

**MINUTES OF THE MEETING OF
OTTERBOURNE PARISH COUNCIL, 21 JULY 2015 AT 7.15 PM
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2251

Present: Cllrs Jones, Acton; Kelly; Stirrup; Barton-Briddon; Stansbury; Brabham; Romero

In attendance: District Cllr M Southgate; Dr K Smith; Iain McDermott-Paine and Michael Glen from SIA; 18 Parishioners; Clerk

The meeting commenced with a presentation from Southampton International Airport (SIA).

It was advised that this was a constrained site with a single runway. There were generally 100 seater planes operating and approximately 40,000 movements/year. The airport was used by 3.5M people within catchment of 60 miles and as a link to London. It was no longer part of BAA. There were good customer relations.

The noise reduction strategy consisted of compliance with the S106 planning contract agreed with Eastleigh Borough Council. No overnight operation: permitted hours between 0600-2300 Mon-Sat and 0730 -2300 Sunday, plus 10 out of hours flights/mth with accompanying reason to fly. Noise preferred routings. Restrictions for aircraft greater than 5.7 tons; for helicopter movements up to 7,500/annum within working hours; for engine ground-run maintenance; for aircraft training approx. 3 movements per year; for aircraft types and level of noise emitted restricted to level 3. Noise complaints were down from an average of 300 in 2010 to 57 in 2014. Complaints had peaked in 2007 during a trial with 1,500 received. Otterbourne complaints were down from 4 in 2014 to 2 to-date in 2015. It was thought this was due to quieter aircraft with better performance and to the policy of proactive community information and website.

A heat map of actual flight routes showing departures to the North for a 3 month period over the summer of 2013/14 had been produced in conjunction with NATS. It showed the majority of aircraft following and extending beyond the 2.5 nm line. Some element of dispersion occurred to accommodate aircraft limitations, eg the Trilander was slow to climb and cut off earlier over Otterbourne; also over-riding airways and flight paths in the airspace had to be factored in. Cllr Southgate raised the point that police helicopters were out of SIA control. The wind direction was critical for take-off and it was estimated that 70% of departures could be over Southampton because of the prevailing wind direction. A heat map of the arrivals was also being prepared.

Cllr Romero raised a question about noise from different types of aircraft. It was advised that the Trilander to the Channel Islands was known to be noisy and was being replaced early 2016. Propeller aircraft appeared to make more noise but were amongst some of the most efficient aircraft and the sound was dependent upon various factors such as weather conditions which affected noise perception. Cllr Romero raised a question about the projected growth of SIA. It was advised that a second runway was not envisaged, but a starter strip might be added to increase the runway length. New infrastructure was dependent upon rising figures and current movements were down from 47,000 to 40,000 per year, equivalent to 110-130 movements per day. Saturation point with additional ground based infrastructure was estimated at 60-70,000 movements/year. Any extension would be subject to the planning process and WCC would be a statutory consultee. Cllr Jones confirmed that the Technical Working Group which held a standing post, currently represented by David Ingram, would be involved. Dr Smith advised his understanding was that the heat map and that of the arrivals when prepared would be embodied with WCC as a base to move forward.

The Chair gave thanks from the Parish Council for the presentation.

