

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
OTTERBOURNE VILLAGE HALL – 20 NOVEMBER 2012 AT 7.30 PM**

**2071**

**Present:** Cllrs Acton (Vice Chair); Doherty; Stansbury; Barton-Briddon; Pechkaytis; Stirrup; Reeves; Kelly;

**In attendance:** County Cllr Charlotte Bailey; District Cllr Mike Southgate; (both until Item 10); Mr R Emery; Mrs K Mantell; Clerk

**1. Declaration of Interest:** None.

**2. Correspondence:** Folder passed to members for circulation during the month.

**3. Apologies for Absence:** Cllr Jones; District Cllr Jan Warwick; Mrs J Mounter

**4. Minutes of the Meeting**

To approve the Minutes of the Parish Council Meeting 16 October 2012

Minutes previously distributed to all Councillors. Proposed as accurate record by Cllr Barton-Briddon, seconded Cllr Kelly and approved.

To approve the Minutes of the Finance Meeting 5 November 2012

Minutes previously distributed to all Councillors. Proposed as accurate record by Cllr Kelly, seconded Cllr Doherty and approved.

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

All matters had been actioned or would be discussed during the meeting.

**6. Police Report**

A report had been prepared by PCSO Kerry Croutear. There had been 9 incidents arising from 16/10/12 to 18/11/12: damage to commercial property; road traffic incident; attempted burglary; suspicious vehicle; theft of pedal cycle; two cold calling reports; drunk and disorderly report.

**7. Open Session for Parishioners**

No items raised.

**8. County Councillor's Report**

As attached. Matters arising:

Kiln Lane: HCC required details of the landowners to request cut-back the hedges.

It was hoped to extend the footpath from Brambridge further along the lane by using future developers' contributions.

Southern Water Exhibition: Proposed work to start in the spring and to be completed in sections over an 18 month period with 2014 completion date.

To forward known landowners names and addresses to Clerk for forwarding to HCC	Cllr Stansbury /Clerk	05 Nov
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## 9. District Councillor's Report

As attached. Matters arising:

Hursley Average Speed Trial: Currently in operation with equipment on loan from the suppliers. The data collected will be assessed to determine whether this speed restriction measure is worthwhile for taking forward. Feedback to other parishes will be given.

Poles Lane: General speed levels within the 30mph section were less than expected, further accident data is being collected.

## 10. Report of the Finance and Administration Committee

### a) Parish Accounts and Cheques for Payment

As attached.

b) Precept for 2013/14 – Proposal for approval of Precept to be set at £31,541 increasing by 4.2% (£2 per household per annum) on 2012/13 for recommendation to WCC.

All Councillors had received a copy of the Precept spreadsheet including comments for provision. It had not been possible to incorporate all requests and decisions had been based on priorities and time sensitive projects to include: the youth facilities project, War Memorial refurbishment; a donation to St Matthew's Church turret. An amount had been set aside to move a litter bin and dog bin. A new dog bin and replacement of two benches had been deferred for future consideration. A significant increase in provision for Hedge/tree/verge work had been made in accordance with expected needs. An overheads comparison with neighbouring parishes would be undertaken during 2013. The Precept figure was recommended as a realistic compromise between the need for austerity and meeting the requirements for maintaining the Parish. Proposed by Cllr Kelly, seconded Cllr Barton-Bridson and approved unanimously by Council.

To notify WCC of the 2013/14 Precept	Clerk	Jan 2013
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c) Code of Conduct – to adopt new WCC Code of Conduct and Register of Interests form. Prior to the meeting, all Councillors had received a copy of the new Code of Conduct, Local Government guidance document on Openness and Transparency on Personal Interests and a new Register of Disclosable Pecuniary Interests form. The Clerk had emailed a summary of changes to Councillors. Proposed to adopt Cllr Stirrup; seconded Cllr Barton-Bridson and approved unanimously by Council.

