

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL,
18 APRIL 2017 AT 7.30 PM IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Jones; Stirrup; Acton; Kelly; Stansbury; Romero.

In attendance: District Cllr E Bell; District Cllr J Warwick; 5 Parishioners. Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllrs Barton-Briddon; Rodford; Moody.
County Cllr Phil Bailey; District Cllr Brian Laming;
3. **Minutes of Meeting:** to approve the Minutes of Parish Council meeting 21 March 2017 Minutes previously distributed to Councillors. Proposed by Cllr Stirrup, seconded by Cllr Kelly, 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. a) ii) Height restriction barrier: this had been ordered and was due for delivery 21 April. Two new drop posts had been received. OCS had been instructed with the work.

To progress for installation	Cllr Jones	
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 12. a) iii) Youth Facilities and Play Park maintenance: New cradle swing seats were being investigated. Drainage holes in the play tower walkways had to be 8 mm or less. Painting of the play park timbers would be taken forward for quotation. Graffiti at the MUGA had been removed. A quotation for filling the dip in the ground at the field goal mouth was being received from Taurus Garden Services.
 12. b) Allotments trees: a second quotation for finishing off the work had been received from a local contractor and the work instructed.
5. **Crime Report**
Cllr Acton advised that the latest figures available were still January 2017 as reported at the March meeting.
6. **Open Session for Parishioners**
A Parishioner asked about the potential footpath across the Southern Water field (see Agenda Item 11 a.) and raised his concern that the neighbouring flood plain might be adversely affected. He felt WCC had already not fulfilled its original construction plans for the open space and any increased footfall might cause damage to the area and impact on the flood plain. He asked why a second access to the open space was needed besides the highway footpath off Greenacres Drive. Councillor Jones advised he was unaware of any concern raised about construction and he would be pleased to attend a meeting with residents and WCC to examine what had happened. The Parish Council wanted to encourage access to the open space, but it did not want to damage the flood plain. Improvement of the village footpath network had been identified as a major priority in the Village Survey and the recent loss of the main footpath through Oakwood Copse had shown the importance to residents using them. A new path from the recreation ground to the open space would provide an important link between the areas and create a circular walking route which was also greatly valued by residents.

The Parishioner also raised concern about the felling of two mature Oak trees by Southern Water. Cllr Warwick advised this had not been noted in the planning application. The trees were not currently covered by a Tree Preservation Order, but WCC Tree Officers had visited the site and TPO's would be placed on the remaining ones for the future. Southern Water had confirmed no further trees would be felled.

A Parishioner asked about the Coles Mede planning application (see Agenda Item 10 a. ii.), noting that a Biodiversity Statement had not been made available and that residents still supported the application for the Village Green status which was ongoing. It was a concern that the revised proposals had gained approval from the majority of Councillors. Cllr Jones advised the revised proposal reduced the number of dwellings and flats and was still for outline permission.

7. County Councillor's Report

There was no report received.

8. District Councillor's Report

As attached.

9. Report of Representatives to Various Bodies

Village Hall: revised plans in line with budget were still under discussion.

Allotments: a cheque for £760.80 was received from tenants for annual rental.

To issue receipt and bank	Clerk	asap
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10. Report of the Planning and Highways Committee

a) Planning Matters

i) Applications and Decisions – as attached and of note:

Land to the north west of Highbridge Road: an Enforcement Notice had been removed as a retrospective planning application had been received. Council was very concerned about the site and agreed to raise objection.

Four Dell Farm: concern was raised about the number of retrospective planning applications. District Cllrs Bell and Warwick advised the new system was reportedly an improvement and flue emissions were being monitored by the Environment Dept.

ii) Coles Mede – revised proposals

An objection had been submitted to WCC for the application to build 7 No. affordable dwellings (1 No. 3 bedroom house, 2 No. 2 bedroom houses, 4 No. 1 bedroom flats), following which a revised proposal had been put forward by the Agents comprising 6 No. affordable dwellings (2 No. 3 bedroom houses, 2 No. 2 bedroom houses and 2 No. 1 bedroom flats). The footprint for the development and amount of Green usage would remain the same. It was agreed the majority of Councillors supported the revised proposal, which was for a reduced number of dwellings and flats. Cllr Jones read a statement from WCC advising 23 households had registered a local connection to Otterbourne and of those 14 had requested one bedroom flats. It was acknowledged this could reflect a wider catchment than that undertaken by the Village Survey which identified preference for smaller houses of two and three bedroom size. The case had been referred to the WCC Planning Committee on 27 April.

