

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 18 NOVEMBER 2014 AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2204

Present: Cllrs Jones (C); Acton; Stirrup; Kelly, Barton-Briddon; Stansbury; Brabham

In attendance: County Cllr Phil Bailey; District Cllr Jan Warwick; Mrs P Wrightson; Mrs K Mantell; Ms Lesley Bridger, WCC; Mr T Walder, GDMC; Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** District Cllr Mike Southgate; PCSO Michelle Wilkinson, Mr R Emery. The resignation of Richard Reeves had been received due to work commitments and he was thanked for his work, particularly for the play park inspections and youth facilities project.
3. **Minutes of the Meeting:**
To approve the Minutes of the Parish Council meeting 16 September 2014
Minutes previously distributed to Councillors. Proposed by Cllr Stansbury; seconded Cllr Stirrup and approved by Council and signed.
To approve the Minutes of Finance & Administration Committee meeting 4 November 2014
Minutes previously distributed to Councillors. Proposed by Cllr Kelly; seconded Cllr Acton and approved and signed.
4. **Police Report**
A report detailing incidents from 16/09/14 to 18/11/14 had been received: 3 reports of criminal damage; 1 report of burglary, 1 report of theft. In addition two further reports were received: theft from a garage and attempted theft of scrap metal.
The WCC Community Safety & Neighbourhood Services officer attended to give overview of her responsibilities in particular environmental anti-social behaviour such as fly tipping, littering and dog fouling.
5. **Open Session for Parishioners**
A parishioner advised that Main Road footpath by The Old Forge was covered with wet slippery leaves.

To report to WCC for clearing with cc to Cllr Warwick to aid	Cllr Jones	asap
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A request for information on the reinstatement of Old Deeds bench was made. Further report at Agenda Item 13. d) i)

A Director of the Greenacres Drive Management Company Ltd (GDMC) attended as follow-up to his letter of 22 July. Mr Walder advised that he had expected a written response to his letter. Cllr Acton had telephoned after receipt to advise that the Parish Council was investigating ownership of the land with the Environment Agency, WCC and Land Registry and the GDMC would be consulted before any decisions were taken. Mr Walder advised there was a 1999 Deed placing restriction on the southern piece of land as a flood plain with management agreed by the GDMC which had maintained it over the years. He raised concern regarding increased flood risk if the land was utilised in any way. In addition, he advised that the footpath link to the recreation ground had been refused as part

of the planning permission for the housing development as access to the land had been provided through the development. Cllr Jones acknowledged Mr Walder's concern and advised matters had progressed very slowly since July with the various agencies involved. He requested a copy of the 1999 Deed and any documents which might aid the Parish Council. Further report at Agenda Item 13. b).

6. County Councillor's Report

Cllr Bailey reported that the ditches along Poles Lane had been cleared. A further request for the white lines along Waterworks Road was made.

7. District Councillor's Report

See attached report. Cllr Acton raised query relating to the boundary commission review. Currently the ward numbers per Councillor was around 2100, but some areas proposed had been far greater than this. Cllr Warwick advised it had been a difficult process, but a balance had been found.

A resident had reported that the speed of traffic along Sparrowgrove was above 30 mph and that overflow parking along the kerbside was extending some way along the road.

To write to Southern House regarding speed of traffic and parking	Clerk	Asap
To determine if the SLR sign could be used on Sparrowgrove	Cllr Jones	16 Dec

8. Report of Representatives to Various Bodies

Allotments Association

There were 12 people on the waiting list of whom 10 were Otterbourne residents.

SOCCT

The change from permissive path to Right of Way through Oakwood Copse had been progressed and the Parish Council would forward the matter with HCC.

