



Minutes of the Meeting of the Council held on Thursday 22nd November 2018, at the Jubilee Field Pavilion

Present:

Cllr Stephen Tarling, Chairman
Cllr Barry Rickman
Cllr Graham Turner
Cllr Len Thomas
Katie Walding, Clerk & RFO

Cllr Kevin Cripps, Vice Chairman
Cllr Ted Fleat
Cllr Hugh Marchant
Cllr John Warden

In attendance:

Sway News and 24 members of the public (MotPs)

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

18/211. Apologies

Received from Cllrs Golby, Seacombe and Pepper.

18/212. Declarations of Interest

Cllr Marchant is a member of the Friends of the New Forest Planning Committee. Cllrs Marchant, Thomas, Cripps and Tarling are all Community SpeedWatch volunteers (in relation to item 18/219).

18/213. Policing and Crime in Sway

A lively and informative discussion with Inspector Scott Beney from Hampshire Police. Key points raised included:

- Inspector Beney is new to the area but has long experience in Hampshire Police;
- There is £90M less in their budget since 2010 and after 4 efficiency reviews;
- There are 1500 less staff in the Hampshire and Isle of Wight since 2010;
- Recorded crime has increased from 100,000 in 2010 to an expected 170,000 in 2018;
- Currently there is no confirmation of the 2019/20 police budget;
- Out of 43 national forces, Hampshire is roughly 38th lowest funded pro rata;
- Resources are therefore extremely tight and difficult decisions must be made;
- Deployment criteria include threat, harm and opportunities (to resolve) and risk;
- A triage system categorises all incoming calls and they are prioritised accordingly;
- The identification of suspects is always helpful. Action may well be taken that is not publicised but is happening behind the scenes;
- Decisions on resourcing are always made based on reported crime;
- It is important that all crimes are reported so that a true picture is available to those making such resourcing decisions;
- Sometimes work is being done by the Police which the public are unaware of, but which contributes to the resolution of crimes; an example is the recent increase in non-dwelling burglaries in Sway and Boldre (up from 2 in three months to 7 in three months) where 4 people have recently been remanded in custody;
- Crime figures published are for Sway and Boldre combined. In the last 12 months there were 187 crimes, compared with the previous 12 months (rolling) when there were 207 reported crimes;



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- The Chairman noted that Sway contributed £300k from their council tax, with an additional (approx.) £200k from Central Govt. Inspector Beney explained that the stark reality is that resources are placed on the highest harm offences. Unfortunately, funding from Sway is not directed straight back specifically to Sway. He went on to explain that crime is transient and creates waves. Gangs move around committing higher level crime which, in turn, generates low level crime;
- There are recognised frustrations with the 101 telephone service, and this has resulted in the provision of online submission of non-urgent crime reports;
- The Clerk will publish links to both the online reporting tool and the crime map, on social media and the Council's website;
- Inspector Beney will look into the Community SpeedWatch follow up process and report back if possible;

Members noted that previously a regular crime report was made to the Council meetings and this no longer happened. Inspector Beney indicated that he (or one of his team) would aim to attend quarterly for updates when possible, and that the Beat Surgery which had just been started up again would run four-weekly for residents to get direct access to a PCSO. The Clerk would publicise the Surgeries. These two sessions would provide opportunities for residents both during the day and evening to give a wider reach.

Some pointers on prevention were also discussed with MotPs:

- Use visible padlocks and if possible security lighting; burglaries are mostly opportunistic and obvious deterrents are off putting;
- Don't leave valuables in vehicles, including satnav/phone holders stuck to windows;
- CCTV is definitely preventative and offers identification possibilities;
- Always report a crime.

The Chairman thanked Inspector Beney for his time and looked forward to welcoming him to future meetings.

18/214. Minutes of the previous Meeting

Draft minutes of the meeting held on 25th October 2018 had been previously circulated and published. Members who had been present at that meeting unanimously approved the minutes as an accurate record and they were signed by the Chairman.

18/215. Chairman's Report

The Local Plan hearings were completed over nearly two weeks previously and were impressively represented by 5 members of the P&TC who attended and presented on 6 of the 14 sessions. Sincere thanks proffered to Cllrs Marchant, Seacombe, Warden and our Tree Representative Karen Marshall for their dedicated efforts.

The Council had received a letter from the Royal British Legion who had apologised for the late delivery of silent soldiers previously, but wrote formally to give thanks for everyone's efforts for Remembrance. The Chairman also thanked those around the village who contributed to Sway's impressive and considerable labours, and to the Councillors and Clerk who also contributed.



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There would be drinks and nibbles after the Xmas meeting on Thursday 20th December, to which all members and residents were duly invited.

The Clerk had informed the Chairman that legally the Council can't hold the Annual Meeting as planned on Thursday 9th May because there are not enough clear days for the legal notices following the elections on 2nd May. This is because the new members do not officially take office until Tuesday following the bank holiday. The Chairman therefore proposed to move the Annual Meeting back a week to 16th May and suggested that the P&TC may wish to schedule its first meeting of the new Council to Thursday 23rd May accordingly.

