

## FAWLEY PARISH COUNCIL

### POLICY, RESOURCES AND PERSONNEL COMMITTEE

Minutes of a meeting of the Policy, Resources and Personnel Committee held on Wednesday 15 November 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.  
5 members of the public

#### **In Attendance:**

Steve Postlethwaite, Clerk to the Council  
Mrs S Markides, Deputy Clerk  
Mrs D Alexander, Finance & Transparency Officer  
Joshua Bond, Centre & Sports Development Officer

**PRP 40. Apologies:** Apologies were sent by Cllr Read and Cllr Thorne for personal reasons. These were accepted. Cllr Langdale was absent.

#### **PRP 41. Declarations of Interest.**

41.1 To receive declarations of interest from councillors on items on the agenda  
Cllrs Wappet and Glass declared a non-prejudicial interest in minute 45 Planning, as they are members of the New Forest District Council Planning Committee. They stated that they would consider the applications on the evidence in front of them at this point in time. Councillors present felt that they should also declare a non-pecuniary interest in application 17/11382 as a family member of the applicant has previously worked in close proximity to the Parish Council.

The Deputy Clerk wished to advise the meeting that a family member is a consultee on planning application 17/11349, Forest Brook House, Chapel Lane, Blackfield.

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

41.3 To grant any requests for dispensation as appropriate  
None

**PRP 42. Minutes: RESOLVED:** That the minutes of the meeting held on 06 September 2017 be confirmed as a correct record.

Standing Orders were suspended

**PRP 43. PUBLIC SESSION:** The architect for planning application 17/11349, Forest Brook House, Chapel Lane, Blackfield wished to address the meeting to provide information concerning the proposed single-storey side extension. This follows on from a previous application for a two storey side extension which was refused earlier in the year by NFDC and also refused at appeal.

Valuable guidance was gained from the appeal; going back to the drawing board has resulted in this planning application for a single-storey side extension. Three quarters of this proposal could be completed under permitted development; the height has been kept low and the attic space does not allow for future conversion to a two storey building yet it achieves the accommodation his client now says is top priority for his family/his wish list. The planning officer has identified that the proposed extension would be increasing the footprint of the dwelling; however it is a large plot which can accommodate this and as a single storey building will not impact on the neighbours. It has in fact been drawn back from the north, is now further forward and he hoped that members were able to support the application at this time.

Standing Orders were reinstated

**PRP 44. Chairman's Remarks:** None

**PRP 45. Planning:**

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

Full Planning Permission

17/11349

Forest Brook House, Chapel Lane, Blackfield, Fawley SO45 1YX

Proposal: Single-storey side extension

**(No 3)** We recommend permission

2 members of the public left the meeting.

Full Planning Permission

17/11382

Land rear of 73-75 Long Lane, Holbury, Fawley SO45 2ND

Proposal: Single storey dwelling accessed from Waltons Avenue, boundary wall;

landscaping; parking; bin and cycle storage

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

2 further members of the public left the meeting.

Full Planning Permission

17/11366

20 Woodlands Gardens, Blackfield, Fawley SO45 1GD

Proposal: Single storey side extension

**(No 3)** We recommend permission

Draft awaiting confirmation at the next Parish Council meeting

Full Planning Permission

17/11361

Marsh Lane Lodge, Marsh Lane, Fawley SO45 1HB

Proposal: Outbuilding

**(No 3)** We recommend permission

Full Planning Permission

17/11407

Land of Sevenoaks, Blackfield Road, Fawley SO45 1ED

Proposal: House; access alterations; parking

**(No 2)** We recommend refusal due to concerns relating to access and agree with the Officer comments made – we would accept the decision reached by the District Council's Officers under their delegated powers.

Full Planning Permission

17/11432

6 Dark Lane, Blackfield, Fawley SO45 1WB

Proposal: Single-storey rear extension

**(No 3)** We recommend permission

Full Planning Permission

17/11404

3 Sycamore Drive, Holbury, Fawley SO45 2QA

Proposal: Single-storey front and side extension

**(No 3)** We recommend permission

Full Planning Permission

17/11442

12 The Close, Holbury, Fawley SO45 2PG

Proposal: Single-storey rear extension

**(No 3)** We recommend permission

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

TPO/17/0983

31 Saxon Road, Blackfield, Southampton SO45 1WY

Proposed works: Fell 1 x Oak tree

Reason for work: Safety concerns due to defect and location

The Parish Council **SUPPORTS** this application subject to the advice of the New Forest National Park's Arboricultorist and note a suitable replacement tree will be planted.

