

ASHURST AND COLBURY PARISH COUNCIL

Draft minutes for approval at the meeting on 16th December 2014

Present	Cllr Sopowski (Chairman), Cllr Arnold, Cllr Coaker, Cllr Hubbard, Cllr Marchetti, Cllr Thomas, Cllr White
In attendance	Cllr Mans (HCC), Cllr Tipp (NFDC), the locum Clerk Mrs S Gale
Also present	17 members of the public, Steven Grove, Hampshire Probation Service
Date	Tuesday 18 th November 2014
Opened at	7.30pm Closed at 21.48 pm
Subject	Ashurst & Colbury Parish Council Monthly meeting

155/FC Public Participation. Before the meeting commenced the Chairman drew to the attention of all attendees that:

- It is now possible for Council meetings to be filmed or recorded without prior permission.
- Whilst public are welcome to attend and observe the meeting they may only participate under Item 1 Public Participation.
- Electors consenting to their names appearing in the minutes should say their name before speaking or otherwise make it known that they would prefer to remain anonymous.

Ian Oliver, reported that: 4 allotment plots have sustained damage to produce from deer and there is water running off the railway onto allotment plots. The road at Ashdene Road is breaking up and mud is appearing through the tarmac.

Paul Hamilton, spoke in support of his planning application at 22 Knightwood Close. He said that two surrounding properties that had previously had to be taken into account with regards to privacy have now been developed or have proposed development therefore changing the scope of the application.

An elector referred to her comments at the previous PC meeting regarding 9 Chestnut Drive and said a letter was being put together by residents to the Council. She asked if the Council was aware of an enforcement notice on the property. The Chairman confirmed he had not seen an enforcement notice. He stated enforcement notices are in the public domain and if any member of the member of the public is concerned about an enforcement issue they can discuss it with a Councillor and it will happily be report on their behalf.

Sue Arden thanked the clerk for arranging for the PC website to be updated with details of the new Parish priest, as the website had been out of date for some time.

Gillian Edwards reported that road surfaces are being repaired on bus routes and asked if road damage surveys are carried out around the Parish. The Chairman said that members of the public can report damage directly to HCC via their website or ask the Clerk to contact HCC on their behalf. Cllr Mans (HCC) added that there is also an app available for reporting potholes.

156/FC Apologies Cllr Sturgess

157/FC Declarations of Interest None

158/FC Police Report Karen Oliver read a crime report on behalf of the local police officer: Anti Social Behaviour 0, assaults 0, burglary 0, non-dwelling burglary 1, criminal damage 1, drugs 0, public order 0, Road Traffic Collision 1, Road Traffic Incident 2 (speeding), theft 0, theft from vehicles 0. There has been an increase in motor vehicle theft in forest car parks; patrols are ongoing, however people continue to leave valuables in cars.

At the request from the last meeting a SID will be placed on Woodlands Road shortly.

159/FC Steven Grove, Hampshire Probation Service The Community Payback scheme placement manager gave an overview of the work done by the scheme, its success rate and common misconceptions. Cllr Coaker said the service had been used successfully in the recreation ground and allotments but that any green waste had not been taken away previously. Mr Grove said they are not licensed to remove and dump rubbish but can bag or chip it up if this is pre-arranged. The Chairman asked if the cost involved was a donation or a commitment to pay £75. Mr Grove confirmed there would be a charge of £75 per trip covering supervision of offenders, man power of up to 10 people, bus to transport offenders to site and provision of tools; the beneficiary must provide consumables. Cllr Arnold praised work done previously by the service.

Agreed (unanimously) to continue to use the service.

160/FC Approval of Full Council Meeting Minutes held 21st October 2014

Correction: 9th fence should read 9'.

Resolved— that the Minutes of the last Meeting and the Clerk's report for that meeting held on 21st October 2014 having been previously circulated, be signed by the Chairman as a correct record.

161/FC Matters Arising and Clerk's report

The Chairman reported that no action has yet been taken over the motorway sign diverting traffic through Ashurst. It was agreed to ask HCC how often the gated sign has been opened/closed. (PS/SG) Cllr Mans asked to be copied in on correspondence.

