

DROXFORD PARISH COUNCIL

Minutes of the Meeting of Droxford Parish Council held at
6.30pm on Thursday 16 July at Droxford village Hall

PRESENT: Cllrs Barbara Chandler (Chair), Nick Fletcher. Colin Matthissen, Louise Withers

IN ATTENDANCE: Rosie Hoile - Clerk

93.15 **Apologies for Absence:** County Cllr Roger Huxstep, Pietro Acciarri, Janet Melson, Roger Foster

94.15 **To receive declarations of disclosable pecuniary and non-pecuniary interest** - None

95.15 **County and District Councillor's Reports:**

Cllr Huxstep had previously circulated his report.

Cllr Dibden reported that extra meetings had been called concerning the **Silver Hill** development in Winchester. Decisions had been taken to move to the next stage, but court cases are still pending. **Boundary changes** – Droxford has been moved out of the Upper Meon Valley Ward and into the Central Meon Valley Ward, thereby maintaining the same district councillor. The newly created ward will have 3 councillors. **Devolution** – HCC has written to the Government expressing interest in devolved powers for a combined authority for Hampshire ,IOW, Portsmouth and Southampton. [CAB2703 Developing Proposals for Devolved Powers.](#)

Broadband – a time scale to upgrade Droxford is being pursued. **A32 traffic** - Sgt Gilmour has confirmed extra patrols operating along the Meon Valley.

Uplands Park Hotel site – The meeting arranged for 1 July was postponed to today's date, 16th July.

96.15 **To adjourn meeting to allow participation by members of the public.**

No members of the public were present.

97.15 **To approve the minutes of the Parish Council AGM held on 18th June 2015:**
APPROVED

98.15 **Chair's report:**

Cllr Chandler said she had been briefed by Amy Wright following postponement of the 1 July meeting with Eider Homes to 16th July. Ms Wright had outlined SDNP's position regarding exception sites. Uplands Hotel site is outside the parish settlement boundary therefore deemed as an exception site for 70 - 100% affordable housing.

99.15 **Planning:**

Cllr Withers presented the Planning Report – See Appendix A

99.15.1 New Planning Applications were considered and the following decisions agreed:

99.15.1.2 SDNP/15/02443/HOUS: 6 the Park, Droxford, SO32 3QQ
Rear single storey extension with roof lantern. **NO COMMENT**

99.15.1.3 SDNP/15/02837/HOUS: Glen Dermot Midlington Road SO32 3PD
Extension and loft conversion. **NO COMMENT**

99.15.1.4 SDNP/15/03051/TCA The Small House, High Street, Droxford SO32 3PA
Fell 1 No. Hawthorn; crown reduction of 2.5 meters to 1 No Bay and remove dangerous branches
NO COMMENT

- 99.15.1.5 SDNP/15/03188/LDP: Willow House, South Hill Droxford SO32 3PB
Lawful Development Certificate for Proposed use – replace defective sash windows with matching sashes in hardwood, reuse glass and repair frames where possible (AFFECTS SETTING OF A LISTED BUILDING) **NO COMMENT**
- 99.15.1.6 SDNP/15/03266/HOUS: Greywell House, Midlington Hill Droxford SO32 3PU
Proposed single storey and two storey front/side/rear extensions, following demolition of existing detached garage, and associated alterations to existing fenestration.
DOCUMENTS NOT AVAILABLE FOR THE COUNCIL TO MAKE COMMENT
- 99.15.1.7 SDNP/15//HOUS: 7 The Park
Application published late, comment due date before September meeting - no details published in time for meeting.

ACTION	BY WHO	BY WHEN
Discuss by email Request hard copy of plans relating to new applications to be sent by post	The Council Clerk	13 August September

- 99.15.2 **Planning Decisions determined by WCC/SDNP.**
NOTED – See Appendix A

- 99.15.3 **New Planning Appeals.**
None

- 99.15.4 **New Planning Enforcement / Extant enforcements**
The Clerk attended the Parish Forum with Cllr Acciarri on 24th June. The new enforcement team will shortly re-establish communication with parishes regarding cases in their areas.

ACTION	BY WHO	BY WHEN
Four Acres: Write to D Townsend. Excess lighting affects amenity/sewage runs down field/business premises. Action delayed by 1 year due to staff issues in WCC enforcement team	Clerk	August

- 99.15.5 The Old Nursery: the landowner had been advised to consult with SDNP and that it would be advisable to hold a public consultation for the benefit of residents and landowner.

