

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL 1828  
OTTERBOURNE VILLAGE HALL – 21 JULY AT 7.30 PM**

**Present:** Cllrs Oldham (Chairman); Phillips; Barton-Briddon

**In attendance:** County Cllr C Bailey; District Cllr E Bell; PCSO Gavin Cooper; Mr M Warne; Mrs P Cole; Mrs P Wrightson; Mr M Ansell; 2 LHT Representatives; Clerk.

1. **Declaration of Interest:** None declared.

2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.

3. **Apologies for Absence**

Cllrs Weir; Andrews; Hudson; Taylor. The Council was still two members down despite the positions having been advertised on the Parish boards, magazine, website and 250 fliers via Otterbourne School. Continuation of advertising, a follow-up to new Reception parents in September and a flier to households would be suggested.

4. **Minutes of the Meeting**

To approve the Minutes of the Parish Council meeting 21 May 2009

Minutes previously circulated to Councillors. Proposed as accurate by Cllr Phillips, seconded by Cllr Barton-Briddon, approved by Council and signed.

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

All points had been actioned or would be reported on except the following:

6. Security of Oakwood Park Recreation Ground

Action	By Whom	By When
Handyman and Cllr Barton-Briddon to conduct assessment of the large diameter posts on the Common and Recreation Gd	Cllr Barton-Briddon Handyman	15 September

8. Street Lighting around Oakwood Avenue Bus Shelter

This had been reported, but the work had not been done.

Action	By Whom	By When
To follow-up with Street Lighting	Clerk	15 September

6. **Police Report**

26 incidents had been reported over a two month period since last meeting: 3 dwelling burglaries; 3 non-dwelling burglaries; 1 criminal damage; 2 rowdy and inconsiderate reports; 1 public order report; 9 reports of suspicious incidents; 5 thefts of items stolen from sheds; 1 theft from a motor vehicle; 1 theft of a motor vehicle.

7. **Elderfield Report – including use of pitch for Otterbourne and Eastleigh Cricket Club**

Mr Ansell introduced two representatives from LHT: Justine Brett the new Operations Performance Manager and Anne Goad the South East Operations Manager.

A report on the activities of Elderfield residents included: 4 residents completing the City & Guilds Personal Development Course; an Elderfield's Got Talent event; a fishing trip to Dorset; a Basingstoke Men's Group BBQ event; help with the Conservation Group working party for which thanks were given by Michael Warne; produce sales which were going well. A Floating Support Service had been established and 4 residents

had been moved into the wider community on their own tenancies. The support service lasted for six months. A newsletter had been published.

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Otterbourne and Eastleigh Cricket Club – Cllr Oldham had met with Colin Angus (LHT) and preliminary talks about the entrance, position of buildings, demarcation of pitch, etc, had taken place. Cllr Oldham would contact the Methodist Church regarding the possibility of a permissive path along Kiln Lane to the entrance. Funding and division of costs for the project still had to be agreed. Consultation with the planning department would also be required. The proposed sports ground would not be open to the public for general use, but had potential to be an excellent opportunity for the village specifically for cricket with the possibility of tennis in the future.

Action	By Whom	By When
To contact Methodist Church about the path and continue with progressing the project	Cllr Oldham	15 September

**8. County Councillor’s Report**

A report from Cllr Bailey was submitted as attached. The Chairman welcomed Cllr Bailey into office again. A meeting had been arranged regarding the pedestrian crossing for 29 July at the Sports Pavilion. Any blocked or damaged drains were requested for report. The problems of large lorries becoming stuck on Kiln Lane was continuing. Photographs or reports on the police 101 number were required to accumulate evidence; a Traffic Order and pictorial sign on approach down the hill could then be a possibility.

**9. District Councillor’s Report**

There were no reports submitted.

**10. Open Session for Parishioners**

Mrs Cole enquired whether archive material she had collected on the village would be better stored at the village hall or the public records office. It was agreed the latter would enable proper documentation and perusal by a wider range of interested parties. Parking on pavements was discussed. Council advised the police should be summoned when this caused a problem. Fly tipping on Kiln Lane was becoming a frequent event. A note in the parish magazine was proposed to raise village awareness and vigilance. A letter had been received from a Parishioner regarding parking at the entrance to Cranbourne Drive which caused highway access problems. A request to extend the white lines had been made previously. Cllr Bailey agreed to follow-up. The tree planted on Cranbourne Drive Open Space Area was in poor state. Chris Williams would be contacted to make appraisal and a proposal brought to Council at September meeting to replace it if required.

