

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
19 SEPTEMBER 2017 AT 7.30 PM IN THE VILLAGE HALL**

**Present:** Jones; Kelly; Barton-Briddon; Stansbury; Moody; Rodford; Williams.

**In attendance:** County Cllr J Warwick; District Cllrs J Warwick; E Bell (from 20.45);  
Mr R Emery; 1 Parishioner. Clerk

1. **Declaration of Interest:** None
2. **Apologies for Absence:** Cllr Stirrup
3. **Minutes of Meetings:** to approve the Minutes of Parish Council meeting 18 July 2017. Minutes previously distributed to Councillors. Proposed by Cllr Stansbury, seconded by Cllr Moody, approved by Council and signed.
4. **Action Points and Matters arising on the Minutes and not discussed elsewhere**  
All points had been actioned or would be discussed on the Agenda.
5. **Crime Report**  
For July: 4 incidents of anti-social behaviour; 1 incident criminal damage; 1 incident violent behaviour; 3 incidents robbery/theft.
6. **Open Session for Parishioners**  
A Parishioner requested further update on information relating to the EBC Local Plan which was referred to Agenda Item 10. b) for response.
7. **County Councillor's Report**  
As attached.
8. **District Councillor's Report**  
As attached. In addition: Cllr Bell had attended a briefing on planning Enforcement which had highlighted that new and closed enforcements were being notified bi-monthly, but the status of ongoing enforcements were not being reported.
9. **Report of Representatives to Various Bodies**  
Allotments Association  
Ron Emery advised that the allotments were generally in good condition and there were 14 applicants on the waiting list. The trees bordering Chapel Lane were growing fast and should be on regular maintenance. Recent bonfires had caused some local resident complaints and allotment holders had been asked to consider the time of year, day and wind direction before lighting a bonfire. Some dog fouling was still happening along the central path. Volunteers were thanked for having cut back the top footpath and also for installing two replacement gates along Boyatt Lane.
10. **Report of the Planning and Highways Committee**
  - a) Planning Matters – applications and decisions as attached.
  - b) EBC Local Plan – update  
The EBC Local Plan had not yet been approved. The CPRE and other bodies had spoken out against housing development proposed and the Leader of WCC had written to the Leader of EBC. Cllr Jones had attended several meetings. Submission of the Local Plan was awaited before further representation could be made.

c) Cranbourne Drive – additional signage proposed by WCC.

It had been reported that some residents of Cranbourne Drive had experienced issues with delivery drivers not being able to locate their properties. WCC had written to residents proposing to install a number of additional signs to aid drivers finding the correct address and also to assist the emergency services. The proposed new signs included replacing one of the existing street nameplates and installing 4 No. additional signs. It was welcomed by Councillors living in or around the area and agreed by Council for WCC to take forward.

To email Parish Council response	Clerk	25 Sept
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Cllrs Williams and Jones commented on the signs along Sparrowgrove and Waterworks Road which they considered directionally misleading. Cllr Kelly mentioned that the street sign for Richmond Park had deteriorated and needed replacement.

To notify Clerk of required changes to signs	Cllrs Williams/Jones	21 Nov
To submit request and for new street sign to WCC	Clerk	21 Nov

d) Village Design Statement – to discuss update

It was agreed to take this forward to the next Working Party meeting to discuss further.

To report at the next PC meeting	Cllr Jones	21 Nov
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e) Community Assets – to report on listing

A number of areas and buildings within the parish were considered. The Cranbourne Drive central open space and ‘kickabout’ were agreed as worthwhile listing; areas of Sponder’s Mede and Land east of Main Road were agreed as important to examine further. The Parish insurance would be examined in relation to potential compensation claims.

To further listing/potential for listing	Clerk/Cllr Stansbury	21 Nov
To check on insurance position	Clerk	21 Nov

f) Highways – ratification of £340 for works to dead/fallen trees/and verge improvement. Proposed by Cllr Rodford, seconded Cllr Barton-Briddon and approved.

Lengthsman: Cllr Moody agreed to attend a meeting on the Lengthsman Scheme on 28 September in South Wonston.

A recent accident had been reported resulting from the chicanes on Otterbourne Hill. A request would be made for highlighting the chicanes with reflectors/paint.

To report back on any Lengthsman matters	Cllr Moody	21 Nov
To report chicanes hazard to HCC	Clerk	21 Nov

**11. Recreation and Amenities Report**a) Oakwood Park Recreation Ground

## i) General – update on proposed footpath linking Greenacres Open Space

A report from Cllr Stirrup had not been received for the meeting.

