

**MINUTES OF THE MEETING OF  
OTTERBOURNE PARISH COUNCIL, 15 MARCH 2016 AT 7.30 PM  
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2284

**Present:** Cllrs Jones, Stirrup; Kelly; Acton; Rodford; Barton-Briddon; Stansbury; Romero

**In attendance:** District Cllr Jan Warwick; WCC Recreation Officer, Susan Lord; WCC Ecologist and Biodiversity Officer, Richard Smith; 10 Parishioners; Clerk

The meeting was opened with a presentation from Winchester City Council Landscape and Open Spaces officers on the proposals for the new Greenacres Drive open space area. Susan Lord explained that Winchester had taken over responsibility for the area in January 2014. The area was considered an excellent natural space, but needed to be managed with regard to flood alleviation, biodiversity, control of invasive specimens and public access. Consultations had been taking place with the Parish Council, Otterbourne Conservation Group, the Greenacres Drive Management Company and adjacent landowner Southern Water. It was hoped feedback was reflected in the plan which was outlined by the Ecologist and Biodiversity officer, Richard Smith. The overall aim was to work with the surrounding habitats and maintain the area. This included various enhancements: i) creating a wetland area/pond in a part which was boggy to encourage biodiversity. The pond would be about 1 metre depth, set at different levels and minimal management was anticipated; ii) creating a grass footpath leading from the access which would loop around the pond. Some scrub clearance would be necessary, but other areas would have no access and remain as dense scrub in order to provide wildlife habitat. The path would need strimming every couple of months; iii) management of invasive weeds such as Himalayan Balsam and it was hoped that the Conservation Group or other volunteers would help with this; iv) installing a simple dipping platform to allow safe access to the pond; v) installing a simple bench as a resting place; vi) installing a notice board at the access point for interpretation of the site with types of plant species noted and also installing a dual use litter/dog bin. Several questions were raised. 1) A query over access to the site from the adjacent Southern Water field. The officers advised Southern Water had given permission for a temporary gate to be installed with access across the field during the initial works only after which the gate would be returned to fencing. 2) Concern about parking at the access point off Greenacres Drive. The officers advised it was not envisaged that the area would draw numbers of outside visitors requiring lots of parking, but rather walkers from within the village or visitors to the recreation ground. Any potential visits as might be arranged by a local school could use the recreation ground car park. 3) Amount of assistance required from volunteers. It was advised WCC would establish the initial area using contractors to remove brambles and ongoing maintenance could be undertaken by volunteer work, dependent on the number that came forward. 4) Request for a dog exclusion zone. The officers felt that it was an area which dog walkers along with other walkers would enjoy using, but the notice board at the entrance would state dogs must be kept on a lead and dog fouling would be an offence. 7) Request for the species found and biodiversity of the area to be published. The officers hoped this would occur and a link to the Parish website would be considered. 8) Concern that the pond would fall into a state of disrepair and become overgrown as had the dew pond towards the railway line. The Chairman thanked the officers for attending and for their presentation.

1. **Declaration of Interest:** Cllr Stansbury declared interest in the Coles Mede report item 10 c).
2. **Apologies for Absence:** County Cllr P Bailey; District Cllr M Southgate; Kathy Mantell

**3. Minutes of the Meeting:**

To approve Minutes of the Parish Council meeting 19 January 2016

Minutes previously distributed to Councillors. Proposed by Cllr Stirrup; seconded by Cllr Rodford, approved by Council and signed.

To approve Minutes of Finance and Administration Committee meeting 16 February 2016

Minutes previously distributed to Councillors. Proposed by Cllr Kelly; seconded by Cllr Acton, approved by Council and signed.

**4. Action Points and Matters arising on the Minutes and not discussed elsewhere:**

All matters had been actioned or would be addressed in the meeting.

**5. Crime Statistics Report**

A crime statistics report was received from Cllr Acton detailing four anti-social behaviour incidents and one burglary/assault during February. A replacement volunteer to take over from Kathy Mantell as the village Neighbourhood Watch Co-ordinator was still required. The HCC School Travel Planning Manager had responded to the Parish Council's letter advising concerns of anti-social behaviour at the Otterbourne Hill underpass. Subject to funding, HCC had offered to support Thornden School if it wanted to review its school travel plan and would work with EBC and other Stakeholders to undertake a travel survey with students and parents.

