



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

Present:

Dawn Bampton (DB)	NP	Karen Marshall (KM)	P	Stephen Tarling (ST)	P
Nicky Bowler (NB)	P	Anthea Merchant (AAM)	NP	Len Thomas (LJT)	P
Peter Dance (PD)	P	Alex Pepper (AP)	P	Lisa Thomas (LAT)	P
Adam Marshall (ADM)	P	Vicky Ryce (VR)	P	James Willis (JW)	P

Present (P) Not Present (NP)

Also present: County Councillor Keith Mans; District Councillor Barry Rickman;
Katie Walding, Clerk & RFO

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

The meeting started at 7:00pm with a welcome from the Chairman and a reminder that the meeting would be recorded.

19/156. Apologies

Received and accepted from DB and AAM. The Clerk noted that JW sent his apologies for his late arrival.

19/157. Declarations of Interest

In reference to items 19/167(b) and (c), LAT is an allotment holder.

19/158. Minutes of the previous Meeting

The Minutes from the meeting on 26th September 2019 had been previously circulated and published online. Those who were present unanimously approved the minutes as an accurate record, and they were signed by the Chairman.

19/159. Village Hall Project, John Bullen

Paper plans were available to view at the meeting. Mr Bullen gave a brief summary (attached) and explained that the new lease and transfer to CIO status were still ongoing but would be in place prior to the commencement of the proposed building project. The scheme would provide new facilities for the Scouts 3-4 nights a week and Little Flyers on Monday-Friday for 48 weeks of the year. It allowed for increased use of the hall, with doors which would open out onto Stanford Rise Green creating an inviting space that would also be available for hire. The improvements to the facilities would provide financial stability for the hall. The project had not yet been fully costed but was expected at approx. £350K. NFDC were closely involved and it was hoped that they may provide some financial support. Fund raising would begin in the New Year, initially on a pledge basis, and some grant applications were already being completed. Advice was being taken from arboriculturists and ecologists. Planning consent would be sought at the end of 2019; little change was expected to the current version of the plans. It was hoped that the timescale would see building start in spring 2021 with a target for completion by the end of 2021 and the new building in use early in 2022.



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There was a brief Q&A which covered the effect of the scheme on trees at the site. Oak trees at the front would be unaffected, but a couple of trees behind the garage would have to be removed and new planting would compensate. There would be little interruption to operations at the existing village hall and both Scouts and Little Flyers would remain in situ until the new building was ready to move in to.

New Forest District Cllr Rickman was delighted with progress as he had been working on this scheme for a number of years. The plan was made somewhat less complicated because both pieces of land were already owned by NFDC. This also provided another great opportunity from the (almost simultaneous) redevelopment of the old Scout site which it was hoped would provide some new homes for Sway families.

19/160. Tim Woodford, Garden Secrets Nursery

Mr Woodford introduced the Woodford Model, a proposed scheme to enable an ecological buffer zone on development sites. He further explained its role as a management plan to create an environment which would attract and support a wide range of species. Developers normally took the cheapest option, and most often the local ecology was not catered for.

The aim was to provide a wide range of plant life which in turn would attract insects, mammals and birds. There were many additional features which could be incorporated: nesting boxes, bat boxes, diverse and relevant meadows and hedgerows providing hibernation chambers, attracting pollinators and providing an ideal habitat to support them. If insect life was abundant then birds would come and so a life cycle would be created. The scheme was not purely focused on the installation of new environments, but more importantly provided a management scheme for the community and residents to maintain and improve it into the future. This type of project could further encourage community engagement and social occasions for neighbours to work together and for new residents to associate and build relationships with existing locals.

The aim was to implement the model in any development at the Church Lane site and then roll it out widely across England. Parish Councils could be provided with a model which they could use to encourage developers' commitment. Rather than simply instructing on new habitat it was important to protect what is already there, by engaging with developers prior to any works commencing. Established habitats could take decades to renew and repair after destruction by building works. Far preferable would be to review what was already there, accommodate it and then plan ways to support and improve it. Developers could benefit from the scheme by marketing their development as ecologically sound and at the same time cultivate positive engagement with the existing neighbourhood.

Finally, it was noted that such a scheme would help to get new residents involved in the place where they live, provide opportunities to further educate them and encourage them to respect and care for their environment.

19/161. District Council

Cllr Rickman expressed his interest in the Woodford Model and noted that if a development contained a mixed housing scheme then there would be a Tenant Representative who



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liaised with the local Council. His advice was to work with that representative in order to engage with the community and maintain momentum once a development was complete.

