

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 17 JANUARY 2012 7.30 PM**

2002

Present: Cllrs Oldham (Chairman); Doherty; Kelly; Jones; Acton ; Barton-Briddon

In attendance: County Cllr C Bailey (to Item 11 f); District Cllr J Warwick (to Item 12 a. iv); Mr R Emery; Mrs P Wrightson; PCSO Gavin Cooper; PCSO Michelle Gay (to Item 6.); Mrs L Whitcher; 4 Parishioners; Clerk

1. **Declaration of Interest:** Cllr Oldham declared interest in a matter to be raised under Item 17 ii), in that he undertook voluntary work and was the Electoral Role Officer for St Matthew’s Church.
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** None received. Cllr Oldham advised that Cllr Morrison had unfortunately tendered resignation.
4. **Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 15 November 2011
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Jones; seconded Cllr Kelly and approved and signed.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere**
All items had been actioned or would be mentioned in the meeting.
6. **Police Report**
For the period from 15/11 to 17/01. 6 incidents: 2 reports of criminal damage; 3 burglary reports; 1 report of assault. Twyford police station had closed. Cllr Doherty had written to Inspector Reddin with concerns about the Safer Neighbourhood Police Officers and PCSO’s for Otterbourne, Compton & Shawford and Hursley being based at Alresford. A response from PS Chris Hills stated it was aimed at providing focused teams for parish policing as opposed to teams who dealt with city-style incidents. Emergency calls would still be covered by North Walls police station. Otterbourne village hall and Colden Common community centre would be used as comfort stop bases. PSCO Cooper introduced PCSO Gay as the new beat officer. He was thanked by Cllr Bailey and Council for his work within the village.
7. **Open Session for Parishioners**
A Parishioner addressed the meeting regarding a Planning Application for, Nairana. The parishioner had sent a letter of objection detailing reasons had been sent to the WCC Case Officer. A copy had been emailed to the Clerk and forwarded to the Planning Committee. Matter to be dealt with under Item 11. The Parishioner noted that the Otterbourne Village Design Statement had been a very useful reference.

A Parishioner advised that the Bluestar 1 buses had been very erratic for several months. The Clerk would write and the matter would be brought up at the next Transport Passenger Forum if not improved.

To write to Communications Support Officer for Bluestar	Clerk	asap
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A Parishioner addressed the meeting regarding the works taking place for the replacement access at Land West of Kiln Lane. There was concern the access was being designed for considerably more use than a simple field/cattle entrance. Cllr Jones advised this had been detailed as a cause for concern in the Parish Council’s letter of objection to WCC and also when attending the WCC Planning Committee meeting. Matter to be dealt with further under Item 11.

8. County Councillor's Report

As attached.

9. District Councillor's Report

As attached.

10. Co-option of a Councillor – Mrs Lisa Whitcher

Mrs Whitcher had lived in the village for 16 years. She had received information from the Clerk on the work of the Council and also the forms to be completed. Council agreed co-option unanimously.

To ensure return of forms to send to WCC	Clerk	asap
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11. Report of the Planning and Highways Committee**a) Applications and Decisions**

As attached. Outstanding applications would be discussed by members of the Planning Committee after the meeting and the Clerk notified of Comments.

Planning decisions of note as follows:

Land West of Kiln Lane – replacement vehicular access. A letter of objection had been sent and representation at the WCC Planning Committee meeting made regarding the considerable loss of hedgerow, impact the size of entrance would have on the rural lane and concern for potential use other than as a field gate. The Committee had granted approval. The WCC Enforcement Officer had been alerted to works starting prior to WCC authority to commence. The Enforcement Officer would monitor works henceforth.

