

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL      1908**  
**OTTERBOURNE VILLAGE HALL – 21 SEPTEMBER 2010 AT 7.30 PM**

**Present:** Cllrs Oldham (Chairman); Granger; Barton-Briddon; Acton; Andrews; Clerk  
**In attendance:** District Cllr G Beckett; District Cllr E Bell (from 8.30 pm); Mr MH Warne; Mrs P Cole; Mr R Emery; Mrs P Wrightson; Sgt Chris Hills; PCSO Gavin Cooper; 1 Parishioner

1.    **Declaration of Interest:** None received.
2.    **Correspondence:** Correspondence Folder passed to members for circulation.
3.    **Apologies for Absence:** Cllr Hudson; Cllr Tabor; County Cllr Charlotte Bailey
4.    **Minutes of the Meeting**  
      To approve the Minutes of the Parish Council meeting 20 July 2010  
      Minutes previously distributed to Councillors. Proposed as accurate record Cllr Granger, seconded Cllr Barton-Briddon and approved.

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 except:

- 12 i)   PWLB loan or grant still ongoing for consideration.
- 12 iii) Floodlight inspection to be followed up.

6.    **Police Report**

Cllr Oldham commented that PC Mark Smith had been moved to a new Winchester beat and would be much missed by the village. Sgt Hills advised a new beat officer, PC Kevin Hurcock, would arrive in October and PCSO Gavin Cooper would remain to aid continuity. A report was given detailing incidents from 20/07/10 – 21/09/10: 3 suspicious incidents, 1 local disturbance, 2 thefts, 3 rowdy and inconsiderate reports, 1 nuisance report, 3 criminal damage reports. It was advised that low level incidents could be reported via Neighbourhood Watch or direct to PCSO Cooper if preferred.

To write to PC Mark Smith thanking him for his many years of service to the village.	Cllr Oldham	19/10/10
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7.    **County Councillor’s Report**

As attached.

8.    **District Councillor’s Report**

Cllr Bell’s report – as attached.

Cllr Beckett reported. WCC had written on funding to improve council estates. (The Clerk had not received this and a request would be made). The change of government and scrapping of the South East Plan had meant there was ongoing consultation for the new Local Development Framework (LDF) and it was important for both the VDS and Parish Plan to be included within it. The most recent application for Four Dell Farm was going to the Regulatory Committee on 29 September. It was important to demand a joint parish planning brief. The Clerk mentioned that there was still an outstanding question unanswered by the Case Officer with regard revision of the annual vehicle tonnage downwards.

To ensure receipt of WCC Council Estate letter	Clerk	asap
To follow-up with Case Officer re Four Dell Farm	Clerk	asap
To forward the VDS and Parish Plan into the LDF consultation	Planning Cttee	9/10/10

### 9. Open Session for Parishioners

A Parishioner attended to report on Boyatt Lane highways matters. There had been increasing incidents of vehicles driving too fast around the bend and along the lane. The road markings had worn thin, there were no speed caution signs, a no entry sign had been missing on the service road for some time (already reported to Highways). It was noted that much of Boyatt Lane fell within Allbrook which was part of Eastleigh.

To email Parishioner details of Allbrook Clerk to follow-up on EBC areas and EBC Serco vehicles	Clerk	asap
To request HCC improve road markings	Clerk	19/10/10
To consider request for a '20 is Plenty' sign	Planning Cttee	19/11/10

A report of blocked drains was made on Main Road near Otterbourne School.

To report to HCC	Clerk	asap
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### 10. Co-option of two Councillors

Two Parishioners had applied for the two vacant positions and a further two Parishioners had expressed interest should a position become vacant again. Both applicants had received information on the Council and forms. Co-option of Mr Russell Kelly proposed by Cllr Oldham, seconded Cllr Andrews. Co-option of Mrs Wendy Doherty proposed by Cllr Barton-Briddon, seconded Cllr Oldham. Both applicants approved by Council.

