

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 21 APRIL AT 7.30 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2232

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

In attendance: County Cllr Phil Bailey; District Cllr Mike Southgate (also reporting as Chairman for SOCCT); 1 parishioner; Clerk

1. **Declaration of Interest:** Cllr Rodford declared Personal Interest at Item 10 with reference to Cranbourne Drive verge repair.
2. **Apologies for Absence:** Cllr D Stirrup; District Cllr Jan Warwick; Mrs K Mantell; Mr R Emery
3. **Minutes of the Meeting:**
To approve the Minutes of the Parish Council meeting 17 March 2015
Minutes previously distributed to all Councillors. Proposed by Cllr Kelly; seconded Cllr Barton-Briddon, approved by Council and signed.
4. **Police Report**
A report detailing incidents from 17/03/15 to 21/04/15 was presented: 2 reports of criminal damage and 1 report of theft.
5. **Open Session for Parishioners**
The meeting was closed.
 - i) A Parishioner spoke against a Planning Application received for Land West of Otterbourne Farm, Kiln Lane, relating to Change of Use to equestrian and development of a stable block with four loose boxes, feed store and tack room; associated parking and hardstanding. The application was on the same site as a previous one by the same applicant for a golf driving range. It was considered that the application was contrary to the VDS, Kiln Lane was unsuitable for horses and horse trailers, the land was agricultural and the application would be the start of new building development.
 - ii) Cllr Rodford spoke regarding Agenda Item 9 and the grassing of the verge on Cranbourne Drive adjoining her property, Rose Cottage. It was necessary to replace the side wall of the garden which contained a major structural crack caused by the Knotweed. A fence was proposed along the boundary line, but in accord with the VDS, it was considered beneficial if the fence was softened on the outside by a hedge where the laurel hedge had previously been. The VDS noted preference for mixed hedging as also existed on the opposite verge and this was what was proposed. It was noted by the Clerk that permission was required for planting the hedge on parish land and the matter was agreed as Prejudicial Interest by Cllr Rodford who would withdraw from the meeting when it was discussed at Agenda Item 9.
The meeting was re-opened.
6. **County Councillor's Report**
Cllr Bailey had attended the Elderfield Food up Front event on 21 March and would be following the progress.
7. **District Councillor's Report**
Cllr Southgate reported. The parking restrictions on Cranbourne Drive seemed to be working. The footpath through Oakwood copse was still ongoing.

Agenda Item 11. c) was moved forward by the Chairman.

Oakwood Copse – to update on the footpath and Section 52 findings from WCC

Cllrs Jones and Stirrup had met with the new owner of the land and informed him about the investigation by WCC. The Enforcement Officer at WCC had advised Cllr Jones that what had occurred was not a planning restriction matter, but should have been written into the sale of the land and was therefore a deficiency in the contract. Recourse would be via the Law Society. Mike Southgate reported that in the original sale there was a clause in which Southern Water had to draw-up a Management Plan within one year which they had done and submitted to WCC, but it was not clear if this clause had been transferred on in future sales. At the time when SOCCT had purchased the community land, WCC had confirmed there were no outstanding covenants on the land. It was felt that besides investigating the contractual side, it was important to develop an alternative path accessible by pushchairs and the less able as soon as possible. The ‘old’ path had a sewer running beneath which could cause complications regarding any further work and the ‘middle’ path appeared the best one to develop. The owner of the land had offered to help SOCCT in developing this. SOCCT was open to a request from the Parish Council to take this forward with help for project management. It was confirmed that any new path would be permissive as agreed by SOCCT and that it would be suitable as far as possible for pushchairs.

