

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
MAIN HALL, OTTERBOURNE VILLAGE HALL – 15 JULY 2008 AT 7.30 PM**

**Present:** Cllrs Oldham (Chairman); Hudson; Stafford; Williams; Phillips; Barton-Briddon; Zebedee.

**In attendance:** County Cllr C Bailey; District Cllr G Beckett; District Cllr E Bell; Mr M Warne; Mrs P Cole; Mrs P Wrightson; Mr Neil March Enforcement Manager WCC; PC Richard Matthews; Chief Supt Peter Goodall; DCI Colin Mathews; Mr Bob Purkiss, Independent Member Hampshire Police Authority; Clerk.

1. **Declaration of Interest:** None.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** Cllr Andrews; Cllr Smith
4. **Minutes of the Meeting:**  
Parish Council meeting 17 June 2008 previously circulated to Councillors.  
Proposed by Cllr Stafford, seconded Cllr Barton-Briddon, approved 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 during the meeting. In addition:
  - i) 5) see under VDS at Item 14 b)
  - ii) 15 a) Civic Service: Hursley Parish had decided to join with Otterbourne and Compton & Shawford for the annual Civic Service confirmed on 26 October at St Matthew's Church with reception at Otterbourne Village Hall.
6. **Police Report**  
PC Matthews reported that there had been seven incidents since last meeting: one drink/driving matter, one drugs offence, two rowdy and inconsiderate behaviour, two non-dwelling burglaries, one suspicious circumstances. None were in connection with Elderfield residents.  
Cllr Hudson reported that Jean Mounter had been appointed as the Co-ordinator for the Safer Neighbourhood Policing initiative and was recruiting Street Co-ordinators. Chief Supt Peter Goodall and DCI Colin Matthews Senior Investigating Officer addressed the meeting on the 6 month follow-up to the unresolved murder of Mrs Georgina Edmunds on 11 January. An enormous amount of information had been gathered and investigated. 40 officers were still working full-time on the case. Further initiatives had been made to generate fresh information and renew media coverage. Police were still hopeful that the case would be solved. Cllr Oldham thanked everyone for attending and the update.
7. **Presentation and Discussion : Neil March, Enforcement Manager, WCC**  
Mr March made a comprehensive presentation on the work of the Enforcement Team and the regulations relating to Enforcement. All Councillors received a copy of the presentation. Of the 600 average cases per year 90% were reactive to complaints/reports received; 10% were compliance and monitoring to ensure work was as per planning permission. The Enforcement Team had been frequently undermanned due to staff illness, etc and a backlog of 450 cases was on file. A new Prioritisation Policy would be

introduced soon and it was hoped this would lead to improved service. WCC had given further investment to bring more people into the team, but recruitment was difficult. Cllr Hudson stressed the importance of giving priority to countryside and more remote sites such as at Four Dell Farm on Poles Lane, also that use of the Planning Portal could give shared information and that WCC should strengthen the Enforcement Team. Cllr Zebedee asked how often enforcement lead to removal of a building and Mr March replied not often. Cllr Phillips asked if the number of Enforcement incidents was rising and Mr March replied that it was fairly consistent. Cllr Oldham thanked Mr March for attending and his presentation.

8. **County Councillor’s Report**

A copy of Cllr Bailey’s report had been copied to all Councillors and is attached.

9. **District Councillor’s Report**

A copy of Cllr Bell’s report had been copied to all Councillors and is attached. Cllr Beckett congratulated the Parish Council on its excellent VDS. The Interim Report of the LDF had been published and Councillors were recommended to read it. Cllr Beckett recommended support for OCASSA.

10. **Open Session for Parishioners**

A Parishioner asked about the Highways works to the footpath along Main Road. These works had not been notified to the Parish Council. It was felt there had been a missed opportunity to create a wider width for shared footpath/cycle route along with the general refurbishment.