100.15 Finance and Governance – See Appendix B:

- 100.15.1 To note income and approve proposed expenditure **RESOLVED**
- 100.15.2 **To approve payment of a grant of £150 to the VDS Steering Group (re-submission) RESOLVED**
- 100.15.3 To approve FAWG recommendations following the annual review of fees and rents. The following charges are to be applied for 2015/16. **RESOLVED**
Allotment fees per annum including water: Full plot £21 / Half plot/£13.30 Quarter plot /£6.50
Cemetery: burial fees – No change
Droxford Cricket Club - £280 per year
Pitch rent for fish & chip van in the Square – £44 per month (agreed in the 2015/16 budget)
Waltham Wolves Football Club under 14s – Hire charge 6 matches or fewer £27 per match
Hire charge 7 matches or more £22 per match

ACTION	BY WHEN	BY WHO
Clerk to notify organisations concerned	31 July	Clerk

100.15.4 Removal of parish deeds from Natwest Bank Fareham was noted. The Council considered alternative options and agreed to lodge the deeds with Belcher Driver, Solicitors. **RESOLVED**

ACTION	BY WHEN	BY WHO
To photocopy and take inventory of all documents. To make appointment with Driver Belcher to set up agreement to store.	August	Clerk

100.15.5.1 To approve opening a new account for Droxford Cemetery at Unity Trust Bank **RESOLVED**

100.15.5.2 To approve closure of Natwest bank business account Fareham **RESOLVED**

ACTION	BY WHEN	BY WHO
Set up bank account with Unity Trust, transfer balance and close Natwest account.	August	Clerk

101.15 Recreation Ground, Cemetery and Allotments:

To receive Play Area Routine Inspection Report: None received - Cllr Toman not present. The Clerk is awaiting a quote to repair slide steps and cover play frame footings from Sean Gobell.

102.15 Parish matters:

The Council discussed a request to use the grass in the Churchyard and to reserve part of the Village Square and cone off for a wedding event next year.

Councillors requested further information from the bride as to her exact requirements. It was agreed in principle to apply a charge similar to that of the Village Hall should the Councillors agree to make this space available.

(Request to reserve part of the Village Square between the low wall up to Cameron Cottage was considered impractical a) free access to the Old Rectory, The Manor House as well as the Church would be required. b) space could not be guaranteed if a resident was away leaving a car in place. More information was required regarding the proposed layout.

ACTION	BY WHEN	BY WHO
Request plan/sketch ideas from prospective bride	July	Clerk
To confirm hire fee of the grass green	July/August	Chair

103.15 Consultations, Meetings and Training

103.15.1 HALC Pension Workshop – Clerk to attend. **RESOLVED**

103.15.2 Parish Online - training course. Cllr Fletcher to attend

ACTION	BY WHEN	BY WHO
Book training sessions	July	Clerk

104.15 Correspondence

Film on a Farm – notification of event on School Field - **NOTED**

105.15 Rolling Action Plan – See Appendix C:

Cllr Chandler reviewed.

106.15 Items for the next agenda:

Swanmore Road – Petition to move 30 miles per hour speed limit.

107.15 Date of the next meeting : 7.30 pm Thursday 17th September 2015 at the Village Hall

The meeting closed at 9.15 pm

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

APPENDIX A

1 **PLANNING**

1.1 **NEW APPLICATIONS**

1.1.1

Reference SDNP/15/02443/HOUS
Proposal Rear single storey extension with roof lantern
Address 6 the Park, Droxford, SO32 3QQ

1.1.2

Reference SDNP/15/02837/HOUS
Proposal Extension and loft conversion
Address Glen Dermot, Midlington Road, Droxford, SO32 3PD

1.1.3

Reference SDNP/15/03051/TCA
Proposal Fell 1 no Hawthorn; crown reduction of 2.5 metres to 1 no Bay and remove 2 dangerous branches from 1 no Sycamore overhanging the greenhouse
Address The Small House, High Street, Droxford, SO32 3PA

1.1.4

Reference SDNP/15/03111/HOUS
Proposal To replace an existing dilapidated outbuilding with an oak framed 2 port garage with office above
Address Borderlands, Brockbridge, Droxford, SO32 3QT

1.1.5

Reference SDNP/15/03188/LDP
Proposal Lawful Development Certificate for Proposed Use - replace defective sash windows with matching sashes in hardwood, reuse glass and repair frames where possible (AFFECTS THE SETTING OF A LISTED BUILDING)
Address Willow House, South Hill, Droxford, SO32 3PB

1.1.6

Reference SDNP/15/03266/HOUS
Proposal Proposed single storey and two storey front/side/rear extensions, following demolition of existing detached garage, and associated alterations to existing fenestration
Address Greywell House, Midlington Hill, Droxford, SO32 3PU

1.2 **PENDING CONSIDERATION FROM PREVIOUS MEETINGS**

1.2.1

Reference SDNP/14/00570/DCOND
Proposal Demolition of existing lean-to and erection of a single storey extension - DISCHARGE CONDITION 6a,6b,6c - SDNP/13/03756/LIS
Address Old Mill Cottage, Mill Lane, Droxford, SO32 3QS

1.2.2

Reference SDNP/14/04418/FUL
Proposal Demolition of the existing hotel and ancillary buildings and construction of 20 no residential dwellings to include 7 no affordable dwellings, landscaping, private amenity space, access and parking
Address Upland Park, Garrison Hill, Droxford, SO32 3QL

1.2.3

Reference SDNP/15/01915/DCOND
Proposal Discharge condition 2,5,8,9,13
Address Land to the rear of Clematis Cottage, High Street, Droxford

1.2.4

Reference SDNP/15/02547/HOUS
Proposal Demolition of existing rear extension and replacement rear single storey extension with roof lantern
Address 4 Park Villas Union Lane Droxford Southampton Hampshire SO32 3Q

1.2.5

Reference SDNP/15/00718/LDP
Proposal Removal of an internal wall (CERTIFICATE OF LAWFULNESS)
Address 1 Midlington Barns, Midlington Hill, Droxford, SO32 3PU

1.3 DECISIONS

1.3.1

Reference SDNP/15/01904/HOUS
Proposal Demolish outhouse and redevelop kitchen, extending over the side return with a flat roof and glass roof lantern, internal ground floor alterations, and relocate external boiler to opposite side of rear of house
Address 3 Park Villas, Union Lane, Droxford, SO32 3QP
DECISION **APPROVED**

1.3.2

Reference SDNP/15/02265/HOUS
Proposal Proposed porch roof and elevational alterations to enclose recess
Address Copper Cottage, Police Station Lane, Droxford, SO32 3RF
DECISION **APPROVED**

Reference SDNP/15/02417/HOUS
Proposal Single storey rear/ side extension and internal alterations
Address Long Barrow, Swanmore Road, Droxford, SO32 3PT
DECISION **APPROVED**

LOUISE WITHERS

12 July 2015

1.4 APPEALS IN PROGRESS - NONE

1.5 APPEAL DECISIONS (Reported at May 2015 PC meeting Minute Ref 74.15 - missed of June Appendix A Planning Report)

Inspectorate Appeal

Reference APP/Y9507/D/142224152
Address Site at Garden House, Midlington Hill, Droxford, Southampton, SO32 3PU
WCC Case officer Frederika Rose
DECISION **APPEAL DISMISSED**

1.6 ENFORCEMENT

1.6.1

Reference SDNP/14/00418/COU (formerly WCC 14/00181/USE - closed & transferred to SDNP)
Address Midlington Farm, Midlington Hill, Droxford, Southampton SO32 3PU
SDNP Case Officer: David Townsend

1.6.2

Reference SDNP/13/00181/UNCM
Address Four Acres, Midlington Road, Droxford, Southampton SO32 3PD
SDNP Case Officer: Jannine Wright

