

**MINUTES OF OTTERBOURNE PARISH COUNCIL MEETING
16 JULY 2013 AT 7.30 PM
IN THE JOHN AND BETTY ROOM OF THE VILLAGE HALL**

Present: Cllrs Jones, Acton; Doherty; Young; Kelly; Stirrup; Barton-Briddon; Stansbury

In attendance: County Cllr Phil Bailey; District Cllr Jan Warwick; Mrs P Wrightson; Mrs K Mantell; Ms Lynne Hill; PC Jon Worsdell; Mr S. Opacic; 4 parishioners; Clerk

1. **Declaration of Interest:** There was none.
2. **Correspondence:** Correspondence Folder passed to members for circulation.
3. **Apologies for Absence:** Cllr Reeves; District Cllr Mike Southgate
4. **Minutes of the Meeting**

To approve the Minutes of the Parish Council meeting 21 May 2013
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Stirrup; seconded
Cllr Young, approved by Council and signed.

To approve the Minutes of the Planning & Highways Committee meeting 7 June 2013
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Jones, seconded Cllr Acton, approved by Council and signed.
5. **Elderfield Report**

Lynne Hill, Project Manager for Elderfield reported that there had been several drink and litter related complaints about service users. Staff had dealt with the matter, patrols had been made and the service-users concerned moved on. Ms Hill agreed to make a request for the on-site drinking rules to be relaxed, but advised this went against current policy and funding principles. Ms Hill requested that any adverse behaviour should be reported to her direct so that it could be dealt with asap. Serious anti-social behaviour should also be reported to the police. There was a curfew between 8-11 pm if the service-users' licence stipulated, otherwise there were more relaxed rules about nights out. The service-users were all now Winchester based referrals, some referred because they were homeless.
6. **Police Report**

The new beat officer, PC Jon Worsdell who worked opposite shifts to PC Michelle Wilkinson reported: from 30/05 to 17/05 there had been two incidents of dwelling burglaries to a house and a golf club and two incidents of anti-social behaviour and noise nuisance. PC Worsdell was on the panel determining suitability of placement at Elderfield
7. **Winchester Local Plan Part 2**

A briefing was given by Steve Opacic, Head of Strategic Planning, WCC.
The Local Plan Part 1, as now adopted, had covered strategic matters for the district such as setting target levels for different areas and defining village boundaries. Part 2 was concerned with the detail. WCC had supported Otterbourne in Part 1 as not being an area for which housing targets should be set and the settlement boundary had been retained as defined in the 2006 Local Plan. Developers had challenged this at Part 1 and could do so for Part 2 as Otterbourne rated well in terms of facilities. It was important for the Parish

Council to respond to Part 2 with the community views and the Village Survey would be useful for this. Response to WCC was required by end of August and Part 2 would then go out to public examination during 2014 at which point Developers/Agents could present their case. At present, businesses outside the settlement boundary were allowed minor expansion unless the community chose to support anything further. The green gap between Compton & Shawford and Otterbourne fell into a separate category and had been retained within Part 1. It was noted there was no green belt land in the Winchester district: fields and countryside were protected by the planning policies.

Mr Opacic spoke briefly about the introduction of the Community Infrastructure Levy (CIL) which replaced the Open Spaces Scheme. The CIL was due to come into force in 2014. It would be set locally on development such as housing, shops and hotels. 15% of the CIL revenue would be for Parish use on infrastructure, alongside a Section 106 (open space) agreement as required. Funds in the previous Open Space Scheme had to be cleared by April 2015.

8. **Open Session for Parishioners**

A Parishioner asked whether the bus shelters could be cleaned and advised that the exterior of the 'Old Deeds' shelter needed re-staining and the seats were becoming damaged, potentially through bottle opening. Cllr Jones reported that the cleaning of the shelters was in hand.

To assess bus shelters for maintenance	Cllr Jones	17 Sept
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A Parishioner asked about the Village Survey. Cllr Acton responded that about 15 children and young peoples' surveys had been returned and 367 adult surveys to-date. A higher % of returns (35-39%) had been received from the central part of the village. Cllr Acton was thanked again for the substantial amount of work involved in the survey. A Parishioner asked about cutting of the long grass on the cricket pitch at the rear of Elderfield. The Clerk advised to contact the Cricket Club or Elderfield.

9. **County Councillor's Report**

Kiln Lane at Old Churchyard/HMW offices: Following a site visit, HCC had confirmed it intended to issue a Notice under the Highways Act for removal of the lower walls constituting a highways obstruction and return of the layby to the 2000 layout ie before the Water Authority erected the black gates.

10. **District Councillor's Report**

As attached.

11. **Report of Representatives to Various Bodies**

Neighbourhood Watch: Cllr Acton advised Kathy Mantell that the response from the Village Survey had been very positive with a number of respondents offering help.

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

A list of points and actions taken had been distributed. All points had been actioned or would be reported on during the meeting except as follows:

7. Emergency Plan: The contact list and information had been updated, the format was being changed before sending to the distribution list.

Dog Fouling and Penalty Notices: Ongoing with Cllr Acton.

To send Emergency Plan to Clerk for distribution	Cllr Jones	17 Sept
To progress Penalty Notices	Cllr Acton	17 Sept

16. Small Contractors: Taurus Garden Services and the Handyman had been assessed and both found to meet the self-employed contractors' requirements ref. the HMRC website.

17. Common grass cutting: this had been actioned and the WCC schedule notified as G5 ie 4 cuts per year. HCC had agreed to remove the two bollards protecting a guide wire.

13. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities – to receive works requirement from inspection report.

The Clerk had made a schedule of the report findings which was with Cllr Reeves.

Youth Facilities – to receive update on youth facilities consultation.

Cllr Acton had prepared a report copied to all Councillors. The various consultation methods had given a good base to progress further quotations and funding applications.

To determine works requirement following annual inspection	Cllr Reeves	17 Sept
To take forward youth facilities project with further quotes	Cllr Reeves	17 Sept

ii) Football pitch and Pavilion – to receive update on pavilion works

Cllr Young reported that the pavilion exterior painting had been finished to a high standard and the guttering replaced. The security alarm and fire inspections had taken place and a new Fire Certificate issued. The gas boiler had required works to replace the pilot light. Some further work was required to increase the size of the vents in the door which was in hand. The electricity box had been replaced at no charge. The pavilion was considered in good order. *Ratification of works to pavilion boiler up to £350 plus VAT.* This had been agreed under Standing Orders for the pilot light replacement: £200 of materials plus labour. Proposed Cllr Jones, seconded Cllr Young and approved.

To progress work to vents	Cllr Young/Clerk	17 Sept
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b) Common – to receive any matters arising

Dog fouling and the grass cutting remained the ongoing issues.

c) Open Spaces Areas – to receive update on Greenacres Drive amenity land and access to it WCC had emailed to advise that the legal transfer of the land was still progressing: part of the land should have been transferred to the Environment Agency to protect the watercourse.

Southern Water was still clarifying ownership of the strip of land bordering the houses before addressing the matter of footpath access.

d) Elderfield Cricket Pitch

The arboricultural survey had been completed for finalising the Highways part of the access application. Some protective work was required to trees; the Club was drawing-up specifications for the entrance.

To liaise with WCC and Southern Water ref open space	Cllr Acton	17 Sept
To liaise with the Cricket Club	Cllr Acton	17 Sept

14. Report of the Planning and Highways Committeea) Applications and Decisions – as attached.

Golf Driving Range: all Councillors had previously received a copy of the statement for Comment which was read aloud at the meeting and approved for submission.

Footpath Diversion: Cllr Stirrup had met with the Winchester and Hampshire Ramblers. The diversion was not supported: the distance was too long; a stretch would be boggy; it resulted in loss of amenity for views and was detrimental to the Itchen network.

To submit all comments by due dates	Clerk	asap
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b) Planning Protocol – to receive report and approve

All Councillors had received a copy of the proposed Protocol. It was approved unanimously as a governing document.

c) Knotweed – to review the problem in the Laurel hedge on Cranbourne Drive

A stand had appeared on the inside of the hedge which was difficult to reach. It was agreed unanimously to remove the first length of hedge including roots using contingency funds if required to cover the cost. The Knotweed contractor would be on site at point of removal and to treat anything further. The ground would be replanted or grassed when clear.

To obtain quotations for removal of the first length of hedge and to email all Councillors for approval before instruction of the works To contact the Knotweed contractor	Clerk	asap
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d) Highwaysi) Pedestrian Crossing on Main Road – to receive update

Following the application by Williams garage for redesign of the forecourt, it was hoped that a central island refuge or better form of crossing could be achieved.

To progress with Williams garage and HCC	Cllr Jones	17 Sept
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ii) Lengthsman – to receive final requests for work on 5-7 August

There were no further requests. The Worksheets had been submitted.

iii) Trees – ratification of £150 for tree works at Sponder's Mede

Three quotations had been received for the works arranged by the Conservation Group.

Blake Davis had been appointed. Proposed by Cllr Jones, seconded Cllr Kelly and approved.

iv) Other matters – Cllr Jones had made a check of the drains which appeared clearer.

A resident had made a complaint of litter on Poles Lane from the recycling vehicles. The problem would be monitored regarding the special litter pick schedule by Veolia.

Cllr Jones would report a number of For Sale/To Let signs abandoned in the village.

15. Report of the Finance and Administration Committeea) Parish Accounts and Cheques for Payment – as attached

Cllr Kelly approved the quarterly bank statements and reconciliation. The quarterly budget analysis was broadly on track. It was agreed to move the 3 month Co-operative investment account maturing 25/07 to a Lloyds TSB investment account.

b) Internal Audit – to receive quotations for internal audit 2014-2016

Three quotations from auditors listed on the HALC website had been sought. Council agreed to retain the services of John Murray.

To instruct John Murray and advise others	Clerk	17 Sept 2128
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c) New draft NALC Financial Regulations – to receive report
NALC had drafted new regulations which were out for consultation. They did not vary significantly and almost all of the new requirements were already met as good practice.

d) Rental Review – to receive report on Sport Club's annual rental review
Under the terms of the Lease the rent was due for annual review on 1 August. The Clerk had determined the new figure of £1919 using the formula in the Lease.

To prepare and send letter of notification	Clerk	asap
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e) Recruitment and Interview Procedure – to receive report
The Clerk had produced a document which gave a recruitment format, sample interview questions and person specification. Cllr Kelly had produced an appraisal document. Both documents would be kept on file for future use.

f) Parish Council email and PO box – to receive report
It was agreed the Clerk's email address should change and that the use of a PO box number would be beneficial for the future. Change of the email entailed no cost; the PO box number through Royal Mail would entail a cost of £303. The latter would be considered for the 2014/15 Precept and the two addresses changed together.

To itemise for Precept consideration	Clerk	15 Oct
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- 16. Village Event** – to receive update on 10th August event on the Common
It had not been possible to organise and arrange events for this year and it was agreed to carry forward for consideration next year.

To itemise for Precept consideration	Clerk	15 Oct
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- 17. Risk Assessment and Management**
The Annual Play Park and Youth Facilities Inspection Works Report with Cllr Reeves.
The pavilion vent with Cllr Young.

To follow-through on respective management	Cllrs Reeves/Young	asap
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- 18. Any other business from Councillors**
Bourne Close: the WCC development scheme was due to start in the next two weeks.
Civic Service: Council agreed unanimously that it did not wish to participate or send an invitation list to the Civic Service being organised by Hursley PC on 13 October 2013.
War Memorial: several contractors had been contacted and the advice given to undertake traditional in-house cleaning rather than by a contractor using chemicals or water-jet means.
Contributions of £339 were acknowledged with thanks and this sum would be used in enhancement of the memorial.

To progress war memorial project with working party	Cllr Jones	17 Sept
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- 19. Date of next meeting:** 17 September commencing 7.30 pm

Planning Matters for Consideration 16 July 2013

Applications and WCC Closing Dates for Comment

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| Case No. 13/00879/FUL
17 July | Land West of Otterbourne Farm, Kiln Lane, Otterbourne
Change of use of land to a golf driving range, erection of building with associated car parks, diversion of footpath and creation of permissive path.
Objection: i) golf range: not required due to local area already being well served – there is no additional social and environmental benefit; ii) countryside: destruction of meadowland and rural character, replacing with negative impact of fencing, car park, buildings; iii) footpath: diversion from an ancient path with loss of views, too far in distance and with boggy terrain; iv) highways: Kiln Lane is narrow and winding, already hazardous and additional traffic would increase the problem; v) Application Access and Design Statement: is inconsistent and misleading. |
| Case No. 13/01185/FUL
31 July | 14 Oakwood Avenue, Otterbourne
Single storey front extension
No comment |
| Case No. 13/01339/PTH
No date provided | Land west of Otterbourne Farm, Kiln Lane
Proposed footpath diversion
Objection: in conjunction with 13/00879/FUL above. Diversion distance would be too far; through boggy ground, with loss of views and ancient footpath rights. |

Decisions

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| Case No. 13/00927/FUL | 7 Greenacres Drive, Otterbourne
Replace existing conservatory with single storey rear garden room Application permitted |
| Case No. 13/01040/FUL | 19 Oakwood Avenue, Otterbourne
Demolition of existing garage and green house, erection of single storey side and rear extension Application permitted |
| Case No. 13/01232/APN | Otterbourne Farm, Kiln Lane, Otterbourne
Erection of agricultural barn
That no objection be raised |
| Case No. 13/00742/TPO | 11 Meadowcroft Close, Otterbourne
1 no Monterey Pine crown reduce height and spread by 2 m.
1 no Monterey Pine fell. Application permitted |

Report of the Finance Committee 16 July 2013

a) **Parish Accounts stand as follows**

	£	£
	Current Statement	Last Statement
Lloyds TSB Treasurers	16,905.05	22,072.29
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 %	25,000.00	25,000.00
Co-operative Investment a/c 3 mth to 25/04/13 @ 0.56 %	<u>10,949.03</u>	<u>10,949.03</u>
Total Balance	52,854.68	58,021.92

Cheques for Payment from Lloyds TSB account 18 June 2013

2732 Mrs J Ayre – salary May	£ 765.45
2733 Mrs J Ayre – expenses: office, travel and 1/4ly telephone/internet	£ 147.85
2734 OVHC – hire of room July-Oct	£ 60.00
2735 Cllr W Jones – Chairman’s allowance reimbursement of expenses	£ 50.00
2736 HMRC – 1/4ly tax and NI payments	£ 135.45
2737 Taurus Garden Services	£ 670.00
2738 DEK Graphics – village survey and copying	£ 398.42
2739 Petty Cash	£ 50.00
2740 Otterbourne PCC – S137 donation to St Matthew’s church roof	£1000.00
2741 OCS Cannon – recreation ground maintenance April	£ 251.83
2742 MJT Decorating Ltd – SKR sign x 2 movements	£ 192.00
2743 Diamond Decorating – pavilion exterior works	<u>£1464.00</u>
	£5185.00

Cheques for Payment from Lloyds TSB account 16 July 2013

2744 Mrs J Ayre – salary June	£ 748.92
2745 Mrs J Ayre – expenses for office and travel	£ 80.60
2746 DEK Graphics and Print – village survey	£ 18.00
2747 Griffin Fire and Training Ltd – pavilion inspection	£ 156.12
2748 Southern Water Ltd – allotments ½ year	£ 21.64
2749 Blake Davis Tree Care – Sponder’s Mede trees along the track	<u>£ 150.00</u>
	£1175.28

Winchester District Councillors Report
Otterbourne Parish Council meeting 16.07.13

Cycle Fest - Winchester's Cycle Fest took place on Sunday the 23rd June and consisted of cycle activities and stalls outside the guildhall. This was complimented by events at the South Park and Ride. Throughout the day there were a number of guided tours between the two venues. Councillor Southgate - got on his bike and rode between the two! It was particularly pleasing to see so many families trying the route out! The next cycling event is the Criterium on Sunday 11th August which is a series of high speed, cycling races around the centre of Winchester.

South Winchester Park and Ride - A part of this is now being used on a Sunday for cycling activities. Although the P & R is not functioning on a Sunday parking spaces have been segregated from the cycling activities and kept available. Don't forget there are bottle banks at this site!

Hockley Viaduct - The restoration of Hockley Viaduct and completion of National Cycle Route 23 through Winchester City has won a prestigious award. The £1m project received the Institution of Civil Engineers' South East England Engineering Excellence 2013 Award for 'Community Benefit'. The full press release is at:-
<http://www.winchester.gov.uk/news/2013/jun/hockley-viaduct-restoration-wins-award/>

National Cycle Route 23 - The potential route through Compton and Otterbourne has now been drawn up as a very early draft for comment. MS has sent a copy to the Chair and Vice Chair. This is in accordance with all previous reports to the PC and concentrates on the main road route from the Park and Ride through Otterbourne to join up with the route from Boyatt Wood.

Winchester's Hat Fair - Winchester's Hat Fair Britain's longest running celebration of street arts returned on 5th to 7th of July. A crazy, colourful celebration of theatre and music, now in its 38th year, where entertainers perform voluntarily in exchange for money to be thrown into their hats. Supported by local businesses, colleges and organisations, this FREE festival takes over the whole of Winchester's ancient city centre. Unlike last year the sun shone, and it was a great success.

Open Space Funding - The Open Space fund will continue to collect developer's contributions (£106) towards sports and recreation provision until the Community Infrastructure Levy (CIL) comes into place in early 2014. WCC is encouraging Parish Councils to spend their remaining Play and Sport funds before March 2015. Any unspent funds will be put towards a district-wide facility.

River Park Leisure Centre - A recent report by Continuum Leisure identified the need for more indoor and water provision for the district to fulfil the needs of the community and the many successful sports clubs. The report suggested four options for a new centre including various pool configurations with or without gymnastics provision. The cost of refurbishing the existing centre is expensive and would represent poor value for money however some remedial safety work is needed to keep the existing building safe until a new centre can be built. The location of the new centre based around access and land ownership is still under discussion with a WCC working party due to reach a conclusion by September 2013.

Wise-Move - This is a scheme for WCC tenants who would like to downsize to a property with fewer bedrooms. The council can help with a grant of £1000 to help with removals/packing/new furnishing/decoration etc. For further information call 01962 848400 and ask to speak to a member of the Wise-Move team in housing.

District Councillors Jan Warwick and Mike Southgate 15.07.2013.