Action	By Whom	By When
To write to HCC with concern about lack of notification and missed opportunity for extending the SUSTRANS route	Cllr Oldham	19 August 2008

11. **Report of the Finance Committee**

- a) Parish Accounts and Cheques for Payment – as attached.
- b) Reconciliation of accounts and approval of Bank Statements  
Cllr Hudson approved the accounts reconciliation and ¼ly Bank Statements.
- c) 1/4ly budget analysis  
Interest received was slightly up on the quarter against forecast receipt.  
Expenditure was on line for the quarter. No other comments.

12. **Report of the Amenities and Recreation Committee**

- a) Lease for Otterbourne Sports Club – update  
Cllr Oldham had met with Stuart Munro and the Sports Club had agreed to all the requirements of the final draft Lease. Cllr Oldham had given assurance at this meeting that the Parish Council would carry out Health and Safety improvements and accommodate changes needed to bring the interior of the pavilion to current match requirements. The Parish Council’s copy of the Lease was signed by Cllrs Oldham, Zebedee and the Clerk. It would be sent back to the solicitors for completion and backdated to 31 July 2007. Solicitor’s costs for preparing the Lease had increased

from £850 to £1450 plus VAT. Proposed Cllr Oldham, seconded Cllr Zebedee and approved by Council.

b) Purchase of Recreation Ground from Southern Water – update

It was agreed that the Parish Council would not further this at present but would continue to consider finance available with regards a future offer.

c) Proposal to spend up to £200 for tree works to Cranbourne Drive Open Space Area and £108 for tree works to Oakwood Avenue Recreation Ground access road

The trees on Cranbourne Drive open space needed cutting back, weak specimens removing and a new tree planting. Proposed Cllr Hudson, seconded Cllr Phillips and approved by Council. Regarding the tree works on the access road to the recreation ground it was agreed to approach Southern Water as Landlords to undertake the work, failing which the contractor would be instructed. Proposed Cllr Hudson, seconded Cllr Phillips and approved by Council.

Action	By Whom	By When
To write to Southern Water requesting attention to tree works.	Clerk	19 August 2008

d) Children's Play Area – additional item

An updated plan of the area and revised quote had been received from Lapsett. The bid to B&Q for funding had been unsuccessful. The bid to WCC for the Playbuilder fund had been awarded to Soberton. The bid to Veolia was awaited.

e) Wayleave across Recreation Ground - additional item

Cllr Zebedee had met with the Wayleave Officer from Scottish and Southern Electricity regarding a power cable to be laid in the Recreation Ground along the length of the Southern Water fence. The trench would be as close to the fence as possible so as not to interfere with the football goal area and the work would be on weekdays to avoid Saturday matches. The Southern Water permissive path to the Itchen Navigation would also be closed along part of its length, but a divert route around the works would be provided.

13. **Report of the Planning and Highways Committee**

a) Applications and Decisions

As attached.

b) Proposal to spend up to £350 for refurbishment of Parish benches and £60 for refurbishment of Otterbourne Hill (Main Road west side) bus shelter

As part of the ongoing maintenance schedule, Cllr Barton-Bridson had assessed the benches and agreed all required rubbing down and a coat of preservative. Some minor works would also be undertaken. The bus shelter required a coat of preservative also. Proposed Cllr Williams, seconded Cllr Stafford and approved by Council.

c) Four Dell Farm – discussion re the Otterbourne, Compton & Shawford and Silkstead Association appeal against the concrete crusher

A Public Meeting of OCASSA was scheduled for 11 September at 7.30 pm in Otterbourne Village Hall. Council agreed general support of the Association. Cllr Hudson proposed Parish funds to support it financially under Section 137. There was some discussion without agreement on this principle. The item would be deferred to the next meeting when a formal proposal could be made and Councillors had given the matter further consideration.

Action	By Whom	By When
To advise Councillors of S137 clause with regards possible donation. To place on next Agenda	Clerk	16 September 2008

d) Parish Lengthsman – update

Response had not been received from Clerks & Council's Direct or the request put out to all Clerks through the Hampshire ALC Round Robin email system. Considerable information had been gained from the Worcestershire County Council website and their County Highways Liaison Engineer. However, this advised that the Parish should progress the matter with HCC as a devolved function. It was agreed to progress further and Cllr Bailey requested a list of works envisaged. Cllr Bell advised Hursley Parish Council would consider the matter further also.

