



Minutes of the Meeting of the Council held on Thursday 24th January 2019, at the Jubilee Field Pavilion

Present:

Cllr Stephen Tarling, Chairman
Cllr Alex Pepper
Cllr David Golby
Cllr Len Thomas
Cllr Melanie Seacombe
Cllr Graham Turner
Katie Walding, Clerk & RFO

Cllr Kevin Cripps, Vice Chairman
Cllr Ted Fleat
Cllr Hugh Marchant
Cllr John Warden
Cllr Peter Dance
Cllr Barry Rickman

In attendance: Sway News and 14 members of the public (MotPs)

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

19/001. Apologies

Received from Cllr Keith Mans (HCC). Cllr Rickman notified that he may be late arriving due to NFDC business.

19/002. Declarations of Interest

None.

19/003. Minutes of the previous Meeting

Draft minutes of the meeting held on 20th December 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

Cllr Golby enquired on the status of the Certificate of Lawful Development application in respect of the proposed shed on Jubilee Field. Cllr Tarling confirmed that no decision has so far been taken by the Planning Authority.

19/004. Chairman's Report

The Chairman noted that Dave Hurrell had sadly passed away after a long illness. He was a stalwart of Sway Cricket Club, and they had tweeted 'that he was known and loved by youngsters and oldies alike, not just at Sway but in the local cricket community. Player, coach, treasurer, groundsman, administrator & friend.'

He went on to say that the drop-in session just before the meeting aimed at those wanting to find out about the Parish Council had received a good turnout. The Clerk and Councillors were available to chat informally with anyone wishing to explore the possibility of becoming a Councillor.

Following the NFNPA's full Authority quarterly meeting of 17th January, Cllr Tarling noted:

- Nik Gruber (NFNPA Tree Officer) has been considering Biosecurity – the Council would look forward to hearing from him at the March PaTC meeting;
- There were grants available for Landscape Enhancement Initiatives – recent examples included improving a footpath and rhododendron control;
- Cllr Tarling hoped that everybody had seen the BBC4 "A Year in the Wild Wood"



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programme – which was available on BBC iPlayer for another week or so. And of course, that and the Channel 4 “A Year in the New Forest” series, it was suggested, may well bring more visitors to the Forest over the coming year;

- The new Local Plan was progressing wonderfully thanks to David Illsley – the only major issue the examiners had highlighted so far was the proposal that the disused Ashurst Hospital site should be used for housing – there would be a minor consultation on that, to which Cllr Tarling did not feel that Sway needed to respond;
- Visitor numbers were increasing at a rate of around 1% per annum.

Cllr Tarling informed the members of the number of visitors per square mile of SSSI per year in the English National Parks – which is a measure of the intensity of use. Northumberland National Park 470; Exmoor 2,000; Dartmoor 2,300; South Downs 3,800; Yorkshire Dales 3,900; Lake District 4,700; North York Moors 6,500; Peak District 7,400 and the New Forest 37,000 – that’s over 100 visitors per square mile of SSSI per day.

Cllr Tarling would make a fuller report on the NFNPA Planning Meeting of 15th January to the next PaTC meeting, but noted that at January’s Planning Committee (which was populated with Conservative District and Parish Councillors) they unanimously refused an application from a local Conservative MP who was most professionally represented, dispelling any myths that there is political favouritism.

Finally, some diary dates: the New Forest Volunteer Fair would take place on Sunday 27th January at Lyndhurst Community Centre from 10:30-4pm; the Junior Parish Council would meet 11:30am on Saturday 2nd February; the NFNPA SouthWest Quadrant Meeting would take place at the Jubilee Field Pavilion from 7pm on 12th February (Councillors welcome, but not a public meeting); and the next Sway Planning and Transport Committee meeting at 7:30pm on 14th February.

19/005. County Council Report

Cllr Mans was unable to attend.

19/006. District Council Report

Cllr Rickman had nothing of importance to Sway to report.

19/007. Clerk’s Report and Correspondence

Sway Gardening Club had written to ask if the Council would support the Open Gardens on Sunday 9th June and whether they would approve the use the car park at Jubilee Field on the day.

DECISION: All members approved unanimously and asked the Clerk to notify the Jubilee Field User Group accordingly.