27 Greenacres Drive – retrospective application for decking over the bank and stream. A letter of objection had been sent and representation at the WCC Planning Committee meeting made regarding the importance of this stream being kept clear as part of local flood prevention measures, it was under the responsibility of the Greenacres Management Committee, the works were environmentally unfriendly to wildlife. The WCC Committee had granted permission and advised it to be a legal matter for the Management Committee and other local residents who might be affected by increased flood risk.

b) Old Church Yard, Kiln Lane – report on works occurring at entrance

Cllr Jones had attended a site meeting with Hampshire Highways, WCC Enforcement Officer, Rights of Way Officer, County Cllr C Bailey and Mr A Blake the owner of the site, on 30 November. Highways considered the entrance to be part of highway land and that the gates at 2.3 m high should be reduced accordingly to 1 m. The dispute was ongoing between HCC and A Blake's solicitors. The Rights of Way Officer requested the small step in the wall adjacent to the Old Church Yard be removed to give unrestricted access.

c) Southern House – update on development proposal

Papers from White Young Green Planning & Design Consultants had included mention of a re-assessment of the Settlement Hierarchy for the villages in the southern M3 corridor: thus Otterbourne and Compton & Shawford could be re-classified together to become a large Level 2 settlement. Cllr Jones had written to WCC expressing concern, noting this contradicted the assessment in the Local Plan Part 1 due to be published late January 2012. A response from Mr S Opacic, Head of Strategic Planning at WCC had been received confirming that the villages of Otterbourne and Compton & Shawford should be viewed as separate settlements and that WCC did not propose to amend the settlement hierarchy.

d) Lengthsman Scheme – to approve participation and shared Lead Parish in 2012/13 Pilot
 Otterbourne had been selected to take part as joint Lead Parish with Twyford in a Lengthsman trial commencing May 2012 lasting for one year. There would be eleven parishes taking part and each would receive £1,000 to be spent on tidying/maintenance tasks within the villages. It would not negate responsibility of HCC/WCC for their work. The lead parishes would receive a further 10% to cover administration costs. An initial meeting on 10 January had been held to explain the concept and actions required; a further meeting would take place at Otterbourne Village Hall on 24 January to explain the project to the eleven parishes. The lead parishes would be required to advertise, recruit and ensure Health and Safety training of the Lengthsman and pay invoices presented against signed-off timesheets for work. £10 M public liability was required for participation. Each participating Parish would be required to prepare a schedule of works, supervise and sign-off at end of works. Council agreed unanimously to take part in the Pilot with Otterbourne as shared Lead Parish.

e) Village Signs – update on request for 40 mph limit on Kiln Lane and village gateway signs
 40 mph limit on Kiln Lane: The request to HCC Traffic Management East had received no response. Village Gateway Signs: Costings presented at the last meeting totaling approximately £2,120 were still being confirmed with WCC and the item would be carried forward to the March Agenda.

Village Boundary Signs – Clerk to c/f to March Agenda	Clerk	20 Mar
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f) Highways

Proposal for expenditure of £100 to cover increased ¼ share of shared SLR sign

Compton & Shawford had confirmed its intention to withdraw from the consortium from 1 April 2012. A new schedule had been drawn up between the four remaining parishes, each parish getting more frequent use of the sign. The additional share cost was estimated at £100 and had been budgeted for in the 2012/13 Precept. Proposed by Cllr Jones, seconded Cllr Barton-Bridson and approved by Council.

Update on Safety Barriers to footpaths and 30 mph Roundels

Safety Barriers: A request to for the installation of staggered safety railing to be installed on two footpaths was still awaiting a reply

30 mph Roundels: Although approval had not been given for the reduced 30 mph speed limit on the highway from Sparrowgrove to Compton, Hampshire Highways had agreed to paint roundels on the four main roads leading into the village.

Spring Bulbs Planting: Cllr Jones had undertaken planting of the Daffodil bulbs in the verge adjacent to the roundabout on Main Road and Coles Mede and was thanked by Council.

‘Elderly Crossing’ Sign (new Item)

A request had been received for a sign at the top of Otterbourne Hill to aid crossing by the bus stops. As Planning Permission had been granted for the new Brendoncare Shared Care and Nursing Home development within 100 metres, it was felt the request might be considered favourably by WCC.

To write to WCC with request for ‘Elderly Crossing’ sign	Clerk	20 Mar
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12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Pavilion – Ratification of expenditure of £143 for lock replacement and carpentry works.

