

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL      1899**  
**OTTERBOURNE VILLAGE HALL – 20 JULY 2010 AT 7.30 PM**

**Present:** Cllrs Oldham (Chairman); Cllr Hudson; Granger; Tabor; Barton-Briddon; Acton; Clerk  
**In attendance:** County Cllr C Bailey; District Cllr G Beckett; Mr MH Warne; Mrs P Cole;  
Mr R Emery; Mrs J Mounter; Mrs P Wrightson; PC Mark Smith; PCSO Gavin Cooper;  
Ms Sarah Birkett, Project Manager Elderfield

Cllr Oldham welcomed Cllr Acton to the Parish Council.

1.     **Declaration of Interest:** None received.
2.     **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3.     **Apologies for Absence:** Cllr Andrews, District Cllr E Bell
4.     **Minutes of the Meeting:**  
          To approve the Minutes of the Parish Council meeting 18 May 2010  
          Minutes previously distributed to Councillors. Item 13 b) i) Sports Club rental review commences 1 August not 1 July (letter sent to Sports Club confirmed as correct date). Proposed thereafter as accurate by Cllr Hudson; seconded Cllr Oldham, approved and signed.  
          To conditionally approve the Minutes of the Annual Assembly meeting 18 May 2010 for presentation to the Parish at the 2011 Annual Assembly  
          Minutes previously distributed to Councillors. Item 8 to note there were no questions arising. Proposed for conditional approval by Cllr Oldham, seconded Cllr Hudson and approved by Council for presentation.
5.     **Action Points and Matters arising on the Minutes and not discussed elsewhere**  
          All points had been actioned or would be reported on during the meeting.
6.     **Elderfield Report**  
          Sarah Birkett the new Project Manager reported. Approaches and visits were welcomed. Elderfield was at 100% occupancy and there was a waiting list. It was fully staffed. 60% of the residents were enrolled in adult education. There had been some successful ‘move ons’ and some further to happen. A visit from the allotment holders was planned and a cricket match in September. There were no questions arising. Cllr Oldham thanked Ms Birkett for attending.
7.     **Police Report**  
          A report was received detailing six incidents from 18 May – 20 July: one theft; one suspicious incident; three non-dwelling burglaries to garages and sheds; one criminal damage to a parked car.
8.     **County Councillor’s Report**  
          Highways: Poles Lane had been top dressed and smaller chippings had been used along the first part to reduce road noise to the houses. Poles Lane roundabout would be repaired by early September together with complete resurfacing along the Otterbourne Road as far as Southdown Road. Residents most affected would be informed. Cllr Bailey was meeting with officers regarding proposals for the Poles Lane roundabout and would email the Clerk. Speed Limit changes: It was proposed to continue the 30 mph speed limit along the Otterbourne Road as far as Southdown Road. Consultation with the police would take place first. Cllr Oldham asked if the Otterbourne sign could then be

relocated from its position joined to the current 30 mph sign to its correct position after the Sparrowgrove access. Cllr Bailey would investigate the possibility. Park and Ride: Concerns about light pollution had been raised and most of the lights were now switched off at 10 pm. Budget: Cuts would occur, but there was no information as yet. Cllr Hudson asked about the pedestrian crossing at Williams Garage. A letter from HCC had been received saying that the recent crossing survey figures were less than 0.1 which was not sufficient to meet the requirement (1.0) for implementation. The pedestrian crossing formed part of the school travel plan and Parish Plan and was considered very important to progress. The suggestion for joint funding the crossing with HCC was put forward. Cllr Bailey advised the problem was in part the number of accesses and rules/standards governing where it could be placed.

To write to HCC noting: on the list but not high priority; in Parish Plan as action point and part of school travel plan; possibility of joint initiative.	Clerk	17 August
To attend the next HAT meeting to see if it could be forwarded.	Planning Committee	as notified

#### 9. District Councillor's Report

Cllr Beckett reported. Waste Collection: The current contract expired in November and the new contract would combine administration with East Hampshire district to provide economy of scale. The possibility of investigating food waste collection was being undertaken. Budget: Cuts were hopefully not anticipated for this year, but may occur next year. WDAPC: The Winchester District Association of Parish Councils required strengthening. The City Council proposed to hold an annual meeting and was interested in Parish views on how to improve it.

