

**MINUTES OF OTTERBOURNE PARISH COUNCIL MEETING
17 SEPTEMBER 2013 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Jones, Acton; Doherty; Young; Reeves; Barton-Briddon; Stansbury

In attendance: County Cllr Phil Bailey; District Cllr Mike Southgate; Mrs P Wrightson; R Emery; Mrs K Mantell; PCSO Michelle Wilkinson; PC Jon Worsdell; PS Mark Lamper; Ms Lynne Hill, Project Manager Elderfield; Ms Jessica Church, Deputy Project Manager Elderfield; Ms J Brett-Finch, LHT; Ms C McGee, Director LHT; 14 parishioners; Clerk

The Chairman made announcement of the passing of Major Chamberlayne-Macdonald on 15 August. Cllr Acton had attended the funeral at St Matthew's on behalf on the Parish Council and a donation of £50 had been made to the Muscular Dystrophy Campaign from the Chairman's Allowance.

1. **Declaration of Interest:** There was none.
2. **Correspondence:** Correspondence Folder passed to members for circulation.
3. **Apologies for Absence:** Cllr Kelly; Cllr Stirrup.
4. **Minutes of the Meeting**
To approve the Minutes of the Parish Council meeting 16 July 2013
Minutes previously distributed to Councillors. Proposed as an accurate record by Cllr Stansbury; seconded Cllr Acton, approved by Council and signed.

6. **Open Session for Parishioners (taken early)**
A number of Parishioners attended to speak about anti-social drinking in the village. The problem had become worse over the past six months with regular occurrences of small groups of Elderfield residents drinking at Sponder's Mede, in the bus shelters and on parish benches. Parishioners reported this intimidating and disrupting, particularly for younger and older members of the village and residences close to the amenities. Reports of alcohol being stashed in hidden areas and aerosols and bottles littering the Parish were also received. Parishioners complained that out of hours telephone reports to Elderfield went unanswered. After receiving all concerns the Chairman invited the Police to respond. There had been 7 Elderfield drink-related reports during the last three months. It was not illegal to drink alcohol in public, but all drink related reports were logged. PS Lamper had advised Officers to be proactive with regards drunken behaviour. It was considered there were insufficient grounds for an Alcohol Exclusion Zone (as operates in Winchester City). Patrols had taken place at Sponder's Mede, but the groups had often disbursed by time of arrival. The Police had worked closely with Elderfield for the past 18 months and PS Lamper and PC Worsdell were part of a fortnightly panel to keep check on new and existing residents. If incidents were in breach of a resident's licence, the matter was referred to the courts. Random, unannounced operations to search for drugs at Elderfield were made and no drugs had been found. Ms Cath McGee, a Director of LHT, addressed Parishioner concerns. Last April a major change to funding had occurred. The majority of funds to fill the 24 bed spaces were from the Local Authority (HCC) Supporting People Funding as well as some from the Ministry of Justice. The change in funding had resulted in more local people being placed and for shorter stays of 2 to 6 months. It was felt this did not give sufficient time to work with residents and engage them into work programmes and the village. A request would be made to the funding partners to review this system and the Chairman asked to be involved in discussions. LHT would request

a three month block on residents with known addiction problems while they tried to resolve the current problems. All residents placed at Elderfield had to participate in the support plan for the duration of their stay and the majority did so. On occasions when this had not happened, residents had been asked to leave, but this had to be properly actioned through the courts and could take several weeks. Telephone calls during hours Mon-Fri 9 am-5 pm went to the office. Out of hours calls were automatically forwarded to an on-site security person or to on-call personnel and should be answered. Parishioners should report major concerns to the police. It was recognised that drinking in public places was unsightly, could seem intimidating and be disruptive; the rapport with the village had deteriorated and needed improving. LHT wanted Elderfield to be an integral part of the village. A recent litter pick had been made by Elderfield residents. All residents were made aware of the unrest caused. An Open Day in the autumn would be announced and it was hoped that a number of villagers would come forward to help start support and liaison groups.