Cllr Rickman went on to note:

- NFDC now have a balanced and sound budget for their medium term. They would launch their new corporate plan (for the period 2020-24) at the Cabinet meeting on 6th November and would publish the plan online as a consultation for individuals, and Town and Parish Councils to review.
- The Local Government Boundary Commission will support the reduction in Councillors proposed by NFDC and review the wards accordingly.
- The Local Plan is almost completed now and confirmed the objective for 600 new council houses in the New Forest by 2026. These would be a mixture of tenure and shared ownership.
- There would be an increase in grant funding to groups with community objectives.
- NFDC would focus on an improved waste strategy.
- The Health and Leisure review was progressing with bids now received.

19/162. County Council (HCC)

Cllr Mans began with a brief clarification of the division of labour between County and District Councils. It was important not to see them in a hierarchy; rather, as collaborative entities both providing different services.

He noted that HCC had published the Hampshire Commission 2050 summary report which considered the environment, economy, countryside, and would help to shape the direction of focus. More information here: www.hants.gov.uk/aboutthecouncil/haveyoursay/visionforhampshire2050

HCC had approved their funding strategy for next 2 years and this would be finalised in February 2020. They needed £80M in savings but a programme had been devised to achieve that goal. Cllr Mans had met with every District Council leader in Hampshire, to discuss their common purposes and how better to work together. He noted Fawley Waterside as a great example where collaboration with NFDC had been second to none.

In regard to the Village Hall project which he was very interested to hear about, Cllr Mans recommended that they apply for a grant from HCC during the current financial year. In regard to the Woodford Model, he noted that as a member of the NFNPA Full Authority he would recommend talking to CEO, Alison Barnes.

In a brief Q&A, Cllr Mans addressed cuts to youth services and there was an interesting discussion on how statutory and discretionary resources have to be managed.

19/163. Chairman's Report

ST thanked both speakers for their interesting presentations and their time, and also thanked both County and District Councillors for making the time to attend, given their hectic schedules.



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He noted more emergency plumbing had been arranged by the Clerk following a failure in the hot water system, for which Council ratification was required in line with Standing Orders. The Clerk summarised the issues and mitigations and confirmed that call outs on Wednesday 16th, Friday 18th and Wednesday 23rd had identified, temporarily isolated and finally repaired the issues (failed valves at the cylinder inlets and a failed mixing valve to the garage sink). Emergency expenditure totalling £656.93 was listed on the Payment Schedule and offered for approval.

DECISION: It was proposed by AP and seconded by LAT, that the emergency costs of £656.93 for repairs to the hot water system at the Pavilion be ratified by the Council, and this was approved unanimously.

CLlr Tarling then updated on various items in the last month, including:

- A meeting to identify the Parish Council's priority objectives, including: consideration of a Neighbourhood Plan, expanding facilities at Jubilee Field, an Environmental and Climate Change Charter, the Church Lane development, a Welcome Pack for new residents, and improving parking in the centre of Sway. He asked that any local resident who wanted to get involved with any of those projects should contact the Clerk, as the Council would appreciate any help it could obtain.
- Council representatives had attended the Allotment Association's AGM, the NFNPA Southwest Quadrant meeting, the NFNPA Full Authority meeting, NFALC quarterly meeting and the NFNPA Planning Authority Committee meeting, where JW had represented Sway in objecting to planning application 19/00556 for an oversized outbuilding, which had been upheld by the Committee in opposition to the Officer's recommendation.
- The developers of the Hatch Motors site had provided information on the progress of the site which would be added to the Parish Council website. They would also sponsor a prize for Junior Parish Councillors to come up with a design to be painted on the wooden hoardings which would enclose the site.
- The Remembrance Day Service would take place on Sunday 10th November and members attending the church service should meet outside the Youth Centre at 9.15am. The service would be followed by a procession to the War Memorial for an act of remembrance. The Clerk had arranged the road closure and the War Memorial had been planted by ex-Councillor Kevin Cripps and his wife, for which the Parish Council and residents warmly thanked them.
- Earlier in the evening the Parish Council had met informally for initial discussions on the budget and Precept for 2020/21. A draft budget would be brought forward for review to the November meeting.
- David Illsley, the NFNPA Planning Strategy Manager, would attend to discuss Neighbourhood Planning in a closed meeting with members at 7pm on 21st November.

The Sway Parish Council Awards would be presented at the Sway Annual Parish Assembly on 30 April 2020, starting at 6:30pm. Anyone in Sway could nominate any individual (who has not served as a Sway Parish Councillor over the previous year), any organisation, charity or group based in Sway.



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The Parish Council makes from zero to six awards each year depending on the quality of nominations. Previous winners had all been people and groups that contributed a lot to support our community.

The rules and a simple nomination form are on the Sway Parish Council website:
<http://www.sway-pc.gov.uk/docs>

The deadline for submission of nominations to the Parish Clerk is 12 noon on 12th March 2020.

