

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 06 September 2017 at 7.00pm in the Jubilee Hall, Fawley.

Members	Present	Apologies	Absent
Cllr A Alvey Chairman	√		
Cllr B Thorne Vice-Chair	√		
Cllr A Glass		√	
Cllr M Langdale		√	
Cllr S Read		√	
Cllr K Smith	√		
Cllr R Wappet	√		

**Also Present:** Cllr B Coyston, Cllr B Hall, Cllr S Milgate.  
2 members of the public.

**In Attendance:**

Steve Postlethwaite, Clerk to the Council  
Mrs S Markides, Deputy Clerk

**PRP 21. Apologies:** Apologies were sent by Cllr Glass, Cllr Langdale and Cllr Read for personal reasons. These were accepted.

**PRP 22. Declarations of Interest.**

22.1 To receive declarations of interest from councillors on items on the agenda  
Cllr Wappet declared a non-prejudicial interest in minute 26 Planning, as he is a member of the New Forest District Council Planning Committee. He stated that he would consider the applications on the evidence in front of him at this point in time.

22.2 To receive written requests for dispensations for disclosable pecuniary interests None

22.3 To grant any requests for dispensation as appropriate None

**PRP 23. Minutes: RESOLVED:** That the minutes of the meeting held on 21 June 2017 be confirmed as a correct record.

Standing Orders were suspended

**PRP 24. PUBLIC SESSION:** A member of the public wished to make the meeting aware of her concerns relating to planning application 17/10980 – currently there is a screen of trees that do not belong to her but are on the boundary of her property which she hopes will stay (or another screen put up) if the planning application goes ahead.

Standing Orders were reinstated

**PRP 25. Chairman's Remarks:** The Chairman advised of the following:

Planning application 17/10866 Jonwin, Lepe Road, Langley will be discussed at the Planning Development Control Committee meeting on Wednesday 13 September 2017. If you would like to speak please contact the office by 11am on Monday 11 September 2017.

FPC comment made at the Amenities Committee meeting 19 July 2017

(No 3) We recommend permission

A reminder of the Family Open Day taking place at the Hardley Fire Station Saturday 16 September 2017 10am – 4pm

And we have received notification of the public exhibitions relating to the Fawley Waterside Development taking place as follows:

**Wednesday 27th September**

Kinthead Room, Calshot Activities Centre, Calshot, SO45 1BR 2pm - 8pm

**Thursday 28th September**

St Francis Church, West Common, Langley, SO45 1XU 2pm - 8pm

**Friday 29th September**

Jubilee Hall, The Square, Fawley, SO45 1DD 2pm - 8pm

**Saturday 30th September**

Jubilee Hall, The Square, Fawley, SO45 1DD 10am – 4pm

**PRP 26. Planning**

**a) Parish List: RESOLVED: To submit the following observations:**

Full planning permission

17/10980

Land rear of Hampton Lane, Blackfield, Fawley, SO45 1WN

Proposal: 3 pairs of semi-detached houses; parking; landscaping; access from Mulberry Close; demolition of existing buildings

**(No 5)** We are happy to accept the decision reached by the District Council's Officers under their delegated powers but would like to propose that a condition is made that the current tree line at the edge of the boundary line is retained to protect neighbour use of amenity space.

Full Planning Permission

17/11015

Charles Ley Court, Denny Close, Fawley, SO45 1FR

Proposal: 4 additional parking spaces; footpath alterations

**(No 5)** We are happy to accept the decision reached by the District Council's Officers under their delegated powers.

Variation/Removal of condition

17/10975

Top End, Chapel Lane, Blackfield, Fawley SO45 1YY

Proposal: Variation of condition 2 of Planning Permission 16/10286 to allow additional window to side elevation

**(No 4)** We recommend refusal as we feel this is not neighbourly and contrary to approved plans. We note the contents of the on line objection regarding the additional window on what appears to be a premeditated retrospective application.

