have not all been received.

c) Stanford Rise Green Fencing

There was nothing to consider yet as quotes requested have not all been received.

d) Stanford Rise Green Wild Play



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The Clerk confirmed that the snake had finally been completed. NFNPA continued to delay the sign designs. She had asked the Projects Officer to confirm what else they intended to put on site, and to clarify what is intended for remaining wood. The aim was to get this cleared as soon as possible and start to allow the grass to recover. She had further suggested a spring event (in time for Easter) to officially launch the Green and would update members when she received any updates from NFNPA.

DECISION: After some discussion between the members it was proposed by Cllr Cripps, and seconded by Cllr Seacombe, that the Clerk write to the Wild Play Projects Officer at NFNPA and confirm that the Council did not wish any further features be added at Stanford Rise Green at this time. Since the remaining wood on site had mostly been sourced by the 'Friends of' group and the council itself, it was suggested that it could be cleared away by them. This proposal was approved unanimously.

18/205. Sway Village Hall

The Clerk had received an update from Wendy Collyer in regard to the Cinema Project which she read to members: *"My apologies for not being there.... Four shows under our belt, good audience numbers, four more films in the lead-up to Christmas. Talking to New Forest Film about being a venue for their Festival next year. And meeting next week - will be discussing a new pricing structure for families and our film choice strategy going forward."*

Cllr Turner (as Chairman of the Village Hall Committee) confirmed that the WI would be signing a new 100yr lease shortly. He went on to note that CIO status for the Village Hall would proceed. The Committee would submit plans for replacement storage sheds in due course.

Cllr Thomas noted that the Cinema has already proved to be excellent and he thought a huge contribution to Sway. 70-80 people have attended each film so far.

Cllr Cripps asked if the Committee would still want to draw down funds as per the agreement put in place with the Council in the summer. It was agreed that Cllr Turner would keep the Council informed of any perceived need during the term of the agreement.

18/206. Youth Centre

Nothing to report.

18/207. Other matters for discussion

Cllr Marchant – noted that a road closure warning had previously been received for Old Vicarage Lane which was going to be closed during the current week. In fact, South Sway Lane had been closed. He wondered if this was a possible mis-application? Worryingly the diversion route was via Coombe Lane which of course is against Highways policies, being totally unsuitable for such a detour.



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ACTION: The Chairman asked Cllr Marchant to contact Bournemouth Water to try and understand what had gone wrong.

Cllr Pepper – noted that OS&FWG had been informed by the Clerk that the memorial bench in Adlams Lane had been damaged again by a reversing vehicle. The Clerk was pursuing a replacement via the Council insurance policy, and as the offender had been decent enough to report the accident, it was hopeful that a full recoup of costs could be made by the insurer.

Cllr Warden – instigated a detailed discussion about the potential for Sway to adjust its recommendations in regard to the potential development of land adjacent to Church Lane. It was noted by members that the need for affordable housing was more urgent than ever, but unless land was gifted there was no feasible way to make the whole site affordable, nor would the development be likely to be rejected. It was more realistic to negotiate the best deal possible and reach a compromise which could still benefit Sway, and to stay in line with the previous positions indicated through the agreed previous submissions to the Local Plan in both November 2016 and February 2018.

18/208. Items for the Next Agenda

The Clerk noted:

- The consideration for an update/addition to the playground (OS&FWG)
- The attendance of Inspector Beney, Hampshire Police

18/209. Date of Next Meeting

Noted as Thursday 22nd November 2018 commencing at 7.30pm at the Pavilion hall.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that the Public and Press be excluded from the meeting at this point due to the confidential nature of the business to be discussed.

The Clerk also left the meeting at the request of the Council. Cllr Pepper left the meeting.

18/210. HR Working Group (HRWG)

The Chairman updated members on the recent appraisal process.

a) Clerk's Job Description

An updated version of this document had been circulated and, with some minor amendments, was approved.

With all business concluded, the meeting adjourned at 9:54pm.

SIGNED:.....DATE:.....