

**MINUTES OF THE MEETING OF  
OTTERBOURNE PARISH COUNCIL, 19 JANUARY 2016 AT 7.30 PM  
IN THE BIANCHI ROOM OF THE VILLAGE HALL**

2274

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

**In attendance:** District Cllr Jan Warwick; PCSO Michelle Wilkinson; PSgt Andy Fisher; Project Manager and Deputy Manager for Elderfield; Kathy Mantell; 2 Parishioners; Clerk

1. **Declaration of Interest:** None

2. **Apologies for Absence:** County Cllr Phil Bailey

3. **Minutes of the Meeting:**

To approve Minutes of the Parish Council meeting 17 November 2015

Minutes previously distributed to Councillors. Proposed by Cllr Kelly; seconded Cllr Romero, 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.

5. **Elderfield Report**

Project Manager, Lynne Hill, addressed the meeting. Elderfield was aware and concerned that there had been some anti-social behaviour over the past months. This had resulted largely from the availability and use of legal drugs known as 'legal highs' which was also causing a serious problem amongst young people. Elderfield had been proactive in addressing the problem and seven service users had been asked to leave. Problems had also been caused by a high proportion of service users being referred on a temporary homeless basis so there was less engagement with the community. Langley House Trust (LHT) had looked at different ways of funding Elderfield and had secured two funding sources for community based programmes enabling greater control on who to accept and for stays of a longer period up to six months. Service users would still undergo Police and risk assessment checks and it could be written into the tenancy agreement that drug and alcohol use would not be accepted. The new funding would commence in March and LHT was in the process of putting together a 20 week programme to help service users work towards an end goal and become more useful in the community. Sgt Fisher advised that the Police had worked very closely with Elderfield in the past six months and would continue to do so. It had been a particularly bad time due to the availability of 'legal highs' which had been a major issue in Winchester and a main source had been closed down. Cllr Romero expressed his concern relating to alcohol abuse as there was no restriction on this and the Elderfield policy of no alcohol on site exported the problem into the community. Cllr Stirrup noted that the new funding start in March would seem to be the main solution for the recent problems. The contact details for Elderfield regarding any concerns are telephone: 01962 711367 or email: [lm.hill@langleyhoustrust.org](mailto:lm.hill@langleyhoustrust.org)

6. **Open Session for Parishioners**

Residents expressed concern about recent events which had happened. It had been reported that schoolchildren had been approached on Otterbourne Hill by people begging for money and the underpass on Otterbourne Hill was an area of concern. Residents had felt intimidated at a bus shelter and on the street when passing people who were displaying drugged or drunken behaviour. Ms Hill acknowledged these concerns and said they had been addressed

where possible: part of the induction to Elderfield was to highlight what might be considered as anti-social or intimidating behaviour to others and a number of service users had been moved on. It was hoped that in recent weeks a noticeable improvement had been evident. However, some reports related to ex-Elderfield people who had been rehoused in neighbouring areas or people visiting the area and this was beyond their control. A resident expressed concern that more support was needed to help address the problem of 'legal highs', and also to safeguard the children using the underpass. This was in Eastleigh Borough Council, but it was asked if Otterbourne Parish Council could make request and Cllr Acton also asked whether the Police could make request.

To draft request to EBC and HCC	Clerk/Chairman	16 Feb
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#### 7 **Police Report**

A report detailing incidents from 20/11/15 to 31/12/15 had been received: three reports of theft from a commercial premises (all three males had been reported for summons); one report of theft from a motor vehicle; one report of burglary to a commercial premises. Sgt Fisher reported on other changes. Reduction in numbers: The number of Police Sergeants within the Winchester Rural Policing Team had been reduced from five to three. The Team would continue to be based at the three locations of Alresford, Bishop's Waltham and Mottisfont Court, but each area would act on a flexible basis and between them cover the whole area. PCSO's would retain responsibility for their local beat area and our local Police Constable would be based at Alresford. Engagement Policy with Local Communities: PCSOs would be the primary point of contact and would attend Parish meetings if there were on duty on the day of the meeting. Resources: improvements to the Police website had made it more accessible to the public and crime statistics for a selected area could now be viewed with basic details of specific incidents. The 101 number was acknowledged as being very variable in its efficiency and a schedule of other contact information was provided for the website and notice boards.

