

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
16 JANUARY 2018 AT 7.30 PM IN THE VILLAGE HALL**

Present: Jones; Kelly; Barton-Briddon; Stansbury; Moody; Rodford, Stirrup.

In attendance: 3 Parishioners, Clerk

A vacancy still existed on the Council. It was agreed it would be beneficial if the areas of Oakwood Avenue/Greenacres Drive/Meadowcroft Close or Poles Lane/Bourne Close/Copse Close were represented and a household leaflet drop would be organised. An ex-Councillor from another area of the village had expressed interest in re-joining and would be considered alongside any interested parishioners who might come forward from the above areas.

1. **Declaration of Interest:** Cllr Jones Item 11 a) for Planning Application 6 Regent Close.
2. **Apologies for Absence:** Cllr Williams, County Cllr J Warwick; District Cllrs J Warwick; E Bell; B Laming; Lynne Dobson, Project Manager Elderfield
3. **Minutes of Meetings:** to approve Minutes of Parish Council meeting 21 November 2017. Correction: 12. f) iii) Cranbourne Drive restricted parking times a.m. should read 8.30-9.30. Proposed by Cllr Stirrup, seconded by Cllr Moody, approved by Council and signed.
4. **Action Points and Matters arising on the Minutes and not discussed elsewhere**
All points had been actioned or would be discussed on the Agenda except as follows:
12. f) iv) Shawford Station: information received advised the franchise had changed which could result in changes to the early morning schedule and loss of free parking.
5. **Elderfield Report**
A report had not been received. Two residents who had completed the new structured programme addressed the meeting. They had cut back the vegetation on the corner of Kiln Lane and been involved in Conservation Group work, cake sales at the Methodist Church in Chandler's Ford and litter picking with other residents. Concerns about anti-social behaviour and drinking in the village were discussed which they felt were not always Elderfield residents and could be attributed to those who had moved on. Cllr Jones hoped that greater understanding had been reached for the future.
6. **Crime Report**
Incidents noted during November 2017: one anti-social behaviour, two burglaries, one incidence violence; one theft from a person, two other thefts.
7. **Open Session for Parishioners**
A Parishioner raised concern regarding the new Biomass unit at Four Dells Farm and its impact on the village from potential pollution, noise and additional vehicle movements. See Agenda Item 9.
8. **County Councillor's Report**
As attached.

9. District Councillors' Report

As attached. Four Dells Farm Biomass (Brook Energy): Cllrs Jones and Stirrup had attended a meeting at Shawford Parish Hall at which two members from WCC had attended. The recent noise from steam pressure release was being addressed with an Enforcement notice for completion by end of January. Vehicle movements to and from the site were within limits. It was hoped noise issues arising from vehicles movements on site and the chipping process would be addressed at the HCC Regulatory Committee 14 Feb. Springbridge Farm: Concerns were numerous in relation to disregard of planning procedures, animal welfare and environmental health. It was agreed to also raise concerns that run off from the site should be investigated regarding pollution of the Itchen and Highways notified to investigate access to and from the site off the busy Highbridge Road.

To email Cllr Warwick re. Springbridge Farm and request updates on action being taken	Clerk	asap
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10. Report of Representatives to Various Bodies

Twyford Patient Participation Group

Cllr Jones thanked Mary Davis who had been the PPG representative for over 20 years. A new representative was sought to take over from Mary.

To place notices on the notice boards, website and parish magazine	Clerk	asap
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Otterbourne Village Hall Committee

Following recent damage by vehicles to one of the verges on Cranbourne Drive, it was agreed to ask the Committee to request event organisers to designate a parking marshal for events over a certain size.

To raise at the next OVHC meeting	Cllr Stirrup	
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11. Report of the Planning and Highways Committee

a) Planning Matters – applications and decisions as attached. Williams Garage: the application for SOCCO vehicles would be determined by WCC Planning Committee. Coles Mede: Cllr Jones updated that Footsteps Living were trying to speed up the Village Green Application. A new scheme was being prepared in two phases of development, similar in content and concept to the current scheme, but where the first phase would only be built on the garage and hardstanding area and not be affected by the Village Green Application which would be in the second phase. Parish Plan: WCC had followed up regarding thoughts for a new Parish Plan as the previous one was published in 2004.

To provide all Councillors with a copy of the Parish Plan and review schedule and Agenda for March meeting	Clerk	20 March
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b) EBC Local Plan – update

Cllr Jones advised that EBC had voted against the wishes of its neighbouring parishes, concerns raised by WCC and 800 residents attending the 11 December meeting in favour of a Local Plan with options B and C to provide 5,200 new dwellings, in excess of the 3,350 needed to meet the borough's housing target to 2036. It was noted that the impact on Otterbourne would not just be additional traffic from the dwellings, but also waste vehicles to and from the Veolia waste transfer site on Poles Lane.

c) Highways – to receive any matters for report.

M3, J9 to J14 Smart Motorways Scheme: Highways England had notified that 16 km between Winchester/A34 interchange to M27 Southampton interchange were planned for development to a Smart Scheme where the hard shoulder would be converted to a live lane to provide additional traffic capacity. See Highways England website for information.

<http://roads.highways.gov.uk/projects/m3-junctions-9-to-14-smart-motorway/>

d) Pedestrian Crossing on Main Road – to receive update from HCC Highways.

Cllr Jones had spoken with two HCC officers who had assessed the likelihood of obtaining a crossing. They had advised there were too many access points at the proposed position to approve the site and it could lead to a more dangerous situation. Also, there was insufficient pedestrian flow or high enough accident record to justify the crossing when measured against similar roads requiring crossing points. The cost of a signal controlled crossing was estimated at £150k, with annual maintenance of £3-4k and replacement in 20-30 years. It was advised that a zebra crossing worked well where pedestrian flows were lesser, up to 1100 people per hour and vehicle flows up to 500 per hour averaged over the four busiest hours. Installation and operational costs for a zebra crossing were less stringent, but this too could not be justified by HCC from the pedestrian numbers or accident record.

To follow up on the costs of a zebra crossing and whether this would be approved in the proposed position, funds permitting or any other improvements that could be made.	Cllr Jones	20 March
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e) Lengthsman – to receive matters for the visit 7 February.

Several matters were reported including cutting back along Footpath 11, repairing verges, clearing the pavements by the school railings, clearing weeds on Otterbourne Hill cycle path and the island refuge at Kiln Lane, litter picking around the youth facilities woodland.

To prepare worksheet for submission	Cllr Moody	24 Jan
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f) Rights of Way

Cllr Stirrup advised the Priority Cutting List for footpaths and Rights of Way as 9A, 5, 3, 2.

To email HCC Rights of Way	Clerk	1 Feb
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12. **Recreation and Amenities Report**

a) Oakwood Park Recreation Ground

i) Pavilion and Sports Pitch Use – update

Cllr Moody advised that all had gone quiet with Eastleigh Football Club. It was agreed to set a date of the March meeting for further understanding of commitment or to take it forward with alternative user options. Cllr Stansbury advised that the pavilion boiler would need attention and it was agreed to wait on the response from the Eastleigh Football Club before undertaking this. The quotation for the replacement fire exit door was in hand.

To progress Pavilion use further and report	Cllr Moody	20 March
To receive door quotations	Cllr Stansbury	20 Feb

b) Common – dog fouling.

WCC had recently cleared a large number of dog poo bags which had been thrown into the gorse bushes by a single dog walker and it was hoped that this anti-social behaviour would discontinue or the person responsible be identified and reported. Cllr Jones advised that the Jubilee Path was also badly affected and it was agreed a laminated sign should be placed at the beginning of the path.

To draft notice for laminating	Clerk	asap
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c) Amenities – to determine new position of Countryside Access Board

It was agreed to reposition the board which had fallen over on the Cranbourne Drive verge in high winds to the Old Churchyard at Kiln Lane.

To contact St Matthew’s Church warden for agreement	Clerk	20 Feb
To follow up with contractor re. installation of other notice boards		

13. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts

	31 Dec 2017 Current Statement £	30 Nov 2017 Last Statement £
Lloyds Treasurer’s account	20,320.94	24,122.54
Lloyds 12 month Investment a/c to 12/02/18 @ 0.9 %	25,749.33	25,749.33
Lloyds 32 day notice a/c at 0.57%	<u>13,872.34</u>	<u>13,870.58</u>
Total Balance	59,942.61	63,742.45

Internet payments totalled £1,691.44. Cheque payments totalled £1,084.41. All payments were approved. A copy of the Schedule is available from the Clerk. The 32 day notice account had since been reinvested at £11,250 into a 6 month fixed term account.

b) Third quarter budget analysis, reconciliation, reinvestment

The reconciliation was approved by Cllr Kelly. The budget analysis to end of third quarter with forecast expenditure to end of year was on target. Councillors were requested to progress and complete projects under their responsibility by end of year.

c) Budget and Precept for 2018/19 – Proposal for confirmation of Budget at £38,066 and Precept of £37,607 (based on new CTS grant of £459 and Tax Base of 706.80) representing an increase of 0.33% on 2017/18 and is equivalent to £53.21 at Band D. The Precept request with the amended CTS grant had been sent to WCC by due date of 12 January. Proposed by Cllr Jones, seconded Cllr Kelly and approved unanimously.

d) Data Protection – to update on new ICO guidance 2017

Council was advised that from 25 May 2018, the UK Data Protection Act 1998 would be superseded by a new General Data Protection Regulation which would be more far-reaching and would grant data subjects a number of new rights. These included the right to judicial remedy against organisations that infringed their rights, mandatory data breach reporting, and adopting “appropriate technical and organisational measures” to protect personal data. The Clerk confirmed that registration with the Information Commissioner for Data Protection occurred annually. The Clerk was appointed as the Data Protection Officer and it was agreed to adopt the following statement as a new governing policy and to reinforce Councillors’ awareness at the next Finance and Administration meeting.

Otterbourne Parish Council may collect and use personal information for administration purposes, financial control or to deliver council services, but under no circumstances should the clerk or a councillor impart any personal information without written consent from the individual concerned.

To Agenda for the February Finance and Administration meeting	Clerk	20 Feb
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14. Risk Assessment and Management

No reports received.

15. Notification of events and to raise new items for the next meeting

The Poppy Appeal for 2017 had raised £2,800 and James Acton and Cllr Lesley Moody were thanked for their involvement, together with those who helped prepare the War Memorial for the service.

A letter from Steve Brine MP asked about the main issues affecting the Parish. It was agreed traffic through the village was the major issue with emphasis on the impact of the proposed EBC Local Plan generating traffic from an additional 5,200 dwellings and waste vehicles from all of the new development in an around Winchester accessing the Veolia Waste Transfer Station on Poles Lane. The proposed SMART scheme for the M3 was also raised as a concern regarding increased noise and it was hoped there would be softer surfacing on the hard shoulder and other measures, such as better noise proof fencing, along the length affecting Otterbourne and neighbouring parishes.

To draft letter of response	Clerk	20 Feb
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The next Working Party meeting was 20 February at 8.00 pm.

The Finance and Administration Committee meeting would take place beforehand at 7.00 pm.

16. Date of next Parish Council meeting – 20 March 2018 commencing 7.30 pm**Planning Applications and Decisions****Applications**

Case No. 17/02939/HOU	2 Chapel Lane, Otterbourne Remove existing conservatory and replace with new conservatory and kitchen extension No comment
Case No. 17/02896/HOU	1 Oakwood Avenue Conservatory built in 2005 (RETROSPECTIVE) No comment
Case No. 17/03019/HOU	3 Otterbourne House Gardens, Main Road, Otterbourne Single storey side extension No comment
Case No. 17/01958/HOU	Church Lodge, Cranbury Park, Otterbourne Removal of an existing 20 th century single storey extension and construction of a new extension along with internal alterations to create first floor accommodation and rebuilding of the detached garage. (AMENDED PLANS) No comment
Case No. 17/03159/HOU	3B Poles Lane, Otterbuorne External double garage with storage above. No comment

- Case No. 17/03028/HOU 6 Regent Close, Otterbourne
Demolition of existing garage and conservatory and erection of single storey side and two storey rear extension to existing dwelling. **Comment: concern raised at proximity to boundary, loss of amenity and light; not in keeping with properties in the street scene.**
- Case No. 17/03127/FUL Old Deeds, Main Road, Otterbourne
New two storey dwelling, cycle and bin store, landscaping.
- Case No. 17/03250/FUL Williams Garage, Main Road, Otterbourne
Variation of condition 9 and 11 of 16/03307/FUL amending operating hours and restrictions of lighting timing.
- Case No. 18/00039/HOU 1 Brooklyn Close, Otterbourne
Two storey extension to front, single storey extension to north side, garage conversion, new porch, new windows and render.
- Case No. 18/00023/FUL The Dell, Park Lane, Otterbourne
Demolition of existing buildings and construction of replacement dwelling and car port
- Case No. 18/00174/HOU The Chapel House, Highbridge Road, Highbridge
Single storey pitched roof extension to existing timber framed double car port and garage.

Decisions

- Case No. 17/02569/HOU 5 Stone Terrace, Boyatt Lane, Otterbourne
Addition of new front porch 2.25m wide by 1m deep to front of existing mid terrace **Application permitted**
- Case No. 17/02688/HOU 14 Regent Close, Otterbourne
Single storey side extension and part change of use for the garage **Application permitted**
- Case No. PLAN/AD/WRE016 Otterbourne Church of England Primary School, Main Road
Installation of new double modular temporary classroom **Application permitted**
- Case No. 17/02676/TPO 36 Cranbourne Drive, Otterbourne
T1 Oak located in rear garden boundary: pollard/reduce end weights of dangerous limbs by 6-8 m. T2 Oak tip reduce selective lateral limbs between 2-4 m to shape canopy. **Application permitted**

Appeals

- Case No. 17/02294/HOU 1 Brooklyn Close, Otterbourne
Application refused by WCC due to the 2 m high boundary fence. Appeal lodged.
Two storey extension to Main Road side of dwelling, single storey extension to north side, single storey garage to south side, new vehicular and pedestrian access, new porch to
- Appeal reference:
APP/L1765/D/17/3185845

revised entrance, new windows and cladding, new boundary fence.

County Councillor Jan Warwick (Winchester Downlands)

Parish Council Report January 2018.

Hampshire Highways

Highways teams worked hard through the night to manage the impact of Storm Eleanor on the roads. More than 50 trees were brought down following the high winds. Emergency crews and specialist tree crews remain on standby clearing fallen trees.

Hampshire Highways are also working hard to keep the roads moving during icy weather. Follow the 'gritter twitter' [@hantshighways](https://twitter.com/hantshighways) to find out when and where the salting lorries are out. Anyone that experiences an issue on a Hampshire road can report it online at <https://www.hants.gov.uk/transport>

Improvements to M3 Junction 9

Highways England have committed to improve Junction 9 at Winnall. Details of the proposed scheme are being shared at the following public briefing events:

Sat 27 January 1030am -430pm and Wed 31 January 2pm to 8pm Winchester Guildhall

Sat 10 Feb 1030am-430pm Winnall Community Centre

Friday 16 Feb 2pm-8pm and Sat 17 Feb 1030am-430pm Kings Worthy Community Centre

Full details and how to respond to the proposals are also available on www.highways.gov.uk/m3j9

There are also plans to upgrade the M3 from Junction 9 to Junction 14 (M27 Southampton interchange) to a Smart Motorway.

Winchester Movement Strategy

The recent public consultation closed on 8th December with over 1500 replies. The next stage will involve feedback on the consultation and workshops for stakeholders, Members and Parish Councillors.

As well as inviting residents' and stakeholders' views, a range of traffic and travel data will be reviewed. This, alongside sophisticated computer modelling, will provide a robust understanding of how movement works in the City. Collectively, this will form the evidence base for the Movement Strategy and help to clarify travel and transport priorities. Potential options for delivering these priorities will then be developed. These will be tested and reviewed using national Government best practice guidance before the draft Movement Strategy is put to further public consultation in mid 2018.

JW 01/2018

District Councillor Report

January 2018

Mayor's Awards 2018 This year's Mayor's awards will be split into 2 halves with a Youth Ceremony at 3.30pm followed by the Adult Ceremony at 6.30pm the same evening and the event this year will be held at Winchester Science Centre on Wednesday **21st March**.

The closing date for nominations is Friday February 2nd (Nomination forms with email)

Litter Pick This year's Great British Spring Clean will take place from **2-4th March 2018**. Parish Clerks will be contacted at the beginning of February with details of how to take part and support from WCC/IDVerde.

Springbridge Farm Update Following recent reports by members of the public this site is known to planning enforcement and a new application due to be submitted by 31st January. The site owners will need to pass financial and functional tests to demonstrate that the business would be thriving by year three. The butcher's shop and mobile café are ancillary uses and will need to form part of the application together with the other structures and mobile home. The site must also be tidied up by the time of the submission.

Four Dells Biomass (Brook Energy) 17/01081/HCS Comments on this retrospective application closed on 27th December 2017. Hampshire County Council's regulatory Committee will decide the application on 14th February 2018. If you wish to speak to this item please contact HCC on planning@hants.gov.uk before 8th February 2018.

Cllrs Bell, Laming and Warwick 01/2018.