#### 10. Open Session for Parishioners

A Parishioner suggested that expenditure on information literature would be better spent on services. Cllr Beckett acknowledged the concern and advised that there were a number of matters about which the City and County had a statutory obligation to advise electors.

#### 11. Report of the Finance Committee

- a) Parish accounts and cheques for payment – as attached. The 1/4ly budget analysis had been copied to all Councillors. There were no questions arising.
- b) Approval of 1/4ly bank statements and reconciliation  
Cllr Granger approved the reconciliation and confirmed bank account statements.
- c) Proposal for expenditure under S137 to donate £243 to the Scout Group for the purchase of a new group flag with inclusion of 'Otterbourne' reading: 15<sup>th</sup> Chandler's Ford, Allbrook and Otterbourne Scout Group  
A proposal had been distributed with the Agenda. Cllr Acton enquired about the expected lifetime of the flag and Mr Warne advised he thought the present flag was 50 years old. Proposed by Cllr Granger, seconded Cllr Tabor and approved unanimously

Cllr Oldham to provide Clerk with information to issue donation.	Clerk to action	17 August
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- d) Proposal to approve Internal Auditor's quotation for next three years 2011-2013  
A quotation had been received which was less than the guideline fee from HALC. Cllr Andrews had been consulted and given approval. Proposed by Cllr Barton-Briddon, seconded Cllr Oldham and approved unanimously.

To write to auditor with acceptance of quotation.	Clerk	17 August
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## 12. Report of the Amenities and Recreation Committee

### a) Oakwood Park Recreation Ground

- i) Freehold Purchase – Proposal for expenditure to submit an offer to Southern Water of £20,000 for purchase of the freehold (currently held on renewable 21 year lease). An offer of £10,000 had been put to Southern Water via Goadsby. Southern Water had undertaken its own valuation (unseen by Goadsby) which was £20,000. Councillors agreed that it was important to secure the future of the recreation ground and that the valuation figure was acceptable. The land would be held in perpetuity for the Parish as a recreation ground and any easements or covenants required by Southern Water would be agreed. Cllr Andrews had been consulted and given approval. Goadsby had pointed out that there was no guarantee of acceptance. Proposed by Cllr Oldham, seconded Cllr Barton-Briddon and approved unanimously.

To write to Goadsby and instruct for formal offer	Clerk	asap
If offer accepted, to investigate PWLB loan and grants	Cllr Andrews / Clerk	21 Sept

- ii) Health and Safety, appropriate signage, rules and use of ground – discussion. The increase in use of the recreation ground for various activities had led to some concerns and complaints. At present there were no guidelines for use of the ground. Cllrs Granger and Tabor had investigated town/parish websites with recreation grounds and produced a draft document which had been copied to all Councillors. This was not aimed at restricting use except for a very few specific items not covered by insurance, but ensuring guidelines were in place for use and a framework for dealing with requests for gatherings and events of larger nature. Feedback from all Councillors was requested. When approved, a notice of welcome and summary of guidelines would be placed on the recreation ground notice board with reference to the full document on the website or from the Clerk. Signs at the 'T' junction and access road were put forward for consideration. The possibility of a picnic area with benches in the future was also suggested.

To give feedback to Cllr Granger on the draft document for revision and consideration of signage	All Councillors	17 August
To place item on September Agenda	Clerk	21 Sept

- iii) Pavilion safety inspections: report on boiler service, burglar alarm, fire inspection. The annual statutory inspections had been completed to comply with landlord responsibilities. The Clerk would follow up with the Sports Club regarding PAT testing of the appliances within the pavilion and floodlight inspection.

To follow up with Sports Club	Clerk	17 August
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- b) Otterbourne Sports Club – proposal for a concrete path along the south side of the pitch extending from the pavilion to the Itchen Navigation path and a metal post and single rail fence along the south side (parallel and in front of the path). Also for a removable metal post and single rail fence (no path) along the western short side starting from and continuing the line of the conifer hedge to the northern corner of the pitch.