To place on website and notice boards	Cllr Stirrup/Clerk	16 Feb
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#### 8. **County Councillor's Report**

Cllr Bailey had submitted report that there were three items in hand: i) replacement bollards at Williams Garage which would not be addressed by HCC until the new financial year; ii) speeding issues for which some correspondence and calls had been received and the PCSO had been asked if spot checks could be made; iii) footpaths and potholes which had been reported to Hampshire for attention.

#### 9. **District Councillor's Report**

As attached.

#### 10. **Report of Representatives to Various Bodies**

Neighbourhood Watch: Kathy Mantell advised that she would like to find a successor for the village co-ordinator role. It was agreed that the regional co-ordinator should be contacted, the website, notice boards and parish magazine used and the item to be c/f to the Annual Assembly if needed.

To work with Kathy Mantell re. advertising sources	Clerk	16 Feb
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## 11. Report of the Planning and Highways Committee

a) Applications and Decisions – as attached with comments as submitted.

b) Consultations – to report on responses

i) Local Government Boundary Commission electoral arrangements for HCC.

Comment submitted: Otterbourne Parish Council is pleased to see the name of ‘Winchester Downlands’ has been retained and would not wish to see this changed.

ii) Pre Submission Consultation for the Winchester District Local Plan Part 2.

Comments submitted: Para 4.10.2: Otterbourne is pleased to see that the potential for misuse by developers has been recognised. Appx B: It is positive to see that this includes current Village Design Statements.

iii) Traffic Signs and Regulations and General Directions 2016.

A Dept of Transport online consultation responded to by Cllr Jones on tackling sign clutter, unrestricted parking bays, signs in street lit areas, tunnel restriction signing, road marking route numbers, dual height, width and length limit signs.

iv) National Highway and Transport Public Satisfaction Survey.

A HCC online consultation responded to by Cllr Jones enabling HCC to trend and benchmark its services against other similar authorities and to monitor its performance on a number of highway and transport issues at a national and regional level. Response included rating from very satisfied to very dissatisfied on the importance, satisfaction, and acceptable reduction in services, on matters such as pavements and footpaths, cycle routes and facilities, local bus facilities, community transport, taxi/mini cab services, safer roads, reducing traffic congestion and pollution, good lighting, and the Rights of Way network.

v) Hampshire Draft Walking Strategy.

A HCC online consultation responded to by Cllr Jones on challenges such as reducing reliance on the private car for short distance trips, making walking easier and more attractive within urban areas, increasing levels of physical activity amongst children and adults, ensuring pedestrians feel safe and secure, making Hampshire’s countryside and green space more accessible.

c) District Ward Name – to discuss the new name and proposal for change.

The four other parishes of Badger Farm, Oliver’s Battery, Compton and Shawford and Hursley had been contacted to confirm their preference for the name which varied from ‘Downlands’, ‘Downlands South’ or ‘South Winchester’. Cllr Warwick pointed out that ‘Downlands’ could not be used as it formed a wider region in Hampshire. Council approved the preferred name of ‘Downlands South’ which it hoped would be jointly agreed by the four parishes and taken forward by the District Councillors after the May elections.

d) Emergency Planning – to report on HCC Community Resilience Event.

Cllrs Jones and Acton attended the event on 26 November 2015. The handling of the recent gas leak in Otterbourne requiring emergency evacuation of surrounding residences had been used as an example and Councillors were commended for being on site to help. Cllr Acton felt there was still a lack of knowledge about the existence of the village Emergency Plan and Cllr Jones proposed to appraise its presentation and use further at the Working Party.