Essential repair work comprising replacement lock to the changing room door and a new sill to the fire escape door had been completed. Proposed Cllr Acton, seconded Cllr Barton-Bridson and approved. Additional carpentry work would be required as there was another door frame rotten at the bottom. Quotes were being sought for the painting of lines around the wheelchair ramps.

To present quotations at the March meeting	Cllr Acton	20 Mar
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ii) Youth Facilities – update on quotations for rear wall, swings, shelter seats and ball court lines
Rear Wall – One quotation had been received and two further ones were being sought for replacement sleepers along the back of the youth facilities area.

To present quotations at the March meeting	Cllr Acton	20 Mar
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Youth Shelter – Monster Play had agreed to replace the seats of the youth shelter free of charge instead of just repainting over the rust. These would be with better galvanized ones.
Ball Court Lines – Two quotations had been received and a further one was being sought.
Swings – Proposal for Expenditure up to £710 plus VAT for two replacement swing seats and chains. The seat of one swing (belt type) was in need of replacement and there was concern about the other. The cost of replacement with flat seats was considerably less than for belt seats. If the work was undertaken at the same time as the seat replacement in the youth shelter the labour cost would be reduced. It was noted that the damaged seat had been mentioned in the 2011 WCC Inspection Report and, although not dangerous or urgent, would be best repaired prior to the 2012 Report in March. Proposed by Cllr Jones, seconded Cllr Barton-Bridson and approved.

To instruct Monster Play with the works for swings and shelter	Clerk	asap
To present quotations for Ball Court Lines at the March meeting	Cllr Acton	20 Mar

iii) Maintenance Contract – to recommend acceptance for 2012 with OCS Cannon
The new contract for the recreation ground maintenance had been received. It was agreed this was reasonable and the work undertaken of a regularly high standard. The contract last went out to tender in 2008 for 2009 and would go out again for 2013. Proposed to accept by Cllr Jones, seconded Cllr Barton-Bridson and approved.

To instruct OCS Cannon with the contract for 2012	Clerk	20 Mar
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iv) Use of Ground for Local Events – to consider and give comment
A request had been received from a local resident to allow use of the grounds for a village picnic on 3 June to celebrate the Diamond Jubilee. Council approved use in principle.
Cllr Oldham advised that the request from St Matthew's Church Fund Raising and Social Committee for a village event on 10 June had been changed to 1 July.

To prepare and send out Application for Use forms	Clerk	asap
To check on the Parish Council's Public Liability insurance	Clerk	asap

v) Welcome Sign - discussion and agreement on wording (taken at end of Report)
An amount had been set aside in the 2010/11 Precept for a new Welcome Sign to replace the one outside the HR barrier. After some discussion, Council was asked to consider wording/pictorials required and whether a similar sized sign/re-laminated one in the same position would be best plus a larger board positioned next to the Countryside Access Board giving details of restriction of use and contact details for damage/emergency reports.

To agree with Councillors and advise Clerk for order	Cllr Acton	20 Mar
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b) Village Hall – Ratification of expenditure of £18.90 for lockable clasp to salt bin and £75 for salt. At last meeting Council had approved expenditure of £180 for a salt bin for OVHC and in subsequent consultation agreed to £100 contribution for provision of salt for the current year. Proposed by Cllr Jones, seconded Cllr Barton-Bridson and approved.

c) Common – update on tree works, Chapel Lane bund, Red Lane bund and potholes.

Tree Works: One eucalyptus tree had fallen during a storm and been cleared by WCC; the second plus other trees were in poor condition. WCC had undertaken a site visit in 2010 and the Clerk had written to ask for the report and further maintenance work to be carried out.

To pursue WCC for maintenance work to be carried out	R&A Cttee	20 Mar
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Bund Repairs: Proposal for expenditure of £420 for works to Chapel Lane and Red Lane bunds
At last meeting it was agreed to seek a quote for Chapel Lane. Since then, a resident had reported the bund and grips on Red Lane were in poor condition. WCC had quoted for both works to commence March/April. Proposed Cllr Barton-Briddon, seconded Cllr Jones and approved.
Red Lane: The Clerk had written to WCC for repairs to the potholes. A request from a local resident for a second ‘No through Road’ or ‘No Access’ sign had been requested.

