

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
OTTERBOURNE VILLAGE HALL – 16 SEPTEMBER 2008 AT 7.30 PM**

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

**In attendance:** County Cllr C Bailey; PC Nigel Harding; Mr MH Warne; Mrs P Cole; Mr P Surridge; Clerk.

1. **Declaration of Interest:** None.
2. **Correspondence:** Correspondence Folder 2 passed to members for circulation.
3. **Apologies for Absence:** Cllr Hudson; Cllr Phillips; District Cllr G Beckett; District Cllr E Bell
4. **Minutes of the Meeting:**  
Parish Council meeting 15 July 2008 previously circulated to Councillors. Proposed as accurate 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 except the following:
  - i) 12 c) Proposal to spend £108 for tree works to Recreation Ground access road:  
Clerk had contacted Southern Water to request the works. Initial agreement had been received, but after two months and an unsuccessful follow-up Council confirmed proposal for instruction of contractor in the interests of safety.
  - ii) 13 d) Parish Lengthsman: Clerk advised Cllr Hudson was still working on this. Item to be carried forward to next Agenda.
  - iii) 13 e) Parish Plan Review: Clerk advised Cllr Phillips was still working on this. Item to be carried forward to next Agenda. All Cllrs reminded to email Cllr Phillips or Clerk with 6 items in order of priority for action if they had not already done so.
  - iv) 5 ii) Civic Service: Cllr Oldham advised Hursley Parish had decided not to join with Otterbourne and Compton & Shawford for the annual Civic Service.
  - v) 12 a) Sports Club Lease: The Sports Club's solicitors had returned the signed Lease but the signed plan had not accompanied it and was still awaited.
  - vi) 14 b) VDS: This had been delivered to every household in the Parish.
6. **Police Report**  
PC Harding reported that there had been 37 incidents since 15 July meeting of which 14 had been crimes: three criminal damages; seven thefts; one assault; two vehicle related crimes; one public disorder. The possibility of Otterbourne becoming an Alcohol Exclusion Zone was raised. This was aimed at prohibiting open drinking of alcohol in a public place. It had operated successfully in Winchester where it had helped to prevent public disorder. It was suggested it might also aid Elderfield in managing the residents' non-drinking rule. Council would consider the matter further.
7. **County Councillor's Report**  
Cllr Bailey had copied a report to all Councillors as attached. Particular mention was made of the Flashing Speed Limit Light and Compton & Shawford and Hursley Parish Councils' support for this. Costs had been confirmed for Otterbourne's consideration.

Outstanding Highways repairs were reported including the repair of the barrier at Kiln Lane, sign improvements at Kiln Lane and the Poles Lane roundabout and kerb sets.

8. **District Councillor's Report**

Cllr Bell's report had been copied to all Councillors and is attached.

9. **Open Session for Parishioners**

There were no issues raised.

10. **Vacancy for a Councillor**

One application had been received. Mr Paul Surridge had applied and provided background information for Council to consider. The Chairman had also been in contact. Co-option of Mr Surridge onto the Council was proposed by Cllr Barton-Briddon; seconded Cllr Zebedee; with no objections.

11. **Frequency of Meetings**

a) Parish Council Meetings and b) Committee Meetings: both items taken together. Cllr Stafford had prepared a paper previously copied to all Councillors with recommendation for reducing the number of Parish Council meetings from eleven to seven. It was hoped this would enable a greater number of Committee meetings to take place without overburdening Councillors and also reduce the administrative burden on the Clerk. The Committee meetings could be arranged as either formal or ad hoc meetings and according to requirements. Some concern was raised that reducing the number of Council meetings would result in Members not being as well informed on wider issues; there was also concern at the reduction of two consecutive meetings. It was acknowledged that Committee meetings could enable more work to be carried out and matters would have more time to progress before report to Council. If implemented, it was suggested that the new schedule should commence from 2009. Council agreed that further consideration was required, including input and vote from greater number of Members hopefully attending at next meeting.

Action	By Whom	By When
To prepare new timetable of meetings based on Council's discussion. To forward to Cllrs for consideration and vote at next meeting.	Clerk	30 September

12. **Report of the Finance Committee**

a) Parish Accounts and Cheques for Payment – as attached.

b) Requests for expenditure for consideration for the 2009/10 Precept

Cllr Andrews requested items and suggestions for consideration to be sent to her by 30 September.

Action	By Whom	By When
To put forward any specific items for expenditure to Cllr Andrews. To suggest any wider or longer term use of Parish funds as itemised in a) above as attached.	All Councillors	30 September

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

- a) Children's Play Area – proposal to spend up to £70,000 for site clearance and new play equipment, fencing, safety surfacing and landscaping. Funds to be met by: Veolia Grant £34,654; WCC Open Spaces Fund £28,600; Parish Council £6,746

Members of the Recreation Committee had met during the summer recess to finalise the quotation from Lappset and present the proposals to Stuart Dunbar-Dempsey, WCC Open Spaces Project Officer. The bid from Veolia had been successful and Cllr Williams had made contact with their Project Manager. The planning application for the works had been completed and would be submitted to WCC. The contract to purchase the equipment would be held until planning approval was granted, but this would be reviewed if approval was not received prior to the 60 day term for holding contract price. Proposed by Cllr Williams; seconded Cllr Andrews and approved by Council.

Action	By Whom	By When
To submit planning application.	Clerk	asap
To apply for Open Space Funds.	Clerk	30 September
To receive confirmation from Veolia that Lappset quotation and works are agreed for placing the order.	Cllr Williams	21 October

- b) Recreation Ground and Cranbourne Drive Maintenance Contract – tender quotation  
Jim Kimber who was the contractor for both areas had resigned. Serco was undertaking the grass cutting of the Sports Club pitch as an interim arrangement. Tenders had been received as follows: Cranbourne Drive: Taurus £1980; Serco £2270; OCS £2920. Council approved Taurus who previously had held the contract. Recreation Ground: Serco £2325; OCS £2317. Council approved OCS who had previously held the contract and undertook line marking for the Sports Club.

Action	By Whom	By When
To appoint contactors and advise Sports Club	Clerk	asap

- c) Public litter bin at Recreation Ground – proposal to spend £175 for installation of second bin

The current litter bin was constantly overfilled and black bin bags were required most weeks. The bin was used by the public, volunteer litter pickers at the recreation ground and the Sports Club. Cost of emptying would be covered by WCC. The Sports Club had agreed to pull both bins to the highway. Proposed by Cllr Zebedee; seconded Cllr Andrews and approved by Council.

Action	By Whom	By When
To arrange installation	Clerk	21 October

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

- a) Applications and Decisions

As attached.

Action	By Whom	By When
To advise Clerk of comment to WCC	Planning Cttee	Due date

b) Four Dell Farm – proposal to spend up to £500 in support of the OCASSA appeal against the concrete crusher

The Clerk had received approval from the internal auditor that funds to support the appeal could be made under S137 given the impact the additional HGV movements would have on the village. The Public Meeting of OCASSA had been held on 11 September at Otterbourne Village Hall and there had been a good turnout in support. Proposed for £500 expenditure by Cllr Stafford; seconded Cllr Zebedee and approved by Council. A caveat would accompany the cheque to state that the funds should only be used for the judicial review against HCC decision to permit the concrete crusher and that if the appeal was successful and costs awarded then the amount should be returned.

Action	By Whom	By When
To send letter with caveat and cheque to OCASSA	Clerk	21 October

c) Community Emergency Plan

A letter and reply form had been sent out to all households advising Parishioners of the compilation of the CEP and requesting offers of help and resources in such event. A good number of responses had been received. Cllr Stafford had completed a 2<sup>nd</sup> draft of the CEP and it had been copied it to all Councillors for comment and further information. Council agreed Cllr Stafford as Co-ordinator and Deputy as either the Chairman or another member of the Parish Council. The CEP was approved by Council and the draft would be taken forward to final completion of the document.

Action	By Whom	By When
To complete Community Emergency Plan and arrange distribution as per list contained within.	Cllr Stafford	21 October

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

a) Otterbourne Conservation Group

The Big Tidy Up campaign would not be possible because the organising body had to take out PL insurance to cover all volunteers and provide stout gloves for all. The insurance costs in particular would be too great even for the Parish Council to cover. Michael Warne advised he would approach Elderfield to see if they wanted to undertake it.

b) Otterbourne Village Hall Committee

Michael Warne advised that the completion of the roof of the new extension had been delayed but that it was expected within the next 10 days. The cost of the extension had increased due to pile foundations being required, but was within OVHC capability.

c) Air Transport

Cllr Zebedee agreed to take on responsibility for this area of transport until another Parish Council representative could be found.

16. **Risk Assessment and Management**

Items relating to cutting back and a BT pavement cover had been dealt with during the recess. There were no new items to report.

17. **Any other business from Councillors**

i) Invitations to attend a Parish Council Meeting

The Mayor of Winchester had advised that he would like to attend a meeting sometime in the future.

Mike Ansell, Project Manger for Elderfield would be invited to attend a meeting to inform Councillors on the assessment procedure for residents.

ii) Civic Service

The invitations had been sent out and Councillors were reminded to RSVP.

iii) Receipt of Parish Council Mail

The practice had been for the Clerk to open all mail received at the Registered Office whether or not prefixed by a Councillor's name. This had been queried by a Councillor. Hampshire ALC had clarified that this was common practice and recommended it in order to ensure full liability cover for work undertaken. The previous chairman, who was attending the meeting as a member of the public, advised that in the past problems had occurred when this procedure had not been followed. It was agreed that this procedure would be included in the Standing Orders, but that any Councillor wishing to receive mail with their name on it unopened could do so but must inform the Chairman in writing with a copy to the Clerk. A PO Box number was also recommended by Hampshire ALC in preference to use of the Clerk's home address. It was noted that this would aid in continuity of Parish address and would be furthered by the Clerk at some point in the future.

18. **Date of Next Meeting**

21 October 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>1720.66</b>	5143.59
<b>Bank of Ireland No 1 Open Spaces</b>	<b>24432.73</b>	24531.75
<b>Bank of Ireland No 2 Deposit</b>	<b>41317.35</b>	50816.66
<b>Bank of Ireland No 3 Clerks Gratuity</b>	<b>982.50</b>	971.46
<b>Bank of Ireland No 5 Reserve</b>	<b>16141.26</b>	15959.57
<b>Bank of Ireland No 6 Children's Play Area</b>	<b><u>27854.46</u></b>	<u>27540.91</u>
<b>Total Balance</b>	<b>112448.96</b>	124963.94

#### Cheques for Payment from Lloyds TSB Account

2103	Colourworld – printing of VDS	£2685.30 (pd 6/08)
2104	Celia Harris – final invoice for VDS work	£ 60.00 (pd 8/08)
2105	Bryan Foot – works incl notice boards and CABs	£ 310.90 (pd 10/08)
2106	HMRC – tax and NI ee/er for July/Aug/Sept	£ 184.15
2107	Mrs J Ayre – salary August	£ 641.30
2108	Mrs J Ayre – office and travel expenses July/Aug	£ 135.56
2109	Mrs M Gaines – bus shelters cleaning August	£ 106.98
2110	OVHC – September PC meeting	£ 20.00
2111	WCC – dog bin emptying	£ 161.20
2112	HCC – County Supplies	£ 13.27
2113	Cllr S Hudson – travel claim for VDS work	£ 22.60
2114	Serco Ltd – work to Common on ditch and bunds	£4921.06
2115	Petty Cash	£ 200.00
2116	Jim Kimber – Recreation Gd maintenance July/August	£ 425.90
2117	WCC – Planning Application for Play Area	<u>£ 85.00</u>
		£9973.22