The Chairman read from the planning committee report on 9 Chestnut Drive: 4 Councillors had commented on and studied the plans. He confirmed that Parish Councillors attend NFNPA Committee meetings occasionally and that a village magazine article has been published requesting residents report planning concerns to the PC. The NFNPA Committee report on the application at 9 Chestnut Drive was made available for anyone to read and is appended to these minutes (Appendix 1)

The damaged bus shelter has been repaired (see Highways)

Free AVAST software has been put on the PC computer. Cllr Marchetti queried whether anti virus software had previously been purchased.

It was agreed that Cllr Coaker's travel expenses to Thrupton would come out of fete balance.

As shown in the clerk's report the balance of the current account on 31st October was £4782.97, and the balance of the Interest bearing account was £39756.94. This was confirmed by Cllr Coaker who signed the bank statements. The payments detailed in the clerk's report were approved and the cheques signed except cheque numbers 1939, 1941, 1944. It was agreed that these would be approved after the meeting once the expense claims and time sheet had been signed.

162/FC Approval and acceptance of Standing Orders

The Chairman proposed to adopt NALC Model Standing Orders as the current Standing Orders are not fit for purpose. The Clerk referred to an email sent to all Councillors on 12th November detailing the reasons for the recommendation to update the current Standing Orders with NALC's current model and for adopting the Model Financial Regulations (Item 163/FC). This email is appended to these minutes.(Appendix 2)

It was agreed that the NALC model being 24 pages was too long and therefore not suited to a small Council.

Agreed (unanimously): To form a Committee to study relevant documents relating to Standing Orders, financial regulations and internal audit procedures, including the NALC models and make a recommendation to Full Council for approval in the early part of 2015 (proposed MC, seconded SA)

163/FC Approval and acceptance of Model Financial Regulations

See 162/FC

164/FC Approval and acceptance of NFDC Code of Conduct

Agreed: To accept the NFDC Code of Conduct Proposed CW, seconded CM (unanimous)

165/FC Approval and acceptance of Financial Risk Assessment

Agreed: To accept the Financial Risk assessment previously circulated by the clerk. Proposed CH, seconded CW (unanimous)

166/FC Discussion on allocation of Ashurst & Colbury Parish Council reserves to specific projects

Possible items for allocation of reserves: fence in Lakewood Road recreation ground, park equipment for wider age groups, drainage at allotments. Suggestions will be collated over the next month by the clerk; suggestions will also be requested via the village magazine.

167/FC Approval of changes to bank signatories

Agreed: unanimously

- Signatories who are no longer Councillors or employed by the Council be removed from both the current and Special Interest bearing Natwest accounts.
- Councillors White and Thomas and the locum Clerk be added as bank signatories.
- The correspondence address for both accounts be changed from the previous Clerk's home address to the Locum Clerk's address.

168/FC Decision on internal audit arrangements for year 2014/15

See Item 162/FC

169/FC Decision on the use of declaration of interest forms (Form C) The Chairman stated that these have been previously used but found not to be mandatory as any declaration is recorded in the minutes. Cllr White suggested deferring any decision until after councillor training on 19th November.

Agreed: to defer until December (Proposed CW, seconded MT).

170/FC Initial consideration of Precept 2015/16 It was decided to discuss this item at a precept meeting. However it was agreed that the previously booked date of Tuesday 25th November should be changed as some

Councillors are not available, the new date will depend upon an available venue. (Proposed MC, seconded CW) (SG)

171/FC Consideration of Committee members and election of new members

Agreed: Cllr Coaker to be added to the magazine and staffing committees. Changes to allotment committee were deferred until after councillor training on 19th November.

172/FC Staffing Committee

Cllr Marchetti reported 6 candidates had been interviewed and final interviews would be held on Saturday 22nd November when a final decision would be made.

173/FC Recreation Ground

Cllr Coaker reported: the previously locked gates at the recreation ground are now open (see minutes October 2014), new goal posts are in place, a wasp nest has been treated, a dangerous tree has been reported by NFDC and a quote is being obtained to repair the fence.

Cllr Coaker thanked the clerk for all her work on the QEII deed of dedication. It was **agreed** unanimously to support the deed of trust.