The Chair welcomed Cllr Romero to the Council

1. **Declaration of Interest:** Cllr Barton-Briddon declared interest for Item 11 b).
2. **Apologies for Absence:** Cllr Rodford; County Cllr P Bailey; Lynne Hill; District Cllr J Warwick; PCSO Michelle Wilkinson.
3. **Minutes of the Meeting:**
To approve the Minutes of the Parish Council meeting 19 May 2015
 Minutes previously distributed to Councillors. Proposed by Cllr Acton, seconded Cllr Kelly, 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:
 17.a) i) quotations for a replacement height restriction barrier were in hand.
5. **Elderfield Report**
 A report from Lynne Hill, Project Manager for Elderfield had been received and copied to all Councillors. OVHC was thanked for use of the village hall as emergency accommodation during the gas leak. There had been nine successful move-ons of Service Users into independent living in the community and one removal of a Service User for a drink related issue. The Food up Front scheme was underway and more local volunteers were needed.
6. **Police Report**
 A report detailing incidents from 19/05/15 to 21/06/15 had been received: one report of attempted theft from a motor vehicle; one report of burglary other than a dwelling; four reports of theft (three relating to theft by youths from a commercial premises); six reports of anti-social behaviour (five relating to youths misbehaving).
7. **Open Session for Parishioners**
 i) Coles Mede – Potential development by Footstep Living.
 Refer also to Item 11 b). A Parishioner spoke against the development which comprised 7 properties and 13 parking spaces on the site of the garages and a portion of the green. The Parishioner's feeling and of those residents he had approached was that this was not appropriate development for the site in its nature, density, parking and impact on the green. Residents had expressed concern at losing part of the green which was well-used and to which they felt strong connection with its history as the initial recreation area for the parish. It was recognised that there was a need for affordable housing, demographic changes had occurred in the parish and it was difficult for younger people to move in; there was less concern for the garage area, but the green should be protected. Legislation was in place to enable the land to be registered as a Village Green and an application had been made under 15.2 of the Commons Act. The Parishioner was currently trying to gain evidence to support the application. A Parishioner expressed frustration at missing the exhibition, but it was advised this had been reported in the Parish News, website and notice boards inviting feedback. Cllr Jones added that feedback from the developers had been reported as 5-6 people in the village saying they would like to buy one of the properties. The developers were trying to engage after receiving feedback, modifying the development and pulling back the design from the green. They hoped to hold a further exhibition with the new plans. A Parishioner advised that the Footstep Living website link for feedback did not appear to work.

District Cllr Mike Southgate addressed the meeting and advised there had been an approach by the developers to WCC for only a small element of the green to be used and that WCC had suggested the Parish Council would be the best way forward. Cllr Acton advised it was unfortunate that the developers had drawn up plans and approached WCC before first consulting with residents. A Parishioner was concerned about the narrow road and problems for refuse collection vehicles to access the site. Cllr Acton asked about profitability of the site. Cllr Southgate advised that this was discounted land by WCC to aid in the overall affordability of the housing which would be passed on by contract to ensure affordability for future purchasers – it was a new scheme. Cllr Jones advised that a request for Village Green status could be ongoing over significant time. Also it was important for residents to submit comments individually both to the developer and to WCC and to differentiate involvement/comments for registration as a village green.

To contact the developer with concerns about the website's feedback and to investigate potential of a link to the Parish website	Clerk Cllr Stirrup	asap
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ii) Path through Oakwood Copse and Land known as the Glen

Refer also to Item 11 c)

One of the owners of the site addressed the meeting. They had purchased a piece of land and conducted a survey for fencing the property. It was understood the land included part of a footpath and they had helped voluntarily with materials and labour to construct an alternative path though the Copse suitable for wheeled use. They wished to be open about their hopes for future use of the land which was for housing development in line with parish requirements. A Parishioner asked about access to the land and it was advised this was envisaged using the current path off Waterworks Road which was a former access to a market garden. It was recognised there were TPOs in place. A Parishioner asked why the path had been closed off with concern about use of barbed wire. The owners advised that it had evidently been a shock to some residents that the land had always been private and not part of SOCCT land and that it had taken a long time to establish the correct boundary. A question was raised concerning any future planning application. Cllr Acton advised that the most important point was that the land was outside of the settlement boundary and only usable as an exception site; it was therefore very premature to talk of planning possibility. The owners accepted this, but pointed out that there were seven exception sites noted for Otterbourne in the Local Plan and they were one which had come forward to explore ideas which they hoped would be of benefit to the village. A Parishioner advised the land had been refused planning application in the past and that the Copse should be respected as ancient woodland. Cllr Jones advised that any application would go to a public meeting.

