

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1848
OTTERBOURNE VILLAGE HALL – 17 NOVEMBER 2009 AT 7.30 PM**

Present: Cllr Oldham (Chairman); Hudson; Weir; Barton-Briddon; Taylor; Phillips; Andrews
In attendance: County Cllr C Bailey; Mr M Warne; Mrs P Cole; Mrs P Wrightson;
Mr P Granger; PCSO Gavin Cooper; Clerk.

1. **Declaration of Interest:** None declared.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence**
District Cllr E Bell; District Cllr G Beckett
4. **Minutes of the Meeting**
To approve the Minutes of the Planning Committee meeting 20 October 2009
Minutes previously circulated to Councillors. Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Oldham, approved by Council and signed. (Update at Item 12).
To approve the Minutes of the Finance Committee meeting 09 November 2009
Minutes previously circulated to Councillors. Proposed as accurate by Cllr Weir, seconded Cllr Oldham, approved by Council and signed.
To approve the Minutes of the Parish Council meeting 15 September 2009
Minutes previously circulated to Councillors. Typographical error noted Item 14 date should read 20 (not 02) October. Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Andrews, approved by Council and signed.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere**
All points had been actioned as follows or would be reported on during the meeting:
 - 6) Security of Oakwood Park Recreation Ground: Completed.
 - 8) Street Lighting around Oakwood Avenue Bus Shelter
HCC had agreed that the cutting back would take place.
 - 10) Parking at entrance to Cranbourne Drive
HCC had increased the white lines, but only by 6 feet. The matter would be monitored.
 - 10) Fly tipping on Kiln Lane
A new report had been received and WCC informed for removal.
 - 10) Replacement Tree on Cranbourne Drive Open Space: Completed.
6. **Police Report**
A police report had been received detailing four incidents since last meeting: only one was a criminal offence involving a broken window pane. The village hall car park or Williams Garage forecourt (by permission) were considered the most suitable places to host a beat surgery. An email had been received from the Winchester Safer Neighbourhood Team requesting preferred quarterly dates for police attendance at future Parish Council meetings. A Neighbourhood Watch item cautioned that there had been a spate of burglaries in neighbouring Parishes by using keys left in or in sight of glazed doors.

Action	By Whom	By When
To advise Clerk on dates for attendance	Cllrs Oldham and Hudson	asap

7. County Councillor's Report

Cllr Bailey reported. Drains: Amey had attended to the annual clearance, but Poles Lane and Otterbourne Hill had yet to be done. They had also been asked to examine the Poles Lane roundabout area where flooding occurred. M3 resurfacing: some worn parts had been resurfaced with quieter base, but there had been little benefit of noise reduction. An EU Directive had commissioned noise maps of all major roads and the Otterbourne part of the M3 had been identified as one of the high level locations, but agreement on criteria for priority was yet to be decided. Cllr Bailey would continue to press for the works with HCC. Park and Ride: on target for opening in the Spring. Rail transport: Railtrack would be undertaking a programme of increasing height through bridges to allow access for larger containers. 1010 Campaign: WCC had set a target to reduce its carbon footprint by 2010 by 10%. Highways: the list of works prepared by Cllr Barton-Briddon had been reinforced with Highways. Pedestrian Crossing Point: Cllr Weir asked Cllr Bailey to follow-up on the pedestrian crossing survey and continue to progress request for crossing. 'Listening to local issues' had been identified in a response to a HCC Questionnaire by Cllr Hudson. Cllr Oldham was pursuing the Kiln Lane mini roundabout turning with Highways which had been subject to considerable problems by articulated lorries trying to use the turning.

8. District Councillor's Report

Cllr Bell submitted a report as attached.

9. Open Session for Parishioners

The meeting closed for Item 9.

The Old Deeds bus shelter was noted as being heavily scratched with graffiti. Funds for re-staining this shelter had been set aside in the 2010/2011 Precept.

10. Co-option of a Councillor

Paul Granger, a resident of Cranbourne Drive for many years, had applied to join the Parish Council. There were no matters raised. Proposed by Cllr Hudson, seconded Cllr Barton-Briddon and agreed unanimously by Council.

Action	By Whom	By When
To finalise forms and procedures	Clerk	asap

11. Report of the Finance Committee

a) Parish accounts and cheques for payment

As attached. Cllr Andrews approved the 1/4ly reconciliation and bank statements.

b) Ratification of expenditure to clear drains at the Pavilion

The drains had become blocked. Clerk had received estimates from two companies: Dyno rod and Hampshire Drainage. The latter had been instructed from lowest cost and suitability if drains were broken. An invoice of up to £200 was expected. Cllrs Oldham and Weir had been consulted and works agreed under Standing Orders. Council approved.

c) Proposal for the grassed areas around Village Hall and War Memorial to be included into the Parish Council Open Spaces Contract: additional expenditure £530 per annum

The works had been undertaken on a voluntary basis previously, although an annual S137 donation of £170 was made to Elderfield for maintaining the War Memorial area. OVHC had requested the Parish Council accept the works as Custodian Trustees of the village hall. It was hoped a higher standard around the war memorial could be achieved

with professional input and equipment. Provision had been made in the 2010/11 budget. Proposed: Cllr Andrews, seconded Cllr Weir and approved by Council.

Action	By Whom	By When
To instruct Contractor and inform OVHC and Elderfield	Clerk	21 December

d) Report of the Finance Committee Meeting 09 November

All Councillors had received a copy of the Precept spreadsheet detailing budget provision. Cllr Andrews advised the proposals for additional expenditure had been agreed as follows: additional lighting for Oakwood Avenue bus shelter £500 (50% of cost with remainder to be financed under CSI scheme); Community bus funding £70; planting at Oakwood Avenue bus shelter £50, village hall kitchen refurbishment £500. Without drawing on additional reserves the budget had been achieved with a 1.36% increase on 2009/10.

e) Proposal to recommend Precept of £26,682 for 2010/11 representing increase of 1.36%
Proposed by Cllr Andrews, seconded by Cllr Oldham and agreed unanimously by Council

Action	By Whom	By When
To inform WCC	Clerk	Upon request

12. Report of the Planning and Highways Committee

a) Applications and Decisions

As attached. Items in addition:

Dean Croft: Cllr Hudson had attended the Informal Hearing on 5/11/09 to support WCC in its Enforcement Action. A Statement was read and VDS guidelines cited on behalf of the Parish Council. The Inspector heard representation from the Owners. Outcome awaited.
Land at Otterbourne Farm, Kiln Lane: A pre-application consultation had been received from Southern Planning Practice for equestrian use and erection of stable block. The WCC application was awaited. Concern was raised regarding the development of Kiln Lane, lack of bridleways in the area and possible use of the highway by horse riders.

13. Report of the Amenities and Recreation Committee

a) Proposal for additional swings for the youth facilities area

A report from Cllr Weir had been copied to all Councillors. £3,900 had been set aside in 2009/10 for an additional piece of youth facilities equipment. A proposal for more swings was made: they were identified in the play area consultation as most popular piece of equipment, the play area swings were heavily used by older children, another set of traditional swings would not compete for attention by younger children. Council agreed in principle.

Action	By Whom	By When
To obtain quotations and set up site survey	Clerk	21 December
To take forward proposal for next meeting	Cllr Weir	19 January

b) Volunteer Litter-pickers for Oakwood Park Recreation Ground

Cllr Oldham advised the three volunteers had all retired and new ones were needed. Thanks were extended to Mrs Jean Eyers and Mr and Mrs Zebedee for their helpful and

reliable service over a very long number of years. The Conservation Group would make request for any volunteers at its next meeting.

Action	By Whom	By When
Advertise on boards website and magazine	Clerk	21 December

c) Proposed pitch for Eastleigh and Otterbourne Cricket Club on the Elderfield site
 Cllr Oldham summarized the current position of the project. The Eastleigh and Otterbourne Cricket Club wished to play on the site at the rear of Elderfield and become the Otterbourne Cricket Club. The site had been used by Top of the Hill Cricket Club for over 20 years. Langley House Trust (LHT) agreed in principle, but wished to Lease the site to the Parish Council who could then sub-let to the Club. It was hoped both would be for nominal rent. The Parish Council was asked to fund legal costs of drawing up the Lease and sub-Lease. The Cricket Club would fund costs of developing the cricket surface, provide changing facilities in form of pavilion/portacabin, car parking area and ongoing maintenance. The provision of a permissive footpath access along the upper part of Kiln Lane was being investigated with the Methodist Church who owned the Elderfield site. An overgrown field gate off Kiln Lane could provide access to the area. The proposal would offer the village a specialised sports ground for cricket and possibly junior soccer in the future if sufficient area. It would not be open for general public use for dog walking, etc. Planning consent would be required and pre-application planning advice would be sought. An estimated length of Lease was 10-15 years. Discussion followed.
 Cllr Hudson advised that Otterbourne residents valued Kiln Lane greatly as one of the remnants of open countryside in the village. The Parish Council proposal for a cricket pitch, ancillary buildings and parking with access off Kiln Lane would add to the urbanisation of this important road. The Parish Council would need to ensure that its policy was consistent. At the old churchyard end of Kiln Lane it was striving to prevent commercial development at Otterbourne Farm, where the recent passing of a planning application for two small offices and an application for an equestrian facility with six loose boxes would cause urbanisation and generate more traffic. Community safety was a priority, and promotion of a cricket pitch would generate more traffic on Kiln Lane, which was a very narrow, dangerous road. There was no pedestrian footway at present agreed. Cllr Phillips felt that it was important to balance this against the gain to the village. There was also concern Elderfield as a site could be developed in the future and the cricket development could help to deter it. Cllr Andrews agreed it would give security to the site for the period of the Lease. Cllr Taylor considered that although some form of building would be required, the possibility of a cricket ground would be useful to the village. It was acknowledged there was precedence for a cricket pitch on the site for more than 20 years. The consensus received was to continue investigation into the project.