To respond to HCC advising that the Parish Council felt this would be a worthwhile way forward.	Clerk	19 Apr
-------------------------------------------------------------------------------------------------	-------	--------

**6. Open Session for Parishioners**

There were no matters raised.

**7. County Councillor's Report**

County Councillor Phil Bailey had submitted a report on three matters. HCC would be carrying out a public consultation on its household waste and recycling centres from 16 March-25 May. Proposals for the 24 recycling centres included changing opening hours and possible closure of some sites. Concern was raised that cuts to the service could reduce recycling and cause an increase in fly tipping. The Library Services consultation had concluded and decisions, including the possible closure of the Mobile Library Service, would be received in April. Other potential cuts from HCC included dimming of the street lights and a potential reduction of funding for traffic safety schemes.

To email Councillors with the Waste Recycling Centre consultation link	Clerk	19 Apr
------------------------------------------------------------------------	-------	--------

**8. District Councillor's Report**

As attached.

**9. Report of Representatives to Various Bodies****OVHC**

A report from Cllr Acton advised that a proposal was being considered by OVHC to extend the village hall to the south side in order to create changing rooms and more storage space.

**Elderfield**

An update report from Elderfield was received from Cllr Acton advising they were confident of being able to continue with their exit strategy from the current system and of obtaining new funding for developing their new programme. The Food up Front initiative was being developed and there were other plans underway to be reported in April.

## 10. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached with comments as submitted.

b) Eastleigh Borough Council Local Plan – to report on consultation response.

A response to the draft EBC Local Plan had been submitted with comment objecting to the proposal to enlarge the Highbridge Road in order to serve 3,700 new homes within the Eastleigh District.

c) Housing – to receive update on Coles Mede and approach by a development company.

Coles Mede: Further meetings had taken place and the developer was considering amendments to the plans to keep the build within the footprint of the garages and forecourt. It was also proposed to provide protection status as a village green and a small children's play area. Approach by a development company: Cllrs Jones, Stirrup and Romero had met Parsons & Joyce Contractors Ltd. The land proposed was the field between 'Nairana' and the old police house which was in Compton & Shawford Parish, but they advised that Otterbourne would not wish to see this important gap between the two parishes developed. The matter had been referred to Cllr Southgate as Chair of C&S Parish.

d) Hampshire and Isle of Wight Devolution – to receive report on proposals.

Cllr Jones had attended a HIOW workshop on 1 March where an example in Swindon had been put forward of some District services being devolved to Parish level. District Cllr Jan Warwick had since advised that the leaders of Councils covering Portsmouth, Southampton, Isle of Wight, Fareham, Gosport, Havant, East Hampshire and Eastleigh had been invited to discuss options for devolution of government powers to this group. It was uncertain what the effect would be on the remaining authorities, including Winchester.

e) Highways – to receive any matters

The bollards on Main Road at the crossing point to Williams Garage had been replaced. A parishioner had requested a 'Slow, People Crossing' sign on the bend before Williams Garage to alert drivers to those crossing the forecourt entrance.

To forward request for consideration to HCC	Clerk	19 Apr
---------------------------------------------	-------	--------

A Parishioner request to enforce parking restrictions on Cranbourne Drive near to the access off Main Road had been received. The March Action Points had referred the matter to PCSO Michelle Wilkinson who had agreed to make visits and Cllr Rodford advised that a WCC Traffic Warden patrolled on occasion. Cllr Stirrup noted concern about cars parking along Boyatt Lane, potentially blocking the junction at Otterbourne Hill; it was agreed to monitor before any request for parking restrictions. Parking concerns had also been received about the parking area opposite The Otter and this would be monitored; it was noted that previous legal advice had advised it would not be possible to enforce measures except complete closure of the area. Several reports had been received that the village verges were being damaged by delivery and contractor vehicles. Follow-ups requesting reparation could be made where photographic evidence was available or otherwise the Lengthsman could undertake repairs.

