



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

Present:

Cllr Barry Rickman, Chairman
Cllr Kevin Cripps
Cllr Hugh Marchant
Cllr Melanie Seacombe
Cllr Graham Turner
Cllr Ted Fleat
Katie Walding, Clerk & RFO

Cllr David Golby, Vice Chairman
Cllr Peter Dance
Cllr Len Thomas
Cllr Stephen Tarling
Cllr John Warden
Cllr Alex Pepper

In attendance:

Lymington Times & New Milton Advertiser, Sway News and 22 members of the public (MotP)

The meeting started at 7:30pm with a welcome from the Chairman.

18/045. Apologies

None received

18/046. Declarations of Interest

NFA Planning Committee – Cllr Marchant

18/047. Minutes of the previous Meeting and matters arising

The Minutes of the meeting on 22nd February were approved unanimously and signed by the Chairman.

18/048. Chairman's Report

Because of the bad weather, Ken Thornber's memorial service had been postponed. It is now re-scheduled for Thursday 26th April at 2pm at Winchester Cathedral.

18/049. Clerk's Report and Correspondence

REPORT

- **War memorial** – the Clerk is finalising arrangements for the renovation works in line with the War Memorials Trust grant terms and conditions; no further names could be confirmed after review with the Church, the official Roll Call, and Tony Blakely's book; the Chair agreed to look into this.
- **Junior parish council** – applications are now being received after an extension on the dates until Easter/end March. The Clerk had attended an assembly at St Lukes which revealed the children's enthusiasm and interest in the idea. The Brownies have also indicated some interest from the girls. Next steps are to confirm the list of children and set a date for the first meeting.
- **Phone box** – repairs are now underway. An initial planning meeting was recently held and discussed the basis for management. Volunteers are now pushing forwards on arranging the contents and then plan a series of themes across the summer months.

- **Sway Spring clean** – after postponement due to the bad weather this is now happening on 24th and 25th March from 10am-12noon (both days) with pick up and drop off at the Pavilion, as well as providing free tea and coffee for the litter pickers.
- **Award Scheme Nominations** – the Clerk has received a number of nominations, closing date is 19th April.
- **Speaker for Parish Assembly** – a number of nominations had been received from Councillors. The original choice is sadly unavailable for the date; the Clerk will contact others and report back.

CORRESPONDENCE

- **From the Verderers** – an invitation had been extended to the Council, to attend the Higher Level Stewardship Scheme AGM and open afternoon at The Queen's House, Lyndhurst on 25th April; Councillors to notify the Clerk if they wished to attend.
- **From the Sway Dog Owners Club** – *"We would like to hold a dog show to fundraise for the enclosure. We are thinking of May 2018 and would like to ask if permission could be given for a 1-day access either to Stanford Rise or Jubilee Fields for this community event?"*

DECISION: After a brief discussion Cllr Golby proposed that the Council refuse permission for access to either site for a dog show. This was seconded by Cllr Tarling and approved by a majority with 1 abstention.

- **From the Sway Football Club** – *"Please see quote below for this year's pitch maintenance which I have provisionally scheduled for the work to be carried out week commencing 30th April. (Total amount = £2850+VAT). It is normally done in April but unfortunately our fixtures are going to run until the end of April due to the recent bad weather. It is imperative that this is carried out as soon as possible to hopefully make the most of what should be suitable weather conditions for such work. As a gesture of good will the Football Club would be prepared to assist the SPC by contributing towards this work with the same donation as last year."*

The Clerk explained that this was an annual expense which the Council had budgeted for.

DECISION: It was unanimously approved that the Clerk confirms the works to be carried out.

FREEDOM OF INFORMATION REQUEST

- **From the Sway Football Club** – a request for email communications in regard to items 7, 8 and 9 on this agenda had been received and was duly noted.

18/050. County Council Report

Cllr Mans gave an update in relation to the budgets and council tax contributions for the next year. He mentioned the bad weather and the efforts that HCC had made to keep services running and roads cleared. He asked for residents to reflect on the last few weeks and to share any ideas for any improvements to be made in regards to services through bad weather.