TPO/17/1050

Mirkwood, 3 Long Lane, Holbury, Southampton SO45 2LF

Proposed works: Prune 1 x Oak tree

Reason for work: To improve shape and balance

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

Draft awaiting confirmation at the next Parish Council meeting

**PRP 46. Monthly Schedule of Accounts August, September & October 2017**

**RESOLVED:** To accept the Monthly Schedule of Accounts August, September & October 2017 (see attached Appendices A, B & C).

**PRP 47. To note Health & Safety Safe Check Review and the work being undertaken and that a new Health and Safety Policy will, after approval from Peninsula, be presented to Council.** Members noted the Health & Safety Safe Check Review presented (see attached Appendix D) and the work being undertaken. The Clerk advised that he hopes the new Health and Safety Policy will be completed in time to be presented to the December meeting of the Parish Council.

**PRP 48. Wash Bay – Matter referred from Public Services meeting 18 October 2017.** Members discussed the legislation requirements.

**RESOLVED:** To recommend to the Parish Council meeting to be held on 13 December 2017 the purchase of a Wash Off Bay for the Grounds Compound at a cost of £17,500 excluding vat from Bywater in order to meet EU directives.

**PRP 49. To consider price review of all Parish Facilities for 2018/19:** Some discussion took place, in particular in relation to the prices charged for fishing which were considered to be far cheaper than at other local sites.

**RESOLVED:** To accept the price review of Parish Facilities for 2018/19 (see attached Appendix E)

Members discussed items 50, 51 & 52 as one item.

**PRP 50. To consider and agree the Amenities budget 2018/19:** (Matter referred from Amenities meeting 11 October 2017)

**PRP 51. To consider and agree the Public Services Budget for 2018/19** (Matter referred from Public Services meeting 18 October 2017).

**PRP 52. To consider and agree a Policy, Resources and Personnel budget for 2018/19.**

**PRP 53. To agree to recommend the 2018/19 Budget to the Parish Council meeting 13 December 2017 subject to notification of tax band D figures from NFDC.**

**RESOLVED:** To recommend the 2018/19 Budget as presented to the Parish Council meeting 13 December 2017 (see attached Appendix F).

**PRP 54. To note there are no changes since the last update on the Strategic Plan 16/19, objective 1 'The Economy'.** Noted. Members also noted the work being undertaken on the "Community" part of the Strategic Plan. Cllr Glass suggested that Home Start who are working within the community at Heather Road could be linked to this part of the plan.

**PRP 55. To agree Protocol to be used in the event of the death of a senior member of the Royal Family.**

**RESOLVED:** To adopt the following protocol in the event of the death of a senior member of the Royal Family.

Opening books of condolence?	Yes – books will be provided by NFDC
Location	Jubilee Hall – LOI – black tablecloth will be provided by NFDC Gang Warily – Reception – black tablecloth will need to be purchased
Times (consider whether you will open at weekends):	Jubilee Hall – same hours as the hall is open (not at weekends) Gang Warily – the same hours as the Centre
Flying flag at half/full mast (in accordance with national protocol)  (Reminder: You will need a Union flag, in good condition)	At both locations  Two new flags will need to be purchased
Reading Proclamation? (death of the Sovereign only)	No
Have you prepared a protocol for any events you might be proposing?  If yes, please enclose a copy	No
Providing a location for laying flowers?	Yes
If yes, where (please include an address)	In the front of Jubilee Hall (fenced off area) The Square Fawley, SO45 1DD  Perimeter of Gang Warily Play Area Newlands Road, Fawley SO45 1GA

**PRP 56. Resolution updates:**

**Public session 21 June 2017**

A member of the public raised concerns regarding the state of the toilet block at Blackfield near the substation as the broken glass is a safety hazard and asked if the windows could be boarded up. The member of the public also asked what is going to become of these toilets as he thought they had been sold.