The Clerk reported that a number of maintenance jobs had been undertaken since the last meeting including the fitting of the blinds and a new noticeboard in the front hall. Next on the list would be the replacement tubes for the hall lights (as it has been ascertained that the fittings are still operational) which was scheduled for the following Monday (a scaffold



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tower has been hired). Members asked that proper disposal of the tubes be confirmed. The heating and hot water plumbing in the Pavilion had now been fully reviewed and documented, and schematics were being drawn up. This will enable a full specification to be prepared for the works required in light of the Legionella Risk Assessment findings, and then quotes to be requested. It should be noted that the work will not be minor and the Council should prepare itself for a significant expenditure.

Following the Health and Safety course attended by the Clerk before Christmas, an initial risk assessment had been undertaken – with a neighbouring Clerk who had experience in this area – and a document would soon be drafted for review. The Clerk proposed to work with JFUG on changes and improvements that involved them, and would update the Council in due course.

The Section 137 spending limit for 2019/20 was published in December by the Ministry of Housing, Communities and Local Government. They advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2019/20 will be £8.12 per elector. For Sway this 'power of last resort' would equate to a sum in the region of £28,000 in total.

NFDC had issued a notice for the proposed road closure of Brighton Road, for a period of likely 5 days from Monday 4th March, for the purpose of sewerage connection works. The diversion would, of course, be via Manchester Road and Middle Road, Sway.

The Clerk had also received a Temporary Event Notice from NFDC Licensing Office in regard to St Luke's School who would host a quiz evening with a bar on 8th February from 7.30pm.

19/008. FOI Request

The Clerk had circulated correspondence received containing a Freedom of Information request and some other questions. She had clarified the legal position in regard to the questions raised in the first 3 paragraphs thereof and gave members a full and detailed explanation.

The Clerk explained that she had spent some time reviewing documents and emails from the past 12 months in respect of the two working groups against which the FOI request had been made. She explained that without any specific subject area provided, it would mean including everything which would take some time to prepare. She would, however, exclude any simple emails back and forth discussing the availability of members for any meetings.

She noted that specifically she had been unable to locate a valuation of the Jubilee Field site, nor reference to such. She asked if members were aware of any such document. Cllr Rickman said that he would check back through records from that time. The Council had recently obtained a reinstatement valuation for the Pavilion itself (for insurance purposes) and could include this, but it should be noted it did not reflect any valuation for the entire site, but purely the rebuild cost of the building for insurance purposes.



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The Open Spaces & Facilities Working Group had been created in May 2018. They met on 1st June, 30th July and 18th September 2018. The Finance Working Group met on 24th April, 28th May and 6th November 2018.

In the following discussion, members commented that it was part of the scrutiny process by electors to raise fair questions, and this showed that the Council was working properly and in a fully transparent way. However, it was noted that the same questions had already been asked by the same enquirer, and answered, twice previously (in June and November 2018). Members referred to the Sway Parish Council 'Habitual or Vexatious Complaints Policy' which they considered may need to be invoked.

Members suggested that attendance at full Parish Council meetings by the enquirer would have provided adequate evidence of the proper workings of the Council and resolved many of the points raised. It was also noted that the valuation of Jubilee Field was listed as £1 on the asset register which was full audited both internally and externally each year and published on the website. The Clerk was thanked for all the work she had done to date, on this matter.

The Chair suggested that the information provided by the Clerk was clearly more than helpful and transparent beyond requirements and should form the basis of the reply. He noted that any wrongly perceived actions of the Clerk and Chair at the time the leases were signed in 2008, would be a matter for the NFDC Monitoring Officer, whose details would be provided to the enquirer. Furthermore, he strongly recommended that, in the interests of transparency, the full response be published on the website, along with a summary of the resources used to respond to this request – in terms of both time and cost.

Members expressed dismay at the amount of time spent on this matter - which could be better applied to more important parish matters for the benefit of Sway Council Tax payers - and noted that despite the FOI policy clearly stating that the Council had up to 20 working days to respond (which was important due to the amount of time and effort required to provide such a comprehensive and wide-ranging response) that a response had already been chased by the enquirer.

Finally, in regard to the comment suggesting that the joy and sporting opportunity brought by Jubilee Fields may be enjoyed by those that don't live in Sway but paid for by those who do, the Chairman explained that this is a function of realising that we are all part of a wider district and Parish Councils cannot all provide every required amenity and service to their residents only. As Cllr Rickman had previously explained to the same enquirer in response to a similar point, other local parish and town councils provide various facilities and amenities that also benefit Sway residents.

DECISION: The Clerk would draft a response based on the information she had already prepared, along with the relevant points from members. The Chair and Vice Chair – as a minimum – should approve the draft which would be sent by 30th January in line with the policy, and subsequently published online together with a note of the total time taken and any related costs.