To ensure receipt of forms and notify WCC	Clerk	01/10/10
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### 11. Frequency of Meetings

In September 2008 Council had voted to reduce the number of meetings to seven. Concerns had been raised: regarding lack of continuity; difficulty for new members to become involved; length of Agenda and meetings. It was noted that it was more difficult for working members to commit to a greater number of meetings and that the Council should not lose representation from this source; it had been beneficial in reducing the clerk's workload. It was agreed to discuss further, including the absent and new Councillors; the frequency of meetings, reducing the Agenda and producing Committee Reports for distribution prior to the meeting.

To progress discussion for proposal at next meeting	All Councillors	16/11/10
To carry forward for Agenda	Clerk	

**12. Civic Service and Remembrance Sunday**

The Chairman advised that the date for the Civic Service was 17 October 2010 starting at 9.30 am at St Matthew's, Otterbourne. All invitations had been sent out. The Remembrance Service and placing of the wreath at the War Memorial will take place on Sunday 14 November 2010.

**13. Report of the Finance Committee**

- a) Parish accounts and cheques for payment – as attached.
  - b) External Audit Report – had been received back with no recommendations. The notice of Right of Inspection had been posted on 13 September 2010.
  - c) Ratification of £219.48 plus VAT of expenditure – made under Standing Orders for replacement glass to Poles Lane bus shelter was approved.
  - d) Ratification of £44.12 plus VAT of expenditure – made under Standing Orders for removal of wasps' nest from Youth Facilities Area was approved.
  - e) Precept 2011/2012 – to receive considerations for expenditure
- All Councillors were requested to identify possible matters for expenditure such as, ongoing maintenance, improvements and major projects for consideration.

To email Councillors with Precept list.	Clerk	asap
To report items requiring maintenance/improvement and put forward considerations for major projects.	All Cllrs report to Ctte Chairs	12/10/10

**14. Report of the Amenities and Recreation Committee**a) Oakwood Park Recreation Ground

- i) Freehold Purchase – to update on offer to purchase from Southern Water  
The offer was progressing slowly but in a positive direction. Southern Water had requested the Parish Council cover legal fees and this had been agreed pending an estimate. Southern Water was querying this (unknown) estimate as expensive.
- ii) Rules of use and general instructions to users of ground – to approve final document  
The full document had been copied to all Councillors prior to the meeting. It contained the new inclusion regarding rights of Otterbourne Sports Club under the Lease agreement. Council approved the document unanimously. A summary sheet, prepared for the recreation ground notice board, was approved. A welcome sign with pictorial instructions and directional signs to the recreation ground would be investigated.

To send document for inclusion on website	Clerk	19/10/10
To laminate flyer and place on notice board	Clerk	19/10/10
To progress welcome and directions signs	Cllr Granger	16/11/10

## iii) Play Park – to update on problems with tarmac and wetpour.

Serco had undertaken a site survey and the initial report from WCC stated that the combination of clay, the poor construction of the concrete haunching in some locations and inadequate consideration of the soil conditions had resulted in the concrete edging blocks sinking and rotating away from the tarmac areas which had subsequently cracked. Hedleys solicitors had advised that it considered there was an obligation on the contractor to construct the facility having regard to the prevailing ground conditions and it was worth making a formal claim against Lappset. It was agreed to wait for the full report

and hold a meeting with WCC before taking this course of action. Cost estimates for repair or replacement would also be required.

To arrange meeting with WCC to discuss report.	Cllr Granger	19/10/10
To obtain cost estimate for repairs/replacement,	and Recreation	16/11/10
To present recommendation to Council	Committee	16/11/10

b) Otterbourne Sports Club – to update on installation of path and fencing.

The Club had approached the Hampshire Playing Fields Assn and the Football Assn and had obtained a grant of £1,000 towards the works. This was conditional on ten years remaining on the Lease, but there were only seven. The Club had approached the Parish Council to either extend the Lease or become a grant applicant in conjunction with it. The grant conditions had been checked and simply specified that the correct use of the funds for the designated work must be guaranteed. This was considered the best course of action and agreement had been given. The Club had sent some specifications for the path and a quotation for path and fencing. A query had been raised regarding the length and fixing of the fencing which required clarification.

c) Elderfield Cricket Pitch – to update on progress.

