



**Minutes of the Ordinary meeting of the Parish Council held on Monday 9<sup>th</sup> July 2018 at the Band Hall, Gravel Close, Downton at 7.30 pm.**

**Present:** Cllr Mace (Chairman) and Cllrs Brentor, Cordell, Cornell, Gentle, Mason, Prince, Quarmby, Pearce, Ricketts, Watts and Yeates.

**In attendance:** Unitary Cllr Richard Clewer  
Mrs Bev Cornish, Parish Clerk

**Also present:** Fourteen members of the public.

**Public Question Time:**

A parishioner raised the issues of the broken light beside the Borough Cross which she considered to be dangerous and the re-roofing of the existing Memorial Hall.

A representative of the Downton Society and six parishioners spoke in objection to the planning application for The Kings, 9 High Street.

A parishioner asked that appropriate signage be installed at the end of Church Hatch to advise drivers that it was a no through road.

A parishioner advised councillors of a musical evening being held on 22<sup>nd</sup> September at the Memorial Hall at which Brian Moon and the Satellites would be playing their last performance. He said the majority of the proceeds would be going towards an event next year for D-Day veterans to commemorate the 70<sup>th</sup> anniversary.

Mr Paul Stevens, the architect for The Kings, 9 High Street, spoke on behalf of the applicant and responded to questions from councillors and parishioners.

**Unitary Councillor Richard Clewer:** Cllr Clewer gave a brief update as follows:

- The recent poisoning incident in Amesbury had had a significant effect on both Amesbury and Salisbury. He said Wiltshire Council had asked the government for more money to support the services and businesses.
- With regard to the work to be carried out in Wick Lane and to the puffin crossing, Cllr Clewer said that he had heard from officers that it was to start on Monday 23<sup>rd</sup> July.

**Part 1**

**61.18 To receive apologies from Councillors:** The Clerk confirmed that one apology had been received from Cllr Sutcliffe due to a holiday commitment. Cllr Mace proposed from the Chair and it was RESOLVED that the apology and the reason for it be noted.

**62.18 To consider and resolve to approve the Minutes of Ordinary Meeting held on Monday 11<sup>th</sup> June 2018:** Downton Parish Council RESOLVED, with 1 abstention from Cllr Watts, to approve the Minutes of the Ordinary Meeting held on 11<sup>th</sup> June 2018 as a true record and they were signed by the Chairman.

**63.18 Declarations of Interest:**

a. **To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers:**

No declarations of interest were received.

b. **To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk advised that she had not received any requests for dispensations.

**64.18 To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors, to the appropriate committee or to resolve to agree on any other action:** Cllr Mace proposed from the Chair and it was RESOLVED that the following responses and actions be noted:

- The decision on the timing for the re-roofing of the Memorial Hall rested with the Memorial Hall Committee.
- Councillors will take account of the objections when considering the planning application for The Kings, 9 High Street.
- The Clerk will make enquiries with Wiltshire Council regarding a 'no through road' sign for Church Hatch and an item on this will be added to the next Agenda.

**65.18 Planning and Tree Works Applications:**

**18/03123/LBC The Great Barn, Moot Lane, Downton - Proposal to remove two internal walls to create an open plan kitchen, living and dining area. Conversion of existing downstairs bathroom into a utility room. Form a new door opening from kitchen into the utility room and close off door opening between downstairs bedroom and bathroom:** Downton Parish Council RESOLVED to support the internal alterations contained in this planning application but agreed to accept the decision of the Conservation Officer.

**18/04315/LBC The White Horse, The Borough, Downton - Proposed roof repairs:** Downton Parish Council RESOLVED to strongly support this application and the proposed roof repairs to this historically important building within the parish.