To take forward for appraisal at the 16 February Working Party	Cllr Jones	16 Feb
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e) Highways – to receive any matters

i) Cranbourne Drive restricted parking area

A complaint had been received prior to the Christmas break regarding parking on restricted areas. It had been noted that this had improved at the start of the January term, but some parking was still taking place in restricted areas and it was agreed to ask the PCSO to patrol.

To request PCSO to patrol at restricted times, particularly 3-4 pm	Clerk	asap
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ii) Lengthsman – to receive matters for the February worksheet

The Lengthsman would be attending the village on 10 February. One request was to lift and clear the drain gully on the access road to the recreation ground which was thought to be silted up. Other matters for inclusion were requested to be sent to Cllr Romero.

To submit Worksheet to Owslebury PC by 31 January	Cllr Romero	31 Jan
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iii) Pavements – to receive report on the condition of the pavements in the village.

It was agreed that some areas required repair and Cllr Jones advised the easiest way to report was online using the Hantsweb site. Cllr Acton pointed out that older people for whom the pavements were a particular problem did not necessarily have online access. It was agreed to publicise the option in the Parish News to contact Councillors by telephone to report issues if online access was not possible.

f) Footpaths and Rights of Way – HCC priority cutting lists and Itchen Navigation Report. Cllr Stirrup reported that Footpaths 2,3,5,9a and 9b (replacing 11) were on the 2016 list for cutting. A report had been made to Rights of Way regarding insecure boundary fencing to retain dogs at a property adjoining the Itchen Navigation. The report had also been passed to the PCSO. A separate report had been made to WCC regarding planning concerns.

## 12. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

i) General – Ratification of expenditure £105.60 for sandbags.

Rainwater runoff from the recreation ground had flowed through to the gardens of three adjoining properties. The Parish Council had acted as a good neighbour in procuring sandbags as a temporary block until such time as the drain gully could be cleared of silt and assessment of other options made to help prevent recurrence. Proposed by Cllr Rodford, seconded Cllr Acton and approved by Council.

ii) Pavilion – update on boiler

Cllr Stansbury advised that the contractors, Merdon, had visited again and deduced that the thermostat required replacing. Merdon was trying to source a new thermostat.

b) Common – to update on designated area for wild flowers and marking out.

The Conservation Group had asked for the new wild flower area to be staked, but it was considered that low stakes in long grass could be a hazard. It was agreed to contact WCC and ask whether they could meet with the Parish Council and Conservation Group at first cut in the Spring to mark out a definitive line with spray which would last until the uncut area was established.

To contact Sue Croker and present the idea and to request a meeting on site at first cut in the spring.	Clerk	16 Feb
To contact Conservation Group and propose way forward		

## 13. Report of the Finance and Administration Committee

a) Parish Accounts and Cheques for Payment – as attached.

The reconciliation was approved by the Finance Chair. The third quarter Income and Expenditure Analysis was presented. The budget was on line and Councillors were asked to consider what remained set aside in their budgets for maintenance as may be required. Reinvestment of the 12 month funds was due in February and the rate being offered by Lloyds was 1.05% for a 12 month term. Approval was received to reinvest at this rate unless a more preferential rate could be achieved.

To reinvest accordingly at due date	Clerk	10 Feb
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b) Budget and Precept for 2016/17 – Proposal to confirm Budget at £35,183 and Precept at £34,296 (CTS grant of £887 and Tax Base 698) for submission to Winchester City Council representing an increase on 2015/16 of 3.6% (£1.71) per household per annum. Council confirmed unanimously for submission to WCC.

To confirm figures for submission to WCC	Clerk	asap
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c) External Audit - Proposal to agree to opt-in to the new Sector-led External Audit. The Audit Commission was being disbanded and the National Association of Local Councils (NALC) had stepped forward with a new sector- led audit procurement arrangement. The fee for the audit work was estimated at £200 which was £100 less than charged by the Audit Commission. NALC intended to charge a small fee to administer the scheme. All Councils were considered opted-in unless they specifically opted out when they would need to form an independent audit panel and tender for external auditors. Council unanimously agreed to remain opted-in to the new arrangement.