To update	Cllr Stirrup	21 Nov
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ii) Pavilion and Sports Pitch Use – update and discussion

Otterbourne Village Hall Committee had advised they did not want to be involved with use or letting of the pavilion.

Cllr Moody had attended two meetings with Eastleigh Football Club to examine the use by youth and ladies teams consisting of:

*Academy Team:* youth players aged 16-18. Matches would be either Tues/Wed or Thurs at 2pm. Traffic would mostly consist of a couple of mini buses and approximately 8 vehicles for officials/spectators which would remain for the whole period.

*Under 15 Girls:* Matches on Saturday mornings. Traffic would be home and away teams.

*Ladies Team:* Matches alternate Sundays at 2pm. Traffic would be home and away teams.

Use would average three matches each fortnight, but there could be some instances with three matches in one week depending on fixtures. The Club would provide a storage container for equipment and their own groundsman to look after the pitch, including marking out, goals, ropes, etc as required. Council agreed this was a good proposal for reasonable use and traffic constraint and worthwhile forwarding for trial. It was agreed to take forward for a two month initial trial until end of November, during which time residents would have opportunity for feedback before the 21 November meeting.

To further initial trial to end of November 2017	Cllr Moody/Clerk	asap
To prepare contract for trial period	Cllr Kelly/Clerk	asap
To Agenda for November meeting	Clerk	21 Nov

iii) Play Park and Youth Facilities – maintenance and ratification of £2,086 for works.

Following inspection by Cllrs Rodford, Jones and the Clerk the following had been agreed as necessary before the winter months: wetpour repairs to the cradle swings and see-saw area (completed); new matting at the youth facility swings (completed); two new cradle swing seats (completed); a new see-saw (ordered); sanding and re-staining of benches and picnic tables (completed); the goal mouth soil infill/seeding and Play Park gate areas (instructed); bird defenders installed (completed); various other minor works replacing bolts and caps (completed). Some other minor works were still to complete. As it was not possible to obtain a replacement side panel for the damaged play den, it was proposed to remove the entire back panel and retain for spares. Proposed by Cllr Rodford, seconded Cllr Moody and agreed by Council.

To update all works on weekly inspection report	Cllr Rodford	21 Nov
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The annual safety inspector provider was agreed as Nick Adams for 2017/18.

b) Common – proposed improvements to bunds and ratification of £198 for new posts.

Following a site visit by Cllrs Stirrup, Jones and the Clerk, draft specifications to the ditches and earth banks had been drawn up. A site meeting would be arranged with WCC and a letter sent to all residents bordering the common informing them of the proposed work. Ratification of posts proposed by Cllr Stansbury seconded Cllr Barton-Bridson and approved by Council.

To arrange site meeting with WCC	Cllr Stirrup/Jones	asap
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c) Amenities

i) Countryside Access board – ratification of £130 for replacement posts.

Proposed by Cllr Williams, seconded Cllr Rodford and approved by Council.

ii) Village Benches – to remove Sparrowgrove and Boyatt Lane, install flat bench on Otterbourne Hill and re-site new bench on the common.

The Sparrowgrove old style bench had been reported broken and had been taped off from use. A concrete cutter would be required for removal and it was agreed to remove the remaining concrete ends of the bench half way up Otterbourne Hill and the old style bench at Boyatt Lane at the same time. It was agreed to re-site the flat bench from the common to a new position on Otterbourne Hill and to re-site the new MMT bench on the common to the position vacated by the flat bench which was in a more open area.

To obtain quotations for the work	Clerk	21 Nov
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## 12. Report of the Finance and Administration Committee

### a) Parish Accounts, Payments and Receipts

Internet payments totalled £6,940.07 Cheque payments totalled £55.87. All payments were approved. A copy of the Schedule is available from the Clerk. The second half-year Precept had been received from WCC in September. The half year budget analysis was presented which was in line with provision.

### b) External Audit – to receive external auditor’s report.

This has been returned with no matters reported for attention. The Notice of conclusion of audit had been posted on the boards and website and a copy sent to the Internal Auditor.

### c) Insurance – to approve insurance renewal.

The annual insurance has been received which included 2% index linking on all assets, £250 excess, Fidelity Guarantee to £150,000. The long-term agreement ended 2019 when new quotes will be sought. Council unanimously approved renewal.

To arrange payment of premium	Clerk	30 Sept
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### d) Members Allowances Survey – to receive forms for submission to WCC.