Finally, the Chairman noted that one of the most important decisions made by any Council was the budget and Precept for the parish. He noted that the final budget would be presented for approval, by the FWG, in good time for the December meeting.

18/216. County Council Report

Cllr Mans updated the members on county matters including:

- The County Council budget had now been published
- The new fund for Local Councils supported the devolution approach
- In order to support statutory services (e.g. elderly care and children's services) funds must be reallocated from discretionary services that local councils were originally set up to provide. Cllr Mans finds this very frustrating.

He offered thanks to NFDC via Cllr Rickman, who had confirmed that all new developments in the NFDC area would be required to have fibre optic to their doors. This would achieve a number of benefits: new home owners would automatically have it, meaning funding could then be focused on existing homeowners that were still waiting. Cllr Rickman also pointed out that developers would have an additional selling point. Cllr Mans noted that NFDC was one of the first districts to commit and that he would be looking to others to follow

Finally, a brief update on the Congo bus service which had been reprieved for the following year, with its budget allocated under Community Transport. Cllr Mans was waiting for confirmation on what changes this might mean for passengers. Cllr Warden thanked him for his support and effort.

18/217. District Council Report

Cllr Rickman noted that the Leisure Services review was under way; NFDC has 5 centres currently heavily subsidised. He was clear that there was no threat to service itself, but purely a review on how it is delivered.

He went on to explain that sadly homelessness was a growing problem in the New Forest. NFDC would be changing the register of homes needed and its prioritisation criteria and also launching a new programme to build social homes. The District Council aimed to announce 600 new properties in the New Forest. He noted that the greatest need was for smaller units and single residences. Communal homing offered some possibilities too.



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At the recent Sway Welfare Aid Group AGM which Cllr Rickman had attend, focus was given to the Appletree Careline, a valuable service offered by NFDC. He felt that some Sway residents may not know that they can use that service and that some subsidised services might be available for those struggling to pay, where kit had previously been purchased and returned to the service when families did not need it any longer.

ACTION: The Clerk to invite the service to speak at a future meeting.

18/218. Clerk's Report and Correspondence

1. Maintenance on the Pavilion was progressing: lockable cupboards, lighting in the hall, the pipework schematic and plumbing changes, putting the blinds up, cleaning the guttering.
2. A new mower was purchased for the allotments at a cost of £266. The Association Committee have already donated £200 towards the cost. Many thanks to them.
3. The Tennis Club had raised the question of building and installing a mulch bin at the back of the Pavilion on the tree line, this could be used for the leaves and other garden waste that could be used then on the garden outside; a volunteer gardener is now looking after that space. The Council were happy to support the idea.
4. The NFNPA have been working with the commoners and other local organisations to try and reduce the annual spike of animal road deaths as we move into the winter. They had asked if the Council would like to install their animal casualty silhouettes at Jubilee Field for a two-week period to help educate locals. Given the high volume of footfall and traffic into the site every day it would likely be a good reach. Hampshire Highways had confirmed that the exterior verge should not be used and so the suggestion would be to place them inside the main entrance to the left of the children's playground. The Council unanimously approved.
5. SPUDworks (at the site of Artsway as was) have run a project with their youth group "blue sky thinking about how to improve Station Road for the benefit of businesses and local people". Members were invited to their premises next Wednesday, 28th November from 6-7pm to see their presentation of ideas. Any RSVPs to be given to the Clerk.
6. The Verderers' election was uncontested and they had written to declare the election of Dionis McNair and David Readhead.
7. New Forest Business Partnership would be hosting their Brilliance in Business awards at Careys Manor on the evening of 6th December. Tickets were available.
8. The next Junior Parish Council meeting would be on Saturday, 1st December at 11.30am. If any members could spare an hour afterwards to help putting up posters in the village with the juniors, they would be most welcome.

18/219. Finance (see also Appendix 1):

a) Earmarked Reserves

DECISION: Cllr Cripps proposed that Council approve the release of the £5000 earmarked reserves to enable payment for the VASLR, but recommended holding back £500 for ongoing maintenance. This was seconded by Cllr Marchant and approved by unanimous vote.



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b) Payment Schedule for November 2018

This had been published and circulated previously.

DECISION: Cllr Cripps proposed and Cllr Rickman seconded that the Payment Schedule be approved and members unanimously agreed.

c) Bank Reconciliation for October 2018

This had been published and circulated previously.

DECISION: Cllr Cripps proposed and Cllr Warden seconded that the Bank Reconciliation be approved, and members unanimously agreed.

d) Finance Working Group (FWG)

Cllr Cripps confirmed that the FWG held a meeting on 6th November where they had discussed the budget, which would be presented under item g) below.

e) Audit half yearly review

The report from the Internal Auditor was noted and Cllr Cripps drew members' attention to the four key points: to review the Council's investment strategy; to resolve arrangements regarding security at Jubilee Field; to update the risk register in light of various changes, and to consider creating a disaster recovery plan.

f) Asset Register

An updated version had been circulated and was noted.

g) Draft Budget

The Clerk had provided the initial figures based on the Council's expected commitments for 2019/20. The FWG had then undergone a line-by-line review at their meeting. Cllr Cripps asked that members look through numbers and respond with any comments or questions to both himself and the Clerk over the next week. The FWG would then meet once again to update and finalise the budget in good time for consideration at the December meeting.