d) Employee matters – to note Salary Scale and Workplace Pensions Staging Date. Notification had been received that the NJC Salary Scale Rate had increased in 2015 and the NJC mileage rate for casual users had been reduced. Amendments had been actioned. The Salary Scale Point for the Clerk for 2016/17 remained as 2015/16. The Workplace Pensions Staging Date for Otterbourne had been received as 1 February 2017.

e) SOCCT – Ratification of expenditure \$137 for further £250 donation to SOCCT. A contribution of £250 had been made in November 2015. A further request to cover unexpected tree work had been made by SOCCT. Proposed by Cllr Jones, seconded Cllr Acton and approved by Council.

f) Finance and Administration Committee Meeting

It was agreed to hold this before the next Working Party meeting on 16 February.

To Agenda Finance and Administration meeting for 16 February	Clerk	16 Feb
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#### 14 Risk Assessment and Management

No matters arising.

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

A Parishioner had contacted the Council regarding consideration to take part in the Big Clean-up Day which was normally held mid-March. The Council was concerned about Risk Assessment and would discuss further.

To discuss at the Working Party 16 February	All Councillors	
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#### 16. Date of next Parish Council meeting: 15 March 2016 commencing 7.30 pm in the Bianchi Room.

## Planning Applications and Decisions December

### Application and Closing Date for Comments

Case No. 15/02568/FUL 16 December	Williams Garage, Main Road, Otterbourne Removal of existing garage canopy and construction of additional retail area. <b>Support: on basis of public amenity for the village. The shop and post office is an important facility and well patronised by parishioners. Plans confirm 15 car parking spaces with potential for more.</b>
Case No. 15/02147/FUL 18 December	15 Regent Close, Otterbourne Two storey extension and single storey garage extension <b>Objection: on basis of loss of resident amenity and highways</b>
Case No. 15/02478/FUL 18 December	Bourne House, Grange Drive, Otterbourne Adding 6 loft windows, 3 on east and 3 on west elevation <b>No comment</b>
HCC Case No. PLAN/PMW/WR215 31 December	Four Dell Farm, Poles Lane, Otterbourne The installation of 2 biomass boilers to provide heat for the drying of wood chip to produce a more marketable produce and the generation and export of electricity, with the erection of 2 flues to the existing building. <b>Comment: Flue and noise emissions should be monitored. Vehicular movements and weight limits should not be increased.</b>
Case No. 15/02730/FUL 28 December	Hunters Moon, Poles Lane, Otterbourne Proposed two storey side extension <b>No comment</b>

### Decisions

Case No. 15/02136/FUL	Nairana, Main Road, Otterbourne Proposed garage/store RESUBMISSION <b>Application permitted</b>
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### Appeals

Case No. 15/00716/FUL	Land West of Otterbuorne Farm, Kiln Lane Change of use of land to equestrian and erection of a stable block, 4 x loose boxes, feed store and tack room; associated parking and hardstanding. APP/L1765/W/15/3134503
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**Planning Applications and Decisions January**

Application and Closing Date for Comments

Case No. 15/02706/FUL 1 January	Land adjacent to 18 Coles Mede, Otterbourne Erection of new two bedroom house on divided plot <b>Objection: not in keeping with the VDS on settlement pattern and building form and development</b>
Case No. 15/02802 20 January	Willow House, Norlands Drive, Otterbourne Single storey rear extension, new front porch, garage conversion. <b>No comment</b>

Decisions

Case No. 15/02568/FUL	Williams Garage, Main Road, Otterbourne Removal of existing garage canopy and construction of additional retail area. <b>Application permitted</b>
Case No. 15/02730/FUL	Hunters Moon, Poles Lane, Otterbourne Proposed two storey side extension <b>Application permitted</b>
Case No. 15/02478/FUL	Bourne House, Grange Drive, Otterbourne Adding 6 loft windows, 3 on east and 3 on west elevation <b>Application permitted</b>
Case No. 15/02171/FUL	3B Poles Lane, Otterbourne Garden Room attached to Kitchen <b>Application permitted</b>