To receive Register of Interests from Councillors to send to WCC	Clerk	17 Dec
To instruct webmaster to set up link to WCC for Register forms	Clerk	17 Dec

## 11. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

i) Play Park and Youth Facilities – update. The new signs were with the Handyman who had been instructed with the works. The youth facilities project was moving forward and would be ongoing during 2013.

ii) Pavilion and Football pitch – update. An amount of up to £950 had been set aside for painting and minor repairs to the exterior in the 2013/14 Precept.

iii) Dogs – update on measures to control dog fouling. Moving one of the dog bins to Cranbourne Drive would be considered. The matter was noted as an item for a possible Autumn/Winter newsletter.

b) Common – update on parking problems in Red Lane

Confirmation of the lane being part of the Common was ongoing with WCC. It was agreed to pursue a request for a larger sign with WCC in order to address the parking problems.

To forward with WCC	Cllr Stirrup	15 Jan
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c) Allotments

There were no matters to report.

d) Open Spaces Areas

## i) Greenacres – update from WCC on ownership of the footpath and open space.

WCC had confirmed that the transfer of ownership from Devine Homes to WCC had not taken place when the Agreements were completed, but a sum of £42,445 had been paid to WCC by the developer in January 2000. WCC had started to action the transfer. It was agreed that a site meeting with Stuart Dunbar-Dempsey would be arranged to discuss forward ownership, opening-up and maintenance of the area and footpath.

To arrange site meeting between Cllrs and WCC Officer To c/f for January Agenda	Cllr Acton Clerk	15 Jan
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ii) War Memorial – to receive refurbishment plans for the 100<sup>th</sup> anniversary of WW1

It was reported that some of the names were faded, the steps were in need of work and the conifer trees and surrounding area required assessment. It was agreed to set up a Working Party. Dick Oldham and Terry Revell had offered to be included in this and the Chairman would also be included in discussions. An amount of £1,000 had been provisioned in the 2013/14 Precept and match funding grants would be applied for.

To set up Working Party and c/f with Cllr Jones	Cllr Acton	15 Jan
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## iii) Elderfield Cricket Pitch – to receive comments on planning application for access

There had been no comments received from Parishioners to-date regarding the application.

## iv) Amenities – update following Finance meeting on programme of bench replacement

New benches had been deferred to the future. An amount of £120 had been set aside in the 2013/14 Precept for maintenance.

**12. Report of the Planning and Highways Committee**a) Applications and Decisions – as attached. Matters arising:

Elderfield Cricket Pitch access: a Comment of support would be submitted.

St Mary's, Main Road: concern was raised about the new vehicular access off Poles Lane regarding the distances noted on the plans and proximity to the mature Horse Chestnut tree.

To call site meeting for members of the Planning Committee and advise Comment for submission to WCC	Cllr Pechkaytis	asap
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Bourne Close: the WCC Planning Committee date had been postponed to 27 November. A Comment had been submitted to support the development, but with further examination of the access required and a preference of housing allocation to those in need from Otterbourne. Cllr Acton advised she hoped to attend the Committee.

To register Cllr Acton with WCC	Clerk	asap
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b) Speeding – to receive report on HCC meeting re Kiln Lane  
Item covered in County Cllr Bailey’s report.

c) Land between Meadowcroft Close and Greenacres Drive – update on ownership enquiries  
Hedleys Solicitors had suggested a land registry search before they could determine costs.  
The Clerk had sent off for this and the information was awaited before returning to the  
Solicitors for quotation.

To follow up with Solicitors when information is received	Clerk	asap
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d) Knotweed – to review problem in the Laurel hedge on Cranbourne Drive  
A site meeting had taken place with the Clearway Contractor and resident of Rose Cottage.  
It was not possible to determine whether there was any further Knotweed present due to the  
time of year. Inspection and monitoring of the hedge was required from March onwards.  
Confirmation of ownership of the land would be furthered during this time.

