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**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
OTTERBOURNE VILLAGE HALL – 15 SEPTEMBER 2009 AT 7.30 PM**

**Present:** Cllrs Hudson (Chairman); Weir; Barton-Briddon; Taylor; Andrews

**In attendance:** District Cllr E Bell; District Cllr G Beckett; Mr M Warne; Mrs P Cole; Mrs P Wrightson; Mrs J Mounter; Mr K Smith; 2 LHT Managers; 2 parishioners; Clerk.

1. **Declaration of Interest:** None declared.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence**  
Cllrs Oldham; Phillips; County Cllr C Bailey; PCSO Gavin Cooper
4. **Minutes of the Meeting**  
To approve the Minutes of the Parish Council meeting 21 July 2009  
Minutes previously circulated to Councillors. Proposed as accurate by Cllr Barton-Briddon, seconded Cllr Taylor, approved by Council and signed.
5. **Action Points and Matters arising on the Minutes and not discussed elsewhere**  
All points had been actioned as follows or would be reported on during the meeting:
  - 6) Security of Oakwood Park Recreation Ground  
Cllr Barton-Briddon and the Handyman had walked the Common and the Handyman had been instructed to drive in or replace several identified loose posts.
  8. Street Lighting around Oakwood Avenue Bus Shelter  
Cllr Oldham had emailed Highways and asked for cutting back of the overhanging trees, but this had still not been done as the trees were privately owned and were under TPOs. The matter was in the hands of the Arboriculture Officer. The Clerk had reported the matter to Street Lighting as a safety issue and they were investigating and would report back.
  6. Otterbourne & Eastleigh Cricket Club  
In the absence of Cllr Oldham, the matter would be carried forward to next Agenda.
  - 10) Parking at entrance to Cranbourne Drive  
The Clerk had written to the Parishioner. Cllr Bailey had contacted HCC and asked if the extension of the white lines could be added to the list of contract works.
  - 10) Fly tipping on Kiln Lane  
The Clerk had placed a notice in the Parish magazine and on some of the notice boards.
  - 10) Replacement Tree on Cranbourne Drive Open Space  
Chris Williams had inspected the tree and determined that its weak state was due to lack of water. Council agreed a new tree to be purchased at around £40. Mr Williams would do the planting free of charge and undertake watering to prevent recurrence.
  - 11) Transfer to Parish funds  
Cllr Andrews had instructed the Clerk to invest £35,000 into a new Lloyds TSB Guaranteed Investment Account and this had been opened.
  - 12) Allotments Fence  
The Handyman had completed the fence.
  - 13) Planning Application for Cherry Tree Lodge  
Cllr Phillips had advised No Comment be submitted.

## 6. Police Report

A police report had been received detailing nine incidents since last meeting: 1 unauthorised taking of a motor vehicle; 1 non-dwelling burglary; 4 rowdy and inconsiderate reports; 1 drug offence; 2 reports of suspicious incidents. An incident of drunken behaviour in Main Road had also been reported on day of meeting.

## Elderfield Report

Following the resignation of Mike Ansell, a report was made to the meeting by the Acting Manager and Deputy Manager. A permanent Project Manager would be appointed in October. Two residents had been very hardworking on behalf of the Conservation Group. Council was advised that Elderfield worked closely with outside agencies for specialist support services. The offer of visiting Elderfield was taken up by new Councillors.

Action	By Whom	By When
To arrange visit to Elderfield for Cllrs Weir and Taylor	Clerk	17 November

## 7. County Councillor's Report

A report from Cllr Bailey was submitted as attached.

## 8. District Councillor's Report

Cllr Bell submitted a report as attached.

Cllr Beckett reported on the Local Development Framework advising no effects in its delay were anticipated on Otterbourne and all of the proposals made in the preferred options statement would remain the same. There were no questions arising.

The meeting closed for Item 9.

## 9. Open Session for Parishioners

Ex-Chairman Michael Warne expressed his concern at the continuation of seven Council meetings per annum and preference for reversion to eleven. Mrs Cole advised that there were a number of blocked drains on Main Road causing flooding, the gutters needed clearing and the pedestrian island refuges needed sweeping and weeding. The Clerk had reported one blocked drain and would ask Cllr Bailey to liaise with Cllr Barton-Briddon for inspection and report to HCC Highways with follow up examination after the works. Cllr Taylor advised that such work often tended to be on an 'as required' basis rather than regular maintenance schedule now. Cllr Hudson advised that despite putting forward the initial proposal to HCC for the reintroduction of a Lengthsman scheme, Otterbourne had not been included in the pilot study. A report was made that the public waste bin on Otterbourne Hill had still not been emptied. A report had been received that the conifer hedge at the recreation ground was being damaged by being used as a goal stop.

Action	By Whom	By When
To inspect highway matters and liaise with Cllr Bailey and HCC Highways	Cllr Barton-Briddon	20 October
To follow up with Serco regarding waste bin	Clerk	20 October
To examine hedge and determine if matter can be resolved by moving goal posts	Cllr Weir	20 October

The meeting re-opened.

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**10. Parish Council meetings: to decide whether Council should continue with 7 meetings**

Cllr Hudson advised that it was generally smaller Councils that operated seven meetings; larger or more active Councils usually operated eleven. Meetings tended to be longer. Views were also expressed that some Councillors would find it difficult to attend more meetings; a fair amount of work outside of the meetings was expected; no less work seemed to get done. Councillors voted 2 for eleven meetings: 3 for seven meetings. The decision to retain seven full meetings per year was agreed. The Bianchi Room would be retained and Committees were encouraged to use it when not in use by whole Council.

Action	By Whom	By When
To issue notice of Parish Council meeting dates to Councillors and website. Plus dates available for Committee use.	Clerk	20 October

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

a) Applications and Decisions – as attached. Comments were as follows:  
Williams Garage: A letter had been received from Southern Planning Practice requesting Parish Council support to accompany a re-submission of the application for improved parking facilities. It was noted that this was to ‘free up’ parking availability on the forecourt. Cllr Barton-Bridson expressed support on grounds of its benefit to the community and Councillors were in agreement that Cllr Hudson respond in support.

Action	By Whom	By When
To draft letter in support for Clerk to send to Southern Planning Practice	Cllr Hudson	20 October

b) Re-submission of Application for Change of use of Barn to B1 office use – Otterbourne Farm, Kiln Lane

Cllr Hudson had sent a strong and comprehensive statement of objection to the above proposal, but it had been given permission by WCC. The decision had not addressed the Parish Council’s comments, the strategic and historical importance to Otterbourne, nor made any reference to the Village Design Statement guidelines as a supplementary planning document. The Conservation Group had written to ask for a condition concerning the archaeology of the site and would write again and ask for proper investigation. Cllr Beckett was disappointed with the result and suggested that a letter of complaint should be sent from the Parish Council. He would ensure that the matter would be properly investigated by officers and a reply given.

Action	By Whom	By When
To draft letter of complaint to WCC Planning Dept with cc to Cllr Beckett	Cllr Hudson	20 October

c) Dog Bin on Waterworks Road – reassessment of position

The dog warden had advised that this was ¼ full on weekly emptying. After some discussion, Council agreed that the position seemed useful to dog owners, but fortnightly collection would be requested for the future.

Action	By Whom	By When
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To write and advise Parishioner	Clerk	20 October
To contact WCC for fortnightly emptying of this and other dog bins	Clerk	20 October

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d) Street Lighting – PFI Contract

A letter from HCC had been received with details, costs and the Contract for the new PFI Scheme. The Schedule had been checked and amendments made to reflect only the 10 lights owned by the Parish Council. The contract was for 25 years and quoted at no more than £35 per light plus energy and 8% management fee. This was comparable to the current costs offered by HCC. Council agreed joining the PFI. Cllr Taylor requested that as lights were replaced a request should be made to HCC for low level emission ones.

Action	By Whom	By When
To return signed contract	Clerk	30 September

**12. Report of the Finance Committee**

a) Parish accounts and cheques for payment – as attached.

b) Ratification of Expenditure for £220 plus VAT to eradicate Japanese Knotweed from Cranbourne Drive Hedge

Council agreed expenditure to instruct a specialist contractor to control the spread of the knotweed.

c) Proposal to grant Otterbourne Village Hall Committee £500 towards replacement of the Village Hall main kitchen

A grant from the European Union was being applied for. A collaborative project was required. Almost all of the village hall users had made a contribution. Proposed by Cllr Andrews; seconded by Cllr Weir and agreed unanimously by Council.

d) Requests to be received for expenditure consideration for the 2010/11 Precept

Cllr Andrews requested that all Councillors and Representatives give thought to requests and projected new projects as the lack of interest on invested reserves made it more difficult to fund unexpected and unplanned requests during the year.

Action	By Whom	By When
To contact Cllr Andrews with suggestions.	All Cllrs	20 October

e) Consideration of funding for Neighbourhood Watch

The setting up and establishment of a Parish wide network had been very successful. Council recognised that this was of benefit to the community and agreed there should be some funding from the Precept to maintain it which would be addressed at the Finance Meeting. An estimate had been received. The use of email where possible would continue and space utilised on the parish boards.

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

An update report was given by Cllr Weir. The pavilion works were complete and compliant with gas, electrical and fire requirements. A certificate of inspection had been received from the Sports Club for the floodlights. The alterations to the slides in the new children's play park had been completed. Replacement seats had been installed under warranty in the youth shelter. A new 12 month contract had been received from Cannon for the maintenance of the recreation ground. This had increased from £2317 to £2518 but included additional works strimming the play park grass. The contract was in its second of three years before going to tender and was approved by Council. Cllr Weir suggested a meeting to determine new projects for the forthcoming year.

**14. Report of Representatives to various bodies**Otterbourne Village Hall Committee

Michael Warne thanked the Parish Council for the contribution of £500 and advised that the grant application would require endorsement as Trustee Landlords.

Otterbourne Conservation Group

The Autumn Talk on 12 October would be given by the Director of Conservation of the New Forest National Park.

Air Travel and BAA

Keith Smith advised that BAA was undertaking a noise consultation to comply with government and EU requirements. The outcome of the consultation would set the context for some years to come and so it was very important for the district. A template form had been created. The Parish Council agreed the responses for submission by 02 October which had also been agreed by the Winchester Air Group. Councillors and Parishioners were encouraged to submit individual responses. The Winchester Air Group would also make an independent response to the Secretary of State for Transport. Council gave thanks for the continuing work and feedback.

**15. Risk Assessment and Management**

There had been nothing reported. The Sports Club had submitted an approved inspection report for the floodlights.

**16. Any other business**

Cllr Taylor had attended an environmental meeting at WINAC. He put forward the suggestion that the Parish Council should determine its carbon footprint. This was agreed in principle and a working party would be formed to establish the baseline figure from which it would be possible to work towards improvement. Cllr Taylor would forward a draft notice to the Clerk for placing on the website, notice boards and Parish magazine in order to raise the profile and encourage participants to come forward for the working party.

Action	By Whom	By When
To forward draft notice to Clerk	Cllr Taylor	20 October

**17. Date of next meeting** – 17 November 2009 commencing at 7.30 pm.

**OTTERBOURNE PARISH COUNCIL  
15 SEPTEMBER 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>19,227.42</b>	56,168.72
<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 9 February @ 0.80% gross</b>	<b>35,000.00</b>	0
<b>Co-operative Bank Guaranteed Reserve 3 months to 13 February @ 0.50% gross</b>	<b><u>25,111.68</u></b>	<u>25,078.10</u>
<b>Total Balance</b>	<b>79,390.63</b>	81,298.35

Interim Cheques signed on 21 August 2009 from Lloyds TSB Account

2251 Mrs M Gaines – bus shelter cleaning July	106.98
2252 Mrs J Ayre – salary July	613.28
2243 Mrs J Ayre – office allowance and travel expenses July	87.80
2244 Connaught Compliance Gas Services Ltd – pavilion	188.60
2245 JTB Electrical Services – pavilion	2237.44
2246 Cancelled	
2247 Chub Electronic Security – pavilion	204.22
2248 Clearway – Cranbourne Drive knotweed treatment	253.00
2249 WCC – dog bin 1/4ly invoice	161.20
2250 R&R Contractors – white lining of car parks	1012.00
2251 Taurus Garden Services – Cranbourne Drive maintenance	310.00
2252 Lloyds TSB Commercial Finance re Griffin Fire – pavilion	655.50
2253 Drew Smith & Co – Sports Club refurbishment grant	<u>6500.00</u>
	12,330.02

Cheques for Payment on 15 September 2009 from Lloyds TSB Account

2254 Mrs M Gaines – bus shelter cleaning August	106.98
2255 Mrs J Ayre – salary August	613.08
2256 Mrs J Ayre – office allowance and travel expenses August	89.00
2257 Cannon – maintenance of Recreation Ground	276.00
2258 Lappset UK – Additional parts for Play Area	512.90
2259 Taurus Garden Services – Cranbourne Drive maintenance	180.00
2260 Petty Cash	100.00
2261 Twyford Parish Council – reimbursement for damage to SLRS	62.59
2262 HMRC – employee and employer tax/NI for July/Aug/Sept	199.96
2263 MNR Services – Fitting of additional parts for Play Area	460.00
2264 Bryan Foot – handyman: notice boards, play area, allotments	<u>610.00</u>
	3,210.51

**OTTERBOURNE PARISH COUNCIL**

**Planning Matters for Consideration at the Meeting on 15 September 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.winchester.gov.uk](http://www.winchester.gov.uk) following the link to online planning applications.**

**Applications and Closing Dates for Comment**

None.

**Decisions**

- |                       |  |
|-----------------------|--|
| Case No: 09/01328/FUL | 9 Meadowcroft Close, Otterbourne<br>Proposed single storey front and side extension with elevation alterations.<br><b>Application refused</b>  |
| Case No: 09/02230/FUL | Cherry Tree Lodge, Main Road, Otterbourne<br>Erection of a summer house<br><b>Application permitted</b>  |
| Case No: 09/00547/FUL | Williams Garage, Main Road, Otterbourne<br>Change of use of land to commercial usage for additional car parking for staff and customers to include; hard standing, erection of fencing, flood lighting column and earth bund with associated landscaping (RETROSPECTIVE)<br><b>Application refused</b> |
| Case No: 09/01271/FUL | Land at Otterbourne Farm, Kiln Lane, Otterbourne<br>Change of use of barn to B1 office; refurbishment including replacement roof and bin/cycle store<br><b>Application permitted</b>   |

**Report to Otterbourne Parish Council**  
**from County Councillor Charlotte Bailey 2009-09-15**

**Traffic Management issues in Otterbourne**

Cllr Bell and I had a meeting with Ruth Olczyk at HCC to review all outstanding Traffic management cases requested over the last few years. For Otterbourne outstanding issues are:-

1. Improved crossing point near the garage as discussed with the Parish Council at the end of July
2. Improved sight lines and crossing places at the Poles Lane roundabout.

I shall be having a similar meeting with highways to review outstanding maintenance work.

I am also catching up on the request for extending the white lines at Cranbourne Drive junction.

**M3**

Regular maintenance has meant that about a third of the M3 between J11 and J12 has been resurfaced with 'thin surfacing' which is a quieter surface. There are no plans to resurface the rest except for maintenance. As a result of an EU Directive there are now 'noise maps' of all major roads. Our part of the M3 is so bad that it is one of the 'First Priority Locations' for something to be done to reduce the noise we all suffer near to the M3. There is consultation on these 'action plans' until November 4<sup>th</sup> and I am making sure that the County Council responds. Highways Agency action depends on government funding so I am keeping Mark Oaten MP fully informed. To look at the Noise Maps go to:- [www.defra.gov.uk/environment/noise/mapping/transportation/roads/index.htm](http://www.defra.gov.uk/environment/noise/mapping/transportation/roads/index.htm)

If you want to comment on the Action Plans go to:- [www.defra.gov.uk/corporate/consult/noise-action-plan/index.htm](http://www.defra.gov.uk/corporate/consult/noise-action-plan/index.htm)

**Closure of Shawford Road**

The bridge works at Shawford are still due to be finished by mid November.

**New Gardening Support Service available for the over 60s in Hampshire**

Hampshire County Council has commissioned a new gardening support service from the Shaw Trust for the over 60s living in Hampshire. For those who receive a means tested benefit, the basic service is at a reduced rate. It is also available to those who do not receive a benefit, at the standard rate. The service can be accessed whether people rent or own their own homes. For more information, including prices and details of how the service operates, call Shaw Trust on 0845 604 4643, email [grounds.maintenance@shaw-trust.org.uk](mailto:grounds.maintenance@shaw-trust.org.uk) or visit [www.shaw-trust.org.uk/hampshire\\_gardening\\_service](http://www.shaw-trust.org.uk/hampshire_gardening_service)

**The Culture-all Passport**

The passport gives free entry for up to two adults and two children to any charged for HCC sites in Hampshire. These include Milestones Museum, Manor Farm, Bursledon Windmill, Hilliers Gardens, Titchfield Haven and many others. It gives free parking too and many special offers. The cost is £69 for 12 months. Great value for money for those with children or grandchildren.

**Grants**

**Community Challenge Fund** at [www3.hants.gov.uk/grants/ccf](http://www3.hants.gov.uk/grants/ccf)

Projects will need to help meet any one of these objectives: Supporting sustainable rural communities (including affordable housing, rural broadband, access to services, supporting volunteering and community engagement), providing effective rural transport, farming, food and access to the countryside, economic prosperity, climate change, including renewable energy, and making better use of the county's wood-fuel resource.

**Community Buildings Partnership Funding** at [www3.hants.gov.uk/grants/cosugrants](http://www3.hants.gov.uk/grants/cosugrants)

This scheme provides support to the many village halls and community associations in Hampshire. The scheme is intended to be a partnership between Hampshire County Council, the district and parish councils and the voluntary organisation.

**County Councillor Grants** at [www3.hants.gov.uk/grants/councillorgrants](http://www3.hants.gov.uk/grants/councillorgrants)

This year I have £10,000 budget for grants to the whole of the Downlands community. I intend these grants to benefit a wide range of groups/activities for example, vulnerable children or adults, young

people, facilities for older people, community facilities, local environment projects, and community safety.

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## **Report to Otterbourne Parish Council 15 September 2009 from District Councillor Eleanor Bell**

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

The Council has announced a delay in the production of the LDF Core Strategy, schedules for this autumn. The Core Strategy requires further work and will not now be published until after elections next year. This follows comment from the Planning Inspectorate which highlighted a number of concerns, including proposals for Hedge End SDA (Strategic Development Area), commercial /industrial development at Bushfield Camp, overall housing numbers and the phasing of infrastructure development.

### **WCC Grant Scheme Applications**

The Winchester City Council Annual Revenue and Capital grant schemes are now open for applications. There are three grant schemes available for community organisations:

community revenue grant; community capital grant; and small grants scheme.

See WCC website for more details on eligibility criteria.

### **HCC/WCC Refurbishment of Winchester High Street**

Works start this week on preparatory infrastructure (pipe laying etc) for the High Street which is to be resurfaced in quality stone and pavings, together with new street furniture and signage. The work is jointly funded by HCC and WCC. It is important that opportunities for greener energy resources for High Street businesses are not missed at the infrastructure stage.

### **Winchester District Community History Partnership CHIP – 15 September 2009**

CHIP has its inaugural general meeting this evening, when local history groups around the district will formerly join the newly constituted umbrella organisation. I attended the first general meeting of this partnership organisation, which is supported by WCC Cultural Services, in March. It aims to provide a single point of contact for schools and other organisations bringing groups to Winchester, provide a forum for exchange of ideas, and consult with parish councils to develop programmes that meet the needs of local communities.

For more information contact Dick Selwood 01962 853781 [dick@ntcom.co.uk](mailto:dick@ntcom.co.uk)

### **Meeting with HCC Traffic Management Officers, 26 September 2009**

Together with Cllr Charlotte Bailey, I met with HCC officers Mandy Ware and Ruth Olczyk to review Traffic Management priorities within this ward (the meeting covered the whole of Cllr Bailey's division). In particular, we looked at the outstanding priorities for Otterbourne:

Crossing point near Williams garage

Sightlines and crossings at Poles Lane roundabout

### **WCC Environment Scrutiny Panel 20 July 2009**

The Tower Street public car park is now fully open and much improved after refurbishment. Following a report by a Public Conveniences Informal Scrutiny Group, the Environment Panel agreed that the toilets located at Tower Street car park in Winchester centre should not be reopened now that the car park itself is fully open after extensive refurbishment. The ISG considered that the toilets next to the new Discovery Centre (former Library) were sufficient for the north part of the town. Others felt this was not easily accessible for visitors, quite a distance away and down a steep slope. The accessible (disabled) toilet at the car park will remain open.

### **New entrance to Silkstead Farm / Four Dell Farm on Poles Lane**

This has been in use since mid July and the old entrance stopped up and the earlier track returned to farmland. Concerns over the lower number of chevrons either side of the new entrance (on a bend next to the fastest stretch of the road) have been passed to HCC Highway Engineers, who have not yet responded or taken action. The location of the new entrance and the gate was required by the

HCC planning permissions for minerals aggregate waste (AJ Blake) and waste associated with road maintenance (R&W) in the last two years.