174/FC Allotments

Cllr Marchetti thanked Ian Oliver for keeping him informed on allotment issues. Drainage was reported as an issue but it is not clear what needs doing to resolve this. Cllr Marchetti will seek professional views from local companies. He also reported writing to Network rail on 6th October to report the broken fence as there is a potential hazard from unauthorized access to the railway, deer accessing allotments has also become a problem. An advert will appear in the magazine for an allotment holders meeting in January.

175/FC Highways

Cllr Mans (HCC) said he had nothing to report.

Cllrs White and Coaker reported repairing the bus shelter. Cllr White reported road damage via HCC website 4-6 weeks ago but has received no feedback. Cllr Mans requested copying him in on any further correspondence.

Cllr White reported number 6 bus timetable changes scheduled for January, these will be published on the website and in the magazine.

Cllr Mans asked Councillors to check if grit bins had been filled.

Cllr Arnold suggested meeting with Highways for a walk round the Parish once a year.

176/FC Planning and Tree decisions:

- TPO/0039/14 - 10 and 12 Foxhills (3 Trees) 2 Oak behind 12 Foxhills and Cherry Comment that happy with decision of placing preservation orders.
- 14/00738 – 153 Lyndhurst Road **R1** We recommend **permission** but would accept the decision reached by the NPA officers under their delegated powers.
- 14/00836 - 15 Beech Road **R1** We recommend **permission** for but would accept the decision reached by the NPA officers under their delegated powers.
- 14/00825 - 22 Knightwood Close **R4** We recommend **refusal**
- 14/00669 - Meeru, 12 Whartons Close **R3** We recommend **permission**

177/FC Consideration of expenditure for thank you event to Parish helpers

Agreed: with a budget of (upper limit) £100 Cllr Hubbard will lead the organisation of drinks and nibbles to thank Parishioners for their support over the previous year.

178/FC Reports from representatives on other bodies Councillors listed committee meetings that they had attended.

Cllr Arnold reported that: real time bus shelters, a request for volunteer drivers and a new Go travel card were reported on at the Passenger Transport Forum; no discussion was held on bus routes in the Parish.

Cllr Tipp (NFDC) reported that a pay dispute has been settled, NFDC have agreed a 1% increase. 2.35% is the average increase nationally with more for the lower paid. Some Christmas bonus payments are to be made by NFDC. A by-election is to be held in Burley-Bransgore in December at a cost of £6000. **Flexford Road?** is going to have an improved road surface.

Cllr Arnold reported Rob Ainslie, Development Control Manager is leaving NFNPA in December.

179/FC Correspondence The chairman reported receiving a letter from the Keep A&C Green Group requesting a PC representative be put forward for a working party to tackle parking and traffic issues at Foxhills School. The

Clerk will circulate the letter. (SG) It was agreed a Decision would be made on who the representative may be at a later date.

An email was received enquiring about the annual Christmas carol event.

Agreed: that in principle a community carol event would be held. Cllr Hubbard will take a lead in organising this.

180/FC Items that the Chairman deems important Cllr Marchetti proposed a donation be given to the Royal British Legion of £44. After some discussion the Chairman made clear that this would be a donation and not a reimbursement of magazine advert costs and that this would not necessarily set a precedent for the future.

Agreed: Make a donation to RBL of £44 (Proposed CM, seconded CH) (5 in favour)

181/FC Items for discussion at the next meeting

None

The meeting closed at 21.48 pm.

Date of next meeting will be Tuesday 16th December 2014 at 7.30p.m.

Application No: 13/98785/FULL Full Application

Site: 9 Chestnut Drive, Ashurst, Southampton, SO40 7DW
Proposal: Two storey and single storey extensions; (remove existing conservatory); roof alterations; render; replacement fence

Applicant: Mrs S J Taylor

Case Officer: Ann Braid

Parish: ASHURST AND COLBURY

1. REASON FOR COMMITTEE CONSIDERATION

Not applicable

2. DEVELOPMENT PLAN DESIGNATION

Defined New Forest Village

3. PRINCIPAL DEVELOPMENT PLAN POLICIES

CP8 Local Distinctiveness
DP1 General Development Principles
DP11 Extensions to Dwellings

4. SUPPLEMENTARY PLANNING GUIDANCE

Ashurst and Colbury Village Design Statement
Design Guide SPD

5. NATIONAL PLANNING POLICY FRAMEWORK

Sec 7 - Requiring good design
Sec 11 - Conserving and enhancing the natural environment

6. MEMBER COMMENTS

None received

7. PARISH COUNCIL COMMENTS

Ashurst and Colbury Parish Council: Happy to accept the decision of the Officers under their delegated powers. The Committee was divided with concern regarding size and render, both of which may be too radical for the neighbouring properties.