Action	By Whom	By When
To compile a list of works envisaged for a Parish Lengthsman	Cllr Hudson	19 August 2008

e) Parish Plan Review

Cllr Phillips reported that it was necessary to prioritise items from the Parish Plan for action.

Action	By Whom	By When
To read Parish Plan and email/send list of 6 items in order of priority for action.	All Councillors	16 September 2008

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

a) OVHC

Michael Warne advised that the extension to the Village Hall was progressing and that foundation stage would soon be complete.

b) Village Design Statement

Steve Opacic from WCC had advised that the Village Design Statement had been adopted by WCC. The next stage was formal notification prior to publication. Cllr Hudson was thanked for work as Team Leader. Further funds had been made available from WCC in addition to the Awards 4 All Grant to cover any overspend.

c) Otterbourne Conservation Group

The Bid Tidy Up national campaign initiated by the WI was scheduled for September and would be co-ordinated for Otterbourne by the Conservation Group.

15. **Risk Assessment and Management**

None reported.

16. **Any other business from Councillors**

d) Matters being undertaken over the Summer Recess

Notice Boards and Countyside Access Boards - had arrived and would be erected.  
New Street Light on School Access Road - scheduled for installation on 28 July.  
Ditch and Bund Works to the Common - scheduled for w/c 28 July.

b) Community Emergency Plan

Cllr Stafford had made a first draft. It was still a work-in-progress document and Councillors were requested to help with furnishing any information.

<b>Action</b>	<b>By Whom</b>	<b>By When</b>
To read 1 <sup>st</sup> draft and send comments, advice, information to Cllr Stafford	All Councillors	19 August 2008
To prepare 2 <sup>nd</sup> draft for presentation	Cllr Stafford	

c) Consideration of Bi-monthly Meetings

Cllr Stafford requested Councillors consider the possibility of reducing the number of meetings in the year: at present 11. Cllr Oldham suggested that this would give the possibility of Committee Meetings taking place in the interim months.

17. **Date of Next Meeting**

16 September 2008.

**OTTERBOURNE PARISH COUNCIL**

**15 JULY 2008**

**Report of the Finance Committee**

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Balance	Last Statement Balance
<b>Lloyds TSB Treasurers a/c 1074401</b>	<b>5802.96</b>	2002.09
<b>Bank of Ireland No 1 Open Spaces</b>	<b>24531.75</b>	24565.93
<b>Bank of Ireland No 2 Deposit</b>	<b>50816.66</b>	33764.20
<b>Bank of Ireland No 3 Clerks Gratuity</b>	<b>971.46</b>	960.30
<b>Bank of Ireland No 5 Reserve</b>	<b>15959.57</b>	15775.96
<b>Bank of Ireland No 6 Children's Play Area</b>	<b><u>27540.91</u></b>	<u>26728.81</u>
<b>Total Balance</b>	<b><u>125623.31</u></b>	<u>103797.29</u>

b) Cheques for Payment from Lloyds TSB Account

2087	OVHC	£ 20.00
2088	Mrs M Gaines – bus shelters cleaning June	£ 106.98
2089	Mrs J Ayre – salary June	£ 581.30
2090	Mrs J Ayre – office and travel expenses June	£ 91.88
2091	Greenbarnes – 3 new notice boards	£2815.58
2092	M Warne – wreath for war memorial service 2008	£ 25.00
2093	Came & Co – insurance premium for Noticeboards+CABs	£ 25.00
2094	Jim Kimber – Recreation Gd maintenance June	£ 212.95
2095	Land Registry – land registry search fee Form OC1	£ 6.00
2096	Land Registry – land registry search fee Form SIM	£ 6.00
2097	Mrs J Ayre – salary July	£ 581.50 (dated 19.08)
2098	Mrs M Gaines – bus shelters cleaning July	£ 106.98 (dated 19.08)
2099	Mrs J Ayre – office and travel expenses July	£ 97.48 (dated 19.08)
2100	Petty Cash	£ 50.00
2101	Bryan Foot – handyman works	£ 314.44
2102	HCC – Countryside Access Boards	<u>£1175.00</u>
		£6216.09