The Langley House Trust Board had proposed a lease which was expected to be for a period of seven years\*. A meeting was being held with Colin Angus of LHT and Mike O'Brien Chairman of the Cricket Club to determine how best to take the matter forward.

- Afternote: The period of the proposed lease was clarified as 10 years with a 5 year break point.

To attend meeting and progress	Cllrs Oldham and Granger	23/10/10
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## 15. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached. Additional comment:

6A Sparrowgrove – two applications for felling and crown lifting a number of trees. Concern was raised that the house had been an infill development onto a wooded site only a few years ago when the TPOs had been set. WCC would be asked to consider carefully.

b) Community Emergency Plan – to approve review.

Cllr Oldham had completed the review and the document would be copied to all Councillors and WCC and HCC Emergency Planners. It would be held as a Confidential Document due to contact details contained within.

To distribute to all addresses with note re its status.	Clerk	16/11/10
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c) Parking on Coles Mede at roundabout approach – to discuss highway safety concerns

The number of vehicles parking at the roundabout approach had increased and was causing difficulty in highway access, particularly at peak school time traffic. It was thought that many of the parked cars were attributable to one household. Unless these were associated with unauthorised business use of the premises or caused obstruction of the road or pavement, there was little could be done.

To consider a note or approaching householder to talk through alternative parking arrangements	Cllr Tabor	16/11/10
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d) Cranbourne Drive Open Space – proposal for tree works along pathway. A quotation had been received from Taurus Garden Services to cut back the trees over the pathway. Proposed Cllr Barton-Briddon, seconded Cllr Acton and approved.

To instruct Taurus Garden Services	Clerk	19/10/10
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e) Red Lane – to update on wayleave.

A new electricity wayleave had been requested by Purbury Developments for the new house being built on Red Lane. The contract had been forwarded to WCC Estates as it holds the Manorial Rights for the Common. Following guidance from Estates and having approached all members, the Clerk had written on 13 September to Purbury Developments advising that, as the Landowners, the Parish Council was requesting a fee of £10,000 for permission over the land. A response was awaited.

f) Grit Bins – additional Agenda Item.

A letter of response from HCC had been received advising that two of the six grit bins requested would be provided this winter: one would be at the Coles Mede/Main Road, junction; the other at the Cranbourne Drive/Main Road junction. Council was concerned regarding the Sparrowgrove/Otterbourne Road junction and also the Kiln Lane roundabout. It was agreed to determine why only two bins were being provided; if the Sparrowgrove junction was to have separate provision due to the Southern Water access; to request a third bin if possible at either Sparrowgrove or Kiln Lane.

To contact HCC and report back	Clerk	19/10/10
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**16. Report of Representatives to various bodies**

Conservation Group/ British Legion

Michael Warne advised more volunteers were required for door to door collections for the Poppy Appeal.

Tree Warden

WCC had been to examine the trees on the Common. There were some outstanding issues which were being progressed.

Public Transport

Cllr Acton advised that she had taken the questionnaire on Concessionary Fares to Brendoncare and Elderfield as part of the HCC consultation (extended to 8 October). A request was made to advise any other interested persons or groups if known.

**17. Risk Assessment and management:** None reported.

**18. Any other business from Councillors**

A Parishioner had requested a litter bin on the southern side junction of Poles Lane/Main Road. A request for a litter/dog bin at the base of Otterbourne Hill had been made. It was noted there was a bin on Main Road near to the school access which could be moved.

To consider the bin requests as part of Item 13 e)	All Cllrs	12/10/10
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**19. Date of next meeting** – 16 November 2010 commencing 7.30 pm.

The Finance meeting to set the Precept would take place on 19 October 2010.