To continue to monitor reports and liaise with Elderfield. To attend meeting organised to review funding system.	Cllrs Acton and Jones	ongoing
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Two further Open Session reports were made. There had been several incidences of older teenage children using the Play Park at the recreation ground. Signs on both gates stated ‘suitable for the under 12’s’, but a more prominent sign would be considered.

5. Police Report

PCSO Michelle Wilkinson reported incidents from 03/07/13 until 17/09/13: 1 theft, 1 dwelling burglary; 2 anti-social behaviour (youths); 7 anti-social behaviour (Elderfield residents). High visibility patrols continued.

9. Report of Representatives to Various Bodies (taken early)

Allotments: there had been reports of some produce being stolen.

7. County Councillor’s Report

Cllr Bailey advised he would make enquiries into the LHT funding system. He was following the progression on the layby at the Old Churchyard and the works to the Poles Lane roundabout.

8. District Councillor’s Report

As attached. Cycle Route – WCC would shortly be writing about potential closure of the link road across the common as part of the programme to improve cycle routes. Cranbourne Drive Parking Restrictions – it was hoped this would be progressed soon.

10. Action Points and Matters arising on the Minutes and not discussed elsewhere:

A list of points and actions taken had been distributed. All points had been actioned or would be reported on during the meeting except as follows:
Emergency Plan: The Chairman agreed this for distribution.
Sports Club Rental: The Club had amended the standing order for the new rental.

To send out the revised Emergency Plan as distribution list	Clerk	19 Nov
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11. WCC Local Plan Part 2 – response and Village Survey summary

Cllr Acton was unanimously thanked for her work on the village survey and producing the Report in response to the Local Plan Part 2. The Report had been circulated to all Councillors prior to the meeting and was approved for submission to WCC and placing on the website. Work on using the survey information to update the Parish Plan would continue in due course.

To submit Report to Steve Opacic at WCC	Clerk	asap
To place Report on website	Cllr Stirrup	19 Nov

12. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

i) General

Insurance requirements for public events: Several applications had been received over the summer months for public events at the recreation ground. Council considered that to insist all public events must have their own PL insurance could be restrictive. It was agreed to tighten-up the wording on the application form, confirm situation with the Insurance Broker and to reserve the right to request PL for any event.

To redraft wording and liaise with insurance company	Clerk	19 Nov
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Rear garden access gates from residences: Item deferred to November meeting.

To Agenda for November	Clerk	19 Nov
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ii) Play Park and Youth Facilities

Update on Youth Facilities Project: an informal meeting with Compton & Shawford PC had been arranged for 1 October to discuss a joint project and funding possibilities. District Cllr Southgate had agreed to Chair the meeting. There was currently up to £11,980 available for the Otterbourne project.

To attend meeting and take forward the project	Cllrs Reeves, Jones, Young	19 Nov
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Works requirement for Play Park from Annual Inspection Report: all maintenance items were either low or medium level risk and required working through with the Handyman on site.

To attend to maintenance matters with the Handyman	Cllr Reeves	19 Nov
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Proposal for expenditure of up to £2,500 for Play Park maintenance: Proposed by Cllr Reeves, seconded Cllr Young and approved by Council. The grass around the fencing, benches and bins had cracked badly with the dry weather and the levels of soil had dropped over the last 4 years. There was potential to undertake topsoil and reseedling work in the next two weeks before autumn. Two quotations had been received and a third contractor had declined to quote due to short notice. The lower of the two quotes was agreed and the Clerk would instruct Taurus Garden Services. The Play Park would be closed off for a month until school half term. The tarmac path leading to the Play Park plus the inside paths had cracked and needed either gritting or overbanding to prevent frost damage. WCC had declined to quote. Another contractor, The Surfacing Company, had been contacted and a quote would be considered for approval under Standing Orders before the next Council meeting. The wooden equipment required re-staining. Two quotations had been received and a third sought. It was agreed this work could be actioned in the spring.

Cllr Young advised that the grass cracking could be connected to the spray used by the maintenance contractor along these areas and that long term it would be preferable to see a full artificial surface in the Play Park.