8. County Councillor's Report

Rights of Way: a new interactive map had been launched which enabled viewing of information on Rights of Way, reporting of problems and following status thereof and for vegetation clearance. www.hants.gov.uk/rightsofway-reporting

9. District Councillor's Report

WCC Boundary Review: the final recommendations from the Boundary Commission had been published. A request had been made for the boundary name to be changed prior to the May 2016 elections. Refer also to Item 11 c). Pit Vale: a planning application to build a

350 homes on the field adjacent to Pitt had been submitted. This had been opposed by both District Councillors as it compromised the gap between the City boundary and rural settlements and was not in accordance with the WCC Local Plan. River Park Leisure Centre: the consultant's report for indoor sports provision had been finalised and decision would be made by end of July. Silver Hill: WCC had voted to proceed with the £150M scheme proposed in 2009.

10. Report of Representatives to Various Bodies

SOCCT

Cllr Kelly had attended the AGM on 17 July. A request for a donation to help with maintenance had been requested. Refer also to Item 12.c)

11. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached.

b) Footstep Living Exhibition – report and feedback for Coles Mede development proposal. Refer also to Item 7. It was noted that following the exhibition the developers had tried to be responsive to feedback in modifying the design by reducing the height and encroachment onto the green to less than 2 m. A new children's play area was offered as part of the scheme and registration of the green under Village Green status to prevent future development. Cllr Acton noted it was unfortunate that a smaller development might compromise the viability of the scheme. Footstep Living planned to hold another exhibition, hopefully at the proposed site and Council agreed to wait until after this and further feedback before reaching decision.

c) WCC Boundary Review – to receive Boundary Commission final recommendations Refer also to Item 9. Cllr Acton advised that the Commission's final recommendations were laid before Parliament and could not be amended prior to the May 2016 elections. A letter had been sent to the Commission identifying the lack of consultation on the boundary name and that it was considered unrepresentative of the five parishes. Information on how to change the name following the May 2016 elections was also requested. An email had been sent to the four other parish councils requesting feedback on the name. Compton & Shawford PC and Hursley PC had responded and put forward potential new names of 'Downlands South' and 'Winchester South'. It was agreed to wait for response from Oliver's Battery and Badger Farm.

To Agenda for 17 November PC meeting following Working Party on 20 October	Clerk	12 Nov
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d) HCC Boundary Review – to approve consultation response.

Cllr Acton had attended a briefing at HALC. There would be a potential increase from 74 to 78 electoral Councillors. Otterbourne was within the target numbers for electorate within the ward. It was not evident that significant change was needed and Council agreed to wait until after the draft recommendations had been received to submit comment, together with suggested boundary name.

e) WCC Adoption of High Quality Places Supplementary Planning Document – to report.

Cllr Acton advised that it would be necessary to go through the report in relation to the Village Design Statement and note any changes as may be necessary.

To undertake review and report back to Council	Cllr Acton	By 17 Nov
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f) Hampshire Minerals and Waste Supplementary Planning Document – to approve response. Cllr Acton advised that for oil and gas reserves Otterbourne was on the boundary of the Wessex basin and not within a problem fracking area. The document relating to minerals was concerned with avoiding sterilisation of mineral sites (sand and brick clay) of which there were none in close proximity to Otterbourne. The document relating to waste was concerned with managing and preserving recycling sites.

To submit 'No Comment'	Clerk	7 Aug
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g) Highways

i) Lengthsman – to receive requests for visit w/c 3 August.

Requests were received for cutting back the verge alongside the allotments and the garage of 2 Hilltop Cottages, also for some minor tree works and litter picking and clearing the drain gully at the end of the service road in front of The Old Parsonage. It was advised further requests were required by 24 July.

To prepare and submit Worksheet	Cllrs Barton-Bridson and Romero	27 Aug
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ii) Cycle Stands – to consider request for additional stands in the central part of the village. Cycle hoops had already been installed next to the bus shelter on Otterbourne Hill. Two requests had been received for stands in the central part of the village. Council agreed the verge next to Old Deeds bus shelter was a suitable site and would forward request to HCC for installation of two hoops. Cllr Southgate offered help with progressing the request.