To request repairs by Lengthsman as may be reported	Cllr Romero	
-----------------------------------------------------	-------------	--

A request for a schedule of litter picking along Poles Lane had been made. District Cllr Jan Warwick advised there was a 13 week road sweep over the whole length and more frequent sweeps closer to the entrance of the Veolia Recycling Centre. The Parish Council had not taken part in the 'Clean for the Queen' litter pick event due to risk assessment concerns, but it did make regular requests to WCC for litter picking Poles Lane and Otterbourne Hill west side and the services of the Lengthsman were utilised throughout the remainder of the village with volunteers helping at the Recreation Ground.

To request litter pick by Lengthsman as may be required	Cllr Romero	
---------------------------------------------------------	-------------	--

Cllr Romero requested revisiting measures to enforce the speed limit on Main Road or to reduce the limit to 20 mph. Measures had been initiated over recent years. Speedwatch had not been taken up because of the cost and continued volunteer requirement. It was agreed to discuss at the April meeting when further information was known.

To c/f item to April Agenda	Clerk	19 Apr
To follow up on 20 mph limit and information on speedwatch	Cllr Romero	19 Apr

Concern was raised about low hanging trees and vegetation extending over boundary fences and walls which caused obstruction of the pavements and difficulty in particular for people in wheelchairs or with pushchairs. It was agreed to report persistent concerns to HCC.

To report matters to HCC	Clerk	as requested
--------------------------	-------	--------------

## 11. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

#### i) General – to decide on contractor for grounds maintenance annual contract.

Four quotations had been obtained. The contract was agreed to continue with OCS Cannon based on price and continued good work. Proposed by Cllr Jones, seconded by Cllr Acton and agreed by Council.

To instruct OCS Cannon and inform other contractors	Clerk	19 Apr
-----------------------------------------------------	-------	--------

– Proposal for expenditure to cut back Field Maple overhanging car park verge.

A report had been received that the tree was leaning badly. It was an old specimen and cutting to trunk level was recommended to save revisit in the near future. Proposed by Cllr Jones, seconded by Cllr Rodford and agreed by Council.

To instruct contractor with the works	Clerk	19 Apr
---------------------------------------	-------	--------

#### ii) Play Park – Proposal for expenditure to clean wetpour and equipment, install new wetpour under play den and undertake general repairs.

Three quotations had been obtained, two from specialist contractors. Council agreed that a specialist contractor was required for the complete works. Vita Play was proposed by Cllr Jones as a local contractor with best quote, seconded by Cllr Rodford and agreed by Council. The work would be spread over 2015/16 and 2016/17 budgets.

To instruct contractor with the work and inform other contractors	Clerk	19 Apr
-------------------------------------------------------------------	-------	--------

#### iii) Play Park/Youth Facilities – to decide on annual independent safety inspection provider. Two quotations had been obtained. Council agreed to use the scheme offered by WCC. Proposed by Cllr Jones, seconded by Cllr Rodford and agreed by Council.

To instruct contractor via WCC and inform other contractor	Clerk	19 Apr
------------------------------------------------------------	-------	--------

### b) Amenities – Proposal for expenditure to re-stain second bus shelter and repair roof.

Expenditure had been agreed in November 2015 for re-staining one bus shelter, but held for instruction as Cllr Jones had advised only the outside needed staining. A quote of an additional £100 for re-staining the outsides of the two shelters at Otterbourne Hill had been obtained plus repairs to the roof. Proposed by Cllr Stirrup, seconded by Cllr Acton and agreed by Council.

To instruct Contractor with the work	Clerk	19 Apr
--------------------------------------	-------	--------

**12. Report of the Finance and Administration Committee**a) Parish Accounts and Cheques for Payment – as attached.

The 12 month investment of funds had been made with Lloyds at 1.15%. The final quarter showed the 2015/16 budget to be close to forecast with expenditure at 3% below budget and income 1% above.

b) Matters agreed at the F&A Committee meeting 16 February – to approve and adopt. All matters were unanimously agreed by full Council.