**18/05443/LBC &**

**18/04828/FUL The Moot House, 15 Moot Lane, Downton - Demolition of sections of existing boundary wall and construction of replacement sections of walls and piers on new alignment to improve sight line visibility to domestic access:** Downton Parish Council RESOLVED to give its strong support to this application on the grounds of its good design and improvement to the visibility splay for drivers both leaving and passing the entrance to Moot House. It requests that as many as possible of the existing bricks be re-used.

**18/05988/LBC &**

**18/05345/FUL The Kings, 9 High Street, Downton - Removal of an existing double garage. Construction of a single dwelling (resubmission of 17/09361/LBC and 17/09097/FUL):**

Following a brief report from the Chairman, who reported that he and Cllr Brentor had recently revisited the site, and a lengthy discussion, Downton Parish Council RESOLVED to object to the application on the following grounds:

1. The impact on the Downton Conservation Area and the designated assets immediately adjacent to it, namely, St Laurence's Church (Grade I listed), the lychgate (Grade II listed) and the Kings Arms (Grade II listed) as well as a number of other buildings and monuments in the immediate vicinity.

The proposed building will be visible from the approach to the lychgate and the church in Church Hatch as it will be the nearest dwelling to these significant designated heritage assets. The Parish Council's view is that the impact will be negative and detrimental to their setting and also to the tranquillity of the area, particularly when important events are held at the church such as weddings and funerals.

Members are also concerned that there is the potential for noise from the development detracting from many church events. It is noted that the patio doors will be just 4 metres away from the principal entrance to the church via the lychgate which has the potential to be significantly detrimental to the tranquillity of the setting. Although the applicant considers that the new development will only be suitable for people without families, it is to be expected that the potential residents will be likely to make ordinary social noise.

Overall, the Parish Council's view is that this proposal will cause substantial harm to the important designated heritage assets, to their settings and to the Downton Conservation Area.

The policies which are impacted negatively are as follows:

- a. The National Planning Policy Framework Section 12 clauses 132-134 (with no public benefit being provided).
- b. It is contrary to Wiltshire Core Policies 57 and 58.
- c. It is contrary to Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- d. Neighbourhood Plan policies:
  - i. LC 1 - Development within the Plan area will be expected to respect designated heritage assets, respect local building styles and traditions in accordance with policy (LC2) and safeguard the character of the local environment in general, and the Cranbourne Chase Area of Outstanding Natural Beauty and the River Avon SAC in particular.
  - ii. LC 2 - New development proposals within the Downton Conservation area (as shown on Figure 8) will be required to preserve or enhance its character or appearance. New development proposals will also be expected to conform to the principles included both in the Downton Village Design Statement and in the Downton Conservation Area Appraisal and Management Plan.

iii. LC3 - Proposals for development must demonstrate through access and design statements how the development would complement and enhance the character, form and quality of the Parish.

2. The design and setting of the proposed dwelling:

- a. There is no space for visitors' cars and Church Hatch is already full with existing residents' cars and there is no additional parking in the vicinity.
- b. Church Hatch is a narrow road with cars parked on one side only and with just enough room for vehicles to pass on the other. The vehicles will also include large hearses which will require access to the church for funerals. In addition, it is the main pedestrian route to the church with no pavement space. The proposed dwelling will result in additional traffic which this road cannot accommodate. Comment has been made that the previous use of the site as a pub involved more traffic but this was accommodated in the car park of the pub which is now a residential garden.
- c. The amenity space for the dwelling is very limited. Access for maintenance will be challenging as:
  - There is around 0.5 metres to the north between the house and the Grade II listed wall according to the site plan. This will be challenging for both access and maintenance.
  - The area to the east is similar with buttresses to the neighbouring wall being around 0.5 metres away from the proposed dwelling including windows.

The Parish Council considers, therefore, that the house is too dominant for the plot size and represents over-development of the site with a mass and scale which is not sensitive to the locality and contrary to Policy LC-6 of the Downton Neighbourhood Plan.