To c/f Knotweed for March Agenda	Clerk	19 March
To forward enquiries regarding ownership of the land	Clerk/Cllr Kelly	19 March

e) Highways – to receive report on Lengthsman’s visit and update on blocked gullies  
Lengthsman: there had been several cutting back and sign washing tasks undertaken during  
the 3 days of work which had been completed to satisfaction.  
Blocked Gullies: a response to Cllr Jones’ letter had been received from Peter Eade at HCC  
advising the gullies were last cleaned in September 2011 and were scheduled for clean on  
30 January 2013. Mr Eade would request this date brought forward if possible.  
Main Drains: a letter has been received from a Parishioner to say that the main sewer serving  
six properties had recently been blocked on two occasions, requesting the Parish Council  
take the matter forward with Southern Water. Enquiries to SW confirmed that a blockage  
had been cleared on 26 October and an inspection was undertaken with CCTV on  
2 November. This showed clear from the drain line along the rear of the properties and SW  
advised that had a blockage occurred elsewhere other properties would have been affected.  
The Clerk had drafted a letter of response which was agreed to send.

To send letter as drafted	Clerk	asap
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- 13. Winchester District Local Plan Part 1** – to receive report on Examination Hearings  
The WCC District Local Plan Part 1 Independent Examination Hearings had taken place. The  
sections of the Local Plan which concerned Otterbourne were those relating to Market Towns  
and Rural Areas. Within this area, each settlement has been allocated to one of four specific  
categories. Levels MTRA 1 and MTRA 2 are settlements which will be expected to develop  
both in terms of housing and commercial opportunities to meet the needs of the wider area.  
Levels MTRA 3, which currently applies to Otterbourne, and MTRA 4 which applies to  
Otterbourne Hill would have no set development targets, but development within the existing  
settlement boundaries would be allowed to meet local needs. The Parish Council strongly  
supported WCC plans for Otterbourne and Otterbourne Hill. However, landowners who had  
identified land around Otterbourne as available for development challenged WCC assessment  
of Otterbourne as MTRA level 3, and argued that Otterbourne should be re-assigned to Level  
2, allowing for both commercial development and the building of 100-250 new homes. These  
landowners were represented by planning consultants at the Examination Hearings. At the  
Hearing, WCC defended Otterbourne as being within MTRA Level 3 and Cllr Acton made

representation that it should remain within this level due to the geographical limits for development, the disadvantage of the main road for village residents, and villagers' own views of further development. The Independent Examiner's report will be published in January 2013. If Otterbourne is re-designated to MTRA Level 2 it will be necessary to consider undertaking a Neighbourhood Plan which cannot be used prohibit development, but can influence the style and location of developments. Further notes on the impact of the Winchester District Local Plan on Otterbourne are available on the website.

#### 14. Report of Representatives to various bodies

##### Footpaths and Rights of Way

Sponder's Mede: the footpath between Sponder's Mede and Poles Lane had been cleared and it was agreed as the land owner's responsibility to take up matters on garden waste deposits along the Cranbourne Drive boundary fence.

Jubilee Path: this was wide enough for a wheelchair along its length, but the kissing gate was too narrow for one of the larger motorized wheelchairs. Southern Water had advised the option of opening the locked gate was not possible. Potential modification of the kissing gate would be examined with Southern Water.

To approach Southern Water to examine potential modification	Cllr Stirrup	15 Jan
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##### Airport Matters

Keith Smith OPC's representative to Winchester Air Group (WAG) had arranged a meeting on 21 December with Mike Glen, Southampton Airport's Airside Operations Policy and Planning Officer to talk about the number of aircraft not following the agreed noise preferred routing in the North.

##### Neighbourhood Watch

Jean Mounter had resigned as Deputy Co-ordinator. She had attended a meeting at Hampshire Constabulary where the District Commander Chief Inspector James Fulton had thanked her for her work and presented her with an award *'in recognition of your dedication to Neighbourhood Watch and Hampshire Constabulary in reducing crime and the fear of crime in your local community.'*

##### Elderfield

The Annual Audit was taking place. It was noted that Langley House Trust had been recognized as doing a good job with comparatively low reoffending rates. The Carol Service was on 17 December and all were welcome.