**Report of the Finance Committee 21 September 2010**

<u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers</b>	<b>4,455.59</b>	7,627.32
<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 December @ 0.80% gross</b>	<b>35,282.39</b>	35,209.85
<b>Co-operative Bank Guaranteed Reserve 3 months to 12 November @ 0.5% gross</b>	<b><u>25,183.97</u></b>	<u>25,160.96</u>
<b>Total Balance</b>	<b>64,973.48</b>	68,049.66

Cheques at interim payment on 10 August 2010 from Lloyds TSB Treasurer's Account

2362 Cllr Paul Granger – travel expenses reimbursement	17.60
2363 Cannon – recreation ground maintenance June	640.75
2364 HALC – planning training for Cllrs Tabor, Granger and Acton	88.13
2365 Action for Market Towns – training for Cllr Tabor	25.00
2366 R Griffin & Sons (Fire Protection) Ltd – pavilion certificate	149.70
2367 Taurus Garden Services – open spaces maintenance	540.00
2368 15 <sup>th</sup> Chandler's Ford (Allbrook and Otterbourne) Scout Gp (S137)	243.50
2369 Royal British Legion – war memorial wreath (S137)	25.00
2370 Mrs M Gaines – bus shelter cleaning July	106.98
2371 Mrs J Ayre – salary July	613.30
2372 Mrs J Ayre – reimbursement of office/travel expenses	89.00
2373 Petty Cash	100.00
2374 HALC – core skills training for Cllrs Tabor, Granger and Acton	<u>88.13</u>
	2547.09

Cheques for payment on 21 September 2010 from Lloyds TSB Treasurer's Account

2375 Mrs M Gaines – bus shelter cleaning August	106.98
2376 Mrs J Ayre – salary August	613.30
2377 Mrs J Ayre – reimbursement of office/travel/tel expenses	172.31
2378 Petty Cash	200.00
2379 HMRC – tax/Ni payments July/Aug/Sept	198.32
2380 OVHC – Sept/Oct/Nov meetings	60.00
2381 Serco Ltd – wasps' nest removal at youth facilities	51.84
2382 Queensbury Shelters Ltd – glass replacement	257.89
2383 Clearway – Knotweed treatment Cranbourne Drive	176.25
2384 Audit Commission – external audit fee	646.25
2385 WCC – dog bin emptying 1/4 - 30/6	320.00
2386 Cannon – recreation ground maintenance: July and additional work	806.05
2387 Taurus Garden Services – Cranbourne Drive maintenance	410.00
2388 Hampshire County Council – annual street lighting maintenance	399.40
2389 Cannon – recreation ground maintenance: August	<u>289.05</u>

4707.64

**Report of the Planning and Highways Committee**  
**Planning Matters for Consideration during August**

Applications and Closing Dates for Comment

- |                                    |   |
|------------------------------------|---|
| Case No: 10/01734/FUL<br>16 August | St David's, Main Road, Otterbourne<br>Extension to time limit for implementing planning<br>07/02195/FUL<br>Change of use from dwelling to office on ground floor,<br>single storey front extension, two bedroom flat on first floor<br><b>No Comment</b>  |
| Case No: 10/01372/FUL<br>23 August | Roselea, Highbridge Road, Highbridge<br>Two storey side and rear extension<br><b>No Comment</b>   |
| Case No: 10/01844/TPO              | The Old Parsonage, Main Road, Otterbourne<br>1no. Ash crown lift to 4m and reduce away from building.<br>1no. Norway maple reduce branches away from building.<br>2no. Lawson Cypress fell. 1no. Lime fell. 6no. Ash fell.<br>1no. Lime prune clear of telephone lines. 3no. Lime<br>remove basal suckers. 1no. Lime remove basal suckers<br>and crown clean. 1no. Holm Oak crown reduce by 20%.<br><b>WCC Arboriculturist supportive. No Comment</b> |

Decisions

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|-----------------------|--|
| Case No: 10/01186FUL  | Merrowdown, Norlands Drive, Otterbourne<br>Two storey side/rear extension<br><b>Application permitted</b>  |
| Case No: 10/00714/FUL | The Hyphens, Poles Lane, Otterbourne<br>Alterations to front dormer window to add hipped roof<br><b>Application permitted</b>  |
| Case No: 10/01250/REM | Land adjacent to Wood Sorrell<br>Erection of 1 no four bedroom detached dwelling and 2 no<br>two bedroom semi-detached dwellings with new vehicular<br>access, associated amenity and parking areas. Details in<br>compliance with 08/01948/OUT.<br><b>Application permitted</b> |
| Case No: 10/01465/TPO | 4 Richmond Park, Otterbourne<br>1 no Ash remove lowest limb and crown thin by 20%<br><b>Application permitted</b>  |
| Case No: 10/01466/TPO | 5 Richmond Park, Otterbourne<br>1 no Oak reduce overhanging branches. 1 no Oak fell<br><b>Application permitted</b>  |

**Report of the Planning and Highways Committee**  
**Planning Matters for Consideration during September**

Applications and Closing Dates for Comment

Case No: 10/01601/FUL 13 September	1 Oakwood Close, Otterbourne Conservatory to the rear of the property <b>No comment</b>
Case No: 10/01676/FUL 13 September	21 Greenacres Drive, Otterbourne Conservatory to side of property <b>No comment</b>
Case No: 0/10/67643 3 September to Eastleigh Borough Council	Land adjacent to Penarth House, Otterbourne Hill Outline: construction of shared care dementia living scheme comprising 35 shared care units and 20 bedroom nursing wing with associated vehicular/pedestrian access, car parking, amenity space, landscaping and secure perimeter fence <b>No comment</b>
Case No: 10/02243/TPO 23 September Case No: 10/02333/TPO 11 October	6A Sparrowgrove, Otterbourne, 2 no field Maples crown lift to 5 m 6A Sparrowgrove, Otterbourne 3 no Ash fell, 2 no Hazel fell, 1 no Hazel crown lift to 5 m <b>Comment: This was an infill property built quite recently. Concern at the amount of work requested given a WCC arboricultural statement and TPOs were made at that time.</b>

Decisions

Case No: 04/00264/FUL	Land next to land adjacent The Chapel House, Highbridge Rd Change of use of agricultural land to private gypsy site for one family, siting of one mobile home and one touring caravan. <b>Application withdrawn</b>
Case No: 10/01372/FUL	Roselea, Highbridge Road, Highbridge Two storey side and rear extension. <b>Application refused</b>
Case No: 10/01734/FUL	St Davids, Main Road, Otterbourne Extension to the time limit for implementing planning permission 07/02195/FUL for change of use from dwelling to office on ground floor with single story front extension and two bedroom flat on first floor. <b>Application permitted</b>
Case No: 10/01844/TPO	The Old Parsonage, Main Road, Otterbourne 1no. Ash crown lift to 4m and reduce away from building. 1no. Norway maple reduce branches away from building. 2no. Lawson Cypress fell. 1no. Lime fell. 6no. Ash fell. 1no. Lime prune clear of telephone lines. 3no. Lime remove basal suckers. 1no. Lime remove basal suckers and crown clean. 1no. Holm Oak crown reduce by 20%.

**Application permitted**

## **Report to Otterbourne Parish Council from County Councillor Charlotte Bailey**

### **Highways**

The top dressing along Poles lane and the resurfacing at the Poles lane roundabout has been done with minimal disruption. I have reported that the roundabout has already been damaged by HGVs and asked for a more robust solution.

The flooding in Poles lane has still not been solved and the next step is for further jetting to be done and if necessary for a replacement pipe.

### **The Rural Challenge**

A partnership of groups has produced a document called The Rural Challenge. It contains recommendations which aim to support more sustainable communities. There are many references to the contribution which Parish Councils can make. The easiest way to access it is through the CPRE website at

<http://www.cpre.org.uk/library/4331>

I also attach a PDF for the Clerk to print if you wish.