Finally, ST informed members that 2020 would mark the 125th anniversary of the first Sway Parish Council meeting, and the Council was looking for a way to celebrate that. Residents were invited to make any suggestions.

19/164. Clerk's Report and Correspondence

- Scheduled works in the Pavilion were now completed with the installation of storage cupboards in the foyer.
- Annual Tree Survey: this was in progress and the Clerk warned that there would be implications of Ash Die Back to a number of trees at Stanford Rise Green.
- Silent Soldiers – huge thanks to Neil Bailey of NB Marine (a local Sway business) who repaired the silhouettes so successfully and without charge; and to AP for helping to install them around the village.
- Allotment rent renewals had been issued in October. The Clerk noted that, as previously, the Association's insurance premiums from plot holders was being collected and would be passed to the Committee, in full, in due course.
- Transition: New Forest: a reminder about the free climate event on 7th November in Brockenhurst.

Finally, on a procedural point, the Clerk explained that for some time she had included on the agenda an opportunity for attending members of the public to speak under 'Other matters for discussion' and this had always been towards the end of meetings. She was proposing to amend the agenda going forwards, to offer a 'public participation' session near the top of the agenda (which was typical of many other Parish Council meetings) with timings limited in duration and subject to the Chairman's discretion.

19/165. Finance

a. Finance Working Group

AP explained that the items following on the agenda had formed the basis of discussions held at the meeting on 3rd October.

b. Investment of Reserves

The Clerk reminded members that the Financial Services Compensation Scheme had a limit to the funds it could cover in the event of a banking crisis. Currently the limit was £85K but that would decrease to £75K from January 2020. The Internal Auditor had identified the risk to the Council, as all funds were currently held at Lloyds Bank.



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The recommendation from FWG followed advice from other Councils, and research into the best interest rate available for a savings account which did not overly restrict access to funds.

DECISION: AP proposed and PD seconded that the Council approve the opening of a 30-day access savings account (1.35% AER) at Hampshire Trust Bank and the transfer of £60,000 from Lloyds, and this was approved unanimously.

c. Charge Cards

AP explained that it was increasingly difficult for the Council to make payments in an emergency or for minor items without a bank card; and this resulted in the contravention of Standing Orders when items were paid for and later reimbursed through expenses.

The FWG therefore recommended the use of a charge card (not credit or debit cards) with clear limits and subject to the same scrutiny and approvals as the Council's usual payments.

DECISION: AP proposed, and ST seconded, the registration of two charge cards from Lloyds Bank at a cost of £32 per card per annum, with preset spending limits of £500 per month for the Clerk, and £1000 per month for the Chairman; any transaction to be authorised in accordance with Financial Regulations and subject to the same scrutiny and management controls. This was unanimously approved.

d. Bank Signatories

DECISION: AP proposed and ST seconded the addition of Cllr Lisa Thomas and Cllr Vicky Ryce as banking signatories and this was unanimously approved.

e. Internal Scrutineer

Financial Regulations required a quarterly scrutiny role by a member of the Council that was not a signatory and who did not have access to the bank account(s).

DECISION: AP proposed and LAT seconded the appointment of Cllr Adam Marshall as internal scrutineer according to Financial Regulations 2.2 and this was unanimously approved.

f. Updates to Reserves

The FWG recommended updates to earmarked reserves to cover recent expenditure.

DECISION: ST proposed and LJT seconded the approval of the following releases from Earmarked and General Reserves:

- i. £5879 from Legionella Compliance Works Earmarked Reserves
- ii. £386 from Storage Solution in Pavilion Earmarked Reserves



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- iii. £3848 from General Reserves for Tennis Courts Resurfacing (minute 19/105(a))

These were unanimously approved.

g. Payment Schedule for October

This had been circulated and published prior to the meeting.

DECISION: AP proposed and PD seconded that the Payment Schedule for October be approved, and members unanimously agreed.

h. Bank Reconciliation for September

This had been circulated and published prior to the meeting.

DECISION: AP proposed and LJT seconded that the Bank Reconciliation for September 2019 be approved, and members unanimously agreed.

i. Quarterly Review – The latest report from the Clerk was noted.

