

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
20 MARCH 2018 AT 7.30 PM IN THE VILLAGE HALL**

Present: Jones; Kelly; Stirrup; Barton-Briddon; Stansbury; Moody; Rodford, Williams

In attendance: District Cllrs E Bell and B Laming; Clerk

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** County and District Cllr J Warwick
3. **Minutes of Meetings:**
 - to approve the Minutes of Parish Council meeting 16 January 2018. Proposed by Cllr Moody, seconded Cllr Barton-Briddon, approved by Council and signed.
 - to approve Minutes of the Finance & Administration Committee meeting 20 February 2018. Proposed by Cllr Kelly, seconded Cllr Williams, approved by Council and signed.
4. **Action Points and Matters arising on the Minutes and not discussed elsewhere**
All points had been actioned or would be discussed on the Agenda.
5. **Co-option of a Councillor**
There were two applicants for the vacancy: Mrs Katherine Reese and Mr John Romero. The Chairman called for nominations. Mrs Katherine Reese was nominated by Cllr Stirrup, seconded by Cllr Moody; Mr John Romero was nominated by Cllr Williams, seconded by Cllr Barton-Briddon. A vote by show of hands was taken: 6:2 in favour of Mrs Katherine Reese who was agreed as co-opted onto the Council.

To advise applicants and complete administrative matters	Clerk	asap
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6. **Elderfield Report**
Cllr Rodford reported that following consultation with the Project Manager, Lynne Dobson, it was proposed that a Councillor would attend a monthly group meeting at Elderfield and report at future Parish Council meetings. Council agreed this might improve communication and a regular report would continue as an Agenda item. Cllr Rodford advised further funding for the current programme was being sought. There was a 50% residency at present as placements were being aimed at those who would gain most benefit. Two further residents had completed the programme, one resident had completed a course at Sparsholt Agricultural College and others had secured work placements. Staff and residents had helped in the recent bad weather by gritting the pavements and a litter pick was being organised. Concern had been raised again about the continued use of Old Deeds bus shelter as a social meeting place. It was the 60th anniversary of Langley House Trust this year and some form of community engagement would take place. Council agreed it would not be appropriate to make a regular contribution to LHT as requested in a fundraising letter, but a small contribution to a specific cause would not be ruled out in the future.
7. **Crime Report**
There were five incidents reported on the police site: 2 criminal damage; 2 violent offences; 1 public order.
8. **Open Session for Parishioners**
Nothing received.

9. County Councillor's Report

As attached.

10. District Councillors' Report

As attached. Sport and Leisure Park: Cllr Laming advised he had met with HCC regarding the depot in order to advance best use of the overall site. Bus service: Cllr Bell advised complaints were received about the cost of the bus service to Winchester and it was hoped the Park & Ride system could be better used to help relieve costs. Station Approach: Cllr Bell advised that the new proposals were better than previous ones and it was hoped to retain some degree of scale from the older buildings on the site. City of Winchester: a new Supplementary Planning Document had been produced and a public meeting taken place.

11. Report of Representatives to Various BodiesAllotments Association

Mrs Sue Emery who had been Treasurer had announced her retirement from the role and was thanked for her service over many years. Mrs Leesa Valteris was taking over the role.

12. Report of the Planning and Highways Committee

a) Planning Matters – applications, comments and decisions as attached.

Williams Garage Variation of Condition 9: concern had been raised regarding the impact on local residents; it was since understood that onsite changes to reduce early morning noise had occurred and the store manager had liaised with residents about the lighting.

To submit comments on outstanding applications as advised	Clerk	Due date
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b) Parish Plan – to review current Plan and determine way forward.

The last Parish Plan had been completed in 2004 and several reviews had taken place over the years. The vast majority of items had been completed; some outstanding items, such as a crossing point on Main Road opposite the NISA shop, were still actively pursued, but beyond the capability of the Parish Council alone. It was agreed that a new Parish Plan would not add value at this time.

To advise WCC of Council's decision	Clerk	17 April
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c) Eastleigh Borough Council (EBC) Local Plan – update following meetings.

