

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
21 NOVEMBER 2017 AT 7.30 PM IN THE VILLAGE HALL**

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

In attendance: 4 Parishioners, Clerk

1. **Declaration of Interest:** Cllr Jones Item 12 a) for Planning Application 14 Regent Close.
2. **Apologies for Absence:** Cllrs Stirrup, Rodford. County Cllr J Warwick; District Cllrs J Warwick; E Bell; B Laming, Lynne Hill, Project Manager Elderfield
3. **Minutes of Meetings:** to approve Minutes of Parish Council meeting 19 September 2017. Proposed by Cllr Williams, seconded by Cllr Stansbury, 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 except as follows:
10 e) Community Assets – Cllr Warwick had forwarded notification that WCC would be liable to pay any compensation determined under Regulation 14 of The Assets of Community Value Regulations 2012. The asset listing was ongoing with the Clerk.
11. a) i) Footpath at Recreation Ground – to be c/f to January for Cllr Stirrup to report.
11. a) iii) Inspection Report – to be c/f to January for Cllr Rodford to report.

5. **Elderfield Report**

A report had not been received. Cllr Jones advised that complaints had been received about Old Deeds bus shelter and also the recreation ground being used as a meeting and drinking place for residents.

To email Lynne Hill notifying concern	Clerk	19 Dec
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6. **Crime Report**

4 incidents in total noted of anti-social behaviour and criminal damage.

7. **Open Session for Parishioners**

A Parishioner advised that two residents of Elderfield had completed the new programme and had renovated the Park Farm bungalow.

A Parishioner advised that the vehicles parking on Oakwood Avenue junction were causing problems for traffic movement. Cllr Jones responded that several reports had been made. See Item 12. f) iii).

A Parishioner advised about the Action against Destructive Development (ADD) meetings in relation to the EBC Local Plan. Cllr Jones responded that the flier was on the website and notice boards. See also Item 12. c)

A Parishioner advised that the field with the public footpath leading from the Old Forge had a considerable amount of Ragwort.

To contact landowner and ask for it to be attended to	Clerk	19 Dec
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8. **County Councillor's Report**

As attached.

9. **District Councillor's Report**

As attached. Cllr Jones thanked local resident, Chris Williams, who had undertaken significant leaf blowing up Otterbourne Hill cycle path in order to keep it clear.

10. Report of Representatives to Various BodiesAllotments

Cllr Barton-Briddon had received report that the edge of the triangle of common along Chapel Lane had been cut-into by vehicles and there was concern for the water mains stop cock which was located nearby. It was agreed to write regarding cutting back hedges to ensure the full width of road was available.

To write re. cutting back hedges	Clerk	19 Dec
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11. New Parliamentary Constituency Boundaries – revised proposals

The Boundary Commission had not been persuaded to change its proposal to transfer Otterbourne and the neighbouring parishes of Compton, Hursley, Twyford and Colden Common from the Winchester Constituency to the Test Valley Constituency. It was agreed to write to the Commission asking them to visit the area in order to better understand the proximity, urban nature and strong ties to Winchester before their final decision.

To write to Boundary Commission	Clerk	8 Dec
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12. Report of the Planning and Highways Committee

a) Planning Matters – applications and decisions as attached.

14 Regent Close: Cllr Jones reminded all Councillors to respond by email.

Otterbourne C of E Primary School: It was noted the new temporary classroom application lasted for seven years and would increase parking pressure. See item 12. f) iii.

Cllr Jones reminded all Councillors to respond by email.

To respond to planning applications	Clerk	Due date
To invite HCC to review the parking for Otterbourne School as part of the response	Cllr Jones	

b) Village Design Statement – to discuss and agree parameters for update.

Cllrs Williams and Rodford had agreed to examine updating the VDS. Steve Opacic had advised that simply updating policy number references in line with the new WCC Local Plan was not worthwhile. If an update was to be undertaken, the focus should be on items not already covered by the WCC ‘High Quality Places’ Supplementary Planning Document. However, any changes would need to be subject to formal consultation (four weeks’ minimum) and adoption by WCC. It was agreed the VDS was still very useful as a planning reference and a report to Council updating items, such as, there was no longer a petrol garage in the village, would be undertaken for Council’s use.