To work with WCC and HCC to progress request and installation	Cllr Jones	10 Sept
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iii) Public Car park – to discuss use of public car park on Cranbourne Drive. It had been noted that the car park was regularly full on most days. It was thought increased use was the result of car sharing and closure of the small car park in Otterbourne School. Council agreed that to limit use would be difficult and the unintended consequences might be to push parking further into Cranbourne Drive, but it would be worthwhile obtaining more information on the various user groups.

To draft letter to Otterbourne School requesting information on number of staff and support workers using the facility.	Clerk	10 Sept
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12. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) General – to receive reports on recent anti-social behaviour

It had been noted that litter was being left at the new youth facilities area and that a sign asking users to use the bin or to take their litter home might be required.

To draft wording for sign if problem persists	Clerk/Cllr Jones	10 Sept
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ii) Youth Facilities Project – to receive final report

The official Opening Event had been a successful occasion and the final report with request for release of the 5% retention amount had been submitted to the Veolia Environmental Trust. The VET had requested a post installation report by an RPII inspector and Nick Adams had been instructed. Two final bolts were awaited from TCL and application of a weed barrier spray to the tarmac surface before the Practical Certificate of Completion would be signed off. It was noted that future provision in the budget would be needed for ongoing weed barrier applications.

To pursue TCL for final works	Cllr Jones	asap
To submit RPII Report and PCC to the VET	Clerk	asap

iii) Pavilion – to update on annual inspections and boiler works.

The pavilion inspections for security alarm, gas boiler service and certificate, fire certificate and emergency lighting had been completed. The new doors had been installed. The boiler pilot light was still causing problems in windy conditions and Merdon would be asked to have a further look.

To follow-up with Merdon	Cllr Stansbury	asap
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b) Common – to report the deletion of designation as a SINC.

Failure to find a particular species of plant had meant the common had been deleted as a Site of Importance to Nature Conservation. The schedule of cutting for 2015 had been increased from five to nine cuts per annum due to complaints that it was untidy and unusable as an open space. Cllr Stansbury pointed out that there were opposing views within the Parish regarding use of the area. It was agreed to try and map out certain areas which could be left uncut and help from the Conservation Group would be much appreciated.

To advise the Conservation Group and request enlistment of their help in mapping out areas for diversity	Cllr Stansbury	10 Sept
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c) Open Spaces Areas – to update on Oakwood Copse footpath.

Refer also to Item 7. The new path had been installed and was reasonable for wheeled use, although it was hoped further work could accomplish more level path once it had settled. A sum of £500 in the budget had been c/f from the Jubilee Path, but it was agreed £250 would be sufficient for works to this and the remaining £250 could be considered for donation to SOCCT towards maintenance costs of tree works for the new path. Council agreed this could be taken forward for Proposal at the September meeting.

To Agenda Proposal for 15 September	Clerk	10 Sept
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13. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment

As attached.

b) Rental Review – to report on annual rent review for the Sports Club.

The rent review had been calculated using a formula in the lease and for 2015 would be increased from £2,372.65 to £2,963 per annum. A letter had been sent advising the new rent.

c) Community Emergency Plan – report of recent incident and update of the Plan.

A recent gas leak in the central part of the village had invoked use of the Emergency Plan and several worthwhile matters/amendments had arisen. Cllr Acton advised that it was important to determine who should receive a copy of the Plan to know it exists amongst wider bodies that might need reference to it; also that residents should know the Parish Council had addressed this issue. Cllr Jones advised it was important to have a condensed schedule of numbers for use at the emergency and distribution of the Plan should be to all Councillors such that any would have access to the information as needed. It was acknowledged that the preamble of the Plan was a necessary part of the Risk Assessment process, but would be looked at further to condense.

To contact WCC for a de-brief; to include Cllr Acton	Cllr Jones	
To take forward new format for the Plan and determine distribution	Cllr Jones	

- 14. Risk Assessment and Management**
None noted.
- 15. Notification of events and to raise new items for the next meeting**
A date for use of the recreation ground for the 2016 Jalopy event had been requested on Sunday 26 June and this was approved.
- 16. Date of next Parish Council meeting:** 15 September 2015 at 7.30 pm in the Bianchi Room.

Report of the Planning and Highways Committee

Application and Closing Date for Comments

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| Case No. 15/01019/FUL | Otterbourne Grange Residential Home Grange Drive, Otterbourne
Variation of condition no. 2 of planning permission 14/02360/FUL;
to allow UPVC windows No comment |
| Case No. 15/00955/LDP | Lavender Hill Cottage, Boyatt Lane, Otterbourne
Single storey rear extension (Lawful Development Certificate)
No comment |
| Case No. 15/01063/FUL
1 July | 4 Ivy Cottages, Boyatt Lane, Otterbourne
Rear extension No comment |
| Case No. 15/01207/FUL
7 July | Cherralea, Waterworks Road, Otterbourne
Single storey rear extension No comment |
| Case No. 15/01388/TPO
22 July | 5 Oakwood Close, Otterbourne
Tip reduction to Holm Oak to reduce the small low hanging
tertiary branches up to 1 metre around the base of the tree
No comment |
| Case No. 15/00787/FUL
16 July | Hunters Moon, Poles Lane, Otterbourne
Proposed wooden garage with concrete floor No comment |
| Case No. 15/01366/FUL
29 July | Nairana, Main Road, Otterbourne
Detached garage/store Comment submitted: Concern
about the height of the garage which seems excessive.
Consideration requested to be given to the impact this
will have on the area and the dwelling's position at the
entrance to the village. |

Decisions

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| Case No. 15/00652LDP | 25 Chapel Lane, Otterbourne
Single storey rear extension Application withdrawn |
| Case No. 15/00554/FUL | 8 Bourne Close, Otterbourne
Two storey extension Application permitted |
| Case No. 15/00716/FUL | Land west of Otterbourne Farm, Kiln Lane, Otterbourne
Change of Use of land to equestrian and the erection of a stable block;
4 x loose boxes, feed store and tack room; associated parking
and hardstanding. Application refused |

Case No. 15/01019/FUL	Otterbourne Grange Residential Home Grange Drive, Otterbourne Variation of condition no. 2 of planning permission 14/02360/FUL; to allow UPVC windows Application permitted
Case No. 15/00955/LDP	Lavender Hill Cottage, Boyatt Lane, Otterbourne Single storey rear extension Application permitted
Case No. 15/00835/FUL	Tanglewood, Boyatt Lane, Otterbourne Single storey rear and side extension and first floor extension within extended pitched roof. Application permitted

Report of the Finance and Administration Committee

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	54,925.26	47,226.05
Lloyds Investment a/c to 10/02/16 @ 1.1 %	25,237.50	25,237.50
Lloyds Investment a/c 6 mth to 23/06/15 @ 0.7%	0	<u>11,500.00</u>
Total Balance	80,162.76	83,963.55

Cheques for payment from Lloyds account 16 June 2015

2963	Mrs J Ayre – salary June	£ 792.78
2964	Mrs J Ayre – office and travel expenses June	£ 84.50
2965	OCS Canon – May	£ 188.88
2966	HCC – sign for youth facilities	£ 45.46
2967	OVHC – July and Sept hall hire	£ 80.00
2968	MJT Building and Decorating – moving SLRS	£ 96.00
2969	Mr R L Webster – bus shelters and notice boards cleaning	£ 56.25
2970	Cllr W Jones – reimbursement for AA and Youth Facilities events	£ 132.47
2971	Churches Fire and Security – pavilion fire and emergency lighting	£ 349.63
2972	Kompan UK – 4 th invoice payment	£ 748.80
2973	Kompan UK – 5 th invoice payment less 5% retention	£23,550.32
2974	BDO – external audit fee	<u>£ 360.00</u>
		£26,485.09