18/051. Cricket Club Premises Licence

The Chair asked the Clerk to briefly summarise the requirements and current position of communications as well as the proposal on the table for the Council to consider. The Clerk reported that documents had been circulated following the discussion at the February meeting, including the draft application and notes from the Cricket Club on their reasoning.

Some concern was expressed at the risk of storing the locked fridge at the Cricket Pavilion in case it encouraged a break in and spoiled the newly refurbished Pavilion. The Cricket Club suggested that it was a secure building and they felt a low risk. Cllr Cripps proposed that the Council approve the application and Cllr Fleat seconded.

DECISION: It was unanimously approved that the Cricket Club be given full support in their application for a Premises Licence on the basis of the circulated draft.

ACTION: The Clerk to contact the insurer in regard to the proposed location of storage of alcohol and report back

18/052. Cricket Club Advertising Boards

The Chair again asked the Clerk to summarise the position. She confirmed that a document had been circulated (see Appendix 1) to support the proposal that planning permission be applied for by the Cricket Club, to place temporary advertising boards on the Cricket nets during the season. After a brief a discussion it was proposed by Cllr Dance that the Council support the Cricket Club's application. This was seconded by Cllr Golby.

DECISION: By a majority (with 4 abstentions) in favour of supporting the Cricket Club's application for planning permission in regard to advertising boards.

18/053. Football Club

The Chair noted that the success of the club should be applauded as this was the reason they were being considered for promotion to the Wessex League. The Clerk explained that whilst the requirements for ground grading in accordance with promotion seemed extensive, this had been drilled down to three specific items for the Council to consider and a document had been circulated (see Appendix 2).

It was noted that due to the (short) timing of the promotion offer window, the Jubilee Field Users' Group had not been able to discuss the items, since the next meeting was not until 19th April. However, representatives of both the Cricket Club and Tennis Club were present and both indicated their support for the Football Club's proposals.

It was noted that a partnership approach was required between the Council and Football Club in order to move forwards positively and in the spirit of cooperation. Each item was discussed separately:

- (a) Dugouts – These to be extended as per the circulated proposal, at the cost of the Football Club. Cllr Fleat proposed that, subject to the views of the Users' Group, the Council approve the extensions to the dugouts. This was seconded by Cllr Golby.

DECISION: By a majority, the Council resolved to approve the extension of the dugouts.

- (b) Pay Box – As per the circulated proposal, this would be a temporary wooden shed, placed at the corner of the pitch to manage entrance fees for spectators and removed/stored at the end of the season. Cllr Cripps proposed that, subject to a review in one year, the Council approve the proposal and this was seconded by Cllr Warden.

DECISION: By a majority, the Council resolved to approve the placement of a pay box and that this would be reviewed at the end of the next season

- (c) Floodlights – The Clerk summarised the documents and correspondence which had already been circulated and this was confirmed by the Football Club representatives. Some discussion was held in regard to the selected contractor – who was both highly recommended by other Clubs in the area and who was being very supportive in providing additional information in regard to the floodlights specifications, when questions had been raised by Councillors. Cllr Warden proposed that the Council approve, subject to planning permission being granted, the installation of floodlights on the main football pitch. This was seconded by Cllr Cripps.

DECISION: The Council resolved to approve the installation of floodlights on the main pitch at Jubilee Fields, subject to planning permission by a majority (with 2 abstentions)

ACTION: The Clerk to notify – in writing – all members of the Users' Group and ensure that there were no issues raised in relation to the Football Club's proposals.

18/054. Risk Management Scheme

The Clerk explained that a document had been drafted and circulated and, subject to approval by the Council at this meeting, would form part of the controls which the Council declares on the Annual Governance and Accountability statement. It is a working document and therefore subject to regular review and update as actions are completed but represents the position at the close of the year 2017/18 and will become the action plan for the new financial year 2018/19. Cllr Tarling proposed that the document be approved by the Council and this was seconded by Cllr Marchant

DECISION: The Council unanimously approves the Risk Management Scheme for 2017/18.