**Finance and Administration Committee**

**a) Parish Accounts and Cheques for Payment**

	£	£	Last Statement
		Current Statement	
<b>Lloyds Treasurers</b>		<b>20,913.77</b>	<b>22,841.42</b>
<b>Lloyds Investment a/c to 10/02/16 @ 1.1 %</b>		<b>25,237.50</b>	<b>25,237.50</b>
<b>Lloyds Investment a/c to 28/04/16 @ 0.8%</b>		<b><u>11,500.00</u></b>	<b><u>11,500.00</u></b>
<b>Total Balance</b>		<b>57,651.27</b>	<b>59,578.92</b>

Cheques at Interim payment from Lloyds account 15 December 2015

3010 Mrs J Ayre – salary November	£1,001.90
3011 Mrs J Ayre – office, travel	£ 38.70
3012 HMRC – tax and NI Sept-Dec	£ 165.89
3013 Mr R L Webster – bus shelters and notice board cleaning	£ 56.25
3014 OCS Cannon – October maintenance	£ 251.83
3015 Crawley Parish Council – Lengthsman green waste disposal	£ 75.00
3016 MJT Decorating Ltd – SLRS x 3	£ 288.00
3017 DEK Graphics and Print Ltd – copying November	£ 17.43
3018 SOCCT – S137 contribution for woodland copse maintenance	<u>£ 250.00</u>
	<u>£2,145.00</u>

Cheques for payment from Lloyds account 19 January 2016

3019 Mrs J Ayre – salary December	£ 808.22
3020 Mrs J Ayre – office, travel December	£ 67.70
3021 PCC – S137 annual contribution to parish magazine	£ 120.00
3022 PCC – annual contribution to churchyard maintenance	£ 480.00
3023 Conservation Group – contribution to Old Churchyard maintenance	£ 450.00
3024 OCS Cannon – November recreation ground maintenance	£ 358.09
3025 Southern Water – Allotments	£ 60.82
3026 Mrs J Ayre – reimbursement of payment for sandbags for recreation gd	£ 105.60
3027 Crawley Parish Council – Lengthsman green waste disposal	£ 25.00
3028 HCC – County Supplies one box printing paper	£ 14.99
3029 OVHC – hall hire Jan-Mar plus Finance Committee meeting	<u>£ 100.00</u>
	<u>£2,590.42</u>



**Winchester District Councillors Report**  
**Otterbourne Parish Council 12th January 2016**

May we wish you all the very best for 2016!

**Williams Garage** - Councillor Southgate has been working with the owners of the Garage and the Chair of OPC to provide assistance to enable the garage to resume business as soon as possible and establish a longer term plan for the site.

**Otterbourne Waterworks Site** - A new facility manager has made contact before Christmas and a meeting is currently being arranged for him to discuss his proposals to resolve the on street parking in Sparrowgrove and Waterworks Road.

**Otterbourne Common** - Councillor Jan Warwick has been dealing with a number of concerns relating to the common, including parking, concerns about the Eucalyptus tree and general tidiness.

**Otterbourne Cycle Routes** - Councillor Southgate has once again asked about progress with NCN23 through Compton and Otterbourne and in particular implementation of simpler cycling routes and signs through the village. This is currently at County Council level, Sustrans have also indicated a desire to complete NCN23 and may be able to help out with evaluation funding.

**Planning Development Construction Issues** - MS received a number of complaints before Christmas in the Compton part of the ward relating to verge and road damage, access, mud on roads and inconsiderate parking as a result of various building works. Following discussions with the Planning Officers it has been agreed to insert the following good neighbourly guidance into relevant future planning consents for the Compton Parish, this could also apply to similar work in Otterbourne if the PC wish.