18/220. Open Spaces and Facilities Working Group (OS&FWG) (See also Appendix 2):

a) Playground additional equipment

Following a meeting of OS&FWG with some village parents to consider the upgrade of the playground, it was ascertained that a number of options were available. A large number of MotPs were present at the meeting and spoke in favour of changes, preferably for both younger and older children. They recognised the excellent facilities already in place but acknowledged that not only could the existing equipment (in some cases) benefit from upgrade, but perhaps also extended to accommodate older children. They also wished to volunteer to help the Council progress any project.

Cllr Cripps noted that there was the potential for s106 funds to be used and the Clerk confirmed this. The parents raised the possibility of fundraising to contribute to the funds available. The Clerk noted that grant funding was also an avenue to explore.



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Cllr Mans noted that he had a fund with approx. £500 available for contribution which could be applied for. He was warmly thanked for his offer.

ACTION: The Clerk to apply for funding at the appropriate time.

DECISION: Cllr Cripps (as Chair) confirmed the recommendation of OS&FWG to convene a working party, to be led by Cllr Seacombe and supported by the Clerk. The working party would research viable solutions and consult with parish children, including the Junior Parish Council. This was seconded by Cllr Marchant and approval granted by unanimous vote.

(12 MotPs left the meeting.)

b) Playground safe surface

The Clerk had taken advice from a number of experts and offered a solution to the issues with the wet pour edging. These had been provided by the ROSPA Inspector in collaboration with a groundsman. The first section would be commenced the following day, weather permitting, and the Clerk hoped to report back favourably next month.

c) MUGA Earmarked Reserves

The earmarked reserves had been set aside a number of years ago. After a recent request to the village via Sway News for residents' support, the OS&FWG had considered this and recommended releasing the £5000 earmarked for a potential MUGA and re-allocating it, perhaps the playground? After a brief discussion it was felt that any decision was premature and should be left as is currently and reviewed next month.

d) Allotments Fencing

The north boundary fence of the allotments needed re fencing and the Clerk had been asked to obtain quotes. Three contractors were invited to quote but only two responded. There followed a brief discussion on the use of existing posts in some cases, and confirmation on various points by a member of the Allotment Committee who was present.

DECISION: The quote from Contractor B was proposed Cllr Marchant and seconded by Cllr Warden. This was approved by unanimous vote, with one abstention by Cllr Cripps who is an allotment holder.

e) Grounds Maintenance for 2019

It was noted that the contract had been tendered only 8 months ago before the current contractor was awarded the work for 2018. The Clerk recommended therefore, that the existing contractor be offered a contract renewal.

The contract value for 2019 had already been quoted to include the increased work at Stanford Rise Green.



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DECISION: It was proposed by Cllr Cripps and seconded by Cllr Rickman that the existing contractor be offered a renewed contract for a period of two years, to include a break clause at the end of the first year, and a 2-month notice period on either side. This was approved by unanimous vote.

f) Pavilion Reinstatement Valuation

Following research by the Clerk and advice from the internal auditor, OS&FWG would recommend that the Clerk's advice to obtain a reinstatement valuation of the Jubilee Field Pavilion be followed. Quotes had been received from chartered surveyors able to carry out such a valuation.

DECISION: The quote from Surveyor B was proposed by Cllr Cripps, seconded by Cllr Thomas, and approved by unanimous vote.

g) Pavilion Security

Following research by the Clerk, it was recommended that the alarm keypad control be upgraded to enable automatic – and also remote – arming and disarming of the Pavilion intruder alarm.

DECISION: The current maintenance contractor of the alarm had quoted £340 inc VAT to carry out the work and this was proposed by Cllr Cripps, seconded by Cllr Thomas and approved by unanimous vote.

h) Jubilee Field Security

Following repeated concerns being raised to the Clerk about the sporadic (at best) closure of the barrier to the Jubilee Field site, and the potential risk for overnight damage, or incursion by travellers if the site was left unsecured, the Clerk had reviewed the options available to the Council.

After some brief discussion, it was agreed that, in principle, the idea of a solar powered barrier which could be automatically locked shut at night and unlocked again in the morning was a good one. It was also noted that all the sports clubs had indicated favourably to the idea and would consider making some contribution towards the cost.

DECISION: Cllr Cripps proposed, and Cllr Fleat seconded the recommendation that the Clerk pursue detailed quotes and specifications for such an upgrade to the barrier and report back to the Council for consideration.

i) Tree works

The 2018 tree survey had been carried out and circulated to members along with quotes obtained by the Clerk for the recommended works. The Clerk noted that a few trees on the SRG survey were – in fact – not the responsibility of the Council and they would be removed from the works to be carried out.