Cllr Williams reported on two meetings attended. The Leader of WCC, Cllr Caroline Horrill, had drafted a letter to the EBC Leader reiterating concerns of WCC. George Hollingbury MP and Steve Brine MP had written to the Secretary of State explaining the drawbacks in the approach adopted by EBC. EBC was continuing to press ahead, but as all of the information and evidence from the consultations was not yet in, it was difficult to contest or take further at this point. WCC would not be involved in the traffic review which would be HCC decision. Otterbourne Parish Council had raised its objection to the Highbrige Road proposals and it was noted that the problem of the low bridge at Allbrook had still not been addressed. Action against Destructive Development (ADD) would be sending out request for help with legal fees with could amount to £80k.

d) Highways – extension of 30 mph limit on Otterbourne Hill.

It was agreed to support HCC's initiative to extend the 30 mph limit approx. 30 metres beyond the village sign. Also to request further extension along the slip road to include the mini roundabouts linking with the Hiltingbury and Hocombe 30 mph limits in order to improve safety and access onto the mini roundabouts.

To advise HCC of Council's decision	Clerk	17 April
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– to receive any other matters for report

Main Road traffic: Cllr Rodford advised that a parishioner was organising a petition from residents living on Main Road seeking a 20 mph speed limit at night time for traffic diverted through the village due to closure of the M3 motorway. Recent closure during night works had been very disruptive to sleep and there was concern over the same problem during the upgrade to the SMART motorway system.

Potholes: A number of potholes in the village had been noted and parishioners were encouraged to report these on the HCC website.

Parking on Waterworks Road: It was advised that Southern House management was progressing its new car park due to commence in May. It was agreed not to request ‘Residents Only’ parking on Waterworks Road as it would exacerbate the problem on Sparrowgrove and be very difficult to enforce.

Letter from Steve Brine MP: a response had been received and it was hoped a meeting could be set up to discuss various traffic related issues in the village.

e) Pedestrian Crossing on Main Road – update.

Cllr Jones advised that the proposal for a zebra crossing opposite the NISA shop had not been any more successful to progress with HCC than a signal controlled crossing. The matter would be raised at the proposed meeting with Steve Brine MP.

13. Recreation and Amenities Report

a) Oakwood Park Recreation Ground

i) Pavilion and Sports Pitch Use – to update and determine way forward.

Cllr Moody had spoken with the EBC Club which had a new Director. The Club was still interested, but were unable to progress in this financial year or for the coming season. It was agreed to consider alternative requests as received and wider options for use.

Cllr Stansbury advised three quotations for replacement of the pavilion fire door had been received and Council agreed the quotation from Merdon.

– ratification of £130 for pavilion water leak.

Following a water leak, equipment and services to dry the floor had been hired. Proposed by Cllr Stansbury, seconded Cllr Jones and approved. Further work had taken place to repair pipework. The boiler had been tested and an airlock would be attended to. It was noted a heater in the reception area did not work and there were a number of items in the roof space which needed removing.

To arrange meeting to discuss pavilion use and work required	Cllr Moody	asap
To instruct Merdon with the fire exit door work	Clerk	17 April

ii) To approve maintenance contract for 2018/19.

The new contract had been received and it was still competitive with quotations from other contractors received in 2016/17. Council agreed the contract with OCS for a further year.

To instruct with the contract	Clerk	1 April
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iii) To approve events: Easter Egg Hunt 25 March; Jalopy 24 June; Community Family 7 July. All events were agreed. The organisers of the Eastleigh Dog Training Club event had advised that they would not require use of Oakwood Park this year.

b) Play Park and Youth Facilities – to receive the end of year weekly inspection report.

The installation of the new see-saw and bird spikes had been completed and Cllr Jones was thanked for his work. Cllr Rodford had submitted the end of year weekly inspection report and advised the facilities were in good order at present for the annual inspection.

– to approve the annual play area inspection provider for 2018.
Council agreed to instruct local RPII inspector, Nick Adams who was competitive and reliable.

To instruct with the contract	Clerk	17 April
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c) Common – to receive quotations for common works.
Two quotations from Contractors recommended by WCC had been received for improvement to the earth banks and ditches. Council agreed to instruct Ableman Plant Hire and to include the additional length along Otterbourne Hill.

To instruct with the contract	Clerk	asap
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d) Amenities – to approve up to £200 for repairs and re-staining of Old Deeds bus shelter. Agreed by Council as quoted by Taylor and Son.

