

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL,
20 SEPTEMBER 2016 AT 7.30 PM IN THE BIANCHI ROOM OF THE VILLAGE HALL**

Present: Cllrs Jones, Stirrup; Acton; Barton-Briddon; Stansbury; Rodford; Romero; Moody

In attendance: County Cllr Phil Bailey (8.30 pm); 1 Parishioner; Clerk.

1. **Declaration of Interest:** None
2. **Apologies for Absence:** Cllr Kelly; District Cllr Brian Laming; District Cllr Eleanor Bell; District Cllr Jan Warwick.

3. **Minutes of the Meeting:**

To approve the Minutes of the Parish Council meeting 19 July 2016

Minutes previously distributed to Councillors. Proposed by Cllr Moody; seconded by Cllr Barton-Briddon, approved by Council and signed.

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

All matters had been actioned or would be addressed in the meeting, except as follows:

13. b) i) Further update on the cycle stands was awaited from HCC.

To follow through with HCC	Clerk	18 Oct
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5. **Crime Report**

Cllr Acton reported the latest July incidents. 6 reports: 2 anti-social behaviour; 1 theft other (eg fraud); 2 reports of criminal damage and arson for the vandalism at the play park. There had been no Police Alerts received for Otterbourne.

6. **Open Session for Parishioners**

A Parishioner wished to add objection to the Gladman housing proposal on the grounds of increased traffic congestion, loss of flood plain and sewer problems.

7. **County Councillor's Report**

There had been a BT upgrade at the cabinet box enabling faster broadband to the village.

Following consultation, operational changes at the Recycling Centres had been agreed as: Closed all day Thursdays and later opening hours on all other days from 11 am.

Cllr Bailey advised that the Hampshire and Isle of Wight Devolution consultation would be ongoing for some time.

8. **District Councillor's Report**

As attached.

9. **Report of Representatives to Various Bodies**

OVHC: Cllr Stirrup as the new representative had attended a village hall meeting.

Planning approval had been received for the extension and the Committee would be looking at funding for the work. It was noted that a camera facility had been installed in the Bianchi Room for potential operation in the future.

10. Report of the Planning and Highways Committee

a) Planning Matters

- i) Applications and Decisions – as attached.
- ii) WCC Local Plan Part 2 Independent Inspector’s Hearing – preliminary report. Cllr Acton read from a report issued by Jenny Nell in WCC Strategic Planning. The ‘Initial Findings’ letter from the Independent Inspector had concluded that ‘the Council (WCC) had demonstrated an adequate housing land supply and that no further site allocations are required.’ The Inspector had not concurred with the objections or arguments raised for allocating additional sites through LPP2. Cllr Acton noted that the Local Plan five year supply of housing land would carry forward to 2018. Council discussed the potential and merits of undertaking a Neighbourhood Plan in the interim years. It was agreed to Agenda the item for the November meeting when further information was known.

To contact Twyford Parish for information and costing of their Neighbourhood Plan	Cllr Jones/Clerk	18 Oct
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- iii) Outline planning application by Gladman for development of 90 houses. Following the Planning Committee meeting 14 September 2016, an objection would be lodged by the Parish Council to the proposed development. The site at Land East of Main Road was outside the settlement boundary of Otterbourne and not allocated in Local Plan Part 2. The site was not being promoted by the local community under policy MTRA3. It was not sustainable development with regards to a number of matters including: loss of the village flood plain, increased traffic congestion on Main Road which acted as a relief road to the M3; an over-subscribed local school which had turned away children from within catchment; over-subscribed after-school clubs such as Brownies/Cubs, an over-subscribed doctor’s surgery, over-burden of the sewer system; loss of open footpath and countryside and that a Roman Road extended across the land.

To draft Objection and submit by due date	Cllr Jones / Clerk	5 Oct
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- iv) Boundary Commission changes for the New Parliamentary constituencies boundaries. The Initial Proposals had been published for the South East Region with a 12 week consultation period. Otterbourne, Compton & Shawford, Twyford and Colden Common had been included within the Test Valley constituency rather than the ‘new’ Winchester constituency. Concern was raised by Councillors that Otterbourne was not geographically linked with Test Valley, it did not share community identity with the region, it was within the Winchester District planning authority, the new wards were based on the 2015 Boundary Review which no longer existed. Council agreed unanimously to challenge the Initial Proposal with view to staying within the Winchester constituency. It was agreed to gather information for constructive grounds to the challenge.