DECISION: Cllr Cripps proposed, and Cllr Marchant seconded that the quote from



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Contractor C be accepted and this was approved by unanimous vote.

j) Jubilee Field Bins

Following the retirement of the caretaker, the Clerk had requested support from Councillors for the emptying of site bins and collation of refuse for collections on a Friday, when she did not open the Parish Office. It was suggested that a schedule be drawn up to enable allocation of dates to each councillor and the Clerk would draw up a checklist of what was required.

18/221. Planning and Transport Committee (PaTC) (See also Appendix 3):

a) Committee Meeting 8th November

The minutes of the meeting had been published shortly after the meeting and Cllr Marchant had also distributed a report on updates since (see Appendix 3).

i. 18/00736 Land at Quarr House

A draft response had been previously recommended on two occasions by the Committee, but following amended plans and receipt of a Parish Briefing Note and extension to the consultation period, the Committee needed to revisit again. It was noted that changes were minimal and MotPs present urged the Committee to remain with their draft recommendation of a (4) – refusal.

DECISION: It was agreed that the Committee would note the additional papers and reiterate the previous reasons stated but remain with (4) - refusal. Cllr Tarling would draft the updated response and pass to the Clerk for submission. This was unanimously approved by Committee members present.

ii. 18/00831 Rose Garth, 4 Normandy Close

This application had also been previously considered and a provisional response recommended by the Committee of (5) with some notes. This was pending a Parish Briefing Note which had now been received and distributed.

DECISION: To confirm whether the property counted as a small dwelling and so contravened DP11, in which case the Committee would recommend a (4) – refusal. Otherwise to maintain the recommended (5) – to support the Officer's decision – with supporting notes as drafted. This was unanimously approved by Committee members present.

iii. Local Plan Hearing

An update was provided by Cllr Marchant in his written report previously circulated (as Appendix 3).

(10 MotPs left the meeting.)

b) Transport Matters

Again, Community SpeedWatch was covered in Cllr Marchant's report (Appendix 2).



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18/222. Sway Village Hall

Six films had now been shown at the Cinema. Two films had been scheduled for December and titles planned through to February 2019. On Saturday 8th December the Cinema would be showing “The Polar Express” as a matinee, and children could then process through the village to the Christmas tree lighting at the Silver Hind, carrying LED tealights.

The Village Hall Committee had produced a ‘What’s on’ flyer for Sway – and they were hoping to produce this quarterly from February. It was confirmed that an advert for the Congo bus service would be appearing for free on film nights to remind all residents of this valuable service.

18/223. Youth Centre

No meeting had been held, so nothing to report.

18/224. Other matters for discussion – from Councillors and/or the public

- Cllr Marchant – updated on the proposed road closure of South Sway Lane due to take place on 26th November. Signage had been incorrectly placed on Old Vicarage Lane and there were unrelated roadworks with traffic lights at the other end of South Sway Lane to further add to the confusion. This had all been reported.
- Cllr Fleet – noted that running costs for the Jubilee Field site and pavilion are high, with a number of maintenance jobs, updates and repairs needed and these require a close eye and careful planning.
- Cllr Thomas – questioned the future of the silent soldiers: how long would they remain in situ and what would then happen to them after that? The Clerk confirmed that they would be stored and used annually to support the village remembrance commemorations. It was agreed that they should be taken down at the same time as the poppies were removed.
- An MotP asked for news on the missing post box by the allotments and the Clerk confirmed that the twelve-week assessment period was coming to an end and that she had already followed up with Royal Mail to ask what could the Council and residents do to support its reinstatement. She was waiting to hear more.
- An MotP asked about the replacement of the bin at Stanford Rise Green as she thought it had been previously agreed that it would be replaced, but this had not been resolved. The Clerk would look into it and report to OS&FWG.

18/225. Items for the Next Agenda

None were offered.

18/226. Date of Next Meeting

The Chairman confirmed the next meeting would be on Thursday 20th December 2018.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that the Public and Press be excluded from the meeting at this point due to the confidential nature of the business to be discussed.



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The Clerk also left the meeting at the request of the Council.

18/227. HR Working Group (HRWG)

Members of the HRWG had previously prepared and distributed a report, with recommendations, to all members. These were approved by unanimous vote.

With all business concluded, the meeting closed at 21:30 pm.

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

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APPENDIX 1 - Notes from the Clerk to Support Agenda

9. FINANCE

- a) Earmarked Reserves – to approve the release of payment for VASLR**
We currently hold £5000 earmarked reserves for this purchase. Total invoice (as seen on payment schedule) is £2925 (exc VAT). I recommend that we hold a further £250 to cover the future purchase of replacement batteries (expected to last 3-6 years) and the difference of £1825 is returned to General Reserves.
- b) Payment Schedule – to approve for November 2018**
Lawnmower for the Allotments purchased for £266+VAT and a donation made by the Association for £200 towards it.
- c) Bank Reconciliation – to approve for October 2018**
- d) Finance Working Group (FWG) – to receive an update**
A meeting was held on Tuesday 6th November.
- e) Audit half yearly review – to note the report from the internal auditor**
Following a meeting with the Clerk on 31st October to review the half yearly position.
- f) Asset Register – to note the updated version**
Updated to include purchases in 2018 and disposal of lawnmower.
- g) Draft Budget – to consider**
Initially drafted by the Clerk, then reviewed and amended following FWG meeting; for initial consideration and discussion. No project or other suggestions have been received which would affect the budget. Final budget to be presented at December meeting, followed by setting of 2019/20 Precept.



