



Minutes of a special meeting of Sandleheath Parish Council (SPC) held on Thursday, 5th February 2015 at 7.30pm at St Aldhelm's.

PRESENT Chairman Mr. D Wright
Vice Chairman Mr. R Fenn
Councillors Mr. K Andrews and Mr. B Martin. Mr.S Daykin arrived at 7.44pm.
Clerk to the Council Mrs. V Eden

15.20 Apologies for absence

Cllr Maynard, Cllr Stockton and District Cllr Ann Sevier

15.21 Any declarations of interest by any councillor on any agenda item

Cllr Andrews declared an interest in planning application 14/11759

15.22 Planning

a) Cllr Andrews left the room whilst the following planning application was considered:

APPLICATION NO: 14/11759
TYPE: Full Planning Permission
SITE: LILACS, SCATS LANE, SANDLEHEATH SP6 1PL
DESCRIPTION: Roof alterations and rooflights in association with new first floor; front and rear extension; chimney; access alterations
APPLICANT: Mr & Mrs Andrews

After a short discussion, the following recommendation was **RESOLVED**:

PAR5: Happy to accept the decision reached by the DC Officers under their delegated powers.

The Clerk is to advise New Forest District Council (NFDC) accordingly.

b) The Clerk advised the date of the following planning development control committee to the Council:

PLANNING DEVELOPMENT CONTROL COMMITTEE: 11 February 2015

PLANNING APPLICATION REFERENCE NO: 14/11709

PROPOSAL: Side extension

SITE: UNITS 1 TO 2 NEWBANK COURT, SANDLEHEATH INDUSTRIAL ESTATE, OLD BRICKYARD ROAD, SANDLEHEATH SP6 1FG (NB: PROPOSED LEGAL AGREEMENT)

15.23 Guest speaker at 19th February 2015

- a) Clerk confirmed that Chris Elliott, Head of Planning at NFDC would be a guest speaker at the next meeting.
- b) Subject matter for the guest speaker to address was then considered and it was agreed that the talk should focus on Neighbourhood Plans: What are they about and why are they different to the old system? What is involved in producing them? What are the benefits to a small council in having one in place? And would there be any benefit in revamping the Village Design Statement that had been in place? The Clerk is to advise Chris Elliott accordingly.

15.24 Parish Lengthsman Scheme

- a) The clerk advised of the Parish Lengthsman's scheduled visit to Sandleheath on 6th February 2015 and it was confirmed that Cllr Martin would meet with the Lengthsman to ensure that he was aware of the tasks to be undertaken.
- b) Further tasks for the Parish Lengthsman were then considered and it was mentioned that the large Sandleheath road sign was slightly obstructed and should be tidied accordingly. The current worksheet reflects that all road signs within village require a general clean but the clerk would ensure that Fordingbridge Town Council was aware of the general tidy up required to the main village sign.

15.25 Speaker at Annual Parish Assembly on 16th April 2015

- a) An update was provided further to the meeting held on 8th January 2015. Rosemary Putins, Electoral Services at NFDC, had forwarded an email strongly advising against organising 'hustings' meeting in the 'purdah' period leading up to the elections. Taking this advice into consideration, it was agreed that another speaker should be sought for the Annual Parish Assembly.
- b) The Council then considered other suitable speakers. The Clerk advised that she had contacted the Hampshire and Isle of Wight Air Ambulance. She had been told that the organisation could provide a speaker for a suggested donation of £40 and that a provisional booking had been made. The council agreed that this alternative speaker would be suitable.

15.26 Review of policies and procedures

Clerk provided update in relation to ongoing review of policies and procedures. It was hoped that draft procedures would be forwarded to the council by 19th March 2015 in readiness for the Annual Parish Council Meeting scheduled for 21st May 2015. The following was noted:

- a) Standing Orders – These are being thoroughly reviewed to ensure that they meet regulatory requirements and the needs of the Council.
- b) The creation of the unauthorised encampment procedure is still ongoing.
- c) IT policy needs to be created and should reflect the safe storage of electronic data and email protocol.
- d) Training policy should be considered to ensure the efficient running of the Council.

The Chairman closed the meeting at 8.13pm.

Signed by Chairman

Dated