To contact District Councillors for information.	Clerk	18 Oct
To contact neighbouring Parish Councils for their views.	Clerk	18 Oct
To Agenda for 15 November PC meeting	Clerk	

b) Highways – to receive any matters arising for report

- i) Proposal for expenditure of £500 from budget for various areas cutting back. A within budget spend to tidy a number of small areas. Proposed by Cllr Rodford, seconded Cllr Stirrup and approved by Council.

To determine work and liaise with contractor	Cllr Jones	15 Nov
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11. Report of Recreation and Amenities

a) Oakwood Park Recreation Ground

i) Ground and Pavilion – to update on the consultation process.

A Steering Committee had been formed of Cllrs Jones, Stirrup, Rodford and Moody. The Clerk had made reports on the overhead costs of the ground and pavilion, interested sports clubs and options, the framework operated by neighbouring councils.

To take forward considerations on how to proceed and make recommendations and timing of consultation	Steering Committee	15 Nov
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ii) Pavilion – Proposal for expenditure on pavilion repairs up to £1,200.

Three quotations were being sought for external maintenance to the windows, guttering, waste pipes and slabs, plus replacement fire exit door and light. Proposed by Cllr Stansbury, seconded Cllr Rodford and approved by Council. The water tank had been drained over the winter as a precaution against freezing and burst pipes.

To receive quotations and email Councillors before instructing with the works	Clerk	15 Nov
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iii) Play Park – to update on insurance claim and ratify £170 for additional repairs. Settlement for £3,362 had been received (less £250 excess) for the wetpour (£3,137), swing (£140), and straightening of the railings (£85). The replacement wetpour was scheduled for w/c 26 September. Cllr Jones had attended to various items: checking and tightening nuts and bolts, removal of graffiti from the MUGA, tightening of the small tower slide rail, reinstatement of the new swing. It was noted that some wear and tear was evident on the swing shackles and all should be scheduled for replacement every 5 years. The moose antlers had rotted and one was broken. Two new antlers were on order for £78. The southern gate self-closing mechanism was broken. A new mechanism was on order for £92. Orders agreed under Financial Regulations by Clerk and Chairman. Ratification approved by Council.

To place new order for the swing shackles and note 5 yearly check on the Maintenance Schedule.	Clerk	15 Nov
To prepare and laminate notice for temporary play park closure	Clerk	
To liaise with Wetpour contractor for access	Cllr Jones	

b) Amenities

i) Bus Shelters – Ratification of expenditure £282 to repair a broken glass panel.

One of the side glass panels had broken. Order agreed under Financial Regulations by Clerk and Chairman. Ratification approved by Council.

ii) New Bus Shelter to replace wooden lean-to on east side Main Road

A sum of up to £3,500 had been previously agreed by Council. Following quotations and consideration of various styles, the Queensbury Ely metal shelter was agreed in black, with no sides, solid back panels, affixed notice board, perch seat, open side facing towards the highway.

To finalise detail on removal of old shelter and place order	Cllr Jones/ Clerk	15 Nov
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c) Common

i) Proposal for expenditure of £360 for additional posts.

An amount of £350 had been approved in July. Further inspection of the common and recreation ground showed 39 small posts and 10 large posts were required. Balance of expenditure £360 (£130 over budget spend) proposed by Cllr Stirrup, seconded by Cllr Jones and approved by Council.

ii) Complaints relating to the Common and Boyatt Lane area

A number of complaints had been received about model car noise, fumes from bonfires, inconsiderate parking along Boyatt Lane, Red Lane and the gravelled area. The Parish Council tried to resolve valid complaints within its power to act, but the responsibility was often WCC, Highways, the Environment Dept or the PCSO for residents to direct their concerns.

d) Old Churchyard – to report on a request for aerial mapping by Aeries UK.