A members Travel and Subsistence Scheme had been adopted in April 2015, similar to the one operated by WCC which was reviewed every four years. Councillors presented their forms and an average would be submitted to WCC. Council agreed that it was not in favour of a Basic Allowance to Parish Councillors.

To submit information to WCC	Clerk	25 Sept
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e) Budget Meeting – to set date and receive proposals for significant expenditure or projects. The meeting to set the budget will be Monday 30 October 2017 in the Bianchi Room of the Village Hall. Significant expenditure was noted for the Play Park and Youth Facilities ongoing.

## 13. Risk Assessment and Management

No matters received.

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

No matters received. Working Party meeting Tuesday 17 October 2017.

## 15. Date of next Parish Council meeting

21 November 2017 commencing 7.30 pm.

**10 a) Planning Applications and Decisions**

Case No 17/01602/HOU 14 August	Nairana, Main Road, Otterbourne Porch on the front of the property <b>No comment</b>
Case No. 17/01249/HOU 14 August	6 Fleet Terrace, Boyatt Lane, Otterbourne Proposed extension and alterations at roof level: roof light, replacement windows and internal alterations throughout. <b>No comment</b>
Case No. 17/02137/TPO	16 Sparrowgrove, Otterbourne T1 Oak Tip prune sub lateral branches by 1m. Crown lift over highway to 4m above ground level. Remove 2x Sub lateral branches over drive. Shorten 1x sub lateral branch over shrub bed by 2m. <b>No comment</b>
Case No. 17/02033/FUL	Williams Garage, Main Road, Otterbourne Installation of ATM for 24 hour usage.
Case No. 17/02034/AVC Case No. 17/01980/AVC	Signage associated with ATM (ref. 17/02033/FUL) Installation of signage, including illuminated fascia signs, parking signs and store opening times (ref 17/02033/FUL). <b>No comment</b>
Case No. 17/02958/HOU	Church Lodge, Cranbury Park, Otterbourne Removal of an existing 20th century single storey extension and construction of new extension with internal alterations to create first floor accommodation and rebuilding of detached garage <b>No comment</b>

**Decisions**

Case No 17/01602/HOU	Nairana, Main Road, Otterbourne Porch on the front of the property <b>Application permitted</b>
Case No. 17/01420/HOU	1 Brooklyn Close, Otterbourne Two storey extension to Main Road side of dwelling, single storey extension to north side, single storey garage to south side, new vehicular and pedestrian access to site, new porch to revised entrance location, new windows and cladding, new boundary fence. <b>Application refused</b>
Case No. 17/01249/HOU	6 Fleet Terrace, Boyatt Lane, Otterbourne Proposed extension and alterations at roof level: roof light, replacement windows and internal alterations throughout. <b>Application permitted</b>
Case No. 17/00906/HOU	The Glen, Waterworks Road, Otterbourne Single storey side and rear extensions including raised patio and porch. <b>Application permitted</b>
Case No. 17/01067/HOU	14 Oakwood Avenue, Otterbourne Single storey extension to rear and side, with pitched and flat roofs. <b>Application permitted</b>

Case No. 17/01024/HOU	1 Park View, Boyatt Lane, Otterbourne Construction of two storey rear extension. Demolition of single storey rear addition and single storey garden building. <b>Application permitted</b>
Case No. 17/01214/HOU	3 Ivy Cottages, Boyatt Lane, Otterbourne Single storey rear extension and loft conversion <b>Application permitted</b>

### **12. a) Parish Accounts, Payments and Receipts**

	31 August 2017 Current Statement £	31 July 2017 Last Statement £
<b>Lloyds Treasurer's account</b>	<b>15,421.59</b>	17,184.84
<b>Lloyds 12 month Investment a/c to 12/02/18 @ 0.9 %</b>	<b>25,749.33</b>	25,749.33
<b>Lloyds 32 day notice a/c at 0.32%</b>	<b><u>13,856.96</u></b>	<u>13,853.24</u>
<b>Total Balance</b>	<b>55,027.88</b>	56,787.41

Internet payments totalled £6,940.07 Cheque payments totalled £55.87.

### **HCC Finances**

Following a reduction in the Government's revenue support grant £140m savings have to be found by April 2019, in addition to £340m which has already been cut since 2008. Job cuts are expected and proposals include axing school crossing patrols, reduce the adult social car budget, dimming streetlights, closing some recycling centres and ceasing bus subsidies.

Leader of the council Roy Perry said "tough decisions" had to be made as "opportunities for reducing costs are getting harder to find". The savings will be considered at a cabinet meeting on 16 October, with a final decision by full council expected on 2 November.