To instruct with the work	Clerk	asap
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14. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts

	Current Statement 28 February 2018 £
Lloyds Treasurers account	19,032.20
Lloyds 12 month account to 14/03/18	25,982.00
Lloyds 3-6 month account to 11/07/18	<u>11,250.00</u>
Total Balance	56,264.20

Internet payments totalled £1,573.50. Cheque payments totalled £136.00.
The year-end balance in the Treasurer's account was forecast as approx. £7,000 unallocated. Council agreed to reallocate £2,000 towards the additional Common works 13. c).
Council agreed that up to £5,000 would be invested in a short term 3 month fixed deposit account when it might be further required towards replacement of assets.

b) Matters agreed at the F&A Committee meeting 20 February – to approve and adopt. Council approved and adopted all matters.

c) Reinvestment of 12 month account – to approve for further 12 months. Council approved reinvestment of the £25,982 which had matured from the 12 month account into a further 12 month fixed term account set aside for long term asset replacement.

To complete end of year, matters agreed and investments	Clerk	10 April
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d) Shared Lengthsman – to approve as the Lead Parish and bank account Mandate. The contract started 1st May with HCC and also with each of the 11 associate parishes. It would run for one year, except by Council's further approval. All finances would be operated under a separate account and the bank Mandate would be as the current three Councillor signatories, plus Clerk. There would not be any cost to the Parish acting as Lead. The workload would be shared with the Clerk to Crawley PC. Council approved the Lead Parish status and bank Mandate to proceed.

To complete all requirements for bank and contracts	Clerk	1 May
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e) Chairman's Allowance – proposal for £100 for the SOCCT Easter Hunt eggs and prizes.

Proposed by Cllr Jones, seconded Cllr Williams and approved by Council.

2415

15. **Risk Assessment and Management**
No reports received.
16. **Notification of events and to raise new items for the next meeting**
No items received.
17. **Date of next Parish Council meeting** – 17 April 2018 commencing 7.30 pm

Planning applications and Decisions

Applications

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| Case No. 17/03127/FUL | Old Deeds, Main Road, Otterbourne
New two storey dwelling, cycle and bin store, landscaping.
Objection raised. The new dwelling is squeezed in and overly large for the site. It is not in accordance with the VDS guidelines for Settlement Pattern and Building Form and Development. |
| Case No. 17/03250/FUL | Williams Garage, Main Road, Otterbourne
Variation of condition 9 and 11 of 16/03307/FUL amending operating hours and restrictions of lighting timing. Concern raised regarding the impact on local residents. Request for lighting restrictions and early morning deliveries on only three days per week prior to 7 am. |
| Case No. 18/00039/HOU | 1 Brooklyn Close, Otterbourne
Two storey extension to front, single storey extension to north side, garage conversion, new porch, new windows and render.
No comment. |
| Case No. 18/00023/FUL | The Dell, Park Lane, Otterbourne
Demolition of existing buildings and construction of replacement dwelling and car port. No comment. |
| Case No. 18/00174/HOU | The Chapel House, Highbridge Road, Highbridge
Single storey pitched roof extension to existing timber framed double car port and garage. No comment |
| Case No. 18/00088/HOU | 30 Meadowcroft Close, Otterbourne
Replacement of existing 1.95 m high close boarded fence facing Main Road with 2.6 m high close boarded fence.
Objection raised. Out of keeping with local environment. The height of the fence is excessive and inappropriate regarding appearance and impact on the street scene. |
| Case No. 18/00293/TPO | 1 Otterbourne House, Main Road, Otterbourne |

T1 Holm Oak. Crown lift over road by 5.5 m and remove deadwood. **No comment**

2416

Case No. 18/00204/HOU

Copse View, 23 Waterworks Road, Otterbourne
Enlarged replacement single storey side extension.
No comment

Case No. 18/00391/HOU
Comments closing date 2 April

32 Oakwood Avenue, Otterbourne
Proposed two storey side and rear extension plus single storey part rear extension. Open porch to main entrance

Case No. 18/00468/HOU
Comments closing date 2 April

31 Oakwood Avenue, Otterbourne
Demolition of an existing attached single storey garage replacement with a new single storey structure containing an Entrance Lobby, additional Bedroom and Utility Room.

Case No. 18/00499/HOU
Comments closing date 2 April

St Mary's, Main Road, Otterbourne
Extension/Annexe to existing house, demolition of existing double garage and rear lobby to existing house

Case No. 18/00594/TPO

4 Sparrowgrove, Otterbourne
T1 Ash – Fell. T2 Ash – Fell **Nom comment**

Decisions

Case No. 18/00023/FUL

The Dell, Park Lane, Otterbourne
Demolition of existing buildings and construction of replacement dwelling and car port. **Application permitted**

Case No. 17/03159/HOU

3B Poles Lane, Otterbuorne
External double garage and storage above.
Application permitted

Case No. 17/03019/HOU

3 Otterbourne House Gardens, Main Road, Otterbourne
Single storey side extension **Application permitted**

Case No. 17/03028/HOU

6 Regent Close, Otterbourne
Demolition of existing garage and conservatory and erection of single storey side and two storey rear extension to existing dwelling. **Application permitted**

County Councillor Jan Warwick (Winchester Downlands)**Parish Council Report March 2018.****County Councillor Grants**

This year I have been pleased to support the following local schemes.

Sparsholt Memorial Hall Refurbishment £1000

Hursley Youth Football Club Equipment £500

Winchester Live at Home Scheme £500

Sparrowgrove and Oakwood Copse £480

Oliver's Battery Film Club £500

Winchester Basics Bank £1000

CAB Winchester Digital Advice Project £500

Badger Farm Toddlers Club £250

Thrive Café Lonely Christmas Lunch £300

Oliver's Battery Parish Plan printing £1000

The next County Councillor grant applications will open in June 2018.

Hampshire Highways

Following the recent cold weather and snow the Highways team have been out salting Hampshire's main roads. Priority one routes cover a third of the county road network but carry the majority of Hampshire's traffic. The County also salts major bus routes, roads to hospitals and other key emergency hubs, large schools and colleges, areas of high traffic concentration and public transport interchanges.

The snow and ice has caused many potholes and there will be a multi million pound repair bill. Pothole Busters gangs have out making interim repairs. Please report any potholes or defects on www.hants.gov.uk/transport/roadmaintenance/roadproblems

Council Tax Precept

Hampshire County Council has agreed a 5.99% increase in the Council Tax precept for 2018/19 (this included a 2.99% core council tax increase and 3% to support adult social care). Local services such as school crossing patrols, community transport and Household Waste recycling centres have been retained within this budget. A £530m capital investment programme includes £146m for new and extended school buildings, £120 road and bridge maintenance and £133 for integrated transport schemes to key employment areas.

District Councillor Report March 2018

Winchester Sport & Leisure Park Council Leader, Councillor Caroline Horrill, announced a one million pound cash injection from Hampshire County Council for the Winchester Sport and Leisure Park at a Winchester City Council meeting on 22 February 2018.

The financial support from Hampshire County Council demonstrates the City Council's commitment to working with partners to deliver a first class sport and leisure facility, which will improve the health and wellbeing of residents throughout the District and the wider Hampshire area. Additionally, those in need of specialist treatment will be able to use a new hydrotherapy suite and eight treatment rooms.

Park & Ride Additional Bus The city council has invested in an additional bus after customers told the council that buses were often full in peak times and therefore couldn't always stop to pick up passengers.

The extra bus means that from Monday 5 March there will be nine Park and Ride buses serving all park and ride sites, which should ensure more people can use the service when they want to. There will now be buses every seven minutes in the morning from 7.30am until 9.00am and in the afternoon from 3.45pm until 6.00pm

Station Approach A new opportunity for members of the public to meet the architects developing ideas for the Station Approach development has been announced.

A drop-in information evening is planned for Thursday 15 March from 5pm to 8pm at the Hampshire Record Office on Sussex Street in Winchester.

There are two additional public exhibitions on Saturday 17 March in Alresford (at the Swan Hotel from 10am to 12noon) and Bishop's Waltham (at King's Church from 3pm to 5pm).

All events are open to everyone who would like to see the masterplan, meet the architects, ask questions about this scheme and wish to stay informed via the on-going public consultations for the development.

Outcomes from engagement activities will help evolve the Station Approach plans in preparation for a Cabinet Committee meeting in July 2018.

Further information and feedback forms are available online at winchester.gov.uk/stationapproach

Cllrs Bell, Laming and Warwick 03/2018.