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APPENDIX 2 - Notes from the Clerk to Support Agenda

10. OPEN SPACES AND FACILITIES WORKING GROUP (OS&FWG)

a) Playground additional equipment – to consider approval of a working party which will research viable solutions and consult with parish children

Members of the OS&FWG and Clerk met with residents in October to discuss options around improvements to the playground. Two separate considerations were identified:

1. Extend the playground

This option would allow provision of equipment to suit older children. Sway PC has £5753.20 in s106 funds available for drawdown (“funding is available to support the local community needs for open space, outdoor sport and recreational facilities”).

2. Update the existing playground

Discussion at the meeting considered the update of (specifically) the roundabout in the existing playground and also potentially the springy elephant and motorbike. It is felt by some children and parents to be ‘scary’ and too big/fast for smaller children. There are many slower / accessible roundabouts which could replace the existing one, or the children may opt for a different piece of equipment.

It is recommended by the OS&FWG that a working party be formed with volunteer residents (supported by Cllr Seacombe and the Clerk), to establish a shortlist of viable solutions (in terms of both space and budget) and then to consult the parish children (and Junior PC) for their selection in regard to both 1 & 2 above.

b) Playground safe surface – to note the planned medium-term solution

Following advice sought from Fawley PC Groundsman (who previously carried out remedial work on the wetpour earlier this year) and the ROSPA Inspector, Nick Adams, a solution has been worked up and documented by Nick. This addresses the issue of the rotting wood surround to sections of wetpour, where the wood breaks away and leaves a trip hazard as well as risk of splinters. Nick instructs:

- I. remove the decayed section of timber edging.*
- II. gently lift & thoroughly clean out all obstructions/debris from beneath the rubber surfacing material that would prevent it re-laying flat/flush*
- III. provide no.8 corrosion resistant round headed screws of adequate length and insert horizontally and securely into the rubber safer surfacing material edge (the frequency of screws depends on the unevenness and the degree of resistance of the rubber material)*
- IV. each screw must be at least 15mm from the upper surface*
- V. insert stout metal pegs (tent) with hooped tops hammered securely into the material below the void left by the decayed timber edgings and to engage with each individual screw until the surfacing becomes flat/level at the edge (using a straight edge to check) thereby securing the rubber & preventing further lifting*



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- VI. *if particularly deep timber edgings were used it may be necessary to provide longer pegs to achieve a firm anchoring*
- VII. *infill the remaining void left by the timber edgings with compacted fine topsoil & seed or turf (as preferred) flush or just above (say 10mm) the surfacing level to facilitate grass cutting.*

The work is being carried out by Andrew Lee (who was suggested to me by Nick, having worked with him at the site training session in 2016. Nick is happy that the work is well within Andy's capabilities without specific or specialist training). Andy and I both agree that turf is the right choice as it means the playground can be used immediately by the children, and there should be little concern for watering at this time of the year.

Nick Adams has seen this solution carried out at other playgrounds with success. He proposes to come and monitor an initial length being carried out (at his own expense). It is low cost and can be completed quickly – Andy will focus on the immediate high-risk trip hazards which are to the front left of the slide and the left side of the roundabout (as you look from the car park) over the next week or so (weather dependent). He will continue to work around each edge where the wood has failed or is failing, over the next few weeks.

c) **MUGA – to consider re-positioning of MUGA earmarked reserves to playground**

Following the Sway News article (and our meeting in September) requesting residents to volunteer to join a working party to progress plans, no volunteers came forward. It should be noted that Chris Baughan (Cricket Club) has indicated he would join a working party, and that previously John Bailey (Junior Football Club) had also expressed support for the MUGA.

The consideration is whether, due to lack of volunteers to help progress the project, the council should therefore suspend the project and re-position the £5000 earmarked reserves towards the playground, which would benefit from an update to some equipment.

d) **Allotments Fencing – to consider quotes for replacement of north edge boundary**

The Allotment tenants have been patching the fencing at the back of the site for some time. It is now in such a poor condition as to need replacing.

The proposal is for the replacement of stock fencing above, and rabbit fencing at the bottom which would be buried into the ground. Some posts will need attention. The job is complicated due to the need to make good each section at a time, to prevent stock breaking in overnight. Costs reflect this extended time estimate.

Quotes have been received as follows:

- Contractor A – £3500 + VAT (Quote attached to members)
- Contractor B – £2390 + VAT (Quote attached to members)
- Contractor C – still awaiting quote (now promised for Monday) **never received*



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e) **Grounds Maintenance for 2019 – to approve recommendation on contract renewal**

The schedule of works was put out to tender in February this year and our existing contractors remained the best value. Over this year they continue to be reliable and helpful. With the exception of one incident (a genuine mistake and compensated for by them, without argument) they cannot be faulted in quality of work or flexibility to accommodate our requests (including an increased work load at SRG without any additional cost to this year's contract).