18/055. Financial Risk Assessment

The Clerk explained that as the Responsible Financial Officer it was not appropriate for her to complete a risk assessment in regard to the financial arrangements of the Council. This service was available through the Internal Auditor – Tim Light of Lightatouch – and she recommended that the Council contract the work to be done as per the quote of £100 for the first year, and then £60 for subsequent years if services were retained. This was proposed by Cllr Dance and seconded by Cllr Turner.

DECISION: The Council approved unanimously that Tim Light be contracted to complete the Council's financial risk assessment which would be reported back to the Council for review

18/056. Clerk Annual Leave

The Clerk proposed to take 26th – 29th March as annual leave. This would mean carrying over 2 days to the new year 2018/19 which must be approved by the Council; Cllr Cripps proposed and Cllr Turner seconded.

DECISION: The Clerk to carry over 2 days leave by unanimous approval.

18/057. Cango

As minuted at the February meeting, Hampshire County Council has confirmed the continuation of the Cango contract to March 2019.

As a result the Council had been asked to continue their support of the booking system by confirming a donation of £2000 to cover this period.

The Clerk confirmed that this had been marked in the budget and approval was proposed by Cllr Thomas and seconded by Cllr Marchant.

DECISION: To approve the donation of £2000 towards the booking system of Congo for 2018/19.

18/058. Finance:

(a) Payment Schedule

The Payment Schedule for March had previously been circulated.

DECISION: Cllr Turner proposed that the March Payment Schedule be approved. This was seconded by Cllr Cripps and agreed unanimously

(b) Accounts

The Accounts to 28th February had previously been circulated.

DECISION: Cllr Turner proposed that the Accounts be approved and this was seconded by Cllr Cripps, with unanimous agreement

(c) Flower Festival – Brought forward from the February Minutes, the Clerk requested approval for £40 to be donated towards a display at the Flower Festival. This was proposed by Cllr Turner and seconded by Cllr Warden.

DECISION: To award £40 donation to a floral display for the Flower Festival, to be created by Sue Rickman with the thanks of the Council.

(d) Grounds Maintenance contract

As previously actioned, the Clerk had put the grounds maintenance out to tender. Three were invited to quote, two were received. The current contractor offered the best value by a small margin and Cllr Turner proposed that the current contractor be awarded the contract for 2018, which was seconded by Cllr Cripps.

DECISION: The Council unanimously approved the award of the 2018 grounds maintenance contract to The Gardeners (South) Ltd at the quoted price of £5745+VAT, to be paid monthly.

18/059. Planning and Transport Committee Report

(a) Committee Meeting 8th March

Cllr Tarling noted that draft Minutes of the meeting had been circulated and published for some time. Since the meeting, further outcomes had been decided and he summarised these (see Appendix 3).

He noted that earlier that day, minor revisions had been made to application 18/00089 Beverley, Brighton Road. This application already had over 50 objections from residents, but these all respond to the original plans. The consultation date had been extended to 11th April, but as this was the day before the PaTC's next meeting, Sway have asked for an extension so that they can review and consider with the residents at that meeting and then respond.

Cllr Tarling confirmed that Steve Avery, NFNPA Executive Director for Strategy and Planning, will be attending the 12th April Planning and Transport Committee meeting to discuss the process around the Hatch Motors application and hopefully procedures more generally. Sway residents are most welcome to attend that meeting.

The NFNPA Planning Committee met on 20th March and no Sway applications were on the agenda. Cllr Tarling noted that there is a huge national backlog of appeals and the Planning Inspectorate are working to clear the backlog. He advised the PaTC members to keep a close eye on currently registered appeals (currently 2) and potential appeals (currently 7).

He updated members on the headlines of the NFNPA full Authority meeting which had taken place that morning, including: the suggestion of a joint planning department between NFDC and NFNPA; a plea for householders to keep hedges in their boundaries and manage the height of them; a 20% increase in pricing for pre-application advice; the consultation period for responses to the new National Planning Policy Framework which would be discussed at the PaTC meeting on 12th April.

(b) Transport Matters

Cllr Marchant provided an update on Community SpeedWatch activities which were taking place in the current week. On the VASLR he confirmed that 10 locations had been identified and approved in principle by HCC. Now there would be a public consultation for Sway residents to vote on the 3 final positions. A SurveyMonkey survey had been prepared which would open straight away with a closing date of 10th May.