*“Please be respectful to your neighbours and the environment when carrying out your development. Ensure that the site is well organised, clean and tidy and that facilities, stored materials, vehicles and plant are located to minimise disruption. Please consider the impact on your neighbours by informing them of the works and minimising air, light and noise pollution and minimising the impact of deliveries, parking and working on public or private roads. Any damage to these areas should be remediated as soon as is practically possible.*”

*For further advice on this please refer the Construction Code of Practice*  
[http://www.ccscheme.org.uk/index.php/ccs-ltd/what-is-the-ccs/code-of-considerate-practice"](http://www.ccscheme.org.uk/index.php/ccs-ltd/what-is-the-ccs/code-of-considerate-practice)

**2015-2016 Bin Collection Calendars** - these were distributed ‘through letter’ boxes before Christmas, details of collection days can also be found on the City Council website. A lot of recycled waste can often not be recycled as it is contaminated. Parish Councils have been asked to remind residents to ensure that the 'Green Bin is only used for the recyclables specified and anything else should go into the grey bin or taken to one of the recycle and waste centres such as Barr End.

**The Mayor of Winchester’s Community Awards 2015/16** - The Mayor Councillor Angela Clear is now inviting nominations of individuals and organisations, these can be made by anyone. She is keen to ensure that the awards reflect the full range of community activity from all corners of the Winchester District. She said “The aim of these awards is to celebrate the selfless activity that brightens the lives of many residents, and makes the District a wonderful place in which to live”. As in previous years, the emphasis is firmly on voluntary action. However, there is also scope to pay tribute to those who routinely go above and beyond the call of duty in the course of their paid employment.

**Park and Ride** - Stagecoach has won the new competitive contract for an eight year term to run the bus service for the City's park and Ride Service. This will include the use of far cleaner Euro VI buses. The frequency will increase in peak to every 7.5 minutes and in peak to every 12 minutes.

**Christmas Economy** - The visit to Winchester of the Coca-Cola Christmas truck brought some extra festive cheer for the local economy. Footfall figures in Winchester on the day show a 40.5% increase on 2014. On Thursday 17 December 2015 the figure recorded was 17,728 compared with 12,612 on Thursday 18 December 2014. Around 7,000 people visited the Coca Cola truck. The City Council surveyed around 500 people who attended the event. The majority said they were combining their trip to see the Christmas truck with a visit to the shops, Christmas market and ice rink or that they would be eating out in the city.

**Markets** - Winchester City Council is collecting evidence to inform the next steps for the development of its busy programme of markets. The markets have been a huge hit with visitors and with many regular shoppers. Since their introduction to the High Street in 2010, the presentation, line-up and location of the stalls has continued to evolve.

Following discussions with the Business Improvement District (BID) to review the Christmas trading period, the Council is set to consider further ideas to develop the markets to ensure maximum benefits to shoppers and retailers alike.

The City Council will be consulting to assess what changes if any should be introduced for next year.

**WCC Corporate Theme** - Following on the success of Councillor's Warwick 2015/16 initiative 'The Great Waste' to reduce waste and increase recycling in Winchester. The 2016/17 theme is one started by Councillor Southgate a district Walking Strategy.

**River Park Leisure Centre** - Improved leisure facilities for Winchester have moved a step closer with the news that the University of Winchester and the City Council are working in partnership to explore possible options for the development of a new sports and leisure centre at Bar End.

Winchester City Council and the University have signed a 'Memorandum of Understanding' to work together on the project. The University has in principle undertaken to contribute £6m towards the centre which could cost around £25m.

The partnership is driven by a shared objective to see improved sports and leisure participation developed in Winchester.

**Flooding** - Wet weather over the winter period can cause widespread problems for communities across the Winchester District. Previous emergency responses have been effective and well received, but there are still many homes and businesses which may suffer directly or indirectly from the floods. There is information available on <http://www.winchester.gov.uk/environment/flooding/> which is aimed at helping people to take action before, during, and after flooding.

In the event of a flood, you can contact Winchester City Council on the following numbers:  
Business hours 01962 840 222 (Mon-Thu 8.30am - 5pm, Fri 8.30am - 4.30pm)  
Out of hours 01962 865 407. Environment Agency Floodline: 0345 988 1188 (24 hrs)

For more information about flooding in Hampshire, visit the [Hampshire County Council website](#).