To pursue WCC for pot hole maintenance work to be carried out	R&A Cttee	20 Mar
To write to WCC to provide a second sign	Clerk	20 Mar

d) Open Spaces – maintenance of Parish seats (new Item)

Cllr Jones had suggested that replacement with artificial wood for the benches would remove the need for continual maintenance work. The quantity required for order was a concern. Council agreed to use the bench at Old Deeds as a trial.

To source plastic wood slats in small quantity for trial bench	Cllr Jones	20 Mar
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13. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment

As attached. The WCC Open Spaces fund amount had been received. It was agreed to reinvest long-term funds in the Co-operative Bank for a further 3 months; 6 month investment would be considered in the future. The revised signatories for both bank Mandates had been completed.

b) Analysis of Expenditure and approval of bank statements

The bank statements and reconciliation were approved as accurate to the accounts record. Despite several items being over-budget, the overall target was still in-line largely due to receipt of the WCC Open Spaces fund to reimburse legal fees for purchase of the recreation ground. In expenditure, items expected to be completed in the financial year were included in the projected figures. The c/f end of year figure was in-line with expectation at the last Finance meeting.

14. Jubilee Project – update on Path and Oak tree

Path: Southern Water had agreed in principle to refurbishment works. Cllr Oldham had registered initial request for a Countryside Access Grant and had contacted Clancy Dowcra for help with the project. It was agreed to make request to the County Councillor for a Grant.

Tree: HCC had written to all Parishes to say it was providing a ‘Queen’s Oak’ free of charge as part of the Diamond Jubilee initiative.

To write to Cllr Bailey with request for a grant towards the path	Clerk	20 Mar
To follow up with Clancy Dowcra	Cllr Oldham	20 Mar
To follow up with Countryside Access	Cllr Oldham	20 Mar
To register interest with HCC in accepting an Oak tree	Clerk	15 Feb

15. Report of Representatives to Various BodiesConservation Group

One of the Joint Chairmen, Suzanne Hudson, had submitted a draft letter which the Group intended to send to WCC regarding the works relating to the new entrances next to the Old Churchyard and Land West of Kiln Lane.

Winchester Air Group

Keith Smith had advised that for the Olympics, Southampton airport was to be granted use of some military airspace on the North edge of Winchester City. WAG members were considering conducting a survey during this period to see if this airspace benefitted Winchester. The expectation was that it would be the city which benefitted most as it would allow a quieter Continuous Decent Approach.

16. Risk Assessment and Management

To investigate and report on Item 12 a) iv) above	Clerk	20 Mar
To instruct and pursue earliest completion of Item 12 a) ii) above	Clerk	asap

17. Any other business

- i) Elderfield Cricket Pitch – Cllr Oldham raised requirement for an update on status.
- ii) St Matthew's Churchyard Maintenance – Cllr Oldham had received a letter from the PCC requesting an increase to the contribution for maintenance of St Matthew's Churchyard re. grass cutting. The Clerk would examine Statutory responsibilities for the Old Churchyard and St Matthew's Churchyard and provide details of previous contributions.

To contact Cricket Club and report to next meeting	Cllr Oldham	20 Mar
To advise Councillors of Churchyard responsibilities/contributions	Clerk	20 Mar

18. Date of next meeting – 20 March 2012 at 7.30 pm in the Bianchi Room of the Village Hall.

Planning Matters for Consideration in December 2011

Applications and Closing Dates for Comment

Case No. 11/02705/FUL 13 December	35 Coles Mede, Otterbourne New fence (resubmission) No comment.
Case No. 11/02627/FUL 16 December	17 Coles Mede, Otterbourne Detached double garage No comment.
Case No. 11/02811/AVC 4 January 2012	The White Horse, Main Road, Otterbourne New signage to a public house (Resubmission) No comment.
Case No. 11/02846/FUL 10 January 2012	26 Oakwood Avenue, Otterbourne Rear extension to first floor over existing ground floor extension. No comment.