To take forward investigation and plans for new path	Cllrs Jones and Stirrup	19 May
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Agenda Item 12. was moved forward by the Chairman.

a) Planning application for Change of Use to Equestrian on Land West of Otterbourne Farm including erection of a stable block, feed store and tack room; parking and hardstanding. The section of land would use the new field gate on Kiln Lane and did not affect the footpath across the field. Councillors put forward the following concerns: Traffic: Kiln Lane was narrow and had no speed restriction; it was unsuitable for horses or horsebox trailers. Use: the application related to a personal use, but cited reasons in support for commercial use which could not be supported. Context: the application should be viewed in relation to the whole length of Kiln Lane and the development at the Old Churchyard and the new barn including non-compliance with previous planning requirements to-date. Effluent: the land was waterlogged and any hardstanding would increase the problem. Visual: the land was agricultural and new building would detract from the countryside and visual amenity of users of the lane.

It was agreed to hold a public planning meeting if possible before submission.

To find room for Planning Committee meeting	Clerk	asap
To respond to the planning application by due date	Cllr Jones	11 May

b) Coles Mede garages – to consider a request for potential development of the WCC owned site for affordable housing.

WCC had been approached by a developer to build affordable houses on the garage site plus part of the green which had a Section 106 open spaces agreement attached. Cllrs Jones and Acton had met with the developers to understand the proposal which was for 7 houses: 4 x 2 bed houses and 3 x 3 bed houses. They would be released at 70% market value and be retained as such for future sale with priority to local people. No planning application had been received to-date and an exhibition was planned by Footsteps Living. Cllr Southgate advised it was important to establish best use of the land. It was noted this was a ‘for profit’ organisation and not a Housing Association. OPC supported holding the exhibition to inform parishioners.

To respond to Footsteps Living supporting exhibition	Cllr Jones	19 May
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8. Report of Representatives to Various BodiesAllotments

The annual rents had been received to the sum of £734.40.

OVHC

A recent party at the hall had caused considerable damage resulting in an insurance claim.

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

11. d) Highways Matters: Zig Zags outside Public Car Park on Cranbourne Drive – a request for these to be refreshed had been made. 30mph sign outside Southern Water on Waterworks Road – this still needed checking. 30mph Roundels – these were only possible if supported by a 30mph sign. Cllr Jones would determine HCC's view with reference to street clutter. Broken bollards at Kiln Lane – these had been reported.

12. a) iii) Play Park Bin: a bin was found in the pavilion and replacement made. Play Park Repainting: colours had been determined as bright as possible in the Sadolin paint.

12. b) i) Greenacres Drive Open Space: WCC had not yet responded.

12. b) ii) Cranbourne Drive verge repair: Refer to Agenda Item 5. ii). Cllr Rodford withdrew from the meeting. Cllr Jones advised that the Rodfords had discussed the matter with him and proposed to replace the current wall with a fence and mixed hedge planted outside their boundary on parish land. Council agreed that to have a fence softened by a hedge was the preferred option provided the Parish Council did not undertake maintenance. Concern was raised relating to future owners of Rose Cottage with regard boundary line and maintenance. It was agreed a simple document was required which would be drawn up by the Parish Council at its expense if needed. This would agree the boundary line and future management of the hedge and the land. Cllr Rodford returned to the meeting and was advised of the above and agreed to the arrangement. Grassing of the land would be at the Parish Council's expense to be agreed at a future date after the works either in the Spring or Autumn growing months.

12 d) Waterworks Road waste bin: the position had been agreed by Cllrs Stirrup and Jones and was mostly out of view from the houses, but still near to the 'middle' path and visible for use. WCC had been instructed with the work.

To follow-up on Highways matters still outstanding	Cllr Jones	19 May
To arrange for drawing up of document ref. Rose Cottage	Clerk	19 May

10. Report of the Finance and Administration Committeea) Parish Accounts and Cheques for Payment – as attached

The second Veolia payment had been received. The Precept advice had been received by WCC. The Allotment rents had been received and were to be banked. End of year c/f estimate of £4,000 was confirmed available for either the pavilion boiler or further benches. – to approve reinvestment of £25,000 with Lloyds Bank

It was agreed to reinvest either at Special Rate of 1.1% to February 2016 or for a 6 month term at 0.7%, depending on confirmation of rates closer to the reinvestment date.