Action	By Whom	By When
To write to Parishioner	Clerk	01 August
To place fly-tipping notice in Parish magazine	Clerk	asap
To contact Chris Williams and report back	Clerk	15 September

**11. Report of the Finance Committee**

- a) Parish accounts and cheques for payment – as attached.
- b) Reconciliation of accounts and approval of bank statement

Cllr Andrews had received the 1/4ly reconciliation and bank statements and had informed the Chairman of her approval.

The Co-operative investment accounts were due for reinvestment. It had been agreed at the Finance Committee that one of the accounts would remain with the Co-operative Bank but the second would be transferred to a Lloyds TSB high investment account. Cllr Andrews would be consulted further on the amounts for reinvestment.

Action	By Whom	By When
To speak to Cllr Andrews and transfer funds	Clerk	asap

## 12. Report of the Amenities and Recreation Committee

### a) Pavilion Works – update on refurbishment and compliance with safety standards

Cllr Weir had submitted a report distributed to all Councillors. The pavilion now complied with Health & Safety standards for gas, electrical and fire requirements and the Parish Council had fulfilled its obligations as Landlords and under the terms of the Lease. The flooring and sanitary ware had been replaced and the Sports Club had made alteration works to the changing rooms, showers and upgraded various other areas both internal and external. There had been good co-operation between the Sports Club and the Parish Council to achieve completion of the works in a short space of time. The annual certification of fire, electrical and gas services would be required and this would need to be budgeted for from the Precept.

### b) Ratification of expenditure on Pavilion to comply with Health & Safety legislation

Fire requirements: £1,028; Boiler inspection £383; Gas pipe work replacement £980; Electrical wiring and fixtures inspection £180; Electrical wiring and fixtures replacement £1,945. Tender requirements were met for quotations and full Council approval gained before expenditure. Council ratified expenditure.

### c) Ratification of £6,500 towards £17,123 upgrade of the Pavilion by the Sports Club

Parish Council contribution to meet Landlord and Health & Safety requirements: replacement flooring to showers and changing rooms and some replacement sanitary ware. Council ratified expenditure.

### d) Proposal to spend £350 to replace the Allotment fence along Lincoln's Rise

The wire fence had broken down over the years and required replacement. A quotation of £350 from the Handyman had been obtained. Rental of £450 from the Allotments had been received for 2009/10. Proposed Cllr Barton-Briddon; seconded Cllr Phillips.

Action	By Whom	By When
To instruct Handyman	Clerk	asap

## 13. Report of the Planning and Highways Committee

### a) Applications and Decisions – as attached.

Council received a report submitted by Cllr Hudson. Williams Garage: concern at retrospective application. The importance of receiving the complete application for this key site when submitted to WCC (not retrospectively) was noted. Cherry Tree Lodge: the plot of the main house was not shown; the roof elevation could be critical; other properties could be disadvantaged. The presence of a toilet and washbasin was noted and concern raised that it could be used for overnight accommodation. Otterbourne Waste Transfer Station: The trial of a separate food waste collection from Eastleigh BC would generate about 5 extra vehicle movements per week. Veolia had confirmed that this remained within allowed limits. However, Council remained concerned that any future extension of the system to other local authorities could generate more vehicle movements. Dean Croft: A letter of support for WCC Enforcement had been sent to

the Planning Inspectorate. Land at Otterbourne Farm, Kiln Lane: plans had just been received would be passed to Cllr Hudson for inspection. The Parish Council had raised objection in December 2008.

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Action	By Whom	By When
To speak to WCC re Cherry Tree Lodge and advise Clerk of any Comment	Cllr Phillips	asap

#### 14. Report of Representatives to various bodies

##### Air Transport

Ex-Councillor Keith Smith had offered to become the Representative again and Council accepted and thanked him for resuming this role.

##### Otterbourne Village Hall Committee

A letter had been received from the Chairman requesting help in funding the refurbishment of the village hall kitchen. Michael Warne advised that the kitchen dated from 1987 and needed major refurbishment of equipment, cupboards, work surfaces, floor and wall tiling and installation of a fixed water heater instead of the portable urns. Initial estimate was for £30,000. It was hoped to start work in the autumn. It was pointed out that the Parish Council was Custodian Trustee of the Hall, it received preferential rent for use and maintained storage facilities within it. Council agreed in principle to offer some support and this would be considered and brought to proposal for the next meeting. Cllr Bailey advised that South Wonston had recently had similar refurbishment and would advise name of contact. External grants for the work should also be investigated.