Decisions

Case No. 11/02231/FUL	11 Oakwood Avenue, Otterbourne First floor front extension Application refused.
Case No. 11/02151/FUL	Land West of Otterbourne Farm, Kiln Lane, Otterbourne Replacement of existing vehicular access (retaining existing footpath access) Application permitted.
Case No. 11/02302/FUL	27 Greenacres Drive, Otterbourne Extension to rear garden and construction of raised decking area. (Retrospective) Application permitted.
Case No. 11/02450/FUL Case No. 11/02451/LIS	Langley House Trust, Elderfield, Main Road, Otterbourne Installation of 1m high tubular bow top black metal fencing incorporating single 1.2 m gate. Installation of green metal box storage container 20 ft x 8 ft for archive storage. Application permitted.

Appeals

Case No. 11/00100/REF	11 Oakwood Avenue, Otterbourne First floor front extension. Planning Inspectorate Ref: APP/L1765/D/11/2165827
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Planning Matters for Consideration in January 2012

Applications and Closing Dates for Comment

TPO No 2044	Land at Waterworks Road, Winchester, Otterbourne No comment
Case No. 11/02853/LIS 02 February	Cherry Tree Cottage, Main Road, Otterbourne Install secondary glazing. No comment
Case No. 11/00026/FUL 9 February	3 Oakwood Close, Otterbourne To replace existing wall hung tiles to front elevation with rendered finish. No comment
Case No. 11/02987/FUL 31 January	Nairana, Main Road, Otterbourne Demolition of existing dwelling and erection of 1 no four bedroom and 1 no two bedroom detached dwellings with associated parking and landscaping. Objection raised. VDS: H3 and H4. DP3 13) and 16). Out-of-keeping with gateway position into the village and neighbouring properties. Overdevelopment of the Plot. Affects amenity of neighbouring property.

Decisions

Case No. 11/02705/FUL	35 Coles Mede, Otterbourne New fence (Resubmission) Application permitted
Case No. 11/02811/AVC	The White Horse, Main Road, Otterbourne New signage to a public house (resubmission) Application permitted

Report of the Finance Committee 17 January 2012

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	12,735.33	12,107.95
Lloyds TSB Guaranteed Investment Account	Closed	Closed
Co-operative Bank Current Account	0.60	0.60
Co-operative Guaranteed Investment Account	35,118.55	35,118.55
3 months @ 1.34%		
Total Balance	47,854.48	47,227.10

b) Cheques for paymentInterim Cheques for payment on 21 December 2011 from Lloyds TSB Treasurer's Account

2535	Cllr R Oldham	26.35
2536	Mrs M Gaines – bus shelter cleaning November	106.98
2537	Mrs J Ayre – salary November	691.55
2538	Mrs J Ayre – office, travel expenses November and 1/4ly telephone a/c	157.80
2539	Taurus Garden Services – Cranbourne Drive maintenance	1200.00
2540	Information Commissioner – data protection registration	35.00
2541	Cannon – recreation ground maintenance October	242.09
2542	WCC – dog bins July-Sept	295.00
2543	HCC – street lighting maintenance and energy 1 st account 10 lights	353.62
2544	Christopher Hoare Tree Services Ltd – allotment trees	828.00
2545	Newbury Tools – salt for village hall	75.00
2546	Glasdon Manufacturing Ltd – salt bin for village hall	237.61
		<u>4249.00</u>

Cheques for payment on 17 January 2012 from Lloyds TSB Treasurer's Account

2547	Mrs M Gaines – bus shelter cleaning December	106.98
2548	Mrs J Ayre – salary December	691.55
2549	Mrs J Ayre – office and travel expenses December	72.80
2550	Cllr W Jones – reimbursement of bulbs for verge	35.43
2551	Southern Water – Allotments Oct-Dec account	73.60
2552	HCC – street lighting maintenance and energy 2 nd account for 2 lights	70.62
2553	PCC – Churchyard maintenance – statutory provision	440.00
2554	PCC – S137 donation to Parish Magazine publication	120.00
2555	I R Phillips – lock and carpentry work at pavilion	171.60
2556	L K Ninnim Engineering Ltd – materials for pavilion fence	90.96
2557	B Foot – various handyman works as detailed on invoice (not fence work)	241.25
		<u>2114.79</u>

**Report to Otterbourne Parish Council
from County Councillor Charlotte Bailey
2012-01-1**

Lengthsman scheme

I am really pleased that my Division which includes 9 Parish Councils had been chosen for the next stage of the Lengthsman project which has been successfully piloted in 10 parishes in Meon Valley and in Test Valley. We will be joined by Twyford and Colden Common to make 11 parishes.