Full Planning Permission

17/11081

17 Walkers Lane South, Blackfield, Fawley, SO45 1YN

Proposal: Bungalow; access; parking; shed; boundary fencing; demolition of existing

**(No 3)** We recommend permission

Full planning permission

17/11077

7 Foxhayes Lane, Blackfield, Fawley, SO45 1XX

Proposal: Part-single and part two-storey rear extension

**(No 5)** We are happy to accept the decision reached by the District Council's Officers under their delegated powers.

Re-consultation

Reserved Matters

17/10293

Devon Way, 11 Lime Kiln Lane & Land rear of 201-209 Long Lane, Holbury, Fawley SO45 2HJ

Proposal: 7 dwellings comprised: 3 terraced houses; 4 detached houses; garages; bin store; parking; landscaping (Details of appearance, landscaping, layout & scale, development granted by Outline Permission 15/11072)

**(No 2)** We recommend refusal as we object to the gravel road (due to the noise pollution, dust that would be created and as it is not a sustainable feature) and feel that the turning circle in the site should be addressed so that refuse and delivery vans using this will be able to leave in a forward gear but would accept the decision reached by the District Council's Officers under their delegated powers.

**b) New Forest National Park Authority Tree Works:**

Application TPO 17/0714

Land to the rear of 1-7 Charnwood Way, Langley, Southampton SO45 1ZL

Proposed works: Prune 1 x Oak tree

Reason for works: To reduce sail effect to prolong life of tree

The Parish Council **SUPPORTS** this application subject to the advice of the New Forest National Park Authority's Arboriculturist.

**PRP 27. Monthly Schedule of Accounts June & July 2017:**

Cllr Wappet queried item number 207, Barclaycard Football Bats and Floor Cleaner. The information will be provided at a later date as the RFO was not present at the meeting.

**RESOLVED:** To accept the Monthly Schedule of Accounts June & July 2017 (see attached Appendices A & B)

**PRP 28. To consider grant application forms from the following: RESOLVED:** To make the following awards:

a) **Waterside Heritage** £250 (sect 137 LGA 1972)

b) **Victim Support** No award

c) **Fawley Dog Show 2017** £150 (sect 137 LGA 1972)

d) **New Forest Disability Information Service** £100 (sect 137 LGA 1972)

**PRP 29. To consider submitting requests for waiting restrictions/traffic management schemes within the Parish for inclusion in the NFDC Traffic Management Programme 17-18.**

Members considered the criteria of the traffic management scheme to be prescriptive however whilst it was noted that areas within the Parish may not meet the conditions required it was **RESOLVED** to submit concerns relating to the junction of Southbourne Avenue and Long Lane and to include in the submission the crossing request previously agreed for the B3053 outside of Fawley School.

**PRP 30. To note Asset Disposals:** Members noted the disposal of the Marquee/Canopy and Pitch markers (see attached Appendix C).

**PRP 31. To agree Christmas opening/closing times for Parish Facilities and allocation of Statutory Days:**

**RESOLVED:** To agree Christmas opening/closing times for Parish Facilities and allocation of Statutory Days as presented (see attached Appendix D).

**PRP 32. Matter referred from Amenities meeting 19 July 2017 – completion of work on the Strategic Plan 16-19**

**RESOLVED:** To agree use of current day time staff at Jubilee Hall to progress the delivery of the Strategic Plan 16-19 and that any hours worked in excess of their normal working hours (i.e. attendance at an evening meeting) will be paid at their current rate of pay from Admin Salaries Budget code 6500 (hours will be agreed in advance by the Clerk and time sheeted).

**PRP 33. Human Resources (HR) and Health and Safety (H&S) update:** Members noted the update provided relating to the upgrade of the Council's HR & H&S Service. It was also agreed that a new HR budget code be created without an assigned budget and noted this code will show as overspent for this financial year.

**PRP 34. To note there are no changes since the last update on the Strategic Plan 16/19, objective 1 'The Economy'.** Noted

**PRP 35. Resolution updates:**

**Meeting 21 June 2017, Minute 8**

**RESOLVED:** Cllr Wappet and Cllr Glass to approach the NFDC portfolio holder re future developer's contributions for a new play area in Holbury.