A local company had made request to undertake mapping with a drone and imagery of the grave settings. Although it was Parish Council responsibility to maintain the Old Churchyard, the land was owned by the PCC. The Clerk had written to the PCC and response was awaited. The Clerk had written to Aeries UK to inform them of the position.

To follow up following response from the PCC	Clerk/Cllr Stansbury	15 Nov
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12. Report of the Finance and Administration Committeea) Parish Accounts and Cheques for Payment

b) Audit – to receive external auditor's report.

The external audit had been concluded with no matters raised. The Notice of Conclusion and Inspection had been placed on the notice boards and website.

c) Insurance – to agree insurance renewal.

Due for renewal 1 October. Quotations had been received in 2014/15 when the Hiscox policy had been selected via brokers Came & Company on a 3 year long-term agreement. Hiscox was offering a new, early 3 year long-term agreement from 2016/17. The insurance claim had been handled well and paid promptly. The RFO and Finance Chair recommended a further 3 year long-term agreement bringing to a 5 year total and a good point to receive new quotations. Proposed by Cllr Jones, seconded by Cllr Stirrup and approved by Council.

To instruct insurance company with 3 year long term renewal	Clerk	30 Sept
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d) Budget Meeting – to set date and receive proposals for significant expenditure or projects. The Finance Meeting to set the budget for 2017/18 was agreed for Tuesday 1 November. Councillors and Parishioners were asked to consider any significant expenditure or new projects they would like.

13. Risk Assessment and Management

Nothing further noted.

14. Notification of events and to raise new items for the next meeting**15. Date of next Parish Council meeting**

15 November 2016 commencing 7.30 pm.

Planning Report – Applications and Decisions

Application and Closing Date for Comments

Case No. 16/01911/FUL 2 September	Yew Tree Cottage, 6 Chapel Lane, Otterbourne 4 no Oak fell and 1 no Oak reduce overhanging branches by 3 metres Objection lodged
Case No. 16/01762/FUL 15 September	Quest, Poles Lane, Otterbourne Single storey rear extension No comment
Case No. 16/02115/OUT	Site address: Land East of Main Road, Otterbourne Gladman Developments. Outline planning permission for up to 90 residential dwellings (including up to 40% affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Main Road and associated ancillary works. All matters to be reserved with the exception of the main site access. Objection lodged – outside of settlement boundary and in breach of District Local Plan, loss of countryside footpath, change in character of the village, traffic congestion, oversubscription of local school and doctor's surgery, loss of flood plain, lack of sewer infrastructure, Roman Road.

Decisions

Case No. 16/01257/FUL	Fermain House, Poles Lane, Otterbourne Single storey and two storey front and rear extensions Application permitted
Case No. 16/01277/FUL	15 Greenacres Drive, Otterbourne Single storey side extension and first floor extension over garage Application permitted
Case No. 16/00686/FUL	Land East of Main Road, Otterbourne Change of use of agricultural land to a pony paddock and the erection of a stable block with associated hard standing and access track. Permission Granted
Case No. 16/01160/TPO	2 Oakwood Close, Otterbuorne 3 no Western Cedar to fell Application permitted
Case No. 16/01056/FUL	Otterbourne Village Hall, Cranbourne Drive Single storey side extension Application permitted

Finance and Administration Committee Report

a) Parish Accounts and Cheques for Payment

	£ Current Statement	£ Last Statement
Lloyds Treasurers	23,173.38	22,673.85
Lloyds 12 month Investment a/c to 10/02/17 @ 1.15 %	25,455.79	25,455.79
Lloyds 6 month Investment a/c to 28/10/16 @ 0.8%	<u>11,546.13</u>	<u>11,546.13</u>
Total Balance	60,175.30	59,675.77