b) Winchester City Council matters

i) Local Plan Part 2: this had been adopted on 5 April. It was noted the Appeal by Bargate Homes on two sites in Colden Common outside the current approved Local Plan had been dismissed.

ii) WCC Draft Housing Strategy: it was agreed not to submit comment to the consultation.

c) Highways

i) Parking problems: Boyatt Lane – a resident had reported that day parking was causing congestion. Councillors agreed to monitor and consider requesting restrictions at the entrance to Otterbourne Hill if it became a problem. Sparrowgrove – it was noted current problems would ease when the new facilities at Southern House became operational.

ii) Lengthsman – additional item

A new Lengthsman had been appointed and would be visiting Otterbourne 10 May.

The new 2017/18 agreement had been forwarded by the Lead Parish for signing.

Proposed by Cllr Stirrup, seconded by Cllr Kelly and agreed for signing by the Chairman.

To return signed agreement and Minute reference	Clerk	assp
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11. Recreation and Amenities Report

a) Oakwood Park Recreation Ground

i) General

Potential new permissive footpath from recreation ground to WCC open space – see also Agenda Item 6. At the Southern Water drop-in event, the plans exhibited showed the potential for a path to link the recreation ground with the new Greenacres open space which would also provide a circular walking route. The path proposed would be about 25 metres from residents’ boundaries and take a direct line across the Southern Water field in a 2 metre gap between a fence protecting the panels and a hedge being planted by Southern Water to screen the installation. Residents had received an initial letter informing them of the new proposal. It was hoped that a footpath at much greater distance from their boundaries with walkers screened from view behind a hedge would be acceptable to residents who had previously raised objection about proximity of a footpath to their houses.

To keep residents with adjoining boundary and GDMC informed	Cllr Jones	2 May
To attend meeting with WCC and GDMC regarding concerns raised at Agenda Item 6 .	Cllr Jones	

New hedging – a grant received from WCC had enabled hedging to be planted on the boundary of the recreation ground to screen the new solar panels. Southern Water had also given permission for hedging to be planted down the Jubilee Path and Taurus Garden Services had been instructed with the work.

ii) Pavilion – Ground Use Consultation – to receive update

Cllrs Moody, Rodford, Stirrup and Jones had met with three applicants on 4 April: a youth football coaching business for age 7-13 years; a croquet club providing facilities for an older age group; an adult football club in a local league which needed to relocate. It was agreed to take forward the options for the youth coaching and croquet club for consideration at the Annual Assembly and it was hoped the two clubs might be able to share the ground and pavilion.

To advise Clubs of Council meeting outcome	Cllr Jones	asap
To take forward for Annual Assembly	Cllrs Rodford/Moody	2 May

12. Report of the Finance and Administration Committeea) Parish Accounts, Payments and Receipts – as attached

The first half year Precept had been received. Cllr Kelly agreed the end of year bank statements and reconciliation.

b) Budget – to receive End of Year analysis.

Total Regular and Additional Expenditure finished -4% under budget, but invoices awaited would reduce the figure to 0%. Total All Expenditure finished at -15% and this would reduce close to -7% after payment of all 2016/17 invoices. Total Regular and Additional Income finished +2% without the need for £1,000 reduction in reserves.

c) Audit

i) to approve Annual Return Section 1 Annual Governance Statement 2016/17.

All Councillors had received a copy of Section 1 Statements 1-9. It was agreed that the Finance and Administration meeting 3 March 2017 had addressed all requirements. Council agreed each Statement 1-9 and the Chairman signed for submission to Audit.

ii) to approve Annual Return Section 2 Accounting Statements 2016/17.

All Councillors had received a copy of the Year End Budget Analysis, the reconciliation and completed Annual Return Section 2. Council approved the 2016/17 accounts, the reconciliation and Section 2 and the Chairman signed for submission to Audit.

To take forward for internal audit	Clerk	25 April
To submit Annual Return for external audit	Clerk	by 29 May
To publish notice of Exercise of Public Rights	Clerk	03 July

d) Subscription – Proposal for new annual subscription to CPRE.

New subscription at £36 to the CPRE for the first year proposed by Cllr Acton, seconded Cllr Kelly and approved by Council.

To take out subscription	Clerk	16 May
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13. Risk Assessment and Management

Nothing further noted.