(c) Cllr Warden Letter – note the letter to NFNPA

Cllr Warden reviewed his letters and explained his thoughts and reasons behind them. The Chair noted the circulation list was appropriate and excellent. Cllr Warden noted that the responses received so far have all been positive. His hope is that over time progress can be made. The Chair expressed gratitude for the effort made and accredited all the historical knowledge which Cllr Warden had to support those efforts.

(d) Planning Application 18/00054 Greenways, Pauls Lane, Sway

Cllr Marchant declared non-pecuniary interest as a neighbour and took no part in the discussion or voting on this application. This was brought forward for the Planning and Transport Committee to consider because revised plans had been submitted and the consultation period extended to 5th April. Huge improvements to the plans were noted.

DECISION: 5. We are happy to accept the decision reached by the National Park Authority's Officers under their delegated powers (unanimous)

Sway recommends the removal of further permitted development rights.

18/060. Stanford Rise – receive an update

Cllr Seacombe provided a brief update in regard to the Wild Play area. The new scheme at Holbury is opening on 4th April and the Officer has confirmed that she will then pay full attention to the Sway scheme. The wooden snake is being carved currently and this is exciting progress.

18/061. Jubilee Field Pavilion Working Group

Following the initial discussion at the February meeting, and the previously circulated note and draft Terms of Reference, it was proposed that a new Working Group be created to focus on the management and development of our various locations and facilities.

The Working Group would operate on the same premise as the Finance Working Group and be known as the Open Spaces and Facilities Working Group.

It was suggested that lease negotiations with the Sports Clubs be included within the Terms of Reference, as well communications with Friends of Stanford Rise (once the Task and Finish Group had completed its work on the current scheme). A review of the conditions attached to the Football Foundation's grant application would become an initial task of the new Working Group.

The Chair requested volunteers for the Working Group and Cllr Cripps, Cllr Pepper, Cllr Golby and Cllr Seacombe volunteered and were duly appointed.

18/062. Sway Village Hall

Cllr Thomas updated the members. A new Chairman was now in place (Cllr Turner). The Village Hall had been granted £22,000 from Hampshire County Council in response to two applications submitted. The Village Hall were waiting for details on the T&Cs of the grant award. Cllr Turner confirmed that the cinema project is moving forwards, with plans for installation in August, to go live in September.

18/063. Youth Centre – receive an update

Cllr Fleet confirmed that a meeting had recently been held and things were moving on well. He confirmed that the finances are in excellent state, with the building maintenance in good order. There had been a request for a larger waste bin at the front of the Centre and Cllr Rickman offered to sort this directly with the District Council.

18/064. Items for the Next Agenda

Cllr Marchant – the closing date for the Award Scheme nominations was set at 19th April to enable the consideration of the nominees at the next meeting. He noted that Sway News had kindly offered to sponsor one award and that Cllr Marchant himself would sponsor another award, both for 1 year of Sway News to an award winner.

Cllr Cripps – in light of the new Working Group, he suggested that the current rolling "Jubilee Field Pavilion" agenda item be removed and replaced instead with 'an update from the Open Spaces and Facilities Working Group'.

18/065. Date of Next Meeting

The next Council meeting will take place at 7.30pm in the Pavilion hall, on Thursday 26th April 2018.

With all business concluded, the meeting closed at 21:04.

SIGNED:..... DATE:.....

APPENDIX 1

In regard to two items for which the Cricket Club would like your approval:

1. Premises Certificate

As discussed at last month's meeting, the Cricket Club would also like to sell alcohol to over-18s at their matches. The Licensing Officer at NFDC has indicated that there would be no major issues with this application, and the Cricket Club would like to put it in place for the start of the season.

The questions raised at the February meeting can be answered, I believe, in the attached documents. These show the terms and conditions which apply to the Premises Certificate, and a short statement from Chris to support. A PDF copy of the draft application form, for your information is available to download [HERE](#) (too large to email).

ACTION: Please can you review the items and let me know if there are questions which you have that are not answered here so that Chris can respond prior to the 22nd March meeting.