A meeting had been held with the Sports Club to determine the extent of the changes requested. These were within the maximum limits for development as found agreeable in principle by the Parish Council in 2007. It was felt that the changes would not be intrusive as the western fence would be removed after matches and at end of season. The gaps to the southern fence would enable access to the Itchen Navigation and along the eastern side. Cllr Granger suggested there should be a removable section in the centre of the southern fence at the half way mark as well as a gap to the eastern side at the borehole to allow a circular walk around the Recreation Ground. Both sections to be left open when no matches were in progress. Specifications for the path were still required. Southern Water had been consulted and had not raised concern if the proposals were acceptable to the Parish Council and residents. No adverse representations had been received. The proposals were approved unanimously.

To write to Sports Club with approval and details of preferred access gaps and specification requirements	Clerk	asap
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On separate matter, the Sports Club had advised that they were not exceeding usage as set out in the lease, but the poor winter weather had meant some games had been postponed later into the season. Also some league fixtures had been postponed. As a result, this year, the season went on longer than normal and hence post season events had been held closer together. Permission for some events post season had been sought several years ago and it was agreed the Sports Club would approach the Parish Council for approval if these were to be taken forward each year. Communication needed improving and the Sports Club would erect a notice board on the pavilion with details of fixtures and training sessions. The Clerk would receive details by email.

- c) Elderfield Cricket Pitch – update  
 Negotiations had been ongoing. The proposal had been put to the Board of LHT which had agreed lease and development of the pitch in principle for a period of 10 years with a break clause at 5 years. The Methodist Church was investigating the permissive path through its land department. Cllr Tabor raised concern that the amount of investment required by the cricket club and any grant applications may require a longer lease. Cllr Oldham responded that the length of this initial lease was constrained by the length of time a lease LHT had with the Methodist Church for use of part of the site.

To pursue with cricket club, LHT, Methodist Church	Cllr Oldham	21 Sept
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### 13. **Report of the Planning and Highways Committee**

- a) Applications and Decisions – as attached. Items of particular note and comment:  
 Four Dell Farm: a Regulatory Committee consultation meeting had been attended by Cllr Tabor and the Clerk. A letter had been written to the HCC Case Officer regarding concerns including annual tonnage, waste water intake, relaxation of agreed conditions, request for brief on complete site and environmental assessment.

The Parish Council had later been informed that the part of the application for intake of waste water had been withdrawn. The application was going before the Regulatory Committee on 28 July.

Enforcement Action: The Parish Council was pleased to learn that the WCC Enforcement Action for Dean Croft on Poles Lane had been upheld at Appeal.

- b) Community Emergency Plan – to report on its review and update  
Cllr Oldham had reviewed the plan and redrafted parts requiring update. This would be sent out to Councillors for comment.

To send comments to Cllr Oldham for final draft	All Councillors	17 August
To place item on Agenda for September	Clerk	21 Sept

- c) Speed Limit Restriction Sign – update

An update report had been copied to all Councillors. The schedule of deployment between the five parishes had been agreed. The sign had been in Otterbourne for its two week period in first position on Main Road and had since moved to another Parish. A shared second battery had been purchased to keep one on charge. Blunts had advised £60 plus VAT to move the sign and £20 plus VAT to install the second charged battery at mid-fortnight on Friday pm. This was found necessary due to the number of ‘hits’. Solar power had been investigated, but ‘windage’ and weight on the lamp posts made it unsuitable. Installation on separate substantial poles high up could be possible but was not economic given the three site locations. Consideration would need to be given to annual requirement from the Precept.

- d) Otterbourne Parish Plan – taking forward proposal for car sharing scheme

A website link had been given by WCC. It was agreed to place this on the Parish Council website and advertise on the notice boards and in the Parish magazine.

To advise webmaster and advertise accordingly	Clerk	17 August
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- e) Benches on the Common opposite The Otter Public House – discussion

A request had been received via WCC from the Landlord of The Otter to place two benches on the Common opposite the pub. It was felt that the benches would encourage customers to congregate on the Common and it was considered inappropriate to extend the drinking area of the Public House in this way. There were also health and safety concerns raised regarding glass and litter. Cllr Barton-Bridson had approached many of the local residents for their views and, together with its own concerns, Councillors decided that it would request WCC to decline permission.