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19/009. Parish Council Award Scheme

The Clerk had circulated two proposed minor amendments to the rules and recommended these were approved by the Council.

DECISION: The amendments to the rules as stated were proposed by Cllr Tarling, seconded by Cllr Warden, and unanimously approved.

19/010 Jubilee Field Site Signage

A proposed new sign to replace the existing one at the entrance had been prepared by the JFUG for the Council's consideration. After some constructive discussion it was agreed that the proposed design would need some adjustment and should consider the inclusion of the Parish Office, playground and (in the future) possibly a MUGA. The existing warning signs also needed accommodating somewhere (with the possible exception of the 'no golf' sign) and the Council asked that this also be considered. Members were supportive of the upgrade of the sign but felt that it should reflect all, or the majority, or the overview of the facilities.

DECISION: Members asked that JFUG re-consider the design in light of the comments noted, and to clarify the materials proposed for the new sign. The signage guidance in the Sway Village Design Statement should be consulted as part of the design proposals. They asked for a revised proposal(s) to be submitted for consideration in good time for the next meeting on 28th February.

19/011. Solar Powered Barrier

ACTION: After a brief discussion to highlight some areas of clarification required, Cllrs Golby and Cripps agreed to work with the Clerk to progress the specification and details for consideration by the OS&FWG. They would also seek testimonials of installations with similar specifications. The OS&FWG would consider and make a recommendation back to Council.

19/012. Stanford Rise Green (SRG)

a) Opening Event

The Clerk had previously circulated a report on the question of an event date and the progress she had made in terms of aligning all the various parties. Given the questions raised about purdah, she made a further suggestion in light of recent news that the spring fair at the Village Hall had been set for Saturday 16th March. This was outside of purdah and should satisfy the NFNPA's concerns.

DECISION: Cllr Cripps proposed that the date of 16th March be set for the official opening event. This was seconded by Cllr Fleat and approved unanimously.

It was noted by Cllr Turner that the spring fair would have an Easter theme and members



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agreed that this could be rolled through to the SRG event as well. Cllr Seacombe noted that SRG was not purely for children but an open space for ALL residents to enjoy, and there should be inclusion for adults as well.

ACTION: OS&FWG to meet and plan the event.

b) Signage

The Clerk had circulated a report suggesting the installation of a wooden/natural looking sign with pyrography letter and/or design. This should be kept simple and appropriate for a New Forest village.

DECISION: A wooden sign in pyrography to read 'Welcome to Stanford Rise Green' and to include the logo and name 'Sway Parish Council' and with a budget not exceeding £500 was unanimously approved.

DECISION: A simple sign to satisfy ROSPA requirements would include emergency contact details in respect of the wild play equipment and be affixed to the gate.

c) Bin

The Clerk had previously circulated information regarding a more appropriate wooden bin to be placed at the entrance/exit to SRG.

DECISION: Members approved unanimously to purchase one bin as set out in the report.

19/013. Finance

a) Payment Schedule for January 2019

This had been published and circulated previously.

DECISION: Cllr Cripps proposed and Cllr Tarling seconded that the Payment Schedule for January be approved, and members unanimously agreed.

b) Bank Reconciliation for December 2018

This had been published and circulated previously.

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

c) Third Quarterly Review

This had been prepared and circulated by the Clerk and was duly noted and approved.

19/014. Open Spaces and Facilities Working Group (OS&FWG)

No meeting had been held.



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19/015. Planning and Transport Committee (PaTC)

[Cllr Rickman arrived during this item]

a) Committee Meeting 10th January

Draft minutes of the meeting had been published for some time. Cllr Marchant summarised items since (where SPC = Sway Parish Council; and STC = Subject To Conditions):

7 a) Rights of Way Vegetation Priority cutting lists 2019

ACTION: In the absence of other information, it was suggested that the Clerk send a request to HCC for vegetation along footpaths 2, 4, 7, 11 and 12 to be cut back.