Action	By Whom	By When
To take forward consultation with WCC Planning Dept and Methodist Church	Cllr Oldham	

d) Amenity Land off Poles Lane

A small parcel of land 1.04 acres was for sale with access track off Poles Lane. The Clerk had investigated with the land agents. Council considered the matter but agreed not to take forward.

14. Representatives to various bodies**1852**

Michael Warne advised £1,560 had been raised by the village for the Royal British Legion.

Otterbourne Village Hall Committee

There was no further information to report on the kitchen refurbishment. Costs were still awaited. The Committee had compiled a Risk Assessment/Child Protection Policy and a copy was given to the Clerk.

Conservation Group

Williams Garage had offered an area of unwanted land on the south side of the Bourne stream bordering onto Sponder's Mede. The Group wished to use it as a wildflower meadow. The Parish Council was requested to take on the Lease at peppercorn rent. Michael Warne would write to the Clerk with the proposals.

The autumn talk was by the Director of Conservation for the New Forest on the challenges presented by different requests and viewpoints. The Group had decided to remain on the Winchester Community History Partnership (CHiP) mailing list. The HCC Records Office had written accepting the Otterbourne Scrapbooks compiled by Mrs Cole.

Action	By Whom	By When
To place record in Parish file History of Otterbourne and website.	Clerk	21 December

Allotments Association

Cllr Barton-Briddon advised that a small water leak had been identified between the highway stopcock and one of four standpipes. Southern Water had been unable to determine where it was. The only other course of action would be to dig out the area around each standpipe which would be lengthy costly. The leak was very small and the stopcock turned off for 6 months of the autumn/winter and overnight for the spring/summer months. Council agreed not to take forward investigation unless the leak progressed.

Action	By Whom	By When
To advise Ron Emery of Council's decision.	Clerk	21 December

15. Risk Assessment and Management

The corner floodlight in the Recreation Ground had been reported by a Parishioner as swaying badly in the recent high winds.

Action	By Whom	By When
To inform Sports Club to examine.	Clerk	21 December

16. Any other business

Cranbourne Drive Car Park: the litter bin had been removed as it was frequently being overfilled with large amounts of rubbish and take-away items which over-spilled around it. Otterbourne Primary School: a discussion/debating lunchtime with adults was being trialled every Friday and any interested parents/adults were encouraged to contact the school. Speed Limit Restriction Sign (SLRS): all five Parish agreements had been returned and it was ready to proceed with the schedule for placement.

17. Date of next meeting: 19 January 2010

OTTERBOURNE PARISH COUNCIL
17 NOVEMBER 2009
Report of the Finance Committee

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
Lloyds TSB Treasurers a/c 1074401	14,144.07	16149.24
Bank of Ireland No 6 Children's Play Area	51.53	51.53
Lloyds TSB Guaranteed Investment Account 3 months to 9 December @ 0.80% gross	35,000.00	35,000.00
Co-operative Bank Guaranteed Reserve 3 months to 13 November @ 0.50% gross	<u>25,111.68</u>	<u>25,078.10</u>
Total Balance	74,307.28	76,278.87

Reserves set aside:

Additional youth facilities swing	£ 3,900
Speed Limit Restriction Sign	£ 750
Clerk's Gratuity 5yrs	£ 1,476
Emergency Contingencies – up to 1/3 Precept allowed)	£53,874
Sinking fund for Recreation Ground freehold)	

Interim Cheques signed on 20 October 2009 from Lloyds TSB Account

2265 Mrs J Mounter – Neighbourhood Watch expenses	74.20	(15.9.09)
2266 M Gaines – bus shelter cleaning September	106.98	
2267 Taurus Garden Services – Cranbourne Drive maintenance	670.00	
2268 Southern Water – Allotments and Pavilion standpipes	95.54	
2269 Cannon – Recreation Ground maintenance Aug/Sept	496.80	
2270 OVHC – PC and Planning and Finance meetings	80.00	
2271 Mrs J Ayre – salary September	613.08	
2272 Mrs J Ayre - office allowance/1/4telephone/travel exps Sept	<u>163.08</u>	
	2,299.68	