##### OVHC

The Pantomime this year was Snow White and the Seven Dwarfs with performances over the second and third weekends in January. Full details are available on the notice boards and new Otterbourne Village Hall website [www.otterbournevillagehall.org.uk](http://www.otterbournevillagehall.org.uk)

#### 15. Risk Assessment and Management

HR Barrier: the barrier was lacking proper height labeling and chevrons and was starting to rust. Several manufacturer's had been contacted for repairs without success. A quotation via the Handyman for a 10 cm x 1 metre length of strengthening steel to be fitted to the central portion had been received at £105 plus VAT. The Handyman's quotation for carriage and fitting, painting and labeling was £70 plus materials. The works were agreed by the Finance Chair to progress asap due to the dark evenings with ratification in the January meeting. Swing Brace: this had been fitted and was working well to resolve the problem.

Floodlight box: the Football Club had mended one box but another one had been vandalized and it would attend to this one also.

Electricity box on pavilion: the Handyman was unable to attend to this work. Although one hinge was broken, the box was fairly well attached and had remained in position. It would be reassessed for necessity of work.

Post: the Football Club had reported one post being loose near to the pavilion access path. Conservation Group – the wording for volunteers working on non-parish land had been advised to the Conservation Group and the issue of H&S Guidelines and PPS equipment made.

Grit Bin: a request for a further HCC grit bin at the Poles Lane roundabout had been requested.

Ice and Snow Advice: a newsletter from the insurance company had given advice about ice and snow clearance and this would be issued to the Sports Club, OVHC and PCC for information.

To check electricity box and boundary post for work required	Cllr Reeves	asap
To instruct Handyman with works for the HR barrier	Clerk	asap
To enquire whether any Grit Bins were being allocated by HCC	Clerk	15 Jan
To check status of grit in current bins	Cllr Acton	asap
To forward information on snow and ice	Clerk	asap

**16. Any other business from Councillors**

Southern Water Exhibition: See also County Cllr Bailey's report. Cllr Doherty had attended. The proposed developments were to bring water to the area from the Testwood Pumping Station rather than extract more from the River Itchen. It was unknown when work along Sparrowgrove or Waterworks Road would take place.

Village Event: it was noted an amount of £200 had been set aside for this in 2013/14.

**17. Date of next meeting**

15 January 2013 at 7.30 pm in the Bianchi Room of the village hall.

Meeting closed 9.20 pm.

**Report of the Finance Committee 20 November 2012**

a) <b><u>Parish Accounts stand as follows</u></b>	£	£
	Current Statement Balance	Last Statement
<b>Lloyds TSB Treasurers</b>	<b>19,387.58</b>	22,305.71
<b>Co-operative Bank Current Account</b>	<b>0.60</b>	0.60
<b>Co-operative Investment a/c 12 mth to 26/04/13 @ 2.156%</b>	<b>15,000.00</b>	
<b>Co-operative Investment a/c 3 mth to 25/01/13 @ 1.25%</b>	<b><u>20,532.32</u></b>	<u>20,462.13</u>
<b>Total Balance</b>	<b>54,920.50</b>	42,768.44

**Cheques for payment 20 November from Lloyds TSB Treasurer's Account**

2660	WCC – dog bin emptying April – June	295.00
2661	Cllr W Jones – Reimbursement for Civic Service food	104.00
2662	Mrs M Gaines – bus shelter cleaning October	106.98
2663	Mrs J Ayre – salary October	715.94
2664	Mrs J Ayre – office and travel expenses October	100.10
2665	Mrs J Ayre – reimbursement by receipts for items purchased: Civic Service food, Conservation Gp hi-viz vests, Land Registry fees for Greenacres Drive footpath	62.10
2666	DEK Graphics & Print Ltd – PC meetings Sept and Oct	50.72
2667	HALC – Clerk's Forum	18.00
2668	Chris Williams – War Memorial trees and removal of tree at Cranbourne Drive	125.00
2669	WCC – Common post, play den tarmac, dip in access road	447.60
2670	OVHC – PC meetings Nov and Dec and Finance Committee Meeting	60.00
2671	HCC – Conservation Group and Handyman PPS Equipment and Stationery	95.34
2672	Petty Cash	50.00
2673	LK Ninnim Engineering Ltd – brace for swings	388.50
2674	Information Commissioner – Data Protection Registration Fee	<u>35.00</u>
		2621.28