To undertake update report	Cllrs Williams and Rodford	ongoing
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c) EBC Local Plan – update

Cllr Jones had attended an informative meeting at Upham village hall held by EBC Planning Dept. He reported it was encouraging that EBC seemed to be listening to the objections raised and had started public consultation and engaged consultants for information on pollution, highways, etc to present to the EBC Cabinet in December. He raised concern that the consultation website misinformed the public that they could not comment on the Plan unless a resident of Eastleigh. It was noted that besides the ADD meetings, the 11 December meeting was important for Councillors to attend.

To write to EBC notifying re. public consultation and reiterating the concerns and objections from Otterbourne	Cllr Jones	8 Dec
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d) Highways – ratification of £75 for bulbs for the highway verges.
Proposed by Cllr Williams, seconded Cllr Stansbury and agreed by Council.

e) Lengthsman – to report on parish meeting and work undertaken.

Cllr Moody reported the Lengthsman had advised all work had to be undertaken in working partners of two for H&S reasons and this had been a significant factor in the Worksheet items not being completed as expected. Cllr Jones advised he had met with the Lengthsman regarding Footpath 11 kissing gate and this had since been completed. He had agreed the Parish Council would issue the Worksheet two weeks' prior to the work date in order for the Lengthsman to better assess the quantity of work and working pattern.

f) Other Matters

i) crossing point on Main Road at Otterbourne Foodmarket. Two recent requests from residents had been made for this as it was felt the crossing point did not work at busy times or for children crossing. Cllr Warwick had requested information from HCC who had advised that the Traffic & Safety budgets were targeted at casualty reduction and safety led schemes. Engineering works were based on priority the current injury-accident record did not justify inclusion in the safety programme in comparison to other roads. A further response from the Intelligent Transport Systems (ITS) team was awaited. It was noted that the crossing point bollards were broken yet again.

To request replacement of the bollards and follow up with ITS team	Clerk	19 Dec
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ii) unauthorised advertising and signage in the village. A complaint had been raised regarding the long term use of banners in the village for advertising. There was no concern about the temporary use of banners for specific, local events, but some banners had been at positions for many months and it was agreed to make request for the businesses to remove them. The Kiln Lane railings were noted as highways property, but Highways did not permit commercial advertising without a licence.

To write to the businesses	Clerk	19 Dec
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iii) parking on Cranbourne Drive and Oakwood Avenue junction. Oakwood Avenue: several complaints had been received about vehicles parking too close to the junction with Main Road to allow free movement of traffic. The Clerk had asked the police to patrol, but resources and priority was a problem. It was thought some vehicles might be parking there whilst the garage development was taking place and Cllr Jones agreed to approach the garage owners. Cranbourne Drive: it was noted that the restricted parking times of 9-10 am and 3-4 pm were not being observed. It was agreed the Clerk would write to the Headteacher of Otterbourne School asking if a reminder could be issued in the Newsletter and to enquire about Walking Bus routes and use of other options to reduce car use.

To approach the garage owners re. Oakwood Avenue	Cllr Jones	19 Dec
To write re. Cranbourne Drive	Clerk	19 Dec

iv) parking at Shawford Station and surrounding roads under new franchisee. A letter had been received from Compton & Shawford Parish Council about parking in the roads surrounding the station and to advise that the new franchisee would be looking at the station parking which could lead to loss of free parking and/or tighter highway restrictions.

To write to C&S Parish Council to thank them for notification and request to be part of any consultation.	Clerk	19 Dec
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13. Recreation and Amenities Report

a) Oakwood Park Recreation Ground

i) Pavilion and Sports Pitch Use – update

Cllr Moody advised that Eastleigh Football Club was still interested and had viewed the pavilion. It had received the contract and agreed the container would be painted green. It hoped to commence using the facilities soon and Council agreed the feedback date from residents would be extended from the start date. The 2018 dates for the Jalopy event for use of the pavilion and recreation ground had been agreed and also the Rambler’s Walk. A request from the Eastleigh and District Dog Training Club for a Companion Dog Show in the summer had been received and further enquiries would be made. Cllr Williams made a request on behalf of SOCCT for use of the pavilion and grounds in conjunction with a proposed Easter egg/treasure hunt in the copses in order to raise funds which was agreed in principle subject to the date. Cllr Stansbury advised that he was receiving quotations for replacement of the fire exit door and framework. He agreed to trial firing the gas boiler in readiness for use.