To instruct Taurus Garden Services and advise other Contractors	Clerk	asap
To obtain quote from The Surfacing Company	Clerk	asap
To obtain further quotation for equipment painting	Clerk	19 Nov
To make enquires of Cannon with regard to spraying of grass	Clerk	19 Nov

iii) Football Pitch and Pavilion

Ratification of £45 for new vent in boiler door: Proposed by Cllr Reeves, seconded Cllr Jones and approved by Council. British Gas had returned to sign off the boiler and a Landlord's Safety Certificate would be issued. Further labelling of the gas meter and pipes had also occurred to meet current standards.

New goalposts, boundary netting and pitch maintenance: a meeting had been arranged with the Football Club on 23 September. The new goal storage should have received prior permission, but was agreed as neat and sensible given their size. Protection of the pavilion east window had to be resolved. The Club had requested netting along the east boundary tree line to prevent loss of footballs. Cracks had occurred in the training pitch and playing area, but it was expected these would reclose over winter. It was noted the worst of the cracks were along the chalk lines. Council agreed to provide some topsoil for the Club to use for filling the cracks.

To attend meeting and report back to Council	Cllrs Young, Reeves, Jones	23 Sept
To arrange for topsoil delivery	Clerk	asap

b) Common

There were no matters arising except at Item 15.

c) Open Spaces

i) Sponder's Mede

Concerns relating to the stile and anti-social behaviour: Elderfield residents were using the stile and rails as a venue for drinking causing disturbance to local residents. The Conservation Group had written to say it did not want the stile removed. It had been made by members 15 years ago and formed the barrier between the nature reserve and the untended area beyond. Council hoped the disturbance would cease following increased awareness of the problem within Elderfield. It was agreed the stile should remain whilst the situation was monitored.

ii) Cranbourne Drive

Ratification of £960 for Laurel hedge and Knotweed removal: Proposed by Cllr Acton, seconded Cllr Young and approved by Council. The hedge had been removed and three stands of Knotweed identified and the whole area treated. The roots would be left a month before stump grinding on site.

Clarification of Agreement dated 5 September 1991: the freehold of the open spaces designated during the housing development could have passed to the Parish Council over a period of 21 years, but this had not happened. As the time had expired, the Clerk had approached Cranbury Estates to extend the agreement, but this had been declined. The status quo remained with Cranbury Estates as the freeholder of the open space areas and the Parish Council responsible for its ongoing maintenance.

To monitor work on the Knotweed and Laurel roots	Cllr Jones	19 Nov
To note the status of the Open Spaces land for the files	Clerk	19 Nov

iii) Greenacres Drive

There was no further information from Southern Water or WCC to report on the ownership of the amenity land or access to it.

To follow-up with SW and WCC	Cllr Acton	ongoing
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d) Elderfield Cricket Pitch

The Cricket Club had concluded that the cost of the entrance works to comply with Highways requirements was too great against the option of a 10 year lease on the land. The Club had regrettably withdrawn its commitment to the project. Cllr Acton had informed Colin Angus, LHT. It was agreed to withdraw the application for the entrance.

To liaise with LHT and the Cricket Club for potential way forward	Cllrs Acton and Jones	long term
To withdraw application for entrance on behalf of OPC	Clerk	asap
To leave Open Spaces funds on account with Blake Laphorn	Clerk	monitor

13. Report of the Planning and Highways Committee

Cllr Russell Kelly had resigned from the Planning Committee.

a) Applications and Decisions - as attached.

Williams Garage: permission had been granted for removal of the canopy and shop extension.
Nairana: agreed to submit No Comment.

To submit all comments by due dates	Clerk	asap
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b) Bus Shelters

Ratification of £50 for one-off clean to bus shelters: Proposed by Cllr Doherty, seconded Cllr Jones and approved by Council.

To agree Contract for cleaning: Three quotations had been sought. To award Hedge Sparrow with the contract Proposed by Cllr Doherty, seconded by Cllr Jones and approved by Council.

To issue contract and inform other contractors	Clerk	19 Nov
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Proposal for expenditure of up to £640 for bus shelters and notice boards maintenance: Three quotations had been sought to re-stain two bus shelters and three boards. To instruct Bryan Foot with the work Proposed by Cllr Jones up to £400 including materials, seconded Cllr Reeves and approved by Council.