**Planning Matters for Consideration 20 November 2012**

**Further information may be gained from: [www.winchester.gov.uk](http://www.winchester.gov.uk) following the link to online planning applications. Comments should be made by due date.**

**Applications and Closing Dates for Comments**

Case No. 12/01940/FUL  
27 November

Proposed Cricket Ground, Kiln Lane, Otterbourne  
New opening for access to Elderfield cricket pitch  
**Support: important to secure recreational facility for the village and enable development of the pitch to a high standard. Position of access ensures minimum disruption to trees and vegetation.**

Case No. 12/02164/FUL  
3 December

St Mary's, Main Road, Otterbourne  
New vehicular access  
**Objection on grounds: highway and traffic safety – the new access will be closer to the roundabout; conservation of natural environment – the dig for the new access will damage the roots of the mature tree on Highways land and a further tree in the garden.**

**Decisions**

Case No. 12/01551/FUL

30 Coles Mede, Otterbourne  
Two storey extension over existing garage and study  
**Application refused.**

Case No. 12/01600/FUL

27 Oakwood Avenue, Otterbourne  
Two storey rear extension  
**Application permitted**

Case No. 12/01803/FUL

2 Hilltop Cottage, Boyatt Lane, Otterbourne  
Replace existing conservatory with new to rear  
**Application permitted**

Case No. 12/01927/FUL

Westholme, Park Lane, Otterbourne  
Alterations to roof: 1 no dormer window to rear elevation and replacement of hip end with gable to side elevation and internal changes to living accommodation.  
**Application permitted**

Case No. 12/01642/FUL

Herridge, Norlands Drive, Otterbourne  
New double garage with first floor accommodation.  
**Application permitted**

Case No. 12/02967/FUL

St Mary's, Main Road, Otterbourne  
First floor extension and alterations to windows  
**Application permitted**

## Report to Otterbourne Parish Council from County Councillor Charlotte Bailey

### Highways

The hedge along Main Road has now been cut back. The more substantial cutback near Yeomans Drove is on the list. I am pleased the County was prompt in putting in the pedestrian barrier, requested by the Parish Council, near Williams garage.

### Kiln Lane

The meeting with Council officers, Cllrs Barton-Brittan, Southgate and me, helped to clarify some of the issues on safety in Kiln Lane. We reviewed the accident record, discussed possible danger points for pedestrians, cyclists and vehicles, looked at where signs are and discussed possible new ones, talked about possible reduction of speed limit. Actions as a result:-

1. WCC to look at positions for a new Otterbourne sign to give more notice of the village approach. (Sara Kendal WCC)
2. Vegetation to be cut back along the road to increase visibility. (Charlotte to ask Highways to action).
3. A possible off-road pedestrian/cycle path to run inside the fields similar to the Highbridge Road end of Kiln Lane. (Charlotte to include on the list of projects funded by developer contributions)
4. Speed checks to be carried out along Kiln Lane to find out actual speeds. (Andy Smith HCC to action). Highways will cut back vegetation around the road signs in Kiln lane but would like the Parish Council to let them know the names and addresses of the various landowners so that they can be sent a letter asking for cut backs.

### Drainage and Flooding

I have met with Highways officers and the Agent for the Chamberlayne Estates to look at the ditches and grips in Poles Lane. During heavy rain the M3 culvert can block and flood. HCC will cut out the grips along Poles lane and in Silkstead Lane and investigate with the Highways Agency and the Environmental Agency the status of the grille at the M3 culvert which feeds into the Bourne.

### Southern Water Exhibition

The Southern Water exhibition was very useful in consulting on the proposals for the new pipeline from Testwood to the Otterbourne works. The engineers were very helpful and open about what is proposed. The pipeline is mainly on private land and will not cause too much disruption when put in but crossing Main Road near will have some impact and there is still some uncertainty as to the final part of the route either along Waterworks Road or Sparrowgrove. I was assured that local views on that issue would be looked at carefully although they were veering towards the Sparrowgrove option. They intend to put in a planning application probably at the end of the year so residents will be able to make their views known then.