Proposed by Cllr Kelly, seconded Cllr Brabham and agreed by Council.

b) Internal Audit – to receive verbal report from internal audit 20 April 2015

The Clerk reported that John Murray, CPFA, had no matters to raise for the attention of the Council. A copy of his Report would be available at the May PC meeting.

c) External Audit – to approve 2014/15 accounts to go forward for Annual Return Section 1

The accounts as previously presented to all Councillors were approved.

– to approve 2014/15 Annual Return Section 2 Statements 1-9

The Statements as presented to all Councillors were approved.

d) Old Churchyard – ratification of additional expenditure for maintenance £270

Proposed by Cllr Jones, seconded Cllr Rodford and agreed by Council.

e) Nomination Papers – these had been accepted by WCC and the election was uncontested.

To reinvest £25,000 at due date	Clerk	17 April
To send off External Audit	Clerk	asap

11. Report of the Amenities and Recreation Committee

a) Oakwood Park Recreation Ground

i) Youth Facilities – to update on the MUGA completion and Opening Event

Cllr Jones reported that further pieces of equipment were required to complete the installation. The tarmac was being held to avoid patching. It was agreed to delay the Opening Event until closer to completion, particularly as the line marking could not be undertaken until 4-6 weeks after the tarmac. Possible dates for the Opening Event were the half term school holidays, the Jalopy Event in June or later into the July school holidays.

To progress as required	Cllr Jones	19 May
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ii) Pavilion – Proposal for expenditure for boiler service and draft box to be fitted to the doors. One of the contractors contacted by Cllr Stansbury for quotation of a replacement boiler had suggested that the current boiler required a full service and a draft box fitted to the exterior cupboard doors in order to alleviate the problem of the pilot light extinguishing. It was agreed worthwhile to try this option first. Proposed up to £500 plus VAT by Cllr Jones, seconded Cllr Stansbury and agreed by Council. As the boiler cupboard doors were in very poor condition it was agreed it would be better to replace these prior to fitting a draft box.

To email Councillors with quotation for replacement doors.	Clerk	asap
To progress boiler service	Cllr Stansbury	asap

– to agree use of pavilion and recreation ground 7 June for Rotary Club walkers

The Sports Club had agreed use of the pavilion for toilets provided Rotary Club marshals were on duty. Council agreed use of the recreation ground.

To advise Rotary Club	Clerk	asap
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b) Common – to update on measures to prevent parking on the area to the west side
It was agreed to defer the Item to the May meeting.

To approach owners of Lilac Cottage for their view	Cllr Rodford	19 May
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c) Oakwood Copse – to update on the footpath and Section 52 findings from WCC
Refer to Agenda Item 7.

d) Street Amenities

i) Parish Benches – to update on the replacement programme

Feedback from the consultation on the Bourne Close bench was both for and against moving it to an alternative position. It was agreed that the bench would remain in the current position as it was useful for bikers and walkers. WCC would be contacted to determine preferred order method/payment process. Cllr Jones had arranged for storage of the benches prior to installation. Six new benches with four dedication plaques and six Otterbourne Otter inserts were agreed for order by the Parish Council.

To advise Clerk of dedication wording for plaques	Cllr Acton	19 May
To advise WCC of position of Bourne Close bench	Clerk	19 May
To liaise re. storage of benches and installation and to arrange for collection of current dedication plaques	Cllr Jones	19 May
To determine lead time for delivery and place order	Clerk	19 May

ii) Bus Shelters – to approve contractor for cleaning 2015/16

The contract information and schedules had been sent out to two contractors. It was agreed to instruct Roy Webster with the contract. Proposed by Cllr Jones, seconded Cllr Rodford and agreed by Council.

To finalise contract with Mr Webster, PL insurance and Risk Assessment	Clerk	19 May
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– Proposal for expenditure for repairs to the lean-to bus shelter on Main Road
Cllr Jones had met with Taylor and Son for some minor repair work. Proposed by Cllr Jones, seconded Cllr Kelly and agreed by Council.