### **Hampshire Highways Contract**

Skanska have been awarded the new highways contract, which officially started on 1<sup>st</sup> August. The contract covers highways maintenance work on Hampshire's 9,600 miles of roads and footways, including resurfacing, winter salting, drainage and road repairs. There is an option to extend the contract for up to a further five years, subject to factors such as contract performance.

Skanska have invested in new fleet and equipment to deliver this service including their innovative pothole-patching machine, the 'Dragon Patcher'. The patcher is five times faster than traditional methods, saves money and is safer because it is operated from the vehicle's cabin.

It is nicknamed the 'dragon' because it expels flames to de-ice and dry out the road surface. It is then cleaned with compressed air and sealed with a stone mix and hot bitumen emulsion. With the surface repair completed in just two minutes, the patcher can move on to the next repair.

Potholes (and other highways issues) can be reported as usual via the HCC website:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>

### **Review of Cladding Materials on HCC Buildings**

The County Council can confirm that of their 9,000 council-owned properties, including 526 school sites (some of which include numerous buildings) – a small percentage of Aluminium Composite Material (ACM) is contained on a few buildings. These buildings are non-residential, single storey, brick-built and the material has been typically used for rain screening. Following advice from the Hampshire Fire Service HCC is not required to make any immediate changes although they will keep the situation under review should there be a review of the national building regulations.

### **The Hampshire Countryside Access Forum –call for members**

The Countryside Access Forum includes a number of interest groups from landowners, farmers, councillors and rural business owners, to walkers, horse riders, carriage drivers, cyclists and motor vehicle users. HCC are looking for new members from all interest groups, but particularly those with expertise in public health, countryside motor vehicles, farming and land management, to complement the knowledge of existing members.

Members need to attend four meetings per year as well as task group sessions between full meetings. They need a good knowledge and understanding of the countryside. More information on how to apply can be found at [www.hants.gov.uk/hcaf](http://www.hants.gov.uk/hcaf) or contact the Countryside Access Team by phoning 01962 845326 or emailing [hcaf@hants.gov.uk](mailto:hcaf@hants.gov.uk). The closing date for applications is 25 September.

### **Police and Crime Panel Review of Traffic Related Crime**

The Hampshire Police and Crime Panel is responsible for scrutinising and supporting how the Police and Crime Commissioner for Hampshire, Michael Lane sets key policing priorities through his Police and Crime Plan.

The Panel is made up of representatives from each of the local authorities in the Hampshire and the Isle of Wight Police area. The Panel recently invited residents and Parish Councils to give their views on how the Police and Crime Commissioner can improve the approach taken to tackle and prevent traffic crime and nuisance within local communities, with the aim of improving road safety. Many local parishes and Speed Watch groups have responded to this consultation. The Panel's October scrutiny meeting will focus on traffic-related issues that are causing the greatest concern to local communities. These include speeding, theft of property from motor vehicles and animal casualties within rural areas.

Following the hearing the Panel will make recommendations to the Commissioner suggesting where improvements can be made, identifying any opportunities to enhance the policing approach, as well as providing feedback on how partner agencies could work together to enhance current prevention measures.

## **District Councillors Bell, Laming & Warwick Report: September 2017**

### **Bus Station Re-opened Monday 4<sup>th</sup> September 2017**

The City Council purchased the bus station in April 2017. Improvements have been made to the site changes to the flow of buses through the site will increase pedestrian safety. Buses will be taking a new route in Winchester from 5 September 2017 as the new bus station opens for business.

- Buses will no longer exit the bus station onto the Broadway and move on to the lower High Street and Middle Brook Street
- Buses will instead enter the bus station from the Broadway and exit onto Friarsgate, then turn into Tanner Street and continue onto St Georges Street
- A new bus stop has been put into St Georges Street, outside M&S, to replace the existing bus stop in Middle Brook Street
- Middle Brook Street will become a cycle only zone at all times and the high street will become a cycle only zone between 10am and 4pm

### **Station Approach**

Winchester City Council has announced the appointment of **Lifschutz Davidson Sandilands** as the architecture firm to take forward the Station Approach development. Choosing the most suitable Architect for the Station Approach project is a very significant procurement for the City Council and the appointment marks an important step in progressing development at Station Approach.

### **Winchester Sports and Leisure Park**

Stride Treglown architects (in conjunction with LA architects) on behalf of Winchester City Council and the University of Winchester hosted a second round of consultation focussing on access as part of the on-going programme of engagement around the future of the Bar End area including a Sport & Leisure Park.

**Cllrs Bell, Laming and Warwick 09/2017.**