To take forward for audit	Clerk	10 May
---------------------------	-------	--------

**13. Risk Assessment and Management.** No matters arising.**14. Notification of events and to raise new items for the next meeting**

The Annual Village Assembly was arranged for 9 May 2016 at 7.30 pm in the Bianchi Room of the Village Hall. Cllr Acton agreed to prepare the Newsletter and arrange various presentations for the evening. Possible presentations included: Elderfield Food Up Front; Greenacres Open Space; Williams Garage development plans; Coles Mede garages planning proposals for development; Neighbourhood Watch Village Co-ordinator.

To forward last date for publication	Clerk	
To prepare AA Newsletter and organise presentation boards for the evening	Cllr Acton	

**15. Date of next Parish Council meeting:**

19 April 2016 commencing 7.30 pm in the Bianchi Room of the Village Hall.

**Finance and Administration Committee Report**a) Parish Accounts and Cheques for Payment

	Current Statement £	Last Statement £
<b>Lloyds Treasurers</b>	<b>17,607.75</b>	20,913.77
<b>Lloyds Investment a/c to 10/02/17 @ 1.15 %</b>	<b>25,455.79</b>	25,237.50
<b>Lloyds Investment a/c to 28/04/16 @ 0.8%</b>	<b><u>11,500.00</u></b>	<u>11,500.00</u>
<b>Total Balance</b>	<b>54,563.54</b>	59,578.92

Cheques at Interim payment from Lloyds Treasurer's account 16 February 2016

3030	Mrs J Ayre – salary January	£ 808.22
3031	Mrs J Ayre – office, travel, quarterly telephone and broadband	£ 156.86
3032	Mr R L Webster – bus shelters and notice board cleaning	£ 56.25
3033	Taurus Garden Services – annual maintenance contract	£2,440.00
3034	MJT Decorating Ltd – SLRS x 1	£ 96.00
3035	DEK Graphics and Print Ltd – copying January	£ 12.60
		<u>£3,569.93</u>

Cheques for payment from Lloyds Treasurer's account 15 March 2016

3036	Mrs J Ayre – salary February	£ 808.22
3037	Mrs J Ayre – office and travel	£ 74.00
3038	HMRC – tax and NI for employer and employee Jan-Mar	£ 118.17
3039	Mr R L Webster – bus shelters and notice board cleaning	£ 56.25
3040	Cranbury Estates – Kickabout rental	£ 1.00
3041	Kompan UK – final retention payment for youth facilities project	£1,239.29
3042	Winchester City Council – Parish Council election costs	£ 75.10
		<u>£2,371.03</u>

**Planning and Highways Committee Report**

a) **Planning Applications and Comment submitted to WCC**

- |                       |                                                                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case No. 15/02359/FUL | Durlston, Waterworks Road, Otterbourne<br>Replacement porch and extension of the roof over the porch. Loft conversion including front and rear facing dormers and construction of gable ends. <b>No comment</b>                           |
| Case No. 15/02145/LDP | The Annex, 9 Bourne Close, Otterbourne<br>Use of Annex for short term letting. <b>No comment</b>                                                                                                                                          |
| Case No. 16/00155/FUL | Orchard View, Park Lane, Otterbourne<br>Replacement dwelling (Resubmission) <b>No comment</b>                                                                                                                                             |
| Case No. 16/00131/FUL | The Dell, Park Lane, Otterbourne<br>Removal of existing roof and demolition of attached garage and utility Erection of new first floor and side extension. Removal of static caravan and replacement with new car port. <b>No comment</b> |
| Case No. 16/00192/TPO | The Old Parsonage Care Home, Main Road, Otterbourne<br>1 no Oak to tip reduce branches and 1 no May to reduce away from property providing 2-3 m clearance. <b>No comment</b>                                                             |

**Planning Decisions received from WCC**

- |                                |                                                                                                                                                                                                                                                                                                      |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case No. 15/02802              | Willow House, Norlands Drive, Otterbourne<br>Single storey rear extension, new front porch, garage conversion<br><b>Application permitted</b>                                                                                                                                                        |
| Case No. 15/02706/FUL          | Land adjacent to 18 Coles Mede, Otterbourne<br>New two bedroom house on divided plot. <b>Application withdrawn</b>                                                                                                                                                                                   |
| Case No. 15/02802/FUL          | Willow House, Norlands Drive, Otterbourne<br>Single storey rear extension, new front porch, garage conversion<br><b>Application permitted</b>                                                                                                                                                        |
| Case No. 15/02478/FUL          | Bourne House, Grange Drive, Otterbourne<br>Six new loft windows: three to east and three to west elevation<br><b>Application permitted</b>                                                                                                                                                           |
| Case No. 15/02147/FUL          | 15 Regent Close, Otterbourne<br>Two storey extension and single storey garage extension<br>(Resubmission) <b>Approved by WCC Planning Committee after amendment to initial plans</b>                                                                                                                 |
| Case No. 16/00156/FUL          | Drove House Main Road, Otterbourne<br>Detached garage and utility (Resubmission)<br><b>Approved with the restriction the garage could not be used as a dwelling.</b>                                                                                                                                 |
| HCC Case No.<br>PLAN/PMW/WR215 | Four Dell Farm, Poles Lane, Otterbourne<br>The installation of 2 biomass boilers to provide heat for the drying of wood chip to produce a more marketable produce and the generation and export of electricity, with the erection of 2 flues to the existing building.<br><b>Application granted</b> |

## Otterbourne Parish Council

### District Councillor Report 15th March 2016

#### 1. Rural Grants –available from March 2016

Fieldfare funding is now available for different projects for the next five years. Applications are invited for rural projects to:

- Create jobs
- Increase farm or forestry productivity/efficiency
- Develop new markets for local food and drink
- Increase visitor spend in the area or
- Provide an essential rural service

Further details about Fieldfare LEADER can be found at [www.Fieldfareleader.org.uk](http://www.Fieldfareleader.org.uk)

For more information please contact Ken Brown on 01962 848

588 [kbrown@winchester.gov.uk](mailto:kbrown@winchester.gov.uk)

#### 2. Grass Cutting Schedule

The Grass Cutting programme for 2016 will begin on Monday the 29<sup>th</sup> February. This programme covers the cutting of those Hampshire County Council highway verges and open spaces under the control of Winchester City Council. Each of these areas will get nine visits during March to October unless alternative arrangements have been put in place.

Contract Monitoring Officers will be carrying out checks of grass cutting work however if you have any particular concerns regarding grass cutting in your area then please call the Customer Service Centre on 0300 300 0013 or report the problem on-line.

#### 3. Devolution Update

At a meeting of leaders and chief executives of all local authorities in Hampshire and the Isle of Wight on 26th February, a new strand of the devolution debate was announced. Lord O'Neill, a Minister at the Treasury, has invited leaders of councils covering Portsmouth, Southampton, Isle of Wight, Fareham, Gosport, Havant, East Hampshire and Eastleigh to a meeting to discuss options for devolving government powers to this group. This was an unexpected development for the other Hampshire authorities that are still waiting to hear the government's response to the existing devolution deal, which all fifteen local authorities have signed up to.

#### 4. Council Tax Update

The City Council decided at its recent Full Council meeting (25th February) to approve a 1% increase in Council Tax. This is the first increase in Council Tax in six years in order to maintain services. Council Tax is collected by Winchester City Council on behalf of Hampshire County Council (£1,079.28 per annum), the Police and Crime Commissioner for Hampshire (£160.46 per annum), Hampshire Fire and Rescue Authority (£62.60 per annum), Town and Parish Councils (£71.82 per annum - average), along with the £130.65 per annum for the City Council. This equals an average bill for a Band D property of £1,504.81 in total.

#### 5. New Chief Constable for Hampshire

Hampshire Police and Crime Panel confirmed the appointment of Mrs Olivia Pinkney as the new Chief Constable for Hampshire last Friday. Olivia was previously an inspector at HMIC, the Deputy Chief Constable for Sussex Police and led the investigation into the Shoreham Air Crash.