To send email requesting WCC thank The Otter for its kind offer but decline permission for the benches	Clerk	17 August
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- f) Additional Item – correspondence received in response to letters sent

Cranbourne Drive entrance: A letter of response had been received from WCC regarding the possibility of yellow no parking lines. The item had been placed on a list for consideration by the Traffic and Parking Committee.

Kiln Lane junction: A letter had been received from WCC regarding the problem of large vehicles using Kiln Lane and becoming stuck. A meeting with HCC had been held. It was proposed to enhance the signs at the junction from the direction of

Otterbourne Hill and make changes to the Brambridge Garden Centre brown sign.

**14. Report of Representatives to various bodies**Allotment Association

The water leak had been fixed without charge by a plumber who was an allotment holder. The Parish Council wished to thank the plumber, also Dick Gray for reporting and monitoring the water loss and Ron Emery in co-ordinating and keeping costs to a minimum

Conservation Group

A request was received for the annual S137 donation of £25 cheque for the Royal British Legion wreath for Remembrance Sunday.

Tree Warden

SOCCT: The group was meeting the first Sunday of each month to work on clearing of paths. It was still waiting for the Woodland Trust documentation. Otterbourne Wood:

A large tree reported across a path had been cleared very speedily by the Woodland Trust. Japanese knotweed: This had been noted on the footpath to the rear of The White Horse Public House which was on Parish Council land and would need control.

Otterbourne Common: A meeting with Tom Gregory, WCC arboriculturist had been arranged to assess works required to all the trees on the Common. Cranbourne Drive

Open Space: A resident had requested removal or reduction of some of the trees bordering his property. A tree surgeon had been consulted. The trees were not deemed hazardous or higher than the general tree line. Councillors agreed the cost could not be met from the Precept, but that permission would be given to the resident for the trees to be reduced by maximum of 10 feet by a professional contractor at the resident's expense.

To contact contractor to deal with knotweed	Clerk	asap
To email resident with Council's decision	Clerk	asap

**15. Risk Assessment and Management**

Cllr Hudson had attended a Community Safety Partnership meeting regarding Hampshire Constabulary's efforts to raise awareness of terrorist incidents and counter measures.

**16. Any other business**

Village article: The Hampshire Chronicle had produced a favourable report on the village. Otterbourne Primary School: The School had notified the Council that landscaping will be taking place during August. There will be heavy machinery on site and light vehicles may be parked on the Parish Car Park.

Councillor Vacancy: No further applications had been forthcoming despite advertising. Cllr Oldham would produce a flier for household distribution.

Civic Service: This would be held in Otterbourne this year and the date would be advised.

Park Lane: A letter had been received from a resident regarding highway matters. Cllr Oldham had investigated some items, but further information was required.

Frequency of Meetings: Cllr Granger suggested that this could come forward for consideration again, seconded by Cllr Hudson and to be placed on the September Agenda.

To email vacancy flier to Clerk for copying	Cllr Oldham	17 August
To determine course of action for Park Lane matters and inform Clerk for letter to WCC/HCC	Cllr Oldham Planning Cttee	17 August
To place Frequency of Meetings on Sept Agenda	Clerk	21 Sept

**17. Date of next Meeting: 21 September 2010 at 7.30 pm.**

**Report of the Finance Committee**

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers</b>	<b>8,137.63</b>	11,309.40
<b>Bank of Ireland No 6 Children's Play Area</b>	<b>51.53</b>	51.53
<b>Lloyds TSB Guaranteed Investment Account 3 months to 20 September @ 0.80% gross</b>	<b>35,209.85</b>	35,138.99
<b>Co-operative Bank Guaranteed Reserve 3 months to 12 August @ 0.375% gross</b>	<b><u>25,183.97</u></b>	<b><u>25,160.96</u></b>
<b>Total Balance</b>	<b>68,582.98</b>	71,660.88

Cheques for interim payment on 15 June 2010 from Lloyds TSB Treasurers Account

2341	Cancelled	
2342	Network Brokers Ltd – Parish insurance	2579.74
2343	Cllr R Oldham – flowers for Cllr Zebedee	12.99
2344	White Dog Ltd – Common bollards	499.38
2345	NP Tree Surgeons – Recreation Ground tree	460.00
2346	M Gaines – bus shelter cleaning May	106.98
2347	Mrs J Ayre – salary May	613.30
2348	Mrs J Ayre - office allowance and travel expenses May	89.00
2349	Taurus Garden Services – Cranbourne Drive maintenance	420.00
2350	Petty Cash	<u>50.00</u>
		4831.39