To pursue establishment of Right of Way with HCC	Cllr Stirrup/ Clerk	16 Dec
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Air Matters

A meeting had taken place on 13 October between David Blakemore, Cllr Jan Warwick, Otterbourne Parish Council and WAG Representative Dr Keith Smith regarding the new Memorandum of Agreement between WCC and Southampton Airport. This sought to put in place a more formal consultation process should there be any material change to the current flight routing over Winchester. Dr Smith had raised concern that the current Agreement on flight routing only covered distance to the 2.5 nautical mile limit, whereafter aircraft could disperse in any direction. It was pointed out that aircraft noise complaints had fallen recently as most aircraft were thought to be using the route along the least populated area of the Itchen Valley to distance of 4.5 nautical miles. The Parish Council had requested that the Memorandum of Agreement include examination of noise preferred routing. Flight tracking data would be examined to determine current routing being used.

Neighbourhood Watch

Mrs Kathy Mantell, the Neighbourhood Watch Representative advised there had been an attempted theft of scrap metal from Oakwood Avenue. There were still areas in the village requiring co-ordinators. The 2014/15 and 2015/16 budget was advised for use if needed.

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

All points had been actioned or would be reported on within the Agenda.

10. Co-option of a new Councillor – Mrs Tracy Rodford

Mrs Tracy Rodford was proposed by Cllr Acton, seconded by Cllr Jones and agreed by Council. Mrs Rodford was also known by her maiden name Laycett for work related matters.

To follow up with paperwork to Mrs Rodford and WCC	Clerk	asap
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11. Election of Recreation and Amenities Chair

A Chair was not appointed, but specific responsibilities were assigned:

Play Park: Cllr Brabham. Weekly inspections to be by Rota.

Youth Facilities: Working Party: Cllrs Jones, Stirrup, Barton-Briddon to oversee installation.

Pavilion: Cllr Acton and open appointment for another Councillor

Benches and Bus Shelters: Cllrs Acton and Stansbury

Litter and Dog Bins: Cllr Jones

12. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached. An updated Enforcement Report was received.

b) Community Assets – to discuss drawing up a community assets register.

The Clerk had investigated qualification of assets for inclusion on a register and the majority of those proposed were excluded. Two areas: the new part of Sponder's Mede verbally donated by the owners of Williams Garage; the Kickabout on Cranbourne Drive were agreed for further investigation.

To take forward for report at next meeting	Clerk	20 Jan
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c) Highways – to update on Cranbourne Drive parking restrictions and receive other matters. The pm time had been changed for the restriction sign from 2pm-4pm to 3pm-4pm.

Notification of the new restrictions proposed was in place on adjoining lamp posts.

d) War Memorial – ratification of expenditure of £114 for additional cost of guide rails.

WCC had agreed use of the grant for the hand and wreath guide rails and a second set had been ordered. Proposed by Cllr Stirrup, seconded Cllr Kelly and approved by Council.

To examine installation and make arrangements including quotes as may be required.	Cllr Jones	16 Dec
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– to receive report on commemorative event.

Cllr Stansbury reported that numbers attending the event had been very good and feedback very positive. It was hoped to make a digital record of the material with link to the Parish Council website, prior to handing it over to HCC Archives. Grant forms would be completed in due course for return to HCC and WCC.

Cllr Stansbury and Mrs Celia Lowthian were thanked for their work together with all of the volunteers who had worked on the research and exhibition project.

To write letter of thanks to Mrs Celia Lowthian	Cllr Jones	asap
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13. Report on Recreation and Amenities

a) Oakwood Park Recreation Ground

i) General – to agree works to the area at the entrance.

The area of nettles and stumps to the left of the access was agreed for levelling and grassing with stump grinding as required. The Oak tree had been instructed for removal and Cllr Jones had agreed the reuse of chippings with SOCCT.

To attend site visits for specifications to reinstate the area	Cllr Jones	20 Jan
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ii) Youth Facilities – to receive update report on MUGA installation

The order had been placed following final negotiations on Terms and Conditions and quoted price. A temporary roadway had been included in the contract. A second site meeting had been arranged. Installation was due to start within the next two weeks. The Clerk from Colden Common had emailed to advise her Parish might be interested in re-using the single goal end and details had been sent to them.

iii) Play Park – to receive update report on maintenance.

The soil infill had taken place and the grass had grown well over the edgings. A replacement Elk seat had been ordered. All of the trapeze rings had been agreed for replacement under warranty. The tarmac over-banding to the paths would need to be agreed with the youth facilities installation team. The cleaning and repainting had been instructed to Mark Taylor Property Services.