19/1166. Planning & Transport Committee (PaTC)

AP had been appointed temporary Chair at the start of the meeting on 10th October and summarised accordingly; draft minutes were available [online](#). She proffered thanks to substitute members who had attended.

a. 14th November meeting

It was noted that the meeting would include presentations from Javed Ditta, NFDC New Housing Project Manager and Pam Reynolds, New Forest Villages Housing Association

b. Planning Inspectorate Appeal [APP/B9506/W/19/3236857 Hazelhurst Farm](#)

ACTION: JW would draft a response to include points raised in the appellant's appeal.

c. Planning Application [19/00661 Marley Mount Farm](#)

DECISION: **1. We recommend PERMISSION, for the reasons listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers (unanimous)**

If approved, Sway strongly recommends the use of the Ecologist's mitigation plans as stringent conditions, specifically (but not exclusively):

- No work to take place until the applicants have received - and demonstrated that they have received - a European Protected Species Licence (or its equivalent post-Brexit) from Natural England
- Before works commence temporary roosting provisions to be provided and agreed with the NFNPA Ecologist



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- Before works commence a licensed bat worker will give toolbox talks to the contractors' staff and all persons who are working on this contract must have had this briefing
- The licensed bat worker must be informed of the date and time of any and all roof removal in good time to allow them to attend and no full roof removal shall take place without the presence of the licensed bat worker

d. Planning Application [19/00446 Holmsley Bridge Replacement](#)

A useful discussion had been held at the recent NFNPA SW Quadrant meeting, when draft road closure plans had been viewed. The potential impact on Sway was clear and there appeared to be no mitigation for any concerns already raised by other parishes. With no formally published Traffic Management Plan it was difficult to provide a useful response to the application.

ACTION: The Clerk to draft a response to cover the concerns raised by members including unrealistic diversion routes; the risk of HGVs using the B3055; the timing of the proposed road closures clashing with the peak of foaling/calving season; the removal of laybys forcing HGVs to seek new locations to park up.

19/167. Amenities

a. Proposed purchase of a bin for the Grandstand at Jubilee Field

It was noted that the proposed bin would be fixed to the ground and emptied as part of the current arrangements for external bins on site.

DECISION: KM proposed and LJT seconded the purchase of a recycled and further recyclable waste bin from Plaswood at £360 plus £45 delivery +VAT, and this was unanimously approved.

b. Skip for Sway Allotments

In order to help tidy the site, hire of a skip was proposed and the Committee would supervise the positioning and use of such by plot holders.

DECISION: LJT proposed and PD seconded the hire of an 8 cubic yard skip at £325+VAT from New Milton Sand & Ballast and this was approved nem con.

c. Mower shed for Sway Allotments

A brief discussion suggested that the Committee should be responsible for the management of any contents, appropriate permissions for those placing items inside, upkeep and security of the shed itself. It was noted that the express approval of both Forestry England and the Verderers was required, alongside that of the NFNPA as Planning Authority. The Allotment Committee would work with the Clerk to identify a suitable item and revert to Council in due course with a proposal.



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AP proposed an amendment to the wording of the resolution to remove the reference to 'purchase' of any shed; it was agreed that this should be discussed separately at the appropriate time.

DECISION: AP proposed and PD seconded: that the Council give an approval-in-principle for the placement of a small shed on the Allotment site to house mowers and tools securely, subject to approval from the NFNPA as Planning Authority and with permission granted by Forestry England and the Verderers. This was approved nem con.

d. Pavilion Hot Water

The Clerk reported that there were five remaining original mixer valves in the hot water system and she had received a quote for them to be replaced to reduce the risk of another system failure and subsequent emergency call outs. The quote was for approx. £1500 and would be brought forward for approval in November.

19/168. Youth Centre

Nothing to report.

19/169. Other matters for discussion

- KM had volunteered to help with the sorting of 35kg of crisp packets, confectionary wrappers etc. for recycling. This project was being managed by a local hero in Sway who hired the Church Rooms and rallied volunteers to help – funds raised were given to St Luke's Primary School. This was an extremely worthwhile cause which could fit well with the proposed new Climate Charter. KM asked whether the Parish Council would consider how it could help?

ACTION: Clerk to bring forward to AWG for ideas on how to help which could be brought forward to Council in November.

- An MotP had spent the day with the Hampshire and Isle of Wight Wildlife Trust and wished to note the fantastic work they were doing with communities. He encouraged the Parish Council to involve the Trust in the work on its proposed objectives where possible.
- An MotP noted that the Holmsley Bridge had already had several road closures and diversions and these had been poorly executed. The diversion which sent traffic from the A35 via Lyndhurst Road to Burley was a disaster. The MotP urged the adequate provision for diversions and to ensure Parish Councils and locals were invited to advise on locations.
- An MotP noted that the NF Marathon would hold a meeting to receive and discuss feedback on this year's event on 18th November. The MotP invited residents to submit any comments they had and they would be covered at that meeting.



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19/170. Items for the next agenda

None offered.

19/171. Date of the next meeting – Thursday 28th November at 7:00pm.

With no further business, the meeting closed at 21:07 pm.

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