2. Advertising Boards

This was mentioned last month but had not been agenda-ed. In summary, the ad boards would be fixed to the cricket nets during the season, facing the cricket pitch, and removed again. This is to enable some fund raising via sponsorship. They wouldn't be visible from the 'front' field / car park area of Jubilee Field, or the road. Please see the attached document which relates.

ACTION: Again, I hope to broker your questions back to Chris Baughan so that you are in a position to make a decision at the March meeting, in order that - if you approve - they would have time to progress, prior to the start of the season.



R Elliott Associates Ltd
Consulting Structural & Civil Engineers

APPLICATION FOR PARISH COUNCIL APPROVAL



Sway Cricket Club Pavilion

Jubilee Fields

Sway

Proposed Works

Sway CC is seeking approval to affix up to 8 advertising banners to the existing cricket nets at the Jubilee Field cricket pitch. The banners will be attached to the side of the nets facing the cricket square.

The adverts will be attached to the lower part of the nets so the top of the upper advert will be at about 5 feet high. The summer foliage on the existing hedges and trees plus a row of newly planted saplings between the football field and the back field will ensure that the adverts are effectively shielded from all sides and will only be visible to people actually present within the back field

The banners will be made out of mesh (example picture on drawing no. 4155 NET03) which will still let air pass through as in the past the cricket club have had problems with high winds damaging the nets. The proposed banners will only be displayed between middle of April and September (cricket season)

The back surface of the advertising banners will be green to blend in with surrounding foliage. We do not propose to limit the choice of colours for the front of the banners but are happy to be guided by the wishes of the council.

DRAFT

APPENDIX 2

Sway Football Club – Ground Grading Requirements**Meeting 6th March****Andrew Blackwell, Katie Walding**

I prepared a full list of all the items listed in the Ground Grading conditions and we worked through the list item by item. We discussed how each requirement would be met and focused on the current 'deficiencies' as listed by the Ground Grading Officer in his report.

1. Dugouts

Currently there 2 x 4-man dugouts. These need to be 8-man.

I spoke today to NFNPA Planning who are comfortable that this does not require planning permission. They pointed me to Permitted Development Part 12 (Development by Local Authorities) section A, and to the note "Interpretation of Part 12 – C: for the purposes of Part 12, 'local authority' includes a Parish Council".

PROPOSAL: To duplicate both existing dugouts and place the new ones adjacent to the existing ones (a section of railing to be removed in order to accommodate). At the expense of SFC.

2. Pay box

Whilst the formal requirements mention a turnstile, the Ground Grading Officer is happy with the provision of a 'pay box'. This would be a small shed at the entrance to the car park and could be removed and stored out of sight at the end of each season.

PROPOSAL: To place a small (3' x 5') shed at the entrance to the car park, which could be moved and stored out of sight at the end of the season. Recommended to be placed on the grass to the left of the gate as you enter the site. [Appendix A](#) shows the suggested item, to which a simple Perspex 'window' would be added. At the expense of SFC.

3. Floodlights Planning Application

I explained that it was a conflict of interest for any of the Councillors to provide planning application advice to SFC and that we have no ability to provide the proper drawings etc.

SFC has since clarified that the proposed contractor is able to help with this aspect. I have recommended again that SFC seek pre-planning advice (the paid service) and possibly the additional services of a planning agent in order to get everything exactly right and reduce the risk that the application is rejected again.

The NFNPA website reads "*Applications should be dealt with in eight weeks. This 8-week date starts on the date that all the information submitted is correct.*" SFC understand that permission could not possibly be obtained in time for the deadline but have received some indication that if everything else were in place, there may be some flexibility on the date beyond which acceptance could still be given, providing the floodlights were operational by 30th September 2018.

4. Funding for Floodlights

This is the responsibility of SFC who are investigating a number of possibilities currently.

5. Specification of Floodlights

At the January meeting, the question was raised about the type of lighting. I am attaching a copy of the contractor's response to the question of LED lighting. My understanding is that none of the local football grounds have LED lights; this is not the norm due to its prohibitive price tag.

5. Boundary of ground

The National Ground Grading – Category H document stipulates a boundary to the ground of minimum height 1.83 metres which immediately raised some concerns. However, the Ground Grading Officer has indicated that he considers the boundary hedging/fencing at Jubilee Field to be suitable and therefore no additional fencing or other boundary enhancement, is requested. The pitch perimeter barrier in situ is also accepted.

6. Safe walkway

This would be a roped walkway from the changing rooms exit door to the pitch entry point and would be temporary. SFC would put out posts and ropes prior to the match and remove again afterwards. The Ground Grading Officer accepts this solution.

7. Grandstand

The current grandstand in situ has adequate capacity. It will need to have seating allocations clearly marked (paint or tape). Signage to indicate 'no standing' in front of the seating is also required. SFC will mark the seats and provide temporary signage on match days.

8. Match officials' room

Whilst slightly smaller than the stipulated dimensions, the Ground Grading Officer indicates approval of this as is.

9. Stretcher

SFC will supply and manage this.

SUMMARY

I explained that the general feedback included interest in seeing other sites which were subject to the same grading, as this would help to illustrate the impact of the various requirements and how they were handled, in practise, by other grounds. Andrew is going to progress this idea and hopefully arrange for a site visit to a local ground which all Councillors would be invited to attend.

In addition, he believes that Hythe and Dibden Parish own the ground which their Football Club uses, and therefore has a similar arrangement to ours. I am happy to approach the Clerk (who I already know) to establish the similarities – and if this is relevant we could ask for their feedback or information as you felt necessary and helpful.

I also questioned the potential MUGA, should this happen at Jubilee Field in the future, and whether the previously identified position (between my office and the football pitch) could ever possibly be raised as an issue in the future. Andrew felt that it would in fact provide a natural boundary to the football pitch and actually be a positive.

NEXT STEPS

Please can you all review this information and the Ground Grading Officer's report, specifically in regard to the two proposals for consideration, and respond back to me with further questions or comments.