Cheques for interim payment from Lloyds account 15 August 2016

3089	Mrs J Ayre – salary July	£ 815.43
3090	Mrs J Ayre – office, travel, telephone/internet 1/4ly expenses	£ 164.19
3091	Dek Graphics and Print – July account and Gladman notices	£ 42.14
3092	OCS Canon – recreation ground maintenance June	£ 321.07
3093	Greenbarnes Ltd – notice board posts for Boyatt Lane	£ 296.11
3094	PPG Twyford – S137 donation	£ 50.00
3095	Petty Cash	£ 100.00
3096	BDO – external audit fee	£ 360.00
3097	ARK Glass – bus shelter glass repair	£ 333.39
3098	Mrs J Ayre – reimbursement of online purchase of event tent	<u>£ 137.72</u>
		<u>£2,620.05</u>

Cheques for payment from Lloyds account 20 September 2016

3099	Mrs J Ayre – salary August	£ 815.43
3100	Mrs J Ayre – office and travel expenses	£ 68.60
3101	HMRC – 1/4ly tax and NI for employer and employee	£ 124.50
3102	Mr R Webster – bus shelter cleaning 4 th payment	£ 56.25
3103	WCC – Play Area annual inspection	£ 39.50
3104	MJT Building & Decorating Ltd – SLR sign movement x2	£ 192.00
3105	OCS Canon – recreation ground maintenance July	£ 321.07
3106	Metroplan Ltd – display board	£ 75.46
3107	Glasdon UK Ltd – 3 new benches	£3,237.83
3108	Ludus Leisure – play park swing	£ 168.00
3109	Cllr W Jones – expenses reimbursement	£ 19.95
3110	British Gas – pavilion gas account	£ 30.38
3111	British Gas – pavilion electricity account	£ 14.92
3112	Taylor and Son – play park fencing and Boyatt Lane notice board	£ 230.00
3113	Cancelled	£ 92.00
3114	A & G Fencing – posts for common and recreation ground	£ 812.34
3115	Came & Company – parish insurance renewal	<u>£1,752.16</u>
		<u>£7,958.39</u>

District Councillor Report to Otterbourne Parish Council

20th September 2016

River Park Leisure Centre Winchester City Council's Cabinet and Council have agreed that a replacement for the 40-year-old River Park Leisure Centre, proposed at Bar End in Winchester, should have a 50m swimming pool, 12-court sports hall, four squash courts, a fitness gym with studios, a hydrotherapy pool and other state-of-the-art facilities.

The key decision means that the project can progress to the next stage - preparing a formal business case that assesses the crucial issue of funding alongside elements such as land ownership, transport and commissioning building designs

Boundary Commission

Following the boundary reviews of Winchester District and Hampshire on 13 September, the Boundary Commission for England published its Initial Proposals for new Parliamentary constituency boundaries for the South East Region. A 12-week consultation period will follow and accordingly, relevant documents including maps have been left for public inspection in the City Council's Customer Service Centre.

In summary, the changes proposed will impact on Winchester as follows:

- The Meon Valley constituency (which includes part of Winchester District) is to be abolished.
- The Colden Common and Twyford, and **Compton and Otterbourne** wards will be moved to the Test Valley Constituency.
- The Whiteley ward will be moved to Fareham Constituency.
- The Eastleigh wards (Hiltingbury and Chandler's Ford) there were previously in the Winchester Constituency will be moved to Test Valley Constituency.
- All remaining wards in the Winchester City Council area will be in the 'new' Winchester Constituency.

Note: the review is based on the wards as they existed at 7 May 2015 – following the 2015 Boundary Review for Winchester District, these wards no longer exist, but the new constituencies will be drawn based on the old ward boundaries, as set out above. Proposals are set out on the Boundary Commission for England's website, together with details on how you can make comments

<http://boundarycommissionforengland.independent.gov.uk/>

Station Approach

New designs will be sought for the multi-million-pound redevelopment of Station Approach in Winchester. The City Council's Cabinet agreed to seek fresh plans for creating offices, shops, homes, parking and public spaces at the Cattle Market and Carfax sites near the railway station. The original architectural competition did not produce consensus over the leading design and members were not convinced that it could be adapted sufficiently within procurement rules. New designs for Station Approach are likely to be sought by advertising for an architect instead of through a design competition and will involve the Royal Institute of British Architects' (RIBA) Competition Office.

Cllrs Eleanor Bell, Brian Laming and Jan Warwick