To progress Pavilion use further and report	Cllr Moody	ongoing
To trial firing up the boiler and receive door quotations	Cllr Stansbury	asap
To make enquiries to the Dog Training Club	Cllr Williams	16 Jan
To report back on Easter egg/treasure hunt	Cllr Williams	ongoing

b) Common – to agree final work specifications to earth ditches and banks for quotation. Cllrs Stirrup, Jones and the Clerk had met WCC officers on site to walk the common and review the draft specifications. WCC had checked that planning permission was not required. Residents bordering the common had received a letter informing them of the works and the specifications had been placed on the website and Boyatt Lane notice board. Comments from two local residents had been received which were discussed and it was agreed as follows. Otterbourne Hill would remain as potential work because it was the most substantial in both distance and formation of a completely new bank. It was hoped this work would proceed, depending on cost, together with the wildflower border. The allotment area was considered sufficiently vulnerable to one or a small group of travellers to be included and because the work could not easily be revisited. It would also define the access for deliveries to the gate preventing damage to the roadside bank, but an amendment to the position of the new side banks would be made. The length along the west side of the gravelled parking area on Boyatt Lane had been discussed at the site meeting with WCC officers who were in favour of a new bank and ditch in order to maintain continuity with the existing length along Boyatt Lane. Council agreed, and that a width of 1.5 metres should be left open at the northern end for use as a footpath and access. This width would also be used at the footpath off Chapel Lane and for any new walkways. It was anticipated that funds reallocated from the current year’s budget, as agreed at the Finance Meeting 30 October, would largely cover the cost of the works. The remaining specifications were agreed.

To receive quotations	Clerk	16 Jan
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c) Amenities - Countryside Access Boards and Notice Boards

Proposal for expenditure up to £990 for posts and installation to five notice boards.

Proposed by Cllr Moody, seconded Cllr Stansbury and agreed by Council.

To instruct the works	Clerk	19 Dec
To liaise with contractor for positions	Cllr Jones	16 Jan

14. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts

	31 Oct 2017 Statement £	30 Sept 2017 Statement £
Lloyds Treasurer's account	26,596.20	27,486.15
Lloyds 12 month Investment a/c to 12/02/18 @ 0.9 %	25,749.33	25,749.33
Lloyds 32 day notice a/c at 0.57%	<u>13,864.20</u>	<u>13,860.80</u>
Total Balance	66,209.73	67,096.28

Internet payments totalled £2,350.38 Cheque payments totalled £183.28. All payments were approved. A copy of the Schedule is available from the Clerk. Following notification of interest rate rise, it was agreed to reinvest the 32 day notice account into a 6 month fixed term deposit.

To instruct reinvestment as 6 month fixed term deposit	Clerk	16 Jan
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b) Budget and Precept for 2018/19 – Proposal for approval of Budget at £38,066 and Precept of £37,148 (based on CTS grant of £918) representing a decrease of 0.15% on 2017/18 and is equivalent to £52.96 at Band D. Proposed by Cllr Kelly, seconded Cllr Jones and unanimously agreed, subject to notification of the CTS grant for 2018 and final confirmation at the 16 January 2018 meeting.

To Agenda for 16 January.	Clerk	16 Jan
To complete forms for WCC notifying Precept requirement	Clerk	Due date

c) Employee Matters – Proposal to transfer Clerk's gratuity fund to NEST pension scheme. The Clerk's gratuity fund had been finalised at 1 February 2017 at which point the Clerk had been enrolled into the new NEST workplace pension scheme. The NEST scheme allowed the transfer of funds to it from non-qualifying schemes and the Clerk's preference was to combine the two funds in this way. Proposed by Cllr Kelly, seconded Cllr Jones and approved by Council. It was noted that the funds would be taken from the 32 day notice account before it was reinvested.

To transfer gratuity sum to the NEST pension scheme.	Clerk	16 Jan
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15. Risk Assessment and Management

No reports received.