To issue instruction for works and inform other contractors	Clerk	asap
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c) Bourne Close Development - naming of new dwellings as 1-3 Bourne Cottages

The WCC development was progressing. It was considered the new dwellings were not cottages, but this would be agreeable unless WCC came forward with another suggestion.

To advise WCC of new name	Clerk	due date
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d) War Memorial – ratification of £100 for materials for the war memorial curb repairs. Southern Water and Clancy Docwra had given a substantial amount of volunteer labour for the new curbing. Reimbursement of materials Proposed by Cllr Jones, seconded Cllr Acton and approved by Council. Quotes were being obtained to remove some of the trees,

for improvement of the slabs and planting. Cllr Acton suggested planting Poppies in the area and this would be considered.

To write letters of thanks and to forward project	Cllr Jones	19 Nov
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e) Highways – update on highways entrance at the Old Churchyard, Poles Lane roundabout repairs, pedestrian crossing on Main Road, Boyatt Lane resurfacing, village drains. HCC had reached agreement with HWM on the highway layby at the Old Churchyard. A mobility kissing gate would be considered at the Churchyard entrance to prevent access by bikes. The reconstruction of the Poles Lane roundabout was progressing. Boyatt Lane had been resurfaced and the drains cleared up Otterbourne Hill. The pedestrian crossing at Main Road would be progressed alongside the Williams Garage works. Proposal for expenditure of £70 to continue the bulb planting programme within the village. Proposed by Cllr Reeves, seconded Cllr Acton and agreed by Council for the wide verge at Oakwood Avenue.

To undertake planting	Cllr Jones	19 Nov
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14. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment – as attached

b) Insurance – renewal of premium at £2,653.19 for 2014/15 had been received.

The renewal was the last of a 3 year long term agreement with Aviva arranged through brokers, Came and Company. The premium had reduced for 2013/14. The excess was fixed at £250. Council agreed renewal and to obtain further quotations in 2015/16.

To note new quotations required for 2015/16	Clerk	
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c) Committee Meeting to set the Precept for 2014/15 – requests for project and work. Considerations received: website update; new Parish benches, youth facilities project.

To email all Councillors with proposed Committee date	Clerk	asap
To consider requirements for work and projects	All Councillors	

15. Risk Assessment and Management

Bollards and boundary markers: following recent concerns of unauthorised traveller and gypsy encampment in the area, it was noted a number of boundary markers on the Common needed replacement.

To determine number, type and where within budget	Cllr Stirrup	19 Nov
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16. Any other business from Councillors

The Poppy Appeal would launch 26 October and the annual wreath would be arranged.

The next PCC Jalopy event was diarised as Sunday 29 June 2014.

Cllr Jones had attended a meeting at Ampfield PC regarding a Gypsy application for 6 pitches. Cllr Doherty had attended a Southern Water consultation on its 5 year plan from 2015-2020 with report to follow.

17. Date of next meeting: 19 November commencing 7.30 pm

Planning Matters for Consideration August 2013

Applications and WCC Closing Dates for Comment

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| Case No. 13/01033/FUL
6 August | Nutshalling, Norlands Drive, Otterbourne
Change from flat roof to pitch roof of existing dormer window
No comment |
| Case No. 13/01334/FUL
2 August | Oakland, Copse Close, Otterbourne
Conversion of existing garage to form new habitable space
No comment |
| Case No. 13/01411/FUL
9 August | Yellow Dot Nursery
New single storey garden pavilion to accommodate administrative facilities No comment |
| Case No. 13/01439/FUL
16 August | Hilbre, Park Lane, Otterbourne
Second storey extension: new roof and new dormer windows (amendment to permission 13/00037/FUL) No comment |
| Case No. 13/01440/FUL
3 September | The Moat House, Kiln Lane, Otterbourne
Demolition of existing barn, replacement barn/stables in same location (amendment to existing permission 11/00616FUL to change materials and extend footprint to provide additional storage) No comment |