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

Annual Assembly: 2 May 2017 at 7.30 pm. A presentation was agreed on Neighbourhood Plans and a consultation on the pavilion and sports pitch use.

To contact Planning Aid for presentation	Cllr Acton	asap
To prepare presentation on future use of sports pitch and pavilion	Cllrs Moody/Rodford	asap
To prepare and deliver Newsletter	Cllr Acton/All Councillors	by 26 April

15. Date of next Parish Council meeting

Annual Parish Council meeting 16 May 2017 commencing 7.30 pm.

Planning Applications and Closing Dates for Comments

Case No. 17/00457/LIS 12 April	Otterbourne Manor, Kiln Lane, Otterbourne Replacement windows to the north and west elevations No comment
Case No. 16/02638/FUL 25 April	Land to the north west of Highbridge Road, Highbridge Retrospective consent for the continued siting of a mobile home to serve as a temporary agricultural workers accommodation, retention of existing structures (hot food kiosk and the freezer unit and shop) and vehicular hardstanding areas Objection: access onto highway, noise from generator, loss of amenity, inappropriate development on agricultural land.
Case No. PLAN/PM/WR215 7 May	Four Dells Farm, Poles Lane, Otterbourne Retrospective application for the retention of system design revisions to a previously approved scheme: 15/02770/HCS No comment

Decisions

Case No. 16/03557/HOU	51 Cranbourne Drive, Otterbourne Single storey side extension to existing Application permitted
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Parish Accounts and Payments 18 April 2017

	£ Current Statement	£ Last Statement
Lloyds Treasurers	12,433.62	17,435.29
Lloyds 12 month Investment a/c to 12/02/18 @ 0.9 %	25,749.33	25,749.33
Lloyds 6 month Investment a/c to 30/06/17 @ 0.8%	11,592.44	11,592.44
Total Balance	49,775.39	54,777.06

Payments from Lloyds Treasurer's account 18 April 2017

Internet	Mrs J Ayre – salary March	£ 802.17
Internet	Mrs J Ayre – office, travel	£ 80.30
Internet	NEST – pension payment April	£ 30.36
Internet	HCC – street lighting Oct-March	£ 344.52
Internet	C&D Trees – Sponder's Mede tree work	£ 900.00
Internet	Crawley Parish Council – Lengthsman green waste	£ 25.00
Internet	Dek Graphics – Minutes and reports	£ 7.50
Internet	Mr R Webster – bus shelters 1 st payment	£ 56.25
Internet	HCC – County Supplies paper and envelopes	£ 21.12
Internet	HALC – subscription	£ 410.00
		<u>£2,677.22</u>
3165	OVHC – parish hall hire April and AA in May	<u>£ 50.00</u>
		<u>£2,727.22</u>

District Councillor Report April 2017 from Cllrs Bell, Laming and Warwick

1. Central Winchester Regeneration Project:

Over 700 members of the public attended the Central Winchester Regeneration Community Planning Weekend, 23 – 25 March, to help create an overarching vision for the future of this prominent part of the city. Following the feedback from this weekend's engagement, the team will continue to work with various focus groups to develop proposals and draw up a draft Supplementary Planning Document (SPD) for the area, to be presented to Cabinet. Once this is agreed the draft document will be subject to a six weeks consultation where further comments can be made before it is adopted at the end of the year. See separate report.

2. Winchester Bus Station

Winchester City Council has agreed to buy the freehold of the bus station site in central Winchester from bus operator Stagecoach. The investment ensures the future of bus operations in the city centre and will generate income through agreements with bus companies for continued use of the station.

The City Council intends to make improvements to the site in the short-term and to propose changes that will improve the flow of buses through the town and increase pedestrian safety. In the longer-term, the purchase will bring new opportunities and have significant benefits for the regeneration of central Winchester and the continuing provision of bus services. Initial changes to improve the routing of buses will be on an interim basis and will not constrain further consideration of bus provision and routes in the town centre as part of engagement work being undertaken by architects JTP, Hampshire County Council's Transport Study or the Central Winchester Regeneration Supplementary Planning Document (SPD).

3. Planning Presentation to Parish Forum on 6 April 2017

Please note a copy of the Powerpoint presentation given by the Portfolio Holder for Built Environment and Planning Officers to the Parish Forum on 6 April 2017 is attached. If you have any queries, please contact Julie Pinnock, Head of Development Management. Tel: 01962 848439 Email: jpinnock@winchester.gov.uk