The Council is obliged to seek competitive quotes for new contracts but legally is able to offer a multi-year contract – with appropriate break clauses – for contractors who continue to provide good value and service, rather than instigate the tender process every year.

It is therefore proposed by the Clerk, that the Council considers renewing the contract with the existing contractor for a further 2 years (with break clauses at the end of year 1 subject to a notice period on either side) to remove the need for re-tendering annually and to fix a price through to spring 2021.

f) **Pavilion Reinstatement Valuation – to approve spend on consultant surveyor**

Risk associated with the asset register assessed by the Clerk has identified an issue in regard to the current stated reinstatement value, set at approx. £440k. This appears to be a figure that has been arbitrarily increased by an inflationary amount for a number of years. Upon investigation and advice from a number of local experts, it would appear that the Council may be significantly under insured in this respect. A rough calculation using market intelligence suggests a figure of over £1M.

To this end, quotes have been received by three separate consultant surveyors with commercial and public property expertise, to perform a survey on the Pavilion and provide an accurate reinstatement valuation. This could then – with their advice – then be marked up by a suitable % each year for a number of years before such a survey was needed again.

The recommendation is that the Council approves the cost of a reinstatement valuation survey by a professional, to safeguard their responsibilities on behalf of the electorate in appropriately protecting the facility at Jubilee Field.

Quotes received:

- Surveyor A - £125+VAT per hour (they suggested 'a few' hours)
- Surveyor B - £125+VAT per hour (they suggested 1-2 hours)
- Surveyor C – up to £500+VAT to complete

g) **Pavilion Security – to approve upgrade to alarm keypad control**

Following the ongoing debate about locking the building at night, I have researched the possibility of upgrading the alarm system to enable automatic arming at night and disarming in the morning. Atech Security – who continue to provide an excellent service to us – have quoted for an upgraded keypad/control system which enables this, and



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more. It can be accessed securely (remotely) to enable arming/disarming without visiting site, tracking for different users and of course a manual override. The quote includes supply, installation, configuration and instruction.

To approve the cost of upgrading the alarm keypad controller by Atech Security at a cost of £340+VAT (quote attached).

h) Jubilee Field Security – to consider options regarding barrier

I have spent a lot of time on this over the summer. Having been unable to clarify exactly what the arrangements were previously, I did ask the user groups if they would be willing to join in a rota system to enable systematic lockdown at night. Tennis were happy to do Wednesdays (which they already reliably do now) and Senior Football committed to Saturdays between September and April. Cricket also offered Saturdays on the opposing April to September weekends. Junior Football felt unable to commit as they are never there in the evenings and do not use the Pavilion at all.

An assessment of the risk shows that there is a realistic albeit low chance that travellers could move onto the site. This has happened in a few instances on public land at Eastleigh and near Ringwood over the summer. I also know of at least two parishes (Hampshire but not New Forest) with smaller open spaces who have suffered. A councillor who spoke at the HALC AGM last weekend noted that it took 12 days to issue the section 61 notice, and in that time the travellers had been riding their quad bikes repeatedly on the sports ground causing £5000 of damage and rendering the pitches unusable.

Our insurer notes that we are covered if we have taken appropriate mitigation to ensure reasonable security but they have so far been unable to give me any statistics on councils claiming. As you can imagine the risk is not purely financial (although it would be significant), but it could also lose our sports clubs a full season of play and create months of additional ground restoration works.

As a result, I have investigated the following options:

- Pay a local to perform this task every night (no one wants the job!)
- Pay a local security firm to come to site and lock up each night (£40 per night)
- Install an automated barrier

The third option would be my recommendation, but with no power currently at the front of the site the costs of a powered barrier system would be prohibitive. Popular now are solar powered systems, where sunlight provides charge to run the automated closing and opening of the barrier. This provides an eco-friendly solution, with little to no running costs (expect to replace the battery every few years) and full automation meaning no man-hours needed. Given the low frequency of raising and lowering (we only need to replicate the current 'open in the morning and closed in the evening' pattern) a solar system would work well for us, even in the winter. In case of problems, there is a manual override.



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I have approached the sports clubs informally and enquired whether they might consider a donation to such an improvement to site security. Cricket, Tennis, Senior and Junior Football have all indicated positively to contributing towards the cost. I may also be able to secure some funding towards a purchase, given the environmental angle.

The proposal is therefore to approve – in principle – the cost of upgrading the barrier to a solar powered, automated system to enable the site to be secured at night. This enables site visits to be organised and detailed and specific quotes to be provided.

Initial quotes received:

- Provider A - £5820+VAT supplied and commissioned
- Provider B - £3695+VAT supplied and commissioned (attached for information)

(Quotes subject to site survey. Specific quote to be approved by Council prior to order.)

h) **Tree works** – to consider quotes for tree maintenance works following survey

The tree survey was carried out by the NFDC corporate tree officer in September. Her report is attached for information.

Three quotes have been received for the works. All prices exc. VAT

	<u>Medium/High Priority Trees</u>	<u>Low Priority Trees</u>
Contractor A	£1394	no quote provided
Contractor B	£1055	£2750
Contractor C	£990	£1445

i) **Jubilee Field Bins** – to request support from Councillors to produce rota that spreads workload evenly

Bins across the site to be emptied (if required) and new liners inserted on Mondays (refuse collector comes v early Tuesday morning) and Fridays (refuse collector comes mid morning).



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APPENDIX 3 - Planning and Transport Committee report
to Sway Parish Council Nov 2018

Our Chair has asked that I provide this written update so as to reduce the amount I have to say at this Thursday's meeting. The draft minutes of our 8th November meeting have been on the website for quite some time so I will not dwell on that beyond saying it ended in record time at 8:22 pm.

Things deferred from that meeting:

Item 11 a).i 18/00736 Land at Quarr House – to confirm draft response following amended plans and Parish Briefing Note

This application has been debated twice before. At the October PaTC meeting it was provisionally decided to recommend refusal but to leave the final decision to the NFNPA officer, but also that we defer final decision on this response until the October full Parish Council meeting to allow residents time to respond.

At that full meeting in October we changed our recommendation to a hard refusal (4) after hearing and seeing those responses.

Just before 8 November's PaTC meeting, amended plans were submitted to the NFNPA. Since residents again had been unable to respond, it was again decided to defer our final response to the full Parish Council meeting – (this one).

Now is time for the PaTC to decide on our final response.

Item 11 a).ii 18/00831 Rose Garth, 4 Normandy Close – to confirm draft response

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

Sway would recommend:

- addressing the issue of surface water run off from the car port which could run on to the neighbouring property;
- all materials used should match those existing;
- the garage should be limited to use as a store room only;
- removal of permitted development rights.

It was agreed that the Committee should await a Parish Briefing Note and any comments from neighbours.

Now is time for the PaTC to decide on our final response.



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Item 11 a) iii NFNPA Draft local plan hearings

Although excluded from two of the eight matters where we originally expected to contribute, that still left us with a lot of work preparing for and presenting at the other six.

Cllr Warden attended most if not all the meetings throughout the 2 weeks so will no doubt be able to provide a much more comprehensive report on the proceedings.

Those where we contributed involved myself, Cllr Tarling and Cllr Seacombe along with Karen Marshall our tree representative. At each of those sessions, one or other of us led with another supporting with suggested approaches and arguments.

The inspectors were very patient with us, understanding that we were lay people representing Sway residents and that we often would not have the detailed knowledge of the intricacies of many of policy issues that other contributors such as the NFNPA staff, paid barristers or planning experts might be able to exhibit.

The following will hopefully appear in December's Sway News and provides a very useful summary of our participation. Many thanks to Cllr Tarling for this:

In the first week Sway pleaded for the preservation of hedges, better boundary treatments, and more parking for retail development.

Then in a long session on housing matters Sway put the case for small and affordable housing, suggested that some priority should be given to local younger people, supported maintaining the local low residential density in our defined village, and the need to control excessive outbuildings.

Throughout the hearings Sway reinforced the need for effective planning enforcement.

In the second week the potential for the land off Church Lane was explored and Sway set out a number of important factors. These included the maintenance of the 400m zone, and the supply of potential back-up grazing; the importance of low density, smaller units, the need for affordable dwellings, the lamentable state of our infrastructure and the need to improve parking and congestion on Church Lane.

On employment sites Sway want to ensure they are located sensibly and with appropriate highway access, and are not over-extended by a series of developments.

On retail development Sway made a strong case to include the cluster around the junction of Station Road with Middle Road Sway and Heron Close in the retail frontage.

And on the final matter concerning transport and infrastructure, Sway promoted the CANGO, highlighted the lack of parking, the traffic density and animal deaths locally, the need to encourage off-street parking in the defined village – including increased off-street parking when dwellings are extended; and trying to confirm that parking standards are a minimum (not a maximum).



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We probably will not know the final outcome until the Local Plan is approved by the government and that could take a few months, but Sway have put a lot of effort into tweaking and steering this in the best direction for Sway residents from now until 2030.

NFNPA staff made several references to the way Sway have always fully participated in all consultations from the very start of this local plan process. Although often we were at odds in terms of what should be in the policies, it was all very good natured. We believe that our participation has given the NFNPA greater appreciation of the unique issues relating to Sway as the only defined village with no regular bus service and no NFDC car park despite being the second largest in population terms (Brockenhurst beating us by a small margin). Hopefully the inspectors have picked up a few thoughts as well. We have certainly gained far more understanding of other issues relating to the National Park as a result of our participation. We now await the outcome with anticipation.