8. CONSULTEES

8.1 Tree Officer: No objection subject to the full implementation of the

measures set out in the Alderwood Consulting arboricultural statement dated 2nd August as amplified by the additional statement dated 11th September.

- 8.2 Environmental Protection NFDC: No objection in principle to the proposed development subject to standard contaminated land conditions being imposed. There is an area of unknown filled ground adjacent to the property (incorporating number 8 Chestnut Drive and some of 7 Chestnut Drive). This requires some investigation in order to ensure that the site is safe and suitable for development.

9. REPRESENTATIONS

- 9.1 One letter objecting to the size, rendering and roof materials which would look out of keeping with the rest of the estate.

10. RELEVANT HISTORY

- 10.1 None

11. ASSESSMENT

- 11.1 9 Chestnut Drive is a detached two storey dwelling, built in brick and tile, set on an estate of similarly sized houses. The estate is fairly uniform in terms of materials and design, although a small close off the main drive is built in a contrasting paler brick. The estate is characterised by mature trees. The application site and its two neighbours to the east are set on much larger plots than other houses in the vicinity.
- 11.2 Consent is sought for extensions and alterations to the dwelling, the demolition of an existing conservatory and the application of a render finish to the whole house. An attached flat roof garage is proposed on the west side of the dwelling.
- 11.3 The main issues to be determined are whether the proposed extensions would be appropriate to the existing dwelling in terms of scale, appearance, form, siting and layout, whether they would be appropriate to the character of the surrounding area (in particular in respect of trees), and whether the proposed alterations and extensions would have any adverse impact on the amenities of neighbours.
- 11.4 The house is not a small dwelling and the site lies within the defined New Forest Village boundary of Ashurst. The floor area limitations of Policy DP11 do not therefore need to be considered in this case.
- 11.5 The alterations to the front of the house, comprising an addition to the upper floor, would result in a single transverse roof ridge which would not appear out of proportion on this generous plot.

The proposed extension to the rear would be subservient to the main dwelling, with a lower roof line and would not appear unduly bulky or out of scale with the main house. The cladding of the exterior with render would unify the house, and although brick is the predominant material in the locality, render is not inappropriate in this location and arguably would add variety to the estate. There is nothing of particular traditional New Forest character about the existing brick work.

- 11.6 It has become necessary to remove two protected trees, which are already outgrowing the site. The douglas fir, shown as tree T2 on the plans, is causing significant problems to nearby hard surfaces. It is a substantial tree which is situated very close to the dwelling and the adjacent footpath. It is considered to be unsuitable for long term retention because of these constraints, and it would need to be removed to build the proposed attached garage. The Norway spruce marked as T5 on the plan is also causing problems to hard surfaces, and has already compromised the neighbour's gate and the boundary wall. It is also in a very constrained location and there is no objection to the removal of the tree. There are other trees on the site which contribute to the character of the area, and these will be protected during building works.
- 11.7 Clarification was sought regarding the extent of proposed tree protection on site. A revised report was submitted to clarify the proposals and these are now considered acceptable.
- 11.8 A nearby neighbour has objected to the proposal on the grounds that the house would be out of keeping with the character and appearance of the surrounding estate. Reference has been made to an application for proposed extensions at Number 6 Chestnut Drive which was refused. Number 6 Chestnut Drive is a corner plot, and that site is considerably smaller than the current application site. The proposed extensions in that case would have been located between the existing house and the road and this would have appeared at odds with the spacious, semi-rural character of this part of Ashurst. Although 9 Chestnut Drive would inevitably appear larger than the existing as a result of the proposed extension, there is adequate space on site and it would not appear a cramped form of development. Concern has also been expressed regarding the use of render. The Ashurst and Colbury Village design statement advises that buildings should be constructed of materials which match or complement those currently in use in the nearby area. It is considered that render would not be inappropriate in this location, and as painting the exterior of the building would not require planning permission, and as the extent of the work on this generous plot is otherwise acceptable, to refuse the application on the grounds of the use of render alone would not be reasonable.
- 11.9 The proposed alterations would not have an adverse impact on

the amenities of neighbours on the grounds of overlooking or shading. The side facing window serving the guest bedroom would look onto the footpath to the side, and the garden of the house to the west is screened with mature planting.

12. RECOMMENDATION

Grant Subject to Conditions

Condition(s)

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Prior to the commencement of development, samples or exact details of the facing and roofing materials shall be submitted to and approved in writing by the New Forest National Park Authority.

Reason: To ensure an acceptable appearance of the building in accordance with Policy DP1 of the New Forest National Park Core Strategy and Development Management Policies (DPD) (December 2010).

3. Before development is first commenced, a scheme to deal with any contamination of the site shall be submitted to and approved in writing by the New Forest National Park Authority. This scheme shall include:

(i) an investigation of the site carried out in accordance with BS10175: 2001.

(ii) a risk assessment using the Contaminated Land Exposure Assessment (CLEA) model whenever this is appropriate, and

(iii) a detailed scheme for the remedial works to be carried out.

If any other previously undiscovered contamination is found during the development of the site, this shall be notified to the New Forest National Park Authority immediately, along with a suitable risk assessment and where necessary, a remediation scheme. The remediation scheme shall be approved in writing by the New Forest National Park Authority.

Before the development is first occupied, the remedial measures shall have been completed and a statement to that effect shall be sent in writing to the New Forest National Park Authority which will include any future requirements for the monitoring of the site.

Development shall only take place in accordance with the scheme which has been approved.

Reason: To ensure that any contaminated land on the site is identified and properly treated, as there is an area of unknown filled ground adjacent to the property (incorporating number 8 Chestnut Drive and some of 7 Chestnut Drive), in the interests of the well-being of nearby residents and the environment in general in accordance with Policies DP1 and CP6 of the New Forest National Park Core Strategy and Development Management Policies (DPD) (December 2010).

4. The trees/hedges on the site which are shown to be retained on the approved plans shall be protected during building operations in accordance with the measures set out in the submitted arboricultural statement by Alderwood Consulting Ltd dated 2nd August 2013 as amplified in the statement dated 11th September 2013, unless alternative details are submitted to and agreed in writing by the National Park Authority prior to the commencement of development, in which case development shall proceed only in accordance with the approved details.

Reason: To safeguard trees and natural features which are important to the visual amenities of the area, in accordance with Policies DP1 and CP2 of the New Forest National Park Core Strategy and Development Management Policies (DPD) (December 2010).

Appendix 2 Email sent to all Councillors on 12th November 2014

Dear All,

In answer to the collective questions regarding the adoption of new Standing Orders:

- The current Standing Orders in place are inadequate as a framework for the effective operation of the Council. They are insufficient and out dated. Therefore it is my recommendation that they are reviewed and updated as a matter of urgency. They should then be reviewed and updated at least annually.
- As Standing Orders are the written rules of a local council they confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Standing Orders and Financial Regulations should be adopted and implemented to provide a framework within which to operate.
- Local Councils are incorporated bodies, established by legislation and are obliged to operate in accordance with the relevant legislation. Therefore, Councils must hold their formal meetings (i.e. full Council and Committees) in accordance with legislation which is covered by NALCs Model Standing Orders, otherwise any decisions they take may be unlawful.
- NALC's Model Financial Regulations are an essential policy for regulations. The following information has been copied from those Regulations and should be taken into account when considering whether or not to adopt the regulations:

1.2. "The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk."

As a point of interest NALCs Standing Orders and Financial Regulations have been successfully adopted and followed by Burley PC for several years. As Burley is a Parish Council smaller than Ashurst & Colbury this demonstrates that the documents recommended, for the reasons above, are relevant to Councils of any size.

When considering the documents it is relevant to remember that all the SO in bold type are mandatory but those not in bold can be adjusted to suit each Council.

Whilst I appreciate that the documents are long and time consuming to read I would not expect anyone to resolve to accept a document that they had not read, whether it is my recommendation or not, and it is for this reason that I circulated them and asked for your comments prior to the meeting next week.

I hope this makes my recommendation clearer. I will be giving this advice formally at next week's meeting.