To follow-up with delivery of Elk seat and trapeze rings	Clerk	asap
To speak with YF contractors regarding over-banding	Cllr Jones	asap
To work towards YF installation	Working Party	

b) Open Spaces Area – to update on Greenacres amenity land and access to it.

Following on from Agenda Item 5, Council agreed to write to the Greenacres Drive Management Company to request any documentation they might wish to have considered in relation to the ownership and use of the land. The Clerk would also follow up with WCC regarding any documentation in their possession. The footpath to the WCC land would be investigated regarding maintenance by WCC.

To write to the Greenacres Drive Management Company	Clerk	asap
To follow up with WCC on any missing documentation.	Clerk	asap
To follow up with Land Registry search re. charges on the land	Clerk	asap
To email Stuart Dunbar-Dempsey re. footpath maintenance	Cllr Acton	16 Dec
To follow up with Southern Water re. footpath permissive link	Cllr Stirrup	16 Dec

c) Common – to report on any matters arising.

The common had been recently cut due to its change of schedule and this would be taken up again for amendment in next year's schedule. It had been determined that planning permission was not required for the fascia lights on The Otter Public House.

d) Street Amenities

i) Parish Benches – to receive update on refurbishment programme.

WCC had agreed to replace the Bourne Close bench from the open spaces money for the new development. It was agreed a uniform style of new bench throughout the village would be preferable. Council requested a number of bench designs be put forward by email for consideration. A quotation from Mark Taylor Property Services had been received for cutting off the concrete fixings for one bench. Old Deeds bench would be re-constructed from the bench on the Common which had been agreed for replacement.

Handyman to determine use of Common bench for Old Deeds	Cllr Jones	asap
To put forward by email designs for uniform bench style	Cllr Acton	16 Dec
To receive quote for removal of three concrete bench bases	Clerk	16 Dec

ii) Bus Shelters – proposal for expenditure for re-staining two shelters.

Three quotations had been received for two sadolin coats of stain outside and one inside for Poles Lane and Oakwood Avenue bus shelters. Mark Taylor Property Services Proposed by Cllr Jones, seconded Cllr Barton-Bridson and approved by Council.

To instruct works and inform other contractors	Clerk	asap
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iii) Litter/Dog Bins – to receive update

Cllr Jones reported that the litter bin on Cranbourne Drive would be best positioned near to the Coles Mede footpath end. The storage of the three cleansed dog bins to be removed would be investigated with Ron Emery.

To request site visit by WCC to determine position is agreeable	Clerk	asap
To investigate storage of the cleansed dog bins	Cllr Jones	6 Dec

iv) Cricket Pitch behind Elderfield (new Item)

An email had been received from the Compton and Chandler's Ford Cricket Club requesting information on the cricket pitch, not currently in use, as to whether it could be reinstated.

To inform Marc Mears for consideration	Cllr Acton	16 Dec
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14. Report of the Finance and Administration Committee

a) Parish Accounts – cheques for payment, approval of bank statement.

As attached.

b) Budget and Precept for 2015/16 – Proposal for approval of Budget at £34,073 and Precept at £33,236 (based on CTS grant of £837). Precept represents a 3% increase on 2014/15 equal to 20p per household per annum. Band D equivalent £47.61 per hh/annum. Budget as attached to the Finance Minutes 04 November 2014 is recommended by the Finance and Administration Committee. Proposed by Cllr Kelly, seconded Cllr Jones and unanimously agreed by full Council. The final Precept will be determined after the CTS grant has been set by WCC and this will be recorded at the January PC meeting.

c) Staff Matters – to approve the Clerk's Salary's as agreed at the 04 November Finance Committee Meeting. Proposed by Cllr Kelly seconded Cllr Jones and agreed by Council.

d) Standing Order 3 (l) relating to press activity in Council meetings – to approve deletion following amendment to the 1960 Act and consider new wording at the next Finance and Administration meeting. Council had received details of the Standing Order and reason for deletion. It was agreed to determine new wording by the February F&A Meeting.

To draft new wording for Standing Order 3 (l)	Clerk	asap
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15. Risk Assessment and Management

The leaves on the pavement by the Old Forge – to be actioned as Agenda Item .

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

Cllr Acton advised the date for WCC Local Plan Part 2 consultation was 5 December for any comments to be received.

The next Working party meeting was 16 December.

16. Date of next Parish Council meeting:

20 January 2015 in the Bianchi Room of the Village Hall.

Planning Matters at 18 November 2014

Applications

Case No. 14/02279/TPO 31 October	6 Sparrowgrove, Otterbourne 1 no Ash fell. No comment
Case No. 14/02416/FUL Case No. 14/02416/LIS	Otterbourne Manor, Kiln Lane, Otterbourne Replacement of modern windows to East elevation of the property including second floor window to the North elevation. No comment
14/02279/TPO	6 Sparrowgrove SO21 2DL Fell 1 ash tree. No comment
14/ 02360/FUL	Otterbourne Grange Residential Home, Grange Drive, Otterbourne Amendment to existing planning permission 14/00097/FUL single storey side extension comprising 12 bedrooms with wet rooms, day room with conservatory, a nursing station and internal alterations (RESUBMISSION) No comment
Consultation	Daly International (UK) Ltd, Reading Ref: (CS)121471 – (VF) 1371 Land Adjacent to M3 Proposed base station upgrade works at above site off A31, near Otterbourne No comment

Decisions

Case No. 14/01873/FUL	Laneside House, 9 Poles Lane, Otterbourne Removal of conservatory, single storey rear extension, first floor front extension, alterations to roof to provide loft conversion, 2 no dormers, 2 no roof lights, 3 no solar panels and associated works. Application permitted
Case No. 14/01457/LIS	The Chapel House, Highbridge Road, Eastleigh New piers with new electric gates, new close board fence and paving of driveway. Not required
Case No. 14/01879/FUL	Sandhill Farm, Poles Lane, Otterbourne First floor rear extension and alterations to fenestration. Application permitted

Report of the Finance and Administration Committee 18 November 2014**a) Parish Accounts stand as follows**

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	59,082.80	50,363.72
Co-operative Bank Current Account	-	-
Lloyds Investment a/c 12 mth to 29/04/15 @ 0.95%	25,000.00	25,000.00
Lloyds Investment a/c 3 mth	0.00	0.00
Total Balance	84,082.80	75,363.72

The current account balance includes:

£12,482.00 as first payment from Veolia for the YF project.

£11,344 held from further 3 month investment to aid with cash flow of the YF project. As soon as the Open Spaces money from WCC is received this will be reinvested again.

Interim cheques for payment from Lloyds account 21 October 2014

2870	Broker Network Insurance –annual Parish insurance	£1639.89
2871	Mrs J Ayre – salary September	£ 768.82
2872	Mrs J Ayre – office, travel expenses	£ 88.40
2873	Mrs J Ayre – reimbursement of Land Registry fees for Greenacres	£ 41.79
2874	Cllr R Stansbury – reimbursement of War Memorial expenses	£ 141.30
2875	Bryan Foot – handyman works as detailed	£ 608.65
2876	AW Jeffrey (Southampton) Ltd – War Memorial rails	£1170.00
2877	The Print Room – Minutes and Flyers	£ 11.98
2878	HCC County Supplies – 10 no archive boxes and print paper	£ 38.93
2879	Petty Cash – as detailed	£ 100.00
2880	OVHC – hall hire	£ 120.00
2881	Southern Water – standpipes at recreation ground	£ 13.18
2882	James Acton – reimbursement of wreath for War Memorial	£ 25.00
2883	OCS Cannon – recreation gd maintenance April-September	£2077.66
2884	Winchester City Council – dog bins April-June	£ 295.00
2885	Southern Water – allotments	<u>£ 170.13</u>
		£ 7310.73