Katie Walding
7/3/18

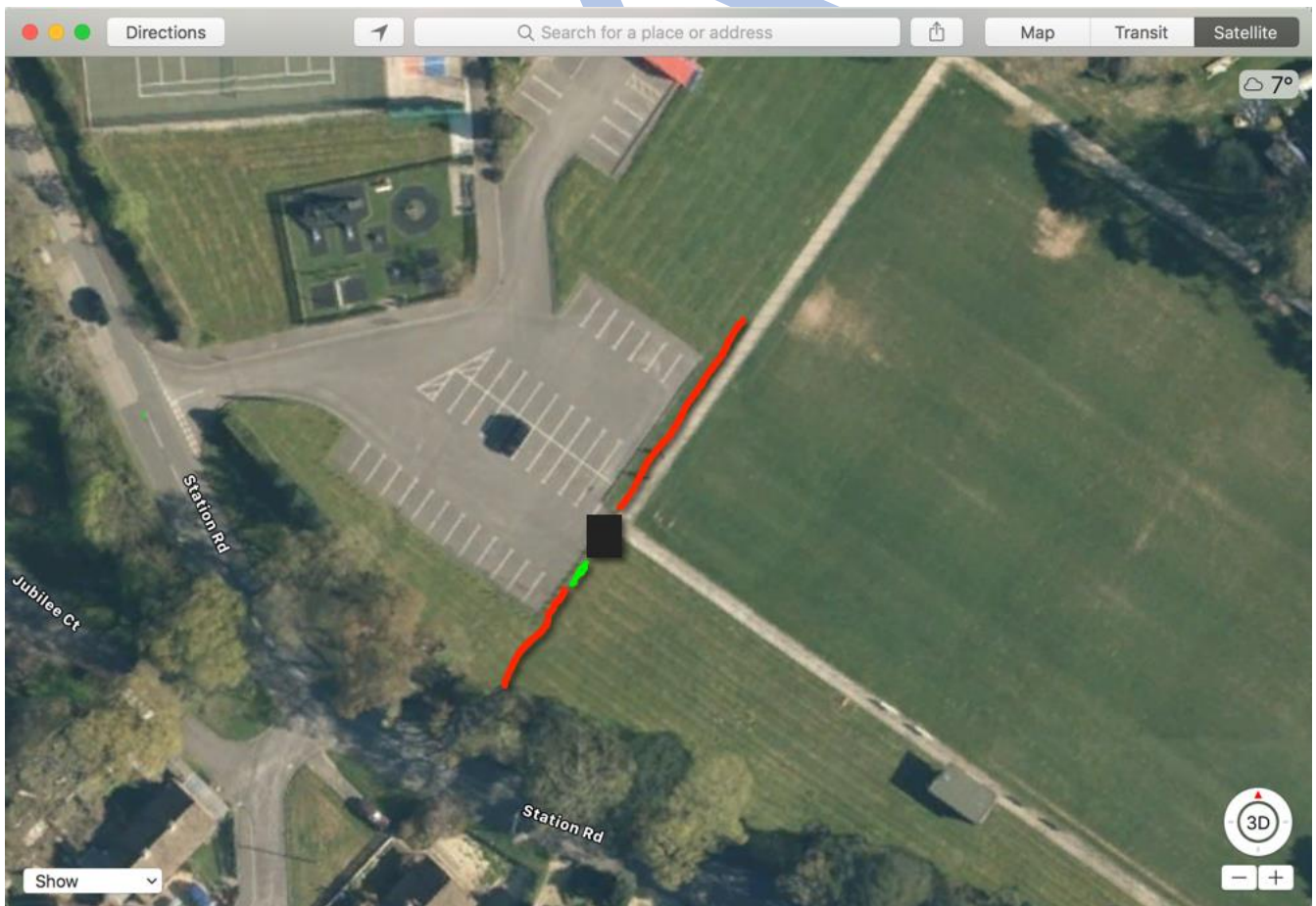
DRAFT

APPENDIX A

Proposed shed (3' x 5') to act as 'pay box' during the season.



DRAFT



APPENDIX 3 – Outcomes of Planning Applications since PaTC meeting

Number	Address	Title	Sway No.	Sway Notes	NFNPA Outcome	NFNPA notes
18/00021	7 Durrant Way SO41 6DQ	Three storey side extension.	4	In contravention of DP1 - the extension is too large and overbearing. The design doesn't fit with the Sway Village Design Statement (pages 18 and 20). The current plans are not sympathetic and that something less overbearing would be more appropriate.	Refuse 12 Mar 18	The proposed extension would, by virtue of its scale and conspicuous form, be inappropriate to the original house and the modest properties in the immediate locality. The development would therefore be contrary to the requirements of Policies DP1, DP11, DP6 and CP8 of the New Forest National Park Core Strategy and Development Management Policies DPD (December 2010), along with the Design Guide Supplementary Planning Document.
18/00026	Land east of Woodside, Shirley Holms SO41 8NL	Stables/storage building	1	This application is perfectly in-keeping with the rural location. The proposed site is well away from the road. An entirely appropriate design and style, within DP22.	Grant subject to conditions 13 Mar 18	Conditions including: development in accordance with drawings; roofing and facing materials to be agreed; for owners' horses only - no commercial use; no external lighting; and further permitted development rights removed.
18/00044	St James House, St James Road SO41 6AN	Single storey side extension	1	Sway would encourage: appropriate surface water disposal; matching facing and roofing materials in line with the Sway Village Design Statement.	Grant subject to conditions 14 Mar 18	Conditions including: development in accordance with drawings; facing materials to be agreed.
18/00035	Mount House, Sway Road, Pennington SO41 8LR	Outbuilding	2	The proposed building is very large. Its position (at front of the house relative to the road) contravenes the Sway Village Design Statement, and could perhaps be altered. Some concern was expressed that it could be converted to another dwelling in the future.	Grant subject to conditions 20 Mar 18	Conditions including: roofing and facing materials to be agreed; further permitted development rights removed; for incidental use only; and development in accordance with drawings.
18/00064	Little Mead, Hollies Close SO41 6BD	Replacement outbuilding	1	Matching materials on the roof (it was agreed that the timber front was acceptable). Suitable surface water disposal.	Grant subject to conditions 21 Mar 18	Conditions including: for incidental use only; development in accordance with drawings; and roofing and facing materials to be agreed.