**UPDATE:** A Housing Grants and Improvements Surveyor from NFDC has inspected the building and advised it appears secure. There is no evidence of the building being entered unlawfully. As such there is no action they are able to take against the owners of the building. As a result of this the case is now closed. Noted.

Draft awaiting confirmation at the next Parish Council meeting

**PRP 29** 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.

The crossing outside of Fawley Infant School (as this currently has S106 funds allocated to it) was not submitted for consideration to the Traffic Management meeting; the crossing outside of Blackfield School replaced this request.

**UPDATE:** Cllr Alvey had attended the recent Traffic Management meeting and advised items were discussed in some detail.

He summarised as follows:

The crossing outside of Blackfield School falls outside the scope of the Traffic Management Agency Agreement and will therefore be passed to HCC with the recommendation that it goes ahead, in particular since the lollypop lady has gone.

Long Lane Service Road junctions with Waltons Avenue, Holbury Drove and Southbourne Avenue – The existing waiting restrictions at these junctions are not being adhered to; it was considered that the extension of these may not be the answer. Officers had attended the site, taken photographs and agreed there was an issue with parked vehicles on the existing restrictions at Southbourne Avenue - this will be passed to the parking enforcement team to deal with.

Long Lane Service Road, Holbury request for physical measures to stop up access points onto the service road from the side road junctions in order to improve safety (cycle access to be maintained). The request for traffic management measures falls outside the scope of the Traffic Management Agency Agreement. In view of this, the matter has been highlighted to HCC for investigation. Cllr Alvey had pointed out to the meeting that if the Fawley Waterside Development goes ahead then the road will be even busier.

#### **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 06 September 2017:** 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 response from NFDC Officers relating to Renda Road; Cllr Wappet advised he will contact the NFDC Head of Planning next week.

**UPDATE 15 November 2017:** The Clerk met with NFDC Planning Officers 12/10 who advised that the potential development for Renda Road is against current planning policy. If an application is to be considered a fully developed argument should be submitted and that the use of a professional consultant may be prove beneficial if there are no "in house" experts.

Draft awaiting confirmation at the next Parish Council meeting

This matter will be brought to Parish Council when the Clerk has more indicative costs to progress.

After some discussion Councillors noted the update and the Clerk will advise of the costs to progress this project.

Cllr Alvey advised that NFDC are looking into setting up a House Building Company and he would be attending an initial meeting Thursday 16 November 2017; he requested the size of the Renda Road plot and considered this could be raised during the meeting.

**PRP 57. Correspondence –**

**a) For response:**

**i) NFDC Licensing:** Temporary Events Notice, All Saints Church, Fawley, Play, Sale of alcohol and regulated entertainment 13/12/17 18.30 – 14/12/17 23.00, 130 persons Noted.

**b) For information:**

**i) New Forest Disability:** Letter of thanks for recent grant award. Noted.

**ii) Waterside Heritage:** Letter of thanks for recent grant award. Noted.

**c) Available from the Office:** NFDC Forward Plan of Key Decisions 01 November 2017 – 31 January 2018 (previously circulated). Noted.

**PRP 58. Cllrs News and Comments**

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

Cllr Coyston wished to congratulate the Centre & Sports Development Manager and his team on the superb fireworks display at Gang Warily. He considered numbers (and therefore income) were up on last year but expressed disappointment in the number of councillors that been able to attend.

Cllr Wappet advised of an elderly lady had fallen over on the ground to the side of Blackfield Library.

Cllr Glass advised that Traffic Wardens and Dog Wardens under NFDC, will now work 7 days per week and therefore provide a better service.

**PRP 59. Date of next meeting: 07 February 2018**

**Exclusion of public and press: 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 60. Staffing matters:**

**a) To note staff training report:** Noted

Draft awaiting confirmation at the next Parish Council meeting

**b) To consider Pay & Grading review of Maintenance & Works Supervisor role**

**RESOLVED:** To accept the recommendation of the Clerk that the scale for the role of Maintenance & Works Supervisor is revised from SCP 22-25 to SCP 22-26.

**c) To note that the appraisal of the Clerk has been completed by Cllrs Llewellyn, Thorne and Wappet. Noted**

There being no further business the meeting closed at 7.59pm.

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Chairman

DRAFT