To instruct Taylor and Son with the work	Clerk	19 May
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12. Report of the Planning and Highways Committee

a) Planning Applications and Decisions - as attached.

b) Coles Mede Garages – to consider a request for potential development of the WCC owned site for affordable housing. Refer to Agenda Item 7.

c) Highways – request for works for the Lengthsman’s visit w/c 11 May

Several requests received: litter pick the public car park behind the trees; wipe seats of the bus shelters; cut back vegetation around the village sign on Otterbourne Hill; clean bollards through the village; remove concrete blocks and spray nettles at recreation ground entrance.

d) Other matters

Southern Water was undertaking surveys which could result in some coned off areas.

To submit Lengthsman worksheet	Cllr Barton-Briddon	27 April
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13. Risk Assessment and Management

Concern had been raised by a resident regarding use of the ‘kickabout’ area and a football being kicked onto a neighbouring drive.

To prepare Risk Assessment	Clerk	19 May
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A request to use the recreation ground for a birthday party including hire of a bouncy castle had been received. The Clerk advised that the Parish Council’s insurance excluded bouncy castle use on its land.

To advise applicant	Clerk	asap
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14. Notification of events and to raise new items for the next meeting

i) Annual Village Assembly – 7.30 pm Monday 11 May 2015 Bianchi Suite, Village Hall

To make household delivery of Newsletters	All Councillors	asap
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15. Date of next Parish Council meeting – 19 May 2015 commencing 7.30 pm.

Report of the Finance and Administration Committee

a) Parish Accounts stand as follows

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	33,305.84	28,444.66
Lloyds Investment a/c 12 mth to 29/04/15 @ 0.95%	25,000.00	25,000.00
Lloyds Investment a/c 6 mth to 23/06/15 @ 0.7%	<u>11,500.00</u>	<u>11,500.00</u>
Total Balance	69,805.84	64,944.66

Interim Cheques for payment from Lloyds account 31 March 2015 (added to the March Minutes)

2929	Crawley Parish Council – Lengthsman green waste removal	£ 25.00
2930	WCC – dog bins Oct-Dec	£ 320.00
2931	Royal Mail plc – PO box annual subscription	£ 312.00
2932	Otterbourne Conservation Group – Old Church Yard maintenance	£ 270.00
2933	WCC – dog bins Jan-Mar	£ 270.00
2934	OCS Group Ltd – recreation ground maintenance March	£ 62.96
2935	DEK Graphics – photocopying March	<u>£ 36.67</u>
		£1296.63

Cheques for payment from Lloyds account 21 April 2015

2936	Blake Davis Tree Care – tree works	£1020.00
2937	Mrs J Ayre – salary March	£ 768.82
2938	Mrs J Ayre – office and travel expenses	£ 93.60
2939	OVHC – parish hall hire April-June	£ 100.00
2940	HALC – annual subscription	£ 386.00
2941	Shaw and Sons – accounts books	<u>£ 47.94</u>
		£2416.36

Report of Planning Applications and Decisions

Applications

Case No. 15/00378/FUL 8 April	Lavender Hill Cottage, Boyatt Lane, Otterbourne First floor side extension and new entrance porch and render to building. No comment
Case No. 15/00652/LDP 21 April	25 Chapel Lane, Otterbourne Single storey extension to the rear (Certificate of Lawful Development) No comment
Case No. 15/00554/FUL 23 April	8 Bourne Close, Otterbourne 2 Storey rear extension No comment

Decisions

Case No. 14/02149/TPO	Arnage, Norlands Drive, Otterbourne 2 no Lime crown lift to 9 m and crown thin by 20% Application refused
Case No. 15/00091TPO	5 Oakwood Close, Otterbourne 1 no Conifer to fell and 1 no Holm Oak to reduce by 3m from lhs

Application refused