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

0009	Jim Kimber – Cranbourne Drive maintenance July/August	£ 376.00
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#### Cheques for Payment from Bank of Ireland No 2 Deposit Account

0072	Otterbourne Parish Council – transfer	£10000.00
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a) Planning Applications received

Case No: 08/01673/FUL	Yeoman's Drove, Main Road, Otterbourne Proposed garage and cycle store (RESUBMISSION) <b>No objection</b>
Case No: 08/01691/FUL	8 Waterworks Road, Otterbourne Detached single garage (RESUBMISSION) <b>No objection</b>
Case No: 08/01632/FUL	2 Otterbourne Homes, Main Road, Otterbourne Conversion of loft space into mezzanine gallery, bedroom and en-suite bathroom with velux roof window <b>No objection</b>
Case No: 08/01648/TPO	4 Sparrowgrove, Otterbourne Fell 3 no Mountain Ash trees <b>No objection</b>
Case No: 08/01698/FUL	Hillside, Main Road, Otterbourne First floor extension <b>No objection</b>
Case No: 08/00080/ENF Appeal date 7 October	Appeal against WCC Enforcement Notice for change of use from agriculture to storage Four Dell Farm, Poles Lane, Otterbourne <b>Letter of objection sent against appeal</b>
Case No 08/00175/FUL	Captain Barnard 57 bed nursing home and four private houses <b>Letter of objection sent on grounds of foul water drainage</b>
Case No: 08/01566/FUL 18 September	Beech House, 4 Oakwood Avenue, Otterbourne Single storey rear extension
Case No: 08/01836/FUL 24 September	Yew Tree Cottage, 6 Chapel Lane, Otterbourne First floor extension
Case No: 08/01948/OUT 9 October	Land adjacent to Wood Sorrell, Main Road, Otterbourne Erection of 1 no four bed detached dwelling and 2 no two bed semi detached dwellings with new vehicular access; associated amenity, parking and turning areas (OUTLINE – considering layout, scale and means of access – RESUBMISSION)
Case No: 08/01983/FUL 15 October	South Central Ambulance Service, Southern House, Otterbourne Increased generator plant and LPG fuel tank enclosure
Case No: 08/02059/FUL 24 October	5 Chapel Lane, Otterbourne Single storey rear extension

- Case No: 08/01418/FUL 9 Oakwood Close, Otterbourne  
First floor side extension and conversion of integral garage to living accommodation (RETROSPECTIVE)  
**Application permitted**
- Case No: 08/01420/FUL 9 Oakwood Close Otterbourne  
Attached single garage and front porch (RETROSPECTIVE)  
**Application permitted**
- Case No: 08/01522/FUL Plot C, Yeoman's Drove, Otterbourne  
Construction of a double garage RESUBMISSION – WITHIN CURTILAGE OF A LISTED BUILDING  
**Application refused**
- Case No: 08/01673/FUL Yeoman's Drove, Main Road, Otterbourne  
Proposed garage and cycle store (RESUBMISSION)  
**Application permitted**
- Case No: 08/01691/FUL 8 Waterworks Road, Otterbourne  
Detached single garage (RESUBMISSION)  
**Application permitted**
- Case No: 08/01632/FUL 2 Otterbourne Homes, Main Road, Otterbourne  
Conversion of loft space into mezzanine gallery, bedroom and en-suite bathroom with velux roof window  
**Application permitted**
- Case No: 08/01622/FUL Four Dell Farm, Poles Lane, Otterbourne  
Erection of fence 4m in height (PART RETROSPECTIVE)  
**Application permitted**
- Case No: 08/01138/FUL 29 Oakwood Avenue, Otterbourne  
Single storey rear extension  
**Application permitted**
- Case No: 08/01698/FUL Hillside, Main Road, Otterbourne  
First floor extension  
**Application permitted**

### **OCASSA Meeting**

I was pleased that there were more than 100 people at the meeting to find out about the Judicial Review on the 'Crusher', the appeal by R&W against HCC refusal and the R&W appeal against Enforcement. Both City and County Councillors gave reports. The OCASSA group joins together residents from the local area so that we can have a greater impact. The costs of the Review will be considerable so an appeal was made for donations for membership.