Cheques for Payment from Bank of Ireland No 1 Open Spaces Account

0008	Jim Kimber – Cranbourne Drive maintenance June	£ 188.00
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Cheques for Payment from Bank of Ireland No 2 Deposit Account

0071	Otterbourne Parish Council – transfer	£5000.00
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**OTTERBOURNE PARISH COUNCIL**  
**Planning Matters for Consideration at the Meeting on 15 July 2008**

Applications and Dates for Comments

Case No: 08/01418/FUL 11 July	9 Oakwood Close, Otterbourne First floor side extension and conversion of integral garage to living accommodation (RETROSPECTIVE) <b>No objection</b>
Case No: 08/01420/FUL 11 July	9 Oakwood Close Otterbourne Attached single garage and front porch (RETROSPECTIVE) <b>Objection raised on grounds of overdevelopment of the site; building line moved forward; not in keeping with the existing house and street scene.</b>
Case No: 08/01522/FUL 21 July	Plot C, Yeoman's Drove, Otterbourne Construction of a double garage RESUBMISSION – WITHIN CURTILAGE OF A LISTED BUILDING <b>Clerk to be advised</b>
Case No: 08/01648/TPO 8 August	4 Sparrowgrove, Otterbourne Fell 3 no Mountain Ash trees <b>Clerk to be advised</b>
Case No: 08/00080/ENF 11 August	Appeal against WCC Enforcement Notice for change of use from agriculture to storage Four Dell Farm, Poles Lane, Otterbourne <b>Clerk to be advised</b>

Decisions

Case No: 08/01133/HCS	Extension to approved office Veolia Environmental Services, Poles Lane
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**Report to Otterbourne Parish Council  
from County Councillor Charlotte Bailey 2008-07-15**

**SOCCT – Sparrowgrove Oakwood Copse Conservation Trust**

A second newsletter has been produced by the Trust and sent to all the people who have pledged money or interest. The newsletter will also be put on the community boards when I have printed a colour version. Things are still on track although slower than hoped for. As the Trust is now set up I shall relinquish my services and hand over the communication to them. Congratulations to all so far.

**Flashing Light**

The good news is that HCC are moving forward rapidly in setting up a pilot scheme with five Parish Councils in the Southern Parishes. They will purchase a flashing sign (SLR cost £2,800)

A guide to suitable SLR locations has been developed and provided to all Parish Councils. Parishes are to be encouraged to share the sign so that their effectiveness is not diminished by over-frequent use in one place. The sign is for 30 or 40mph limits. The Parishes sharing will set out their own timetable choosing 2 or 3 sites for the sign. Three PCs sharing would give each 17 weeks of the sign in a year. The Highways contractor Amey will move the sign and charge about £70 for each movement and some of the ‘one-off’ costs such as new metal posts are still to be decided. I hope that Otterbourne will consider sharing a sign with local parishes if they think the need is there. I am very happy to provide the funding for one sign if it is shared with at least two other parishes from my division.

**Potholes**

As you, know all Parishes have been asked to nominate 2 or 3 potholes or over-ridden verges to be done this year as the County has found an extra £1m for this purpose. East hants and Winchester districts have £305,000. I have confirmed your choice to the county. I have also asked for the County to cut back vegetation on Otterbourne Road and Main Road as it is now impossible for wheelchair users and large pushchairs to use the footway. I am hoping that the landowners will be asked to do it as it is their responsibility but I know that often HCC does it too.

**Airport**

I decided not to attend the Community event at the airport as I have been for the last three years. The notes of the meeting were interesting but showed that the best way for local communities to get their voices heard is through their local groups like WAG. I hope they will soon be represented on the Consultative Committee.

**Four Dell Farm**

There is still no date set for the R&W appeal on Four Dell Farm and now there is a different appeal on the adjacent site. People must let the inspector know their views by August 11<sup>th</sup>.

**Bushfield Down Village Green claim**

The claim for the Bushfield Down Village Green application has gone in to the County Council. There is some dispute as to whether they made the application within time but if that is agreed it is likely that they will appoint an external inspector to judge the claim. The recommendation will then go to the County Regulatory Committee.

**Kill the Conversation**

Drivers in Hampshire who use their mobile phones are being targeted by a countywide ‘Kill the Conversation’ road safety campaign.

Research has shown that if you are using a mobile phone behind the wheel you are four times more likely to crash. Tests have indicated that reaction times for drivers using a hand-held phone slow by a half when compared to normal driving. Hands-free devices are not much better – reaction times are slower than if you were driving under the influence of alcohol.

Many drivers are also unaware that even if they use a hands-free phone they can still be prosecuted if they are not in proper control of their vehicle. Three penalty points and a £60 fine await those caught using a hand-held phone whilst driving

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

### **WCC Cabinet LDF Committee 15 July 2008 – Otterbourne VDS and LDF Report**

Today's meeting had a number of important matters on the agenda, not least of which was the Otterbourne Village Design Statement, which was welcomed and approved. Suzanne and her team were complimented on an excellent VDS which now becomes a Supplementary Planning Document of the council.

At today's meeting, Strategic Planning officers also reported on the interim results of the Local Development Framework (LDF) Issues & Options consultation in January-February 2008 and the various stakeholder meetings held throughout the district. The current LDF process was commenced under 2004 planning regulations which have now been revised by the government, and WCC is migrating its process over to the 2008 system. Under new policy and guidance, a proposed draft submission document (previously Preferred Options paper) will be published this summer and comments invited in autumn 2008. The whole process will take until 2010-2011.

### **WCC Environment Panel 17 July 2008 – Southampton Airport and WAG**

Winchester Air Group (WAG) have formally constituted themselves as a local representative group, and have advised the Chair of the WCC Environment Scrutiny Panel of this. The new scrutiny work programme for this panel will include a final report on the consultations with the Airport and WAG to go to the November meeting – it is hoped that this will include a formalisation of the relationship between WCC and WAG, as well as additional representation for WCC on the Southampton Airport Consultative Committee.

### **Winchester and 2012 Olympics, Paralympics and Cultural Olympiad**

I attended a briefing on 25 June on the opportunities for Winchester city and district to contribute to and benefit from the Olympic effort, especially in the provision of training facilities for visiting teams.

Winchester has excellent training facilities for Badminton, Equestrian, and Athletics (making use of the new athletics track at Bar End) and looks forward to welcoming teams from some of the smaller participant nations in the period leading up to the games.

'Live Your Dream' is a WCC framework and strategy, which is also aimed at local sports organisations, asking them to state what they would like to achieve by 2012, and to take part in a programme of events from 2008 to 2012. The local programme will be launched on August 24 which is handover day from Beijing to London.

To find out more, log on to [www.winchester.gov.uk/liveyourdream](http://www.winchester.gov.uk/liveyourdream)

### **Winchester Tourism Summit 15 July 2008**

Also today, WCC hosted a conference and workshop to explore the tourism potential for Winchester district of the 2012 Olympics and associated Cultural Olympiad. Stimulating presentations on the British Olympic preparations and some of the bureaucracy surrounding them, as well as an interesting overview of Transport and Tourism from HCC, were followed by choice of workshops, including skills development, marketing, and Green tourism, to feed into Winchester's Tourism Strategy for 2008-2012.

### **Parish Lengthsman – cautious welcome from Hursley PC**

Hursley PC have supported in principle the concept of a Parish Lengthsman, and the possibility of collaborating with other local PCs on this venture. They await further information on costing and how this scheme might function with HCC.

### **SLRs or Flashing Speed Signs**

Again, Hursley PC welcomed the opportunity to explore this possibility in collaboration with County and District and with neighbouring PCs. It is likely that a local consortium of parishes in this area would be in the first rollout of a county scheme, following a pilot in the Southern Parishes.