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

No matters received.

17. Date of next Parish Council meeting – 16 January 2018 commencing 7.30 pm

Planning Applications and Closing Dates for Comments

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Case No. 17/02172/HOU 10 October	Solva, Norlands Drive, Otterbourne New double garage with store room above No comment
Case No. 17/02157/HOU 10 October	22 Oakwood Avenue, Otterbourne Demolish existing rear extension. Erect single storey rear extension to existing dwelling. No comment
Case No. 17/02294/HOU 31 October	1 Brooklyn Close, Otterbourne (RESUBMISSION) 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, new porch to revised entrance, new windows and cladding, new boundary fence. No comment
Case No. 17/02683/FUL 1 December	Williams Garage, Main Road, Otterbourne Retain two of the temporary buildings to be used as secure storage facilities to house Scene of Crime (SOCCO) vehicles recovered. No comment
Case No. 17/02676/TPO 5 December	36 Cranbourne Drive, Otterbourne T1 Oak in rear garden boundary: pollard/reduce end weights of dangerous limbs by 6-8 m. T2 Oak tip reduce selective lateral limbs between 2-4 m to shape canopy. No comment
Case No. 17/02569/HOU 27 November	5 Stone Terrace, Boyatt Lane, Otterbourne Addition of new front porch 2.25m wide by 1m deep to front of existing mid terrace No comment
Case PLAN/AD/WRE016 4 December	Otterbourne Church of England Primary School, Main Road Installation of new double modular temporary classroom. No comment on classroom. Request review of parking facilities.
Case No. 17/02688/HOU 4 December <u>Decisions</u>	14 Regent Close, Otterbourne Single storey side extension and part change of use for garage. No comment
Case No. 17/02172/HOU	Solva, Norlands Drive, Otterbourne New double garage with store room. Application permitted
Case No. 17/02180/HOU	3 Waterworks Road, Otterbourne Two storey extension to rear of property. Application permitted
Case No. 17/02157/HOU	22 Oakwood Avenue, Otterbourne Demolish existing rear extension. Erect single storey rear extension to existing dwelling. Application permitted
Case No. 17/02294/HOU	1 Brooklyn Close, Otterbourne (RESUBMISSION) 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, new porch to revised entrance, new windows and cladding, new boundary fence. Application refused
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, customer parking signs and store opening times (ref 17/02033/FUL). All Applications permitted

County Councillor Jan Warwick (Winchester Downlands)

Parish Council Report November 2017.

Winchester Movement Strategy Hampshire County and Winchester City Councils are running a joint public consultation asking people who live in, work in, or visit Winchester to give their views on travelling in and around the city. The Movement Strategy will set out an agreed vision and long-term goals for traffic and transport improvements in Winchester over the next 20 to 30 years. It will provide a framework from which we can develop detailed proposals and specific target measures. The councils wish to hear people's views on questions such as:

- how to achieve the right balance between different types of traffic
- how best to support growth and economic vibrancy
- improving air quality
- and any other issues which are important to residents

This part of the process is open to everyone. You can provide your feedback online at <http://www.hants.gov.uk/winchestermovementstrategy> By post – by requesting a paper copy from strategic.transport@hants.gov.uk or Tel: 0300 555 1388. You can also email your response directly to strategic.transport@hants.gov.uk. The Information Pack and Response Form can also be requested in other formats, such as Braille, audio, easy read or large print. Please return paper Response Forms in the Freepost envelope provided. If you do not have a Freepost envelope, please post your response to Freepost HAMPSHIRE. This consultation will run until midnight on **8 December 2017**.

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 and other proposals are expected as the Council sets its budget for 2018-2019. However some reductions or closures could be offset if the Government allows HCC to raise 'pay as you go' charges eg £1 per visit (4 million/year) or adding 50p to bus-pass journeys.

Community Funded Initiative Where traffic-calming schemes are not prioritised by the County Council on safety grounds the local community, including Parish Councils may wish to consider funding some of the more straightforward traffic management enhancements themselves. Where appropriate, the County Council will be able to facilitate the development and implementation of these where appropriate.