### **Flashing Speed Light**

I had a meeting two weeks ago for an update on the Southern Parishes pilot scheme. We are learning by experience and what has become clear is the need for careful choosing of the sites. All sites will be assessed by HCC and approved where possible. Once the pilot is in place HCC is willing to consider another tranche of Parishes.

One-off costs appear to be; £2,500 + VAT for the flashing sign (there are few maintenance costs); each post needs a bracket to fix the sign to @ £60 each; any extra posts to attach the sign will be about £220 each.

On-going costs for moving the sign and replacing batteries will be about £120 each time (this is not yet agreed with Amey). In the pilot on average each Parish Councils are choosing 2 or 3 places for the signs and have between 6 movements a year so probably budget for about £800. The lights will be fixed at the recommended 35mph and 46mph (10% +2mph) which the police allow before prosecuting and the lights count the number of times it is triggered so the police know if there is a reason to come and enforce speeds.

If the Parish Council decides to share a sign with other parishes then now is the time to discuss firstly where you would like the signs to be (according to the guidelines given) and then negotiate with the other interested parishes on the timetable. So far Compton & Shawford, Hursley and Twyford are interested. In the pilot there are 5 Parishes joining together.

In the minutes of the Parish Policing Partnership Forum it says Cllr Parker reported that 'Sparsholt and two other parishes had combined resources to buy their own flashing speed limit sign' This is not correct. Sparsholt are interested in a possible scheme.

### **Highways**

The two bridges on Kiln Lane, the cycle path fence and various potholes and drains are down for repair. At a meeting with Highways officers we discussed what happens to larger items which the Councillors and Parishes have put 'on the list' All proposals are assessed by an independent assessor for priority according to the state of the surface or need for a design change. I have asked that the 'lists' should be put on the website so we can track their progress (or not) Please let me know what items you think should be on the list.

### **Local Development Frameworks**

In attended the LDF meeting which was open to Parish Councils as well. It looked mainly at the 4 Options for areas of development but also allowed discussion on if there was felt to be a need for a Step Change in Development and to expand business development. There seemed to be no consensus but all views will be written up, together with the views from the four other meetings around the District. These will be on the website by the end of September and the recommendations will be at the beginning of next year.

### **Choose 30**

The County are launching a new road safety campaign called Choose 30. This coincides with all the new Village 30 changes but will also try to change the hearts and minds of drivers who do not keep to the limits. There will be bin stickers for residents in the new 30mph zones. The message is that drivers have a choice as to whether they break the speed limit or not. With new limits after a settling-in period of about 12 weeks, where drivers become accustomed to the new limit, there will be enforcement.

### **Have Your Say on Adult Social Care**

A Question Time hosted by Peter White - Disability Affairs Correspondent, BBC, will take place on 24th September, 7-9pm in the Performance Hall, Discovery Centre, Winchester. Peter White is one of the Commissioners on Hampshire County Council's Commission of Inquiry. Peter White together with a panel of experts will be taking questions from the audience and discussing how 'personalisation' – the biggest change in social care for 60 years - will impact on individuals and those who are involved in their support and care.

For a free ticket to Question Time apply online

<http://www3.hants.gov.uk/adult-services/aboutas/consultation-involvement/commission-personalisation/personalisation-question-time.htm> or apply for a free ticket by phone or email Tel: 01962 845295 or email: [personalisation.commission@hants.gov.uk](mailto:personalisation.commission@hants.gov.uk)

The fourth and final session of Hampshire County Council's Commission of Inquiry will be held on 19 September in Winchester

### **School Meals Additive Free**

For a fourth consecutive year, HC3S has been awarded the Hyperactive Children's Support Group Highest Award for Excellence for ensuring that around 70 additives, widely known as E-numbers, have been banished from primary school meals. By working closely with HACSG and suppliers, HC3S became the first local authority caterer to receive this award in 2005.