### Winchester Passenger Transport Meeting

I attended the Passenger Transport Forum to hear about the local Sustainable Transport Fund projects for Winchester District. Disappointingly the one thing that it was not allowed to be used for was to sustain socially necessary bus services. The point frequently made is that the cost of fares is one of the main factors for not using public transport. The projects are – better real-time information on buses (not ones through Otterbourne), additional cycle stands, opening of the Hockley cycle link, more walk to school and school travel plan support and city centre accessibility schemes. There is a 'My Journey' campaign to make people aware of transport opportunities for them. Details are on [www.myjourneyhampshire.com](http://www.myjourneyhampshire.com). Community Transport (or self- help) also has more funding. Local schemes run by volunteers seems to be the only alternative for some villages. For information on help with training volunteer drivers and how to set up a scheme go to <http://www3.hants.gov.uk/passengertransport/transport-self-help-kit.htm>

### Mobile Library visits

Unlike some other areas the mobile library will continue visiting Otterbourne – a sign that we are using the service well.

### Concessionary Travel

The County has committed to another year of the extended times for concessionary travel. Passes can still be used from 9am till 11pm Monday to Friday and at time at the weekends.

### Troubled Families in Winchester District

Using Government funding a new multi-agency partnership is about to start on a coordinated and tailored programme of support with Hampshire families to improve children's school attendance, cut anti-social behaviour and help support adults into work. In the Winchester District 120 families will participate in this scheme over the next three years.

### Audit Commission Report on HCC

The Audit Commission has published its Annual Governance Report for the Council's accounts and the Hampshire Pension Fund for 2011/12. There were no areas requiring action or improvement. The report shows that Hampshire County Council's spend per head of population is in the lowest five per cent of all county councils and it has one of the lowest council taxes. The Council still has one of the highest number of adults receiving home care services and the number of adults receiving day care is also being maintained.

Otterbourne Parish Council meeting 20.11.2012  
District Councillors Report from Jan Warwick and Mike Southgate

**New Code of Conduct**

There was a training session run primarily for parish councils on 8<sup>th</sup> November. Main changes are breach of regulations could be criminal offence, include interests of 'partner' in declaration and no need to register membership of outside bodies (e.g. school governor, political parties, Freemasons).

**Localism Act: Neighbourhood Planning.**

Examination in public of the Winchester Local Plan Part I took place at the end of October. The inspector decides whether Winchester's Local Development Plan Part 1 (Joint Core Strategy) is legally sound. The plan covers housing, economic development, open spaces, green spaces, and affordable housing within the three areas (South Hampshire, Winchester City, the rural areas and market towns within the District). Winchester is now developing the Local Plan Part II. This is adding the fine detail to the Local Plan Part I. There will be another Blueprint consultation similar to the one in 2010 shortly (Dec/Jan).

**Petition for Sports Facilities**

A 3000+ list of signatures was presented at the November Winchester City Council meeting by the Winchester Fit4the Future campaign calling for a review of the built sporting facilities in Winchester and consideration of a new sustainable, community facility to replace the ageing River Park LC.

**Council Houses Bourne Close**

The Planning Application for these three new houses is now going to Planning Development Control Committee on 27th November.

**Kiln Lane**

MS attended a meeting organised by CC Bailey. It was agreed to review sign age, and pursue vegetation cut backs. The issue of speed limit is also being looked into.

**Poles Lane Speeding Concerns**

As a result of some work Councillor Warwick and I are doing with Hampshire's Safer Road Team we asked whether there was any recent data collected about speed levels in Poles Lane within the 30 mph zone. Apparently, vehicle speed data was collected on Poles Lane just over a year ago. This showed mean speed of vehicles = 30.9mph and 85th percentile speed = 35.6mph. The actual number of vehicles using the road and those exceeding the speed limit are relatively low. The team are looking further into this data to ascertain whether any enforcement has taken place and the number if any of reportable accidents over the past three years in the 30 mph zone.

**Hursley Average Speed Trial**

Councillor Jan Warwick has managed to secure a trial of a new village 'average speed' camera for Hursley Village. Its purpose is to test effectiveness and record data over the trial period. Statistics have proven this to be the most effective method of reducing speed.