Cheques for signing on 17 November 2009 from Lloyds TSB Account

2273 M Gaines – bus shelter cleaning October	106.98
2274 Mrs J Ayre – salary October	613.28
2275 Mrs J Ayre – office allowance/travel expenses Oct	85.40
2276 Clearway – Japanese Knotweed control Cranbourne Drive hedge	57.50
2277 Winchester City Council – dog bins emptying 1/7-30/9	161.20
2278 The Information Commissioner – data protection annual payment	35.00
2279 Cllr Barton-Briddon – print cartridge exps	<u>31.97</u>
	1091.33

OTTERBOURNE PARISH COUNCIL

Planning Matters for Consideration at the Meeting on 17 November 2009

Comments for consideration by the Parish Council may be made at the Open Session for Parishioners or sent to the Clerk by 6 pm date of Meeting. Further information may be gained from: www.winchester.gov.uk following the link to online planning applications.

Applications and Closing Dates for Comment

Case No: 09/02241/FUL	Land at Otterbourne Farm, Kiln Lane Change of use of land for equestrian and erection of stable block with associated planting and minor alterations to access
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Decisions

Case No: 09/01832/FUL	Vehicular and pedestrian Access Land adjacent to Wood Sorrell, Main Road Application permitted
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Case No: 09/01881/FUL	33 Greenacres Drive, Otterbourne Two storey side extension Application permitted
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Report to Otterbourne Parish Council 17 November 2009 from District Cllr Eleanor Bell

Planning Forum for Parish Councils – 17 November 2009

Parish Councils have been invited to send at least one representative to this special planning forum for parishes to be hosted by the WCC Planning Team. Rural planning issues were also the subject of a seminar for members and officers on 22 October 2009.

WinACC seminar – Transition to Low Carbon – 20 & 21 November 2009

A two day event organised by Winchester Action on Climate Change together with the University of Southampton at Winchester Discovery Centre. The seminar examining policy frameworks and scope for community action ahead of the Climate summit in Copenhagen is open to all who are interested in this topic. WinACC is a member of Winchester District Strategic Partnership and is supported by a grant from WCC.

10:10 commitment by Winchester City Council, 4 November 2009

At the meeting of Full Council on 4 November 2009, Winchester City Council members and officers committed to reducing the council's own carbon emissions by 10% in 2010. The Council is already well on the way to achieving this target, a stepping stone towards the target of 20% reduction by 2012 across the whole of Winchester District, already committed by members of the Winchester District Strategic Partnership (WDSP). A number of reports to Environmental Scrutiny Panel and Cabinet last week underpin this action, already achieving real cost savings as well as reduced energy usage. However, the resources allocated by the City Council to this initiative are very small (£20,000).

Trees Training for Members and Parish Councils – 2 November 2009

A very useful training session offered by the Landscape (Trees) team explaining the regulations governing tree work, trees on construction sites, TPOs and trees in conservation areas. Open to Parish Council representatives as well as members, the training elicited considerable discussion and more questions than could be dealt with during the session. The Landscape Team leader expressed his intention to work closely with Parishes and tree wardens.

Project Integra – Annual stakeholder meeting – 22 October 2009

Annual event presenting a performance review of the year 2008-9, plus speakers on EU waste legislation, waste materials analysis, and supermarket packaging. Project Integra is a shared services project bringing together HCC and a number of district councils including WCC for the collection and management of household and commercial waste.

Proposed release of city reserve sites for development

At its meeting of 14 October, WCC Cabinet decided not to endorse a report on Strategic Housing Land Availability Assessment (SHLAA) which demonstrated a shortfall in available land due to revised recommendations by the Planning Inspectorate. At the same meeting it was agreed not to release the four Local Reserve Sites included in the current Local Plan. However, appeal at two of the sites may overturn WCC development refusals and trigger their release regardless. WCC is currently revising the SHLAA again to include other land outside development boundaries across the district.

Refurbishment of the Winchester Guildhall

Council has approved the necessary repair and refurbishment of the Guildhall, using the Bapsy bequest funds to create street level access, a lift to all areas and new public spaces, including a Café in the current Saxon Suite facing Abbey Gardens. The work will start this autumn and is scheduled to be completed next September. The building will remain open throughout the works programme.

Planning Appeal – Dean Croft, Poles Lane, Otterbourne

The informal hearing regarding Enforcement measures taken by WCC was held on 5 November 2009. The Council's contention is that the two buildings to the rear of the dwelling are unlawful and should be demolished. The appellants claim Permitted Development Rights. The outcome of the appeal should be known by December.