Decisions

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| Case No. 13/00879/FUL | Land West of Otterbourne Farm, Kiln Lane
Change of use of land to a golf driving range, associated car parks, diversion of footpath and creation of permissive path.
Application withdrawn |
| Case No. 13/01185/FUL | 14 Oakwood Avenue, Otterbourne
Single storey front extension. Application permitted |
| Case No. 13/ 01334/FUL | Oakland, Copse Close, Otterbourne
Conversion of existing garage to form new habitable space
Application permitted |

Planning Matters for Consideration 17 September 2013

Applications and WCC Closing Dates for Comment

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| Case No. 13/01717/FUL
19 September | Nairana, Main Road, Otterbourne
Variation of condition 9 of planning permission 12/02430/FUL to achieve Code for Sustainable Homes Level 4 for energy |
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Decisions

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| Case No. 13/00763/FUL | Williams Garage, Main Road, Otterbourne |
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Removal of existing garage canopy and the construction of a two storey front extension. **Application permitted.**

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Report of the Finance Committee 17 September 2013

a) **Parish Accounts stand as follows**

	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	15,800.53	27,668.83
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment a/c 12 mth to 26/04/13 @ 1.59 %	25,000.00	25,000.00
Co-operative Investment a/c 3 mth	Closed	10,964.39
Lloyds TSB Investment a/c 3 mth to 04/10/13 @ 0.9%	<u>10,900.00</u>	
Total Balance	51,701.13	<u>63,633.82</u>

NB. The last statement balance of the Treasurer's account shows interim receipt of the £10,964.39 from the Co-operative 3 month account, but not payment out of the £10,900 to start the new Lloyds 3 month account.

Interim Cheques paid from Lloyds TSB account 20 August 2013

2750	Mrs J Ayre – salary July	£ 810.77
2751	Mrs J Ayre – expenses for office and travel and 1/4ly telephone/internet	£ 155.65
2752	DEK Graphics and Print	£ 24.84
2753	Cannon – recreation ground maintenance May	£ 546.96
2754	Petty Cash	£ 100.00
2755	Muscular Dystrophy Campaign – donation ref. Mr Chamberlayne-Macdonald	<u>£ 50.00</u>
		£1688.22

Cheques paid from Lloyds TSB account 17 September 2013

2756	Mrs J Ayre – salary August	£ 772.58
2757	Mrs J Ayre – expenses for office and travel	£ 70.20
2758	HMRC – 1/4ly tax and NI for employee and employer	£ 85.94
2759	Mr T Revel – War Memorial materials for Clancy Docwra	£ 100.00
2760	Otterbourne Sports Club – pavilion boiler vents	£ 45.00
2761	Mr C Sparkes – one off clean of the bus shelters and notice boards	£ 50.00
2762	Broker Network Ltd – insurance renewal for 2014	£2653.19
2763	Cannon – recreation ground maintenance June and July	<u>£ 949.67</u>
		£4726.58

Winchester District Councillors Report
Otterbourne Parish Council meeting 17.09.13

Council Houses - Councillor Southgate joined the Chair of OPC and the Leader of the City Council at the official ceremony to mark the building of the new Council Houses in Bourne Close.

Sponders Mede - Councillor Warwick has got the Winchester Community team involved in actions to try to curtail the public drinking concerns that have been identified in the Village notably in the Sponders Mede locality.

Otterbourne Common Link Road - as previously mentioned the City Council has had requests to close this road to vehicle traffic but for it to remain open for cyclists and pedestrians. They will now be writing formally to the Parish Council seeking their view.

South Winchester Park and Ride - the City Council has been working with British Cycling to hold cycling events and training at the South Winchester Park and Ride site on Sundays. These are proving very popular and numbers involved are steadily growing. Due to this success the City Council is now looking to extend this to all year round (just on Sundays and some evenings). These events are very carefully managed and are held outside of the Park and Ride bus service times of operation. Access to car parking for walkers, and cyclists using the Hockley Viaduct route will continue to be maintained together with access to the bottle bank and the recycling facility. (Councillor Southgate and I are looking to expand this facility).

Councillor Southgate has raised concerns about night time lighting levels. As a result these are now to be adjusted down by a further 50% (16 left on) and the light levels of these will be reduced after 21:30.