- d. This location is considered to be a 'backland' development as the site does not have a street frontage (the frontage along Church Hatch is a Grade II listed wall for the full length of the development and the access to the house is by means of an access over the rear of the residential properties of The Kings and developed in the garden of The Kings's properties). This is contrary to Core Policy 2 of the Wiltshire Core Strategy.
- e. The Downton Village Design Statement emphasises the importance of the High Street area with all development expected to enhance the street scene. The proposed red brick wall enclosing the new property represents a bland visual barrier against the view to the church and is considered to detract from the street scene.
- f. Under section 14 of the application the existing use of the site is described as 'dwelling house' implying that this development is a replacement property whereas it is the garden of a dwelling house which will remain.

Furthermore, Downton has already delivered the 190 houses allocated to it in the Wiltshire Core Strategy, so this would be an additional house above that figure.

With regard to the application form, the Council would like you to note the following:

1. It states, under section 13, that this development would increase the parking spaces on the site from 2 to 4. This is incorrect. The proposal involves the removal of the garage relating to the property in which this development is

proposed, leaving only 2 parking spaces for that property which is below the standard recommended for the existing three bedroom semi-detached house and two for the proposed property.

2. The Parish Council's recent site visit with the architect included a verbal statement that no information on the foul waste disposal was an error on the application and that the foul waste disposal will be via the existing sewers. Downton suffers from both groundwater flooding and sewer flooding as a result of groundwater ingress and local residents advise that connecting to the existing sewer will be problematic as it is already at capacity.

**66.18 To resolve to approve the submission of a grant application for £8,000 to the Southern Wiltshire Area Board seeking a contribution towards the purchase of Audio Visual equipment in the Memorial Hall Extension's meeting rooms:** Following a brief report from Cllr Brentor, Cllr Gentle proposed, Cllr Yeates seconded and it was RESOLVED that the submission of a grant application be approved.

**67.18 Using the Parish Council's power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, to consider a request from the Chair of the Brian Whitehead Sports Centre Association to re-allocate the unused £800 approved by the Parish Council to fund the Leisure Centre survey towards the funding of the repairs to the roof:** Following a brief report from the Clerk, Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the reallocation of the unused £800 be approved.

**68.18 To resolve to approve the appointment of Cllr Mace to the Memorial Hall Extension Construction Working Group:** Cllr Gentle proposed, Cllr Watts seconded and it was RESOLVED that the appointment be approved.

**69.18 To resolve to receive and note the Minutes of:**

The meeting of the Amenities Committee held on Monday 19<sup>th</sup> March 2018.

Cllr Mace proposed from the Chair and it was RESOLVED that the Minutes be received and noted.

**70.18 Representative Reports:**

**Memorial Hall Extension Construction Working Group:** In Cllr Sutcliffe's absence, Cllr Mace gave a brief report on a recent monthly meeting with the Council's contractors. He said that due to the construction of the flood wall, completion had been pushed back to mid-October but the contractors were confident and that with good weather this could be brought forward to the end of September. He said the construction was progressing well with the internal fit-out to the pre-school and meeting rooms currently underway.

**Memorial Hall Extension Working Group:** Cllr Mace reported that the Memorial Hall Committee and Working Group were working closely together on different work streams as there was a lot to do. He said a number of meetings had been held and a further meeting would be held later in the week.

**Memorial Hall Committee:** Cllr Pearce gave a brief report on recent meetings and advised that the Memorial Hall Committee had appointed two new trustees. She said the timing for the re-roofing of the existing hall may be rescheduled for April 2019 as there was a risk in terms of poor weather if this was done at the end of the build and started in late October. She also said that the Memorandum of Understanding was very close to being signed.