### **How can we improve our Libraries?**

The Hampshire Library service has been downgraded from two stars to one so it is important that we try to improve the service. I believe that we are lucky in Winchester since the improvements to the Discovery Centre but overall the County failed to meet targets for opening hours, new book buying, visits per 1000 population and number of computers. I would be interested to hear any comments for improving our service, including the Mobile service.

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

### **WCC Local Development Framework (LDF) workshop, 11 September 2008**

City and Parish Councils in Winchester and the adjoining parishes were invited to take part in a planning workshop on Thursday 11 September, also attended by other partners including HCC, Hampshire PCT and the Highways Agency. This was not a consultation session but was designed to make progress towards the Preferred Options for Winchester which will be published later in the year. The workshop focussed on Winchester Town, but included areas identified in the Options paper such as Compton and Pitt. Attendees were asked to vision how they wanted Winchester to develop over the next 20 years, in terms of economy and employment as well as housing needs.

### **Renewable Energy & Sustainable Housing seminars, Friday 5 and Monday 8 September 2008**

Two training workshops /seminars were provided for WCC members and officers, the first on renewable energy resources and second on Sustainable Housing strategies. The government has produced a Sustainable Housing Code with standards and timescales for all new build. SHC 4 requires a 25% reduction in carbon emissions by 2010.

### **Visit to Wind Farm, Oxfordshire-Wiltshire border, 10 July 2008**

A number of WCC Councillors (but no officers) attended a briefing and demonstration on wind energy resources, organised by RegenSW/SEEDA for councils across the south and west of England. There are currently no wind farms (actual or proposed) in Hampshire and adjoining coastal regions.

### **Southampton Airport – Winchester Air Group (WAG)**

I have liaised with WCC Environment team and WAG in order to progress their wish to achieve formal recognition by WCC. Relationships are currently good but informal. The Environment Scrutiny Panel on 17 July agreed that a final report by the Environmental Team manager on issues relating to the airport would go to the next meeting of the Panel in November. WAG are currently waiting for a date to meet with both SIA and WCC on noise monitoring for routing trials.

### **Winchester Rail Station**

For the next three weeks, South West Trains are displaying their proposals for the improvements to Winchester Railway Station.

The proposals can be viewed in the (former) travel centre next to the main entrance. These include:

- Booking Hall Improvements
- Improved Waiting Rooms
- Extra Cycle and Motorcycle Parking
- Barrier gates

At the end of this period, the SWT project team will be available at Winchester station to discuss the proposals in person.

### **Flashing Speed Signs**

Both Hursley PC and Compton & Shawford PC have agreed in principal to the proposal of a shared Speed Limit Reminder Sign (SLRS) to be purchased and deployed between the three parishes. Cllr Charlotte Bailey is liaising with HCC Highways, who are currently undertaking a pilot scheme in the southern parishes. The next steps are to decide where within the parish the signs could be located so that these can be assessed by Highways.

### **OCASSA Public Meeting ref Four Dell Farm, Thursday 11 September 2008**

A well attended meeting in Otterbourne Village Hall last Thursday provided information to local residents on the current appeals lodged by R&W against HCC, to be heard in Winchester from 7-10 October 2008, and the background to the Judicial Review of a decision by HCC in respect of AJ Blake, which will go before the High Court in March 2009. Members of OCASSA addressed the meeting, whilst their solicitor provided clarification of legal issues. Both City Councillors and County Cllr Charlotte Bailey attended to provide background information on their respective council processes. A further appeal by R&W against WCC will be heard in Winchester on 10 December 2008.