Events - The City Council held its second major cycling event of the year on Sunday 11th August. This included many events outside the guildhall for all ages. There were also regular guided cycle tours along the new cycle path and Hockley Viaduct to link up with events happening at the South Park and Ride. The day finished with a series of high speed Criterium cycling races around the centre of Winchester. Councillor Southgate - got on his bike again and joined in the fun, but not the Criterium!

River Restoration Project - Work is going on at the moment in the Itchen tributaries running through Winchester City Centre. These were built as concrete 'relief' channels to prevent flooding and because of their uniform shape did not encourage local wildlife (plants, trout, eels etc) to thrive. Joint work by Hampshire and IoW Wildlife Trust with Winchester City Council has been going on over the past few weeks using small stones and pebbles to re-contour the river beds, creating variable depths and current along with planting of local river plant species to create shelter. Within a few days several species have been spotted -please have a look next time you are in Abbey Gardens or walk past Middle Brook Street Car Park. New trail information boards will help children look out for various plant and animal species.

The next river project will be to look at the cost of refurbishing the city's water mills and hopefully convert some of them to producing electricity.

River Park Leisure Centre - A meeting for key stakeholders, users of RPLC and Parish Council representatives will be held in the Bapsy Hall, Guildhall Winchester, SO32 9GH on 26th September at 7.30pm. This is an opportunity to hear from Winchester City Council on how the decision on the future of the city's leisure centre is being approached, understand findings from recent studies and have a chance to input to the process that will shape the future of leisure provision locally.

Rewarding Sporting Achievement in the Winchester District - Nominations are now being invited for the 6th Annual Sports Awards for the Winchester District. The awards (in various junior and senior categories) aim to recognise publicly the commitment and excellence of coaches, volunteers, sportsmen and sportswomen across the Winchester District and clubs can request nomination packs now. The closing date for entries is Monday 14th October 2013. For further information on the awards and the RPLC public meeting contact the Sports & Physical Activity Team on 01962 848 532 or sport@winchester.gov.uk

Rags-to-Riches Bonus for Charities - Charities and communities are set to cash in on a drive to make the most out of textile recycling banks. A joint scheme by East Hampshire District Council and Winchester City Council aims to streamline the way in which textiles are collected. At the moment five charities operate on council-owned sites - 12 in East Hampshire and 29 in Winchester - but a much better price/tonne can be generated by joining a combined textile recycling contract.

This will guarantee that the charities' income matches or exceeds what it is now, and plough the surplus into local community projects. Textile recycling of items like clothing, shoes, curtains and blankets has become big business and is turned into a variety of other materials like industrial wipes, mattress fillings, cloths and car insulation.

WCC wants to encourage the collection of even poor condition textiles (often thrown into the general waste) because it means less pressure on landfill sites.

Winchester Car Parking Strategy - A report to Winchester City Council's Cabinet on 11 September marked the first stage in the development of an off-street parking strategy for the Winchester District. The report summarised the findings of detailed car parking occupancy and user surveys. Following this a strategy will be drawn up and brought back to Cabinet for approval in November.

The strategy will need to strike a balance between different objectives including environmental issues such as air quality and carbon emissions, economic factors such as impact on businesses and income, and social factors including how any changes will impact on residents and visitors.

Those wishing to comment on car parking within the District will find the link to the questionnaire on WCC website.

Winchester's Community Strategy - Winchester City Council has recently approved for consultation a refresh of its Sustainable Community Strategy. The strategy was first adopted by the Council 2007 and seeks to serve the strategic direction of the Council over a ten year period, 2010-2020, with the priorities being updated every 3-4 years.

The revised priorities have been drawn from a range of strategies and plans already in existence including those prepared by parish councils and pulls together common aims and objectives, under each of the outcomes.

The revised community strategy and its evidence base can be viewed at

www.winchester.gov.uk/sustainable-community-strategy

The consultation period runs from **Monday 16 September to midday 28 October 2013**, and comments can be submitted by completing the on-line survey.

District Councillors Jan Warwick and Mike Southgate 16.09.2013.