Cheques for payment from Lloyds account 18 November 2014

2886	Mrs J Ayre – salary October	£ 768.82
2887	Mrs J Ayre – office, travel expenses, 1/4ly telephone/internet	£ 160.00
2888	HCC – street lighting undercharge and current invoice	£ 1023.54
2889	OCS Cannon – October recreation ground maintenance	£ 546.96
2890	WCC – dog bins	£ 295.00
2891	Taylor and Son – weather strips for pavilion doors	£ 95.00
2892	MJT Building and Decorating Ltd	£ 192.00
2893	Information Commissioner – Data Protection registration	£ 35.00
2894	AW Jefferies Ltd – balance of War Memorial guide rails	<u>£ 630.00</u>
		£ 3746.32

Local Government Boundary Commission Review

The Boundary Commission will be drawing up a new pattern of wards to accommodate 45 councillors (presently 57) and ensuring each councillor represents roughly the same number of voters. The City Council made its recommendations last week and these mainly relate to broad principals the two major parties agree on. These changes will be implemented in 2016. For further information see <http://www.winchester.gov.uk/meetings/details/1318>

Tourism

The latest figures for tourism performance in Winchester show that the value of tourism has risen by 42% in five years, adding £100m to the local economy. The number of day trips to Winchester rose from 4.9m in 2012 to 5.5m in 2013 – the first time the City's visitor numbers have tipped the 5m threshold. The number of jobs supported by tourism, which dipped in 2012 during the recession, has now recovered to highest level yet at 5,350 jobs.

Affordable Housing

From 2013/14 we will see increasing numbers of affordable housing completed as the Council's new build provision kicks in, additionally Barton Farm completions will begin to make an impact from 16/17. We expect that we will be delivering around 200 affordable units a year by this stage from the current level of around 130 pa. The long term average of affordable completions going back 15 years is about 100/120 pa. Since March 2013 when LPP1 was adopted we have granted planning permission for 349 of a possible 380 affordable units (92%). Some of these are already under construction and collected £2.3 million in financial contributions to help build affordable homes

Local Plan Part 2

Public and Parish Council consultation on the Local Plan Part 2 started on 24th October for a period of 6 weeks, and will close on 5th December 2014. A series of public exhibitions have been arranged where officers from the City Council will be available to explain the Plan's proposals and answer questions. The exhibitions are in the larger towns and villages where main site allocations are proposed.

Flooding

In conjunction with HCC and the Environment Agency plans are being developed based upon last years' experience to reduce the consequences of significant flooding as experienced last year. We are working with Hampshire Highways and the Environment Agency to resolve flooding issues in the Poles Lane area including the onward flow of water past through Otterbourne towards the Itchen. Interest in the Repair and Renewal scheme has been significant since its launch in April this year and the number of applications received now exceeds 65.

RPLC

Detailed analysis of several options for the new leisure centre for Winchester have been outlined in a report now available on the WCC website. A report will be considered at the December Cabinet to narrow down the options and allow a detailed cost evaluation.

Dementia Friendly

Winchester will become the first city in Hampshire to launch a Dementia Friendly high street. Winchester City Council is working with Andover Mind – a leading mental health and well-being charity - to help local businesses cater for people with dementia and their carers.

Bus Subsidies

HCC have now confirmed the changes they are making to bus subsidies from January 2015. These include changing the start time for concessionary fares in this area to the national start time of 09.30. The only change we are aware of affecting Otterbourne is that the subsidised E2 has now been re-tendered, and awarded to a new operator. I am informed there will be minor changes to times and route but I am still awaiting details.

South West Trains

South West Trains have approached WCC and HCC about a 'matched funding' proposal to provide better cycle access and storage across the Winchester district in a package which would represent good value for the local authority. If accepted it could lead to additional cycle storage at Winchester and Shawford Stations with better access. They have also confirmed that the Sunday hourly summer rail service from Shawford station will now continue for 2015.

Southampton International Airport

WCC and SIA are negotiating a Memorandum of Understanding which will put in place a more formal consultation process if SIA wanted to materially change the current flight routing over the Winchester District.

Hampshire Cultural Trust

This was launched on the 1st November and is now responsible for the management of all Hampshire County Council and WCC's museums.

Cllrs Mike Southgate and Jan Warwick