**71.18 To approve the following payments:**

- £770.00 - Maranji Commercial & Domestic Cleaning - June.
- £696.31 - Bawden Contracting Services Ltd - For grasscutting in June.
- £205.63 - Idverde - For bin emptying in June.
- £360.00 - Bob Moody - For playground and cemetery maintenance works.
- £675.00 - Active Tree Care - For works to remove dead wood from 2 Cedar trees and yew tree in Memorial Gardens.
- £240.00 - Stephen Linard - For survey of Downton Leisure Centre.
- £280.80 - Initial - For nappy and feminine hygiene provision in public toilets.
- £131.53 - Bournemouth Water Business - For public toilets.
- £41.98 – Viking – For printer cartridges.

**Memorial Hall extension payments:**

- £111,892.91 - SWH Group - For building construction.
- £1,301.72 - Paul Stevens Architecture - For Contract administration.
- £714.11 - Stackhouse Poland - For renewal of construction insurance for the extension work.

Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the payments be approved.

**72.18 To resolve to approve the sum of £119,344.44 as the Accounts for payment for July and to record the bank balances:**

<b>Payee</b>	<b>Detail and payment made by bank transfer</b>	<b>£</b>
	Maranji Commercial & Domestic Cleaning	770.00
	Bawden Contracting Services Ltd	696.31
	Idverde	205.63
	Bob Moody	360.00
	Active Tree Care	675.00
	Stephen Linard	240.00
	Initial	280.80
	Bournemouth Water Business	131.53
	Viking	41.98
	Mr N Saxby	151.20
	Mr T Matthewman	151.20
	Mrs B Cornish – includes 50% honorarium	1,732.05
	<b>Total</b>	<b><u>5,435.70</u></b>

**Memorial Hall Extension payments**

	SWH Group	111,892.91
	Paul Stevens Architecture	1,301.72
	Stackhouse Poland	714.11
	<b>Total</b>	<b><u>113,908.74</u></b>

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Downton Parish Council – Full Council Meeting on Monday 9<sup>th</sup> July 2018  
Minutes approved as a true and accurate record, and signed as so by the Chairman presiding

.....Date.....

**Balances to be Approved and Noted as at 09.07.18**

Current A/c: £3,589.53    Deposit A/c: £85,807.91

Memorial Hall Extension A/c: £126,215.50

Cllr Brentor proposed, Cllr Pearce seconded and it was RESOLVED that the payments for July be approved and the bank balances be noted.

**73.18 To resolve to note the Clerk’s report providing information on recent issues and work completed:** Cllr Mace proposed from the Chair and it was RESOLVED that the Clerk’s report be noted:

*Parish Council vacancies:* No enquiries have been received in terms of interest in the 2 remaining vacancies. The Clerk has informed the Wiltshire Council democratic services team of Peter Quarmby’s resignation and they have asked her advertise the vacancy until 26<sup>th</sup> July.

*Memorial Gardens:*

*Trees:* Active Tree Care has crown cleaned the two cedar trees.

*New Beech hedge:* Two parishioners, Cllrs Mace and Yeates and the Clerk have been watering the hedge regularly as it has become stressed and brown in the recent lengthy dry spell. The Chair has agreed that under the Clerk’s emergency expenditure allowance contained in the Financial Regulations, she can purchase a soaker/seep hose in view of the long range forecast of high temperatures and no rain which a neighbouring parishioner has kindly agreed can be connected to their hose pipe.

*Seat and basketball hoop:* Bob Moody has refurbished two of the benches and installed the basketball hoop. However, discussion with the Downton U12 football team has meant that the site where the hoop base has been installed is now within the pitch to be used by the Under12s. Mr Moody will be moving it to a location outside the pitch area in the next week.

*WW1 Memorial Bench:* This has been ordered and has a 6-week delivery time.

*Moot Lane Recreation Ground:* The picnic benches have been ordered. Unfortunately some damage was caused to the motorbike and a toddler swing. These have been removed and covered until a replacement is received from Wicksteed. The installation of an elephant or fire engine which were previously installed in the Memorial Gardens is being considered to replace the motorbike.