Action	By Whom	By When
To consider funding request for proposal	Cllr Andrews	15 September

##### Neighbourhood Watch

Jean Mounter had achieved 32 street co-ordinators and the network was very active. Initial set up costs had been covered by the Parish Council, but it was recognised there would be a small amount of ongoing costs and expenses incurred also. There was no funding source to meet these costs. An estimate of £200 had been given. The need for different software was also noted in order for co-ordinators to access attachments.

Action	By Whom	By When
To consider funding and report	Cllr Andrews	15 September

##### Conservation Group

Cllr Oldham reported that a recurrence of Japanese Knotweed had been found in the Cranbourne Drive laurel hedge which is Council responsibility and was also spotted in other privately owned areas of the village. A specialist weed control contractor used by WCC had been contacted. Cost estimated was £200 for initial work with further 4-6 visits at £50 each required over two years. Michael Warne advised that Himalayan Balsam had also been found on Sponder's Mede and this was being eradicated by pulling.

#### 15. Risk Assessment and Management:

There was none reported.

#### 16. Any other business from Councillors

The rusty seats of the youth shelter were being replaced under warranty by Monster Play. The worn base of the activity tower was being replaced under warranty.

**17. Date of next meeting:** 15 September commencing at 7.30 pm.

**OTTERBOURNE PARISH COUNCIL**  
**21 JULY 2009 Report of the Finance Committee**

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers a/c 1074401</b>	<b>4,365.31</b>	8,700.99
<b>Bank of Ireland No 6 Children's Play Area</b>	<b>51.53</b>	51.53
<b>Co-operative Bank Guaranteed Reserve (3 mth 6/5/09 at 1.28%)</b>	<b>40,690.30</b>	40,548.22
<b>Co-operative Bank Guaranteed Reserve (3 mth 18/5/09 at 0.87%)</b>	<b><u>25,078.10</u></b>	<u>25,000.00</u>
<b>Total Balance</b>	<b>70,185.24</b>	74,300.74

Interim Cheques signed on 21 June 2009 from Lloyds TSB Account

2214 Mrs M Gaines – Bus Shelter cleaning May	£ 106.98
2215 Mrs J Ayre – Salary May	£ 613.28
2216 Mrs J Ayre – office allowance and travel exps May	£ 96.32
2217 HMRC – ee/er tax and NI Apr/May/Jun	£ 199.76
2218 Taurus – Cranbourne Drive maintenance	£ 180.00
2219 Neptune Outdoor Furniture (paint)	£ 17.10
2220 Lappset UK – 3rd (final) instalment	£33,206.54
2221 Serco – fixing Common post	£ 140.30
2222 Fire Safety Guides – book for fire assessment	£ 12.00
2223 Cannon – maintenance recreation ground - April	£ 220.80
2224 Cllr R Oldham - Chairman's expenses	£ 42.94
2225 Cannon – maintenance recreation ground - May	<u>£ 479.55</u>
	£35,315.57

Cheques for payment from Lloyds TSB Account

2226 Mrs M Gaines – Bus Shelter cleaning June	£ 106.98
2227 Mrs J Ayre – Salary June	£ 613.08
2228 Mrs J Ayre – office allowance, travel, ¼ ly tel/broadband	£ 181.20
2229 OVHC – PC Meetings July and September	£ 40.00
2230 Greenbarnes Ltd – play area notice board	£ 790.07
2231 Arrow Glass and Glazing – bus shelter damage	£ 189.55
2232 Churches Electrical Services – pavilion testing	£ 264.50
2233 Cancelled	
2234 Taurus Garden Services – Cranbourne Drive maintenance	£ 90.00
2235 Petty Cash	£ 150.00
2236 Lexis-Nexis – Local Council Administration new edition	£ 59.05
2237 CPRE – Subscription	£ 29.00
2238 War Memorial Wreath – S137	£ 25.00
2239 Cannon – maintenance recreation ground - June	£ 611.80
2240 Lloyds TSB Commercial Finance Ltd – for Griffin Fire	<u>£ 514.29</u>
	£ 3664.52

**OTTERBOURNE PARISH COUNCIL**

**Planning Matters for Consideration at the Meeting on 21 July 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.winchsteres.gov.uk](http://www.winchsteres.gov.uk) following the link to online planning applications.**