9. Outcome of planning applications

The following applications had been decided since the 10th January meeting:

- 18/00930 CALED HOUSE, MANCHESTER ROAD
Outbuilding - Granted STC (SPC responded '1')
- 18/00915 LOWER MEAD END FARM, MEAD END ROAD
One and two storey extensions; 2no. rooflights; alterations to fenestration
Granted STC (including all conditions stipulated by SPC)
- 18/00912 5 HAWTHORN DRIVE,
Single storey extension; decking - Granted STC (SPC responded '5')
- 18/00903 LEPE HOUSE, FLEXFORD LANE
Change of use to barn and stables; cladding – Refused (SPC responded '5')
The conservation officer objected on the basis that alterations from its glazed aspect (albeit mostly skeletal now) to cladding in timber with corrugated sheeting would have a negative impact upon its immediate open countryside setting of the Tower. The Landscape officer made a similar objection.
- 18/00891 LAND AT TWIN OAKS, MOUNT PLEASANT LANE, LYMINGTON, SO41 8LS
Application for a Certificate of Lawful Development for proposed use of the land for the stationing of a replacement "caravan". NFNPA determined that this is "permitted development".

Cllr Marchant noted that the PaTC's query relating to application 18/00894, where the SPC response was missed, had been answered as being user error on the part of the planning officer.

Planning enforcement updates

These had finally been received for December, with two cases decided and a further two added. Sway would therefore go forward with six open cases.

Planning Inspectorate and Enforcement Appeals

One of the outstanding Sway appeals had now been decided. Appeal APP/B9506/W/18/3197544 for Fyre Stychen, Mount Pleasant Lane was dismissed on grounds of highway safety; and the intended collection and delivery service were deemed unenforceable.



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b) Transport Matters

Cllr Warden's draft letter to South Western Railway regarding their charge for parking at the station and its impact on traffic congestion in Sway, had been expanded by Cllr Pepper and several other members had expressed support for the revised wording.

DECISION: It was agreed that the Clerk should send letter on behalf of the Council.

Community SpeedWatch Speed Indicating Device and the Vehicle Activated Speed Limit Reminder (aka SID and VERA respectively)

The volunteers had operated just 3 full SpeedWatch sessions during the current week. Two sessions had to be cancelled due to icy road surfaces making it too dangerous to operate. One session at Durnstow was curtailed through bad weather.

It was noted that during the 20 minutes SpeedWatch was operating there, traffic coming around the bend from Birchy Hill appeared much slower than on previous occasions. The limited SID stats seemed to back up this observation, and indicate the value of VERA in maintaining road safety.

Two additional sites for VERA had been approved by HCC; one on Pitmore Lane and one on Middle Road, Tiptoe, enabling VERA to rotate around all sites without any breaks.

Cllr Cripps noted that the Police camera van was present at Longslade earlier the same afternoon which was appreciated.

Cllr Tarling noted that planning condition recommendations from Sway were frequently being used by the Planning Officers in their decisions.

19/016. AED and CPR training

Cllr Pepper proposed that the Council consider waiving the hall hire fee for up to three sessions so that this free training could be offered to residents.

DECISION: Members approved unanimously to waive the fee and agreed that the Clerk could book up to three sessions in as appropriate.

19/017. Sway Village Hall

Cllr Turner in his role as Chair of the Village Hall Committee updated members that the finances of the VHC have recovered following the roof repairs and set up costs of the Cinema. It was now felt that the VHC was in a position to close off the loan facility which had been offered by the Council last summer. He confirmed that the Trustees would write formally to confirm this.

He went on to note that the Oak tree right outside the front doors of the hall has no TPO and that he had asked the Council's Tree Representative to help put one in place. The VHC was delighted that hall bookings were nearly constant, reflecting its high use. The Cinema



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was providing an excellent return, with consistently high ticket sales.

19/018. Youth Centre

Nothing to report since last month.

19/019. Other matters for discussion

- Cllr Marchant noted that the war memorial wreaths had been left in place for longer than usual and would be removed at the end of the month.
- Cllr Cripps expressed concern that two sets of telegraph poles were still in situ on Brighton Road and had been in touch with both SSEN and BT to try and establish when the rewiring would be completed and the old poles removed. Cllr Turner noted that he had been informed that BT would in fact be returning to complete the job.
- Cllr Turner asked if the Clerk could follow up with Cllr Mans at HCC, in regard to the questions raised about the junction between Mead End, Brighton and Station Roads.

- An MotP queried the low use of Stanford Rise Green by the nursery based at the Village Hall. It was noted that they had full access to the site whenever they wanted, but the children needed high levels of supervision in such a large space so this was not always possible.

19/020. Items for the Next Agenda

None, beyond the usual.

18/021. Date of Next Meeting

The Chairman confirmed the next meeting would be on Thursday 28th February 2019.

With no further business, the meeting was closed by the Chairman at 8:57 pm.

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