Traffic management enhancements parish councils may wish to consider in their local communities include:

- village gateways
- enhanced village place name signs
- traditional finger post signing
- sign de-clutter works
- electronic Speed Limit Reminder signs
- minor signs and carriageway lining alterations
- bollards to prevent footway overrun
- informal crossing points for pedestrians

Local councils or community groups interested in this initiative are asked to contact their County Councillor

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 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 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.

Full details can be found here <http://www3.hants.gov.uk/hampshire-pcp.htm>

Road Gritting Highways crews salt Hampshire's main roads first. These 'Priority one' routes cover approximately one third of the county road network but carry the majority of Hampshire's traffic; covering A roads, some B roads, major bus routes, roads to hospitals and other key emergency hubs, large schools and colleges, areas of high traffic concentration and public transport interchanges. During periods of prolonged severe weather, 'Priority two' routes, which include remaining B roads and single access roads to villages, may also be treated.

20,000 tonnes of salt ready in barns strategically placed across Hampshire. During severe weather, everyone can do their bit in their community to keep pavements and smaller roads not covered by the main salting routes clear of ice, by using the salt provided in the blue or yellow community salt bins. There are around 3,700 across Hampshire, and all are now re-stocked and full for the winter. All it takes is about one tablespoon of salt (20 grams) to treat one square metre of road or pavement surface. So, used sparingly, a full salt bin should last through the worst of a severe winter.

Hon Alderman Ken Thornber CBE

The sad news of the death of former County Council Leader Ken Thornber was announced on 4th November –two days after Ken was awarded the title Honorary Alderman by the County Council. Ken had been a County Councillor for 40 years and was leader from 1999 to 2013.

JW 11/2017

District Councillor Report: November 2017

Central Winchester Regeneration

The plan for the regeneration of central Winchester received broad support when a draft Supplementary Planning Document (SPD) for the area was presented to Winchester City Council's Informal Policy Group (IPG) and over 100 members of the public.

The plan includes an extensive urban design framework that supports the creation of a mixed-use, pedestrian friendly quarter. It also sets out the public realm requirements and recommendations for nine distinct areas including the Broadway, Friarsgate and the Antiques Market. Residents will have the opportunity to find out more about the plans and give their initial feedback at a drop-in event at Guildhall Winchester on Tuesday 14 November between 4pm and 8pm.

The draft plan (which will need to be reviewed by the Overview and Scrutiny Committee before being approved by Cabinet on 6 December) is set to go out for public consultation from Monday 11 December until 5 February 2018. The initial draft SPD is available on <http://www.winchester.gov.uk/projects/5744/central-winchester-regeneration>

Autumn Leaves

The autumn leaf clearance programme for 2017 is currently underway and has started a week earlier than scheduled due to heavy leaf fall. This programme covers a number of priority roads across the district where there have been significant problems with the accumulation of leaves in previous seasons. All other roads in the district will be covered by normal road sweeping schedules with differing frequencies depending upon the location.

Officers will be carrying out checks of leaf clearance works but if you have any particular concerns regarding leaf fall in your area during November and December then please call the Customer Service Centre on **0300 300 0013** or report the problem online.

2017-2018 Refuse Collection Calendars

The refuse collections calendars are now with Biffa and will be distributed to households across the District over the coming days. You can also check your bin collection dates online at <http://www.winchester.gov.uk/bins>

Christmas in Winchester: Additional Park and Ride Services

Extra Park & Ride Services - Monday 20 November until Saturday 23 December

- Extra services will run at least every **10 minutes until 6pm**, then every **20 minutes until 8.30pm**, Monday to Saturday.
- At **peak times** P&R services will be **every 7.5 minutes**.
- There will be **additional bus services** for the **Westgate and the hospital between 3.30pm and 5.30pm** each **weekday**.

Free Sunday shuttles - Sunday 26 November, 3, 10, and 17 December 2017

- **East** (St Catherine's and Barfield) and **South** Park & Rides to The Broadway - **9am to 6.30pm**, every **ten minutes**
- **Every 15 minutes** from **South** Park & Ride
- There is no Sunday Park & Ride service from Pitt.

Parking in Winchester will be free when the Park and Ride Service is not running. For further information visit: www.winchester.gov.uk

Cllrs Bell, Laming and Warwick 11/2017.