### **Consultations**

In the light of continuing cuts to budgets it becomes very important that as many people as possible give their views on priorities so I list just three of the consultations currently open. Details are on the HCC website.

1. The Concessionary Fares consultation is being extended till September 13<sup>th</sup>. In my submission I asked for an extension of start times, concessions to be given to carers and, for a reduced charge taxi service for those in rural areas without buses.
2. The Older People's Well-being Strategy consultation is open until September 24
3. The Joint Mental Health Commissioning Strategy is inviting comments before November 22nd

### **Good Neighbour Awards**

There are unsung heroes and heroines in all our villages and each year just a few are acknowledged for all the things they do to help their neighbours. This year Eddie and Lorna Hoare in Otterbourne have been given this award. The citation reads:-

“For over 40 years Eddie and Lorna have been the embodiment of what it means to be a good neighbour. They volunteer in many Otterbourne activities, helping with the parish magazine and church events. They are always helping people with shopping, cleaning, cooking, giving lifts, household maintenance, regularly dropping in for a chat and caring for the ill. They are big hearted people and everyone knows that they can rely on them.”

## **Report to Otterbourne Parish Council from District Councillor Eleanor Bell**

### **Concessionary Travel consultation**

Until this year, concessionary travel passes were administered by District Councils who were in turn funded directly (but inadequately) by the government. There were many disparities between Districts. From 2011, the scheme will be administered by the County Council, who will receive all the funding and they have consulted with District Councils, Parishes and other interested bodies on the harmonising of the scheme across the county. Parts of the scheme are nationally determined, e.g. 09.30 start time Mon – Fri and passes for all aged 60 and over (this age threshold will be increased over the next few years). Other aspects were discretionary, e.g. companion passes for disabled users, or travel tokens in lieu of passes. Winchester CC had issued companion passes and had retained a 09.00 start time as a discretionary addition to assist those travelling from the further reaches of the district. Instead of issuing travel tokens, Winchester had increased funding for community transport.

In the current consultation, Winchester CC has responded that it wishes Hampshire to retain companion passes and the 09.00 start time, or failing this, an 09.30 arrival time at the destination point of the bus route. Levels of funding for the county scheme are likely to be squeezed in the current economic climate, and it is important that funding for community transport is also protected.

### **Consultation on draft Winchester Town Access Plan (WTAP)**

The Draft WTAP has been developed over a number of years in conjunction with Hampshire CC and is now available for public comment. HCC are 'hosting' the consultation, and further details can be found at:

<http://www3.hants.gov.uk/transport-schemes-index/taps/tap-winchester>

The Winchester plan forms part of a wider Hampshire strategy, which also includes Town Access Plans for Romsey and Eastleigh. A second phase Traffic Management Study will also feed into the emerging strategy.

### **Winchester High Street + Market Street / The Square refurbishment**

Now that the peak tourist season has passed, work on the High Street refurbishment has speeded up and is on track to complete on time and on budget. When all work is completed, the whole area will be cleaned and sealed over three nights.

Meanwhile a consultation has taken place on extension refurbishment works to Market Street and the Square, taking the high quality paving through towards the cathedral. Responses to the consultation also indicated a majority in favour of part-time closure of Market Street to vehicular traffic (e.g. 10am-4pm as in the High Street). If this latter proposal were taken forward, it would require further consultation on the Traffic Regulation Order (TRO) with all those directly affected.

### **Local Development Framework (LDF)**

Following announcements by the Coalition government on regional housing numbers and the re-definition of garden land, WCC Strategic Planning team continue to progress a revised LDF Core Strategy and associated documents. The Strategic Housing Land Availability Assessment (SHLAA) for 2010 is also in progress and will be presented to the next Cabinet LDF committee on 6 October.

### **Planning matters**

#### **Four Dell Farm – recycling of plasterboard**

Parish, ward and county councillors met with the Hampshire CC Planning Officer on 12 July 2010. The case went to HCC Regulatory Committee on 28 July but it was deferred by Members for further information.