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

2311

Present: Cllrs Jones, Acton; Barton-Briddon; Stansbury; Rodford; Romero; Moody

In attendance: District Cllr Brian Laming; District Cllr Eleanor Bell; Mrs Mary Davis; Mr P Gibbs, Chairman OVHC and Mr T Duggan, Vice-Chair OVHC; 1 Parishioner; Clerk.

The new plans for extending the village hall were presented. Estimated cost was up to £100,000; subject to funding being found, it was hoped to start work by Spring 2017; duration of the build was unknown. The extension was to the south side of the village hall, off the back of the Bianchi Room, and included changes in the roof line to integrate the design. It provided a new room which could be used independently for rent with a new fire exist, kitchenette and toilet facilities. It was still to be determined whether there would be a permanent solid division between the Bianchi room and the new room or a removable partition which would enable use of one larger room. Noise transmission was a concern and it was acknowledged that any partition would need to be substantial. The boiler would be replaced with a more efficient model. Additional storage facilities for the Chamberlayne Suite would be incorporated for clients and show equipment. The new room would enable separate changing areas during shows and implementation of the child safety policy. There were no plans to increase car parking. Mr Gibbs and Mr Duggan were thanked for the presentation.

- 1. **Declaration of Interest**: Cllrs Jones, Barton-Briddon, Stansbury, Rodford, Romero and Moody declared late interest at Item 7, to include Item 11. c)
- 2. Apologies for Absence: Cllr Kelly; Cllr Stirrup; County Cllr Phil Bailey; District Cllr Jan Warwick. Cllr Leslie Moody was welcomed to the Council.

3. Minutes of the Meeting:

<u>To approve the Minutes of the Parish Council meeting 17 May 2016</u> Minutes previously distributed to Councillors. Proposed by Cllr Rodford; seconded by Cllr Barton-Briddon, 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 as follows: Item 15. b). the tree overhanging the fence in the public car park needed assessment prior to the Lengthsman's worksheet.

For assessment of the tree on the fence of 'Bryterlata'	Cllr Romero	3 Aug
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5. Elderfield Report

A report had been received from Lynne Hill, Project Manager. All new and current staff had been trained to deliver the new programme. A number of new client referrals had been made and these were being assessed. Cllr Acton reported that the new clients would not be referred on a short term basis because they were homeless. They would be low level risk ex-offenders, on probation or parole who would be taking part in longer term programmes and it was hoped they would be more integrated into the village with community work. The 'Food up Front' programme had discontinued as the expectation that it would be run entirely by volunteers other than one part-time organiser could not be fulfilled. Volunteers were still required to help with ongoing weeding of the produce and it was hoped maintenance of the field might be undertaken by a local farmer. An Open Day was planned for 4 August to which all were welcome.

6. Police Report

There had been no Police Alerts received for Otterbourne. The online crime statistics had not been updated since May.

7. Open Session for Parishioners

i) Mrs Mary Davis who served on the Twyford Patient Participation Group Committee spