

## **CHANDLER'S FORD PARISH COUNCIL – COUNCIL MEETING**

**3 JUNE 2013**

**St Martins Church, Queens Road, Chandler's Ford**

**(7.00 pm – 9.18 pm)**

PRESENT: Councillors Mrs Atkinson (Chairman); Councillors Boyes, Broadhurst, Coles, Davidovitz, Ms Gault, Ms Grajewski, Ms Hodgson, Hosegood, Hughes, Luffman, Olson, Roberts and Streeter

Apologies for absence were received from Councillors Bicknell, Bull and Pragnell

In attendance: Stephen Mursell Parish Clerk

There was no members of the public present.

### **382. DECLARATIONS OF INTEREST**

Cllr Gault stated a declaration of interest in respect of agenda item 9 as her husband is employed in building design.

### **383. PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

### **384. CHAIRMAN'S REPORT**

The Chairman reported on her activities since the last meeting. She had met with Sgt Mark O Hanlon to carry forward issues previously discussed with Sgt Welsh. Issues discussed included speeding in the parish and the use of the radar gun supplied by the Parish Council. Members were reminded that Sgt O Hanlon wished to hear from residents about areas where speeding was prevalent.

In addition the Chairman had attended a meeting of the Velmore Community Association and the Parish Assembly which attracted a good audience.

The Chairman had also attended on behalf of the Parish Council a service at Winchester Cathedral in commemoration of the 60<sup>th</sup> Anniversary of Queen's Coronation. Finally the Chairman reported on meetings to progress with plans to establish a drop-in centre for the youth at Hiltingbury pavilion.

### **385. STATEMENT OF COMMUNITY ENGAGEMENT**

The Chairman introduced Kevin Thurlow and Katharine Stuart from Eastleigh Borough Council who had agreed to speak to members about the forthcoming draft Local Plan and documents to support the submission of the Local Plan.

Kevin and Katharine explained that the consultation on the draft Local Plan will run from September to November 2013 and the Borough Council will seek input from Parish Councils, residents and other groups; however they explained that for Chandler's Ford it was anticipated that the revised plan will be essentially the same

as the first iteration of the Plan. It is anticipated that the Local Plan will be adopted in March 2015 with contingency for any delays built in to that deadline. As the Planning Inspectorate will carefully consider the consultation process the Statement of Community Engagement is a very important document. Consultation will take the form of road shows to which different groups and individuals will be invited to attend and responses are required by 28 June 2013.

The Chairman invited questions from members on the Local Plan and the consultation process.

Members commented on the transport infrastructure and concerns over the traffic survey evidence that supported the previous Local Plan. There were also concerns over traffic in Chestnut Avenue are generally, additional traffic arising from the new waste recycling centre and traffic resulting from developments outside of the Parish. Members were re-assured that new traffic studies would be undertaken again and that the factors brought up at this meeting would be taken in to account.

Members advised Kevin and Katharine that the Parish Council is currently developing a Neighbourhood Plan and that the Parish Council was keen to work with the Borough Council to develop the Neighbourhood Plan. Members were advised that the Borough Council will consider the strategic issues supporting the Local Plan and complimentary issues to support the Local Plan can be addressed through the Neighbourhood Plan. Members were also advised that representations on the Local Plan might only be re-iterations of previous representations, but they still need to be submitted if they are to be taken into account when reviewing the revised draft Local Plan.

Members also advised Kevin and Katharine on the need for additional cemetery land in the parish and that it was considered there was less than 10 years capacity at Ramalley Cemetery. It was also considered that there was a need for woodland burial facilities and therefore the Parish Council suggested that the land south of ASDA could be considered for this purpose. This land had been identified for employment purposes and members considered that there was already sufficient employment space. Kevin and Katharine stated that the Borough Council considered there was a need for additional employment floor space. With regard to burial space as there was surplus capacity in Eastleigh it was unlikely that additional burial space would be found in Chandler's Ford.

Members were also concerned that additional housing development in Test Valley would result in additional traffic flows in the Parish. Therefore the Parish Council was seeking re-assurance that this Parish would benefit from the application of the Community Infrastructure levy that would result from the development.

Kevin advised members that there would be opportunity to comment on the Community Infrastructure Levy as the Parish Council would be involved in the consultation process as the CIL Delivery Plan would form part of the statutory process.

Cllr Davidovitz drew the EBC representatives' attention to the manner of their introduction to this subject – particularly by referring to the reason for the failure of

the earlier Local Plan being due to a landowner withdrawing consent for use of significant land for building purposes. Cllr Davidovitz advised that the landowner was the HCC and they had advised EBC that the land in question was not available prior to the earlier Local Plan being finalised, but that EBC had not acted on this information – and thus their introductory statement was not correct.

The EBC representatives advised that this was not their understanding of the position.

It was AGREED that:

1)The Parish Clerk would arrange a joint meeting of the Planning, Highways and licensing Committee and the strategic Planning Committee to agree a response to the consultation on the Statement of Community Involvement

### **386. MINUTES OF MEETINGS**

Minutes of the Parish Council meeting held on 15 April 2013 were considered for accuracy. A typographical error was noted that the Parish Clerk would correct.

It was AGREED that:

1)The minutes of the Parish Council meeting held on 15 April 2013 be signed by the Chairman as an accurate record of the meeting subject to the amendment detailed above.

Minutes of the Policy and Finance Committee held on 2 April 2013 were considered for accuracy and no members raised any matters concerning accuracy of the minutes.

It was AGREED that:

1)The minutes of the Policy and Finance Committee meeting held on 2 April 2013 be received

Minutes of the Planning, Highways and Licensing Committee held on 13 May 2013 were considered for accuracy and no members raised any matters concerning accuracy of the minutes.

It was AGREED that:

1)The minutes of the Planning, Highways and Licensing Committee held on 13 May 2013 be received

Minutes of the Policy and Finance Committee held on 14 May 2013 were considered for accuracy and no members raised any matters concerning accuracy of the minutes.

It was AGREED that:

1)The minutes of the Policy and Finance Committee held on 14 May 2013 be received

### **387. MATTERS ARISING**

Cllr Grajewski as to whether speeding enforcement had been carried out at North Millers Dale. Members reported that speed enforcement had been carried out in Hursley road but it was uncertain whether any enforcement had been carried out in North Millers Dale. In addition it was requested that the speed enforcement should be carried out at peak times.

It was AGREED that:

- 1)The Clerk would contact Sgt O Hanlon to ascertain whether such speed enforcement had been carried out or is planned in North Millers Dale
- 2)The Clerk would also contact Sgt O Hanlon to invite him to the next Parish Council meeting

Cllr Olson requested an update on the application to the War Memorials Trust for the renovation of the war memorial and also enquired as to whether any further names should be added to the memorial. The Parish Clerk reported that a third estimate was outstanding and that the next date for submission of the grant application is 30 September 2013

It was AGREED that:

- 1) The Clerk would follow up the issue with any extra names to be added to the war memorial with Rev Bird

### **388. RECOMMENDATION FROM POLICY AND FINANCE COMMITTEE**

The Chairman referred members to the recommendation to approve the annual accounts for 2012/13 as contained in appendix A and asked members if they had any questions with regard to the annual accounts that had already been reviewed by the Policy and Finance Committee. There were no further questions from members with regard to the annual accounts for 2012/13 and members were requested to approve the accounts.

It was AGREED that:

- 1)The draft annual accounts for 2012/13 be adopted by the Parish Council

### **389. RECOMMENDATION FROM PLANNING, HIGHWAYS AND LICENSING COMMITTEE**

The Chairman referred members to the recommendation from the Planning, Highways and Licensing Committee to address the damage that is being caused to grass verges arising from inconsiderate parking. The Chairman advised members that this issue had resulted in a large number of comments following an article in the parish newsletter and that the recommendation was as detailed on the agenda. The Chairman asked members to comment on the recommendation.

Members were of the opinion that this was a serious issue that needed to be addressed but members were considered about the legal implications of securing

such a deposit. In addition members recognised that the verges were owned by the County Council and managed by the Borough Council.

Members recognised other issues such as determining which vehicles had caused damage to the verges and whether some householders might not see the financial penalty as a deterrent and may not be vigilant over verge parking. Members recognised the difficulty in applying the motion to the planning system and the relevant section of the planning policy guidelines to have the legal backing to support any action against the householder.

Members generally recognised that the principal of the motion was a good idea and recognised that the Borough Council should be served with the notice of the motion and the Borough would provide guidance on the legal status of the motion.

The Chairman summarised the discussion by saying that everyone recognised that verge parking was an issue and that some action needed to be taken. It was recognised that the motion did have some problems associated with it but it was a start to address the issue and by approving the recommendation this would mean that the Borough Council would have to respond to the Parish Council on this issue and requested that members support the motion.

It was AGREED that:

1)The motion is approved as detailed :

- That this Parish Council deplors that the damage caused to the Parish's pavements and verges by inconsiderate parking, particularly by trade vehicles when undertaking building works on premises within the Parish, is not repaired by those causing the damage.
- So that the damage caused can be made good this Council proposes that any resident obtaining planning permission for works to their property within the Parish is required to deposit a sum of £200 with the local Borough Council at the time planning permission is given, and for this sum only to be returned once any pavement/verge damage incurred either outside their own property or those adjacent to their property has been made good.
- If the damage is not made good then the deposit will be retained by the Borough Council and used for the reparation of the pavement/verge.
- It is at the Borough Council's discretion to determine that any damage caused has been repaired to an acceptable standard.

2)The Parish Clerk writes to the Borough Council to give notice that motion had been approved by the Parish Council

### **390. MOTION – CLLR OLSON**

Cllr Olson introduced the motion by saying that the Parish Council had taken some time to consider the transfer of assets from the Borough Council and having agreed to take over the Fryern Pavilion it is recognised that the pavilion would benefit from further improvements and extensions to improve the office space for the Parish Clerk and to enhance the community facilities to encourage more lettings.

Members recognised the need to make further improvements, however they also

recognised that the Parish Council needed to be specific over the potential use of the pavilion to ensure the architect is given an accurate brief as to the future users of the pavilion and the design specific to such usages. It was also recognised that in April 2014 the ownership of assets would transfer to the Parish Council and therefore there was an urgent need to upgrade the Parish Office facilities so that additional staff could be accommodated at the building.

It was unanimously AGREED that:

1) The Parish Council appoints an architect to prepare plans for the enhancement of the community and parish facilities at the Fryern Pavilion

The Chairman announced her intention to call an informal meeting of all Parish Councillors on Tuesday 25 June 2013 to discuss ideas for the enhancement of the Fryern Pavilion together with improvements and potential investments in the assets that are being transferred to the Parish Council. The Clerk will confirm to all members the details of the time and place of this proposed meeting.

### **391. PARISH COUNCIL COMMUNITY EMERGENCY PLAN**

The Chairman advised members that the Parish Clerk had produced the first draft of an Emergency Plan for the parish which was attached as an appendix. The Parish Clerk advised members that the draft plan was a template provided by Hampshire County Council and was in line with the format contained within the County and Borough emergency plans. By providing local information this would be important to all parties in the event of an emergency.

Members recognised the importance of a local plan that would support a major emergency and requested that an officer of the County Emergency unit provide a presentation to the Parish Council.

It was AGREED that:

1) The Parish Clerk would contact Ian Holt of Hampshire County Council to arrange a presentation at a subsequent Parish meeting

### **392. WATER HYGIENE (ALLOTMENTS) POLICY**

The Chairman advised members that the policy attached to the agenda papers had been recommended for approval by the Policy and Finance Committee and the draft policy had been considered over a number of meetings.

It was AGREED that:

1) The Parish Council approve the Water Hygiene (Allotments) policy

### **393. FINANCE MATTERS**

The Clerk tabled a list of cheques drawn on the Council's bank account for various expenditure items since the last Council meeting.

It was AGREED that:

1) The following cheques be endorsed

The following cheques have been drawn since the last council meeting which members are asked to endorse:

Cheque No	Gross
100257 D Boyes <i>Stationery</i>	£62.90
100258 Cash <i>Replenishment of petty cash</i>	£97.29
100259 Xeretec <i>Photocopier charges</i>	£22.68
100260 Tudor distribution <i>Newsletter delivery</i>	£527.40
100261 BML Printers <i>Newsletter printing</i>	£1118.00
100262 Southern Water <i>Allotment water charge</i>	£451.63
100263 Action for Market Towns <i>Speaker fees</i>	£360.00
100264 G Walker <i>Newsletter editorial cost</i>	£100.00
100265 S Mursell <i>February Salary</i>	£1300.74
100266 HMRC <i>Tax &amp; NI</i>	£554.55
100267 Eastleigh Fundays <i>Grant</i>	£300.00
100268 E Mango <i>Website charges</i>	£606.00
100269 Xeretec <i>Photocopier charges</i>	£33.71
100270 S Mursell <i>Allotment keys</i>	£77.85
100271 C Ford Methodist Church <i>Room hire</i>	£78.00

100272 ISL office solutions Stationery	£29.32
100273 British Gas Allotment electricity	£19.61
100274 Fairtrade in Eastleigh Subscription	£15.00
100275 Funtasia County Councillor Grant	£1000.00
100276 EBC Transfer to investment account	£10000.00
100277 Hampshire Playing Fields Association Subscription	£60.00
100278 Hound Parish Council Training	£14.00
100279 S Mursell March Salary	£1300.74
100280 HMRC Tax & NI	£554.55
100281 Greenbarnes Parish noticeboard	£902.22

Members are asked to authorise the following requests for payment:

HALC Affiliation fees	£1955.00
HALC Training fees	£108.00
E Mango Website hosting	£552.00
D A Piper Allotment machinery servicing	£306.00
Velmore Community Association Room hire	£40.00
Youth Options	

<i>Affiliation fees</i>	<i>£50.00</i>
<i>CPRE Hampshire Training fees</i>	<i>£12.00</i>
<i>Xeretec Photocopier charges</i>	<i>£18.84</i>
<i>D Boyes Stationery</i>	<i>£19.47</i>
<i>CFPC Funtasia Grant</i>	<i>£1000.00</i>
<i>EBC Clerk salary cost</i>	<i>£1866.59</i>
<i>ISL Stationery</i>	<i>£56.16</i>
<i>R Cook Allotment expenses</i>	<i>£18.82</i>
<i>One Community Affiliation fees</i>	<i>£20.00</i>
<i>Cash Petty cash replenishment</i>	<i>£91.53</i>
<i>Xeretec Photocopier charges</i>	<i>£45.94</i>
<i>Eastleigh Neighbourhood Watch Grant</i>	<i>£188.00</i>
<i>Do The Numbers Internal audit</i>	<i>£625.00</i>
<i>Chandlers Ford Methodist Church Room hire</i>	<i>£70.25</i>

For members information the current balances are:

Parish Council general account £79,945.76,  
Events Account £3,947.87  
Deposit Account £251,864.56

Members were requested to authorise the transfer of £40,000.00 from the general account to the deposit account at Eastleigh Borough Council.

It was AGREED that:

1)The Parish Clerk will transfer £40,000 from the general account to the deposit account held at Eastleigh Borough Council

### **394. CORRESPONDENCE**

The Clerk referred members to Planning Policy News detailing production of evidence that will support the Draft local Plan.

### **395. MEMBERS QUESTIONS**

Cllr Hodgson requested clarification on a Parish of Chandler's Ford tea party that is being advertised. The Parish Clerk stated that he understood this to be a church organised event. Members requested whether the church might in the future use the title Parochial Parish to avoid any confusion.