*Finance and Audit:* The annual accounts were sent to the external auditors on 15<sup>th</sup> June. The notice for electors to exercise their rights to inspect the accounts is now on the website.

**74.18 To resolve to note the Correspondence received:** Cllr Mace proposed from the Chair and it was RESOLVED that the following items of correspondence be noted:

1. Wiltshire Council - Emails regarding:
  - Briefing Note 356 –Homelessness.

- Armistice and Armed Forces Leaflet - Remembering & Supporting Their Contribution.
  - Parish Newsletter for 20<sup>th</sup> June and 2<sup>nd</sup> July 2018.
  - Wiltshire Highways – Notice of Temporary Closure of Witherington Road to Barford Lane for surface dressing and linemarking commencing on 19<sup>th</sup> July for 3 days.
  - Town and Parish Training and Networking Day Presentation - Slides from the meeting held on 15<sup>th</sup> June 2018.
  - Southern Wiltshire Area Board – Agenda pack for the meeting on 12<sup>th</sup> July 2018 at 7 pm.
  - Notification of an Application for Premises Licence – Downton Distillery, Manor House Cottage, Barford Lane, Downton, SP5 3PU Application by: Downton Distillery - Part J Supply of Alcohol (Off the Premises) - Monday – Sunday 0800 – 2000.
  - Notification of an overgrown hedge at 35 The Borough and a request the Parish Council sends a letter asking for it to be cut back.
2. New Forest District Council – An email advising of a consultation on New Forest District (outside the National Park) Local Plan 2016-2036 Part 1 Planning Strategy, which sets out a strategy and policies for the use, development or protection of land and buildings in the Plan Area for the Plan period 2016 to 2036, including new strategic allocations capable of accommodating 100 or more homes. Consultation ends on 12th August 2018.
  3. Wiltshire Association of Local Council – An email enclosing the June Newsletter.
  4. CPRE – Notification of a fundraising event which is tour of Great Chalfield Manor, Holt, charming 15th-century manor house with an Arts and Crafts garden, on 5th of September 2018 – 18:30 start. Tickets £12:50 per person including a glass of wine, soft drinks and nibbles. The tour will be given by the owners Mr and Mrs Floyd.
  5. Downton parishioner – Two emails regarding the traffic lights beside the post office in The Headlands.
  6. Downton parishioner – An email asking about grass cutting in Catherine Crescent.
  7. Downton parishioner – An email regarding damaged steps at the Co-op.
  8. Charlton parishioner – An email of thanks regarding the work carried out to clear the cycleway to Bodenham.
  9. Downton parishioner – A copy of an email to Wiltshire Council about the prevalence of A-boards which are a hazard to pedestrians with impaired vision.
  10. Downton Society – A copy of the Society’s letter regarding the planning application for 9 The Kings.
  11. Downton Scouts - 1st Downton Scout Group invite you to attend an end of season BBQ and AGM on the 20th July at the Scout Hut, Barford Lane

**75.18 Date of next meeting:** Cllr Mace confirmed the date of the next meeting as Monday 13<sup>th</sup> August 2018 at 7.30 pm at the Band Hall, Gravel Close, Downton.



## Part 2 - EXEMPT MATTERS - CONTRACTS & LEASES

**76.18 Cllr Mace to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on contracts and leases about to be transacted’:** No members of the public or press were present at this point in the meeting.

**77.18 To consider and resolve to approve the amendments to the Memorandum of Understanding to be agreed between the Parish Council, the Memorial Hall Committee and the Downton Community Pre-School:** Following a brief report from Cllr Mace, Cllr Yeates proposed, Cllr Brentor seconded and it was RESOLVED that the amendments be approved.

Cllr Yeates asked that everyone’s thanks be recorded to all involved in the production of the Memorandum of Understanding which he said had involved a tremendous amount of work.

With no further business, the meeting closed at 9.00 pm.

*Members of the Council considered the foregoing in the matters in consideration of their duties: Equal Opportunities, (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.*