**UPDATE:** Cllr Glass was absent.

The Clerk advised of Community Infrastructure Levy payments which will be received in future by the Parish (not Developer Contributions). The meeting noted that the Clerk had not received a response from NFDC Officers relating to Renda Road; Cllr Wappet advised he will contact the NFDC Head of Planning next week.

### **Meeting 21 June 2017, Minute 9**

**RESOLVED:** To accept the recommendation of the Clerk to agree Blackfield & Langley's request to extend the bar licence to 10 yrs and pitch licence to 30 yrs on the understanding they will be converted to leases.

**UPDATE:** Advice received is that the bar licence remains as a 5 year licence, the pitch lease is still with the solicitor. Noted.

### **PRP 36. Correspondence –**

#### **a) For information:**

i) The Planning Inspectorate: Notification of appeal dismissed, Planning application 17/10234 Forest Brook House, Chapel Lane, Blackfield, Southampton SO45 1YX, Two - storey side extension. Noted.

ii) The Planning Inspectorate: Notification of appeal allowed, Planning application 16/10861 68 Forest Edge, Fawley, Southampton SO45 1FN, single-storey extension. Noted.

iii) NFDC Transportation: Hire of speed monitoring devices. Noted – members were advised of forthcoming deployments by NFDC within the parish.

#### **b) Available from the Office:**

Waterside Heritage Newsletter July 2017. Noted.

### **PRP 37. Cllrs News and Comments**

**Cllrs are reminded that this agenda item involves no more than an exchange of information.**

Cllr Smith advised that the replacement post box for The Square, Fawley is due to be erected shortly outside of the Post Office. He has been asked by residents whether there would be any support for a Portaloo to be installed in the village; he will contact the Clerk to discuss this suggestion.

Cllr Wappet advised of discussions held at NFDC relating to the proposed Local Plan.

Cllr Hall requested that the clock at Jubilee Hall be repaired.

Cllr Milgate advised of the AGM of the Calshot Residents Association which is being held on Tuesday 12 September 2017, 7pm in the St Georges Hall.

### **PRP 38. Date of next meeting: 15 November 2017**

**RESOLVED:** That, considering the confidential nature of the business to be transacted, the public, including the press, be excluded from the remainder of the meeting.

### **PRP 39. Staffing matters:**

#### **a) To note appointment has been made to role of Finance & Transparency Officer**

Noted; new staff member will commence 01/10/17 with a six week handover period.

#### **b) To note staff resignations:**

Members noted the resignations of staff members Naomi Gregory, Team Leader Grounds Team, Luke Edinborough Operations Manager (Facilities) and Dan Sultana Operations Manager (Staffing, Training and Events). A recruitment process has taken place and new appointments made to replace Naomi and Luke whilst the vacant Operation Manager (Events) is currently being advertised.

It was further noted that the Head Gymnastics Coach and her team have resigned. Provision of gymnastic classes at Gang Warily (at rates comparable to those charged by the centre previously) will now be through a private company hiring the facilities of the centre; training to provide Gymtots sessions is being undertaken by the coaches of the firm and it is hoped that these will recommence in February 2018.

**c) Unplanned HR costs:**

Item 33 has approved a new HR budget code which members have noted will show as overspent for this financial year

**RESOLVED:** That the costs of £997.50 exclusive of VAT in respect of advice received and the recent attendance of South East Employers (SEE) Consultant at a disciplinary hearing is applied to the new code.

**RESOLVED:** That the estimated costs of 2 - 3 days' work from a HRFace2Face Consultant in respect of their attendance at two Grievance meetings and the production of the associated report at £995.00 per day exclusive of VAT are also applied to the new code.

If the costs cannot be met from 17/18 budget under spends at year end, monies are taken from Minuted Reserves Budget code 6531.

**d) To receive verbal update from the Clerk on recent Grievance Procedure:**

The Clerk advised of the recent meetings held relating to a grievance raised by a staff member. A decision letter has been sent.

**e) To note new training rate agreement.** Noted.

**f) To consider members of panel to conduct appraisal of the Clerk (to be completed November 2017)**

**RESOLVED:** Cllrs Llewellyn, Thorne and Wappet to conduct the appraisal of the Clerk.

There being no further business the meeting closed at 8.05pm.

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Chairman