Other Things that have happened since are:

1. Outcome of planning applications since that meeting:

18/00858 CLAYWOOD HOUSE, ARNEWOOD BRIDGE ROAD, SWAY, LYMINGTON, SO41 6DA

Two storey side extension; single storey side and rear extensions; replacement windows (demolition of existing single storey extension) (Application for a Non-Material amendment to planning permission 16/00879)

Decision: **Raise Objections** (Sway were not invited to comment)

The officer considered that the proposed changes were significant enough to warrant a proper planning application.

2. NFNPA Planning Committee

We discovered the day after our PaTC meeting that two Sway applications were coming before the NFNPA planning committee on 20th November:

Report-Item-3 18-00608 Builders Yard, Station Road, Sway

3no new dwellings; demolition of existing buildings

Cllr Tarling gave a highly lucid and detailed presentation of the reasons this should not be permitted. Main issues are with the excessive overdevelopment of the site, the narrowness and inappropriateness of the shared access between the surgery and the pharmacy, turning circles for vehicles, lack of any surface water disposal plan, and lack of any landscaping plan. The fact that amended plans were submitted a month after the consultation ended and just 2 weeks before the committee meeting was also deeply troubling. A neighbour representative also gave highly detailed and informed reasons to refusal. Sadly the committee were not convinced.

{Stephen Tarling adds: It became obvious that in both this and the next matter the committee felt that the latest government 2018 NPPF which now more strongly



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emphasises the need to squeeze as much development out of brownfield sites as possible, is paramount; and that was a major factor in their decisions]

The committee decision was to **Approve** (11 votes for, 1 against)

Report-Item-6-18-00704-Land-at-Former-Arnewood-Turkey-Farm

Replacement building (Plot E) for B8 use; insertion of rooflights and first floor window to Unit A

[added by Stephen Tarling because Hugh can't speak, answer questions, and write notes all at the same time!]

Towards the end of a long meeting the committee clearly found it difficult to concentrate on the long and involved recent history including five applications in the previous 16 months. An additional plan first appeared on the website on the morning of the meeting, and when the Planning Officer displayed it in the meeting that was the first we had ever seen of it. Hugh started to explain the intricacies but one tetchy member wanted to cut to the chase. Hugh was interrupted and cut short rather abruptly and didn't get a chance to mention things like the 24-hour access proposed before he was told to finish up. It was a shame that many of the NFNPA Planning Committee members had not agreed the need to consider the entire site and previous applications. Members also noted that views into a conservation area are important, recognised the research that had gone into Hugh's case, that the cumulative impact of a number of smaller applications should be considered, that the intensity and hours of any warehouse working might be important, and that the narrow lane was significant. However they all felt the redevelopment of an existing brownfield site outweighed those factors and hence supported the officer's recommendation.

The committee decision was to **Approve** (unanimously)

3. Community SpeedWatch update

Our dedicated volunteers will be out and about next week for our final sessions this year. Please make sure you don't receive any warning letters in your Christmas post!

4. Other matters

South Sway Lane Closure

South Sway lane will be closed all next week, Bournemouth water having now negotiated a proper closure following the debacle at the end of last month when, having requested closure of Old Vicarage Lane in error the contractors tried to close South Sway Lane instead and sign the diversion route along Coombe Lane. The proper diversion this time will be Vaggs Lane. I have requested they include signs at both ends of Coombe Lane advising it is unsuitable as a diversion.



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However Bournemouth Water put out notices suggesting it's Old Vicarage Lane being closed. I have notified NFDC in the hope they will sort out the mess.

Hatch Motors

A new planning application has been submitted for the Hatch Motors site. This has not yet appeared on the NFNPA website but it may well do so in time for our December meeting so be prepared for considerable public interest.

Shale Gas consultation

There is a government consultation on shale gas development. If it were not for lack of time at this meeting we should probably have some debate on this. The consultation ends 10 weeks after the 31st October which I believe takes us to **Wednesday 9th January** and can be accessed at

<https://www.surveymonkey.co.uk/r/R375YM9>

Full details along with a list of questions in the consultation are in the document at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/753324/Consultation_document_pre-application_consultation_for_shale_gas_development.pdf

Written responses can be emailed to shaleconsultation@communities.gov.uk

Or sent by post (John) to

Shale Consultation

Planning Infrastructure Division

Ministry of Housing, Communities and Local Government

3rd Floor

Fry Building

2 Marsham Street

LONDON

SW1P 4DF

PaTC members need to consider now whether we should respond formally or individually or both so we can be fully prepared at our December meeting.

National Parks independent review

The review is led by writer Julian Glover, assisted by an advisory panel with a vast breadth of experience in landscape, biodiversity, heritage, farming and rural issues.

Last month the review opened its 'Call for Evidence' for anyone who visits, lives in or works with a National Park to give their views on the issues the report should tackle and we encourage your Parish Council to respond accordingly and publicise the review to organisations within your parish.



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The consultation closes on 18th December - more details can be found at <https://consult.defra.gov.uk/land-use/landscapes-review-call-for-evidence/>

PaTC members need to consider now whether we should respond formally or individually or both so we can be fully prepared at our December meeting.

DRAFT