PIETRO ACCIARRI - Appeals and Enforcement

12 July 2015

APPENDIX B

FINANCE STATEMENT: 16 July 2015

			£	
INCOME TO BE NOTED	12/06/15 - 16/07/15		-	
EXPENDITURE TO BE NOTED	12/06/15 - 16/07/15		-	
EXPENDITURE TO BE APPROVED	12/06/15 - 16/07/15		£	
EV15	VDS Steering committee - grant (re-submitted)		150.00	BACS
EV17	EMS Invoice 15748		300.00	BACS
EV18	Clerk office expenses		173.16	BACS
SO	Clerk Salary - July		422.60	SO
TOTAL EXPENDITURE			<u>1045.76</u>	
BANK BALANCE 16 July 2015			£	
Unity Trust	Current Account	20266455	94.46	
Unity Trust	Deposit Account	20267069	<u>14653.24</u>	
Unity Trust	Total		14747.70	
	Business Reserve			
NatWest	A/C	45562962	<u>1710.60</u>	
	TOTAL		<u>16458.30</u>	
Allocated				
Capital projects		£4,000.00		
Cemetery (Business Reserve A/C)		<u>£500.00</u>		
		<u>£4,500.00</u>		
Unallocated				
Unity Trust A/cs		£10,747.70		
Natwest Business Reserve		<u>£1,210.60</u>		
		<u>£11,958.30</u>		
RESERVES 16 July 2015			<u>£16,458.30</u>	

APPENDIX C - ROLLING ACTION PLAN –16 July 2015

Minuted Item	Action	Due date	Responsibility	Progress 16/9/15
157.14.1	Risk assessment	20/11/14	Clerk	Complete Statement of Arrangements & Policy. ONGOING
172.14.6	CIL infrastructure plan	20/11/14	PA	Provide detailed costs, timeframes, etc by summer 2015
194.14.1	Highways – traffic management issues	18/12/14	RF/JM	Formulate recommendations – ONGOING
7.15.2	PC budget 2015/16	21/05/15	Strat Plan WG	Plan & obtain quotes for capital projects. ONGOING
39.15.3	Notice board – S Gobell to repair	18/06/15	Clerk	Clerk has purchased Perspex window. S Gobell advised will carry out in suitable weather. ONGOING
60.15.1	Investigate signage and waste bag dispensers	18/06/15	Clerk	ONGOING
87.15.2	To discuss proposal for bicycle rack site with VH Committee	July - August	Chair	
87.15.3	Upload Autumn/Spring Big Tidy Up dates to website	16/7/15	Chair	Actioned: 31/7/15
87.15.4	Review the PP and present an action plan at the September meeting.	16/9/15	JM / NF	
89.15	HALC digital transparency fund - Apply for grant	16/9/15	Clerk / Chair	Grant available for computer and website set up, therefore not required. Most docs already uploaded/ready to upload. Some extra admin time only required – not worth working out byte size and internet speed time to upload. Propose Transparency Code page on website outlining where docs can be found with link to page. ONGOING
99.15.1.7	SDNP/15//HOUS: 7 The Park Late application. Discuss by email	August	Full council	
	Planning applications – request WCC to send hard copy of all new planning applications to clerk/planning cllr.	Sept	Clerk	Sept
99.15.4	Write to D Townsend. Excess lighting affects amenity/sewage runs down field/Action delayed by 1 year due to staff issues in WCC enforcement team	16/9/15	Clerk	Actioned 21 August: Received acknowledgement 25 August - Tim Nicholson (Senior Enforcement Officer) will visit and make an assessment.
100.15	Fee review. Notify changes: allotment holders (and invoice) , DCC/WWFC/Sam's F & C	August	Clerk	Actioned during August: WWFC have notified no longer wish to use the Droxford ground.
100.15.4	Photocopy/ take inventory of all docs. Make appt with Driver Belcher. Draft letter with terms discussed with BC	August	Clerk	
100.15.5.1	Open Unity Trust A/C for Cemetery	August	Clerk	Defer until after 21 September. Unity Trust changing banking arrangements and issuing new sort codes for all accounts
100.5.5.2	Close Natwest business A/C and transfer to Unity trust Cem A/C	August	Clerk	Contingent on above
102.15	1. Request plan/sketch ideas from prospective bride 2. To confirm hire fee of the grass green	August	Clerk /BC	1. ACTIONED & RECEIVED 2. £170 AGREED
103.15.1	Halc - Pension Workshop/ book	August for Sept/Oct	Clerk	ACTIONED

103.15.2	Parish Online training	July	Clerk	ACTIONED. NF attended 21 July
	Hants Playing Fields: arrange meeting with surveyor at recreation ground	August	Clerk/BC/NF	Cheque has not cleared Canx 11/9 - re-issued payment by BACS