I met last week with Cllr Jones and Otterbourne's Clerk Julie Ayre who will jointly lead the project at a briefing meeting. Another meeting on January 24th will be another opportunity to talk about the scheme so that you are fully informed as to the benefits and responsibilities and will be able to decide whether you want to participate. You have already received some paperwork about the scheme which will help you prepare more questions for the meeting.

Having heard a bit about what sort of things the pilot parishes decided to do, it seems clear that it gives the opportunity for jobs to be done in a coherent and timely manner and for the Councillors to prioritise all those small jobs which sometimes get left out. All the pilot Parishes are continuing which shows that they are pleased with the benefits. It appears that each Parish will have the equivalent of £1,000 of work from a contractor – paid for by the County.

County Councillor's Grant

I still have a small amount of money left to give as a community grant. The cut off date is the end of February so please encourage people to ring me up to discuss what is possible.

Consultations about children

Winchester schools have been feeling the pressure of their success. Although 92% of parents were able to get their children into the school of their choice in Hampshire some parents in Winchester had to take their children to other schools, some at considerable distance. Next September promises to have the same problems so some schools in Winchester are increasing their intake and having temporary classrooms installed. This does not solve the problem long term so the **School Places Plan** hopes to address this. It can also have a knock-on effect for other local schools.

The closing date for comments on the plan is 31 March 2012 which can be found at <http://www3.hants.gov.uk/education/schools/school-places>

Hampshire's Children and Young People's Plan 2012-15

Hampshire's Children and Young People's Plan sets out how the Children's Trust will improve outcomes for all children and young people within the county. A new Plan will be launched in 2012 and consultation on the priorities and supporting activities is currently taking place.

The closing date for comments on the plan is 31 March 2012 which can be found at www.hants.gov.uk/cypp

District Councillor Report 17th January 2012

1. Where Next for Winchester –Local Development Framework Update

The **Winchester District Local Plan Part 1** (Joint Core Strategy) was approved for publication and submission to the Secretary for State and South Downs National Park Authority in December 2011.

Key Points:

This plan came out of **Blueprint/Plans for Places** exercise and outlines the Council's strategy for the development and use of land until 2031 and the community strategy promoting active communities, a prosperous economy and high quality environment.

1. Provision for new homes Winchester Town – 4000 (2000 Barton Farm)
2. South Hampshire Urban Area -5500
3. Market Towns and Rural Areas -1500

These numbers were based on **economic** projections for an ageing population, reduction in commuting and continued economic prosperity within the district.

The draft **National Planning Policy Framework** works with the **Localism Act** and states importance of design (attractive, usable, durable). Establishing local design standards will be integral to Neighbourhood Planning.

It is important for Parish Councils to take a lead on a **Neighbourhood Planning:**

- choose where new homes, shops, offices may be built
- have input into what new buildings should look like
- grant planning permission for new buildings they wish to go ahead

<http://www.communities.gov.uk/publications/planningandbuilding/introductionneighbourplanning>

2. Septic Tank Registration

The registration scheme for small domestic sewage discharge (septic tanks) is under review and there is no requirement to register at the moment unless you are in a groundwater source protection zone 1. Groundwater protection zones are recognised for wells, springs and boreholes used to supply water for domestic or food production purposes. **Otterbourne, however is in a SPZ1**. Anyone with a septic tank should therefore register their tank by contacting the Environment Agency on 03708 506 506 or <http://www.environment-agency.gov.uk/homeandleisure/118753.aspx>

Jan Warwick. 17/01/2012