**Applications and Closing Dates for Comments**

Case No: 09/00547/FUL 16 July	Williams Garage, Main Road, Otterbourne Change of use of land to commercial usage for additional car parking for staff and customers to include: hard standing, fencing, flood lighting column and earth bund with associated landscaping (RETROSPECTIVE)
Case No: 09/01120/FUL 23 July	Cherry Tree Lodge, Main Road, Otterbourne Erection of a summer house
Ref No: PLAN/PC/WR018 21 July	Otterbourne Waste Transfer Station, Poles Lane (VEOLIA) Variation to the permitted waste management activities (use of the yard and former paper store/MRF for waste storage and transfer purposes*, and the siting of storage containers/cabins) *two food waste compactor units to be sited outside the Waste Transfer Station buildings Application to be dealt with by HCC. Contact: Mr Peter Chadwick, Development Control Manager, HCC, Environment Department, The Castle, Winchester, Hampshire SO23 8UD. Email: <a href="mailto:planning@hants.gov.uk">planning@hants.gov.uk</a> .
Case No: 09/01271/FUL 7 August	Land at Otterbourne Farm, Kiln Lane, Otterbourne Change of use of barn to B1 office, refurbishment including replacement roof and bin/cycle store

**Appeals**

Planning Inspectorate Ref: APP/L1765/C/09/2099146 10 July	Dean Croft, Poles Lane, Otterbourne Against Enforcement Notice by WCC for removal of building works without planning permission. Comments to Planning Inspectorate by 10 July. To be dealt with by Informal Hearing. Should you have any views to express these should be sent in writing (3 copies) to The Case Officer, The Planning Inspectorate, Room 3/26 Hawk, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN quoting reference number or alternatively make your representation online at <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>
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**Decisions**

- Case No: 09/00510/FUL Dean Croft, Poles Lane, Otterbourne  
Change of use to residential curtilage. **Application permitted**
- Case No: 09/00901/FUL Rosella, Grange Drive, Otterbourne  
Erection of front porch. **Application permitted**
- Case No: 09/00760/FUL Whitehaven, Boyatt Lane, Otterbourne  
Single storey front extension and raising of roof to provide first floor accommodation with dormer windows front and rear.  
**Application permitted**
- Case No: 09/00668/FUL Cedar Lodge, 243 Pitmore Road  
Raising the roof to provide first floor accommodation incorporating 1no flat roof dormer and 5no. velux windows to rear and 3no. pitched roof dormers to front; Relocation of approved carport  
**Application permitted**
- Case No: 09/00509/FUL Woodlands Park, Poles Lane, Otterbourne  
Retention and alterations of existing building to provide 2 no holiday let properties.  
**Application refused**

## **Report to Otterbourne Parish Council**

### **from County Councillor Charlotte Bailey 2009-07-21**

#### **Highways**

I was very disappointed that although Otterbourne Parish Council made the first enquiries about a Parish Lengthsman they were not chosen to be one of the villages as a pilot. 'Rural' villages were chosen. I believe that there are now a good number of villages like Otterbourne which take more than their fair share of traffic and subsequently suffer more potholes and damage and should be included in the scheme. Meanwhile I will keep encouraging residents to report any faults which need repair.

#### **Flashing Speed Light**

Congratulations on achieving the next step of getting approval of sites for the flashing lights. I hope that the suggestions for slightly amended sites are acceptable. My next job is to make sure Amey puts in the posts as quickly as possible.

#### **Crossing near the garage**

Ruth Olczyk has suggested 3 possible dates for meeting regarding the possibility of a new crossing near the garage. I am hoping that a Governor from the school will also be able to attend. I look forward to the Parish Council choosing one of the dates so we can try to progress this.

#### **Captain Barnard**

Permission was granted for the second application on the Captain Barnard site. This seems a preferable result from a visual point of view although the number of beds has increased to 65. The Parish Council's concerns about drainage a water management, including foul drainage have been allowed and there will be consultation with Southern Water before the development.

#### **Closure of Shawford Road**

One of the bridges along the main Shawford to Twyford road is due for maintenance and the road will be closed to through traffic from August 17<sup>th</sup> for up to 12 weeks. This will mean a long detour for those wanting to reach Twyford. I have made sure that the diversion route will not guide people along Kiln Lane. The signs will route traffic via the Bushfield roundabout.

#### **Park and Ride**

The part of the works with most disruption will be the resurfacing work to the north of Bushfield Roundabout, within the southbound only road closure of Badger Farm Road. This will take place over two weekends - the first from 31 July - 2 August, and the second from 7 - 9 August. Clear signs about the closures will be in place two weeks in advance, as well as diversion signs each weekend to avoid confusion for motorists.

#### **County Council Committees**

I am a member of the following committees:-  
 Children and Young People Scrutiny Committee  
 Regulatory B  
 Schools Admissions Forum  
 Hampshire Archives Trust  
 Standing Advisory Council on Religious Education  
 River Hamble Management Committee  
 Deputy on INTEGRA  
 Deputy on Chichester Harbour Conservancy