Cheques for payment on 20 July 2010 from Lloyds TSB Treasurers Account

2351	M Gaines – bus shelter cleaning June	106.98
2352	Mrs J Ayre – salary June	613.50
2353	Mrs J Ayre - office allowance, travel, 1/4ly telephone	176.57
2354	Taurus Garden Services – Cranbourne Drive/war memorial	140.00
2355	CPRE – subscription	29.00
2356	OVHC – July meeting parish hall	20.00
2357	Hursley Parish Council – 1/5 of two new SLR batteries	36.20
2358	HCC – internet services	124.55
2359	Cannon – Recreation Ground maintenance May	502.22
2360	Blunt Construction Ltd – SLR sign movement + battery change	94.00
2361	Taurus Garden Services – Cranbourne Drive/war memorial	<u>320.00</u>
		2163.02

**Planning Matters for Consideration in June 2010**

**Applications and Closing Dates for Comment**

Case No. 10/01128/HCS 8 June	Four Dell Farm, Poles Lane, Otterbourne Development and operation of the recycling of waste wood and other recycled materials. To be determined by HCC. <b>Comment made in May: maximum of 32,000 tonnes of material per annum being retained. Letter also sent.</b>
Case No. 10/00881/FUL 21 June	Solva, Norlands Drive, Otterbourne Two storey side and rear extension <b>No comment</b>
Case No. 10/00714/FUL	The Hyphens, Poles Lane, Otterbourne Alteration to front dormer window and add hipped roof <b>No comment</b>
Case No. 10/01053/FUL 6 July	Hecton Farm House, Main Road, Otterbourne 1 no. three bedroom detached dwelling with attached garage <b>No comment</b>
Case No. 10/01186/FUL 9 July	Merrowdown, Norlands Drive, Otterbourne Two storey side/rear extension <b>No comment</b>
Case No. 10/01465/TPO	4 Richmond Park, Otterbourne 1 no. Ash remove limb over conservatory and crown thin 20% <b>Comment made by SOCCT: No concerns about the work</b>
Case No. 10/01466/TPO	5 Richmond Park, Otterbourne 1 no. Oak reduce overhanging branches to give 3m clearance from house <b>Comment made by SOCCT: No concerns about the work</b>

**Decisions**

Case No. 10/00336/FUL	33 Greenacres Drive, Otterbourne Open sided porch on front elevation. <b>Application permitted</b>
Case No. 10/00657/FUL	13 Oakwood Avenue, Otterbourne Single storey rear/side extension. <b>Application permitted</b>
Case No. 10/00712/FUL Case No. 10/00838/LIS	Moat Cottage, Kiln Lane, Otterbourne 2 storey extension to south elevation (above kitchen), addition of a loggia walkway, replacement of existing windows, including creation of new window openings. <b>Application permitted</b>

**Planning Matters for Consideration in July**

Applications and Closing Dates for Comment

Case No. 10/01250/REM 14 July	Land adjacent to Wood Sorrell, Main Road, Otterbourne 1 no four bedroom detached dwelling and 2 no two-bedroom semi-detached dwellings with new vehicular access: associated amenity and parking <b>Comment: the 4-bedroom house is two storey which is preference of the Village Design Statement. However, the design of the house is not appealing as there is no break in its mass and it is a clumpy design.</b>
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Decisions

Case No. 10/00282/FUL 3 May	The Otter, Boyatt Lane, Otterbourne Change of Use of outbuildings to residential annex accommodation <b>Application Permitted</b>
Case No. 10/00282/FUL	79 Cranbourne Drive, Otterbourne Increase in height of existing attached garage structure and external alterations to roof to include a dormer window and roof lights to provide additional bedroom accommodation. <b>Application Permitted</b>
Case No. 09/01233/HCS	Veolia ES Hampshire Ltd Variation to the permitted waste management activities at the Otterbourne transfer station (use of the yard and former paper store/MRF for waste storage and transfer purposes and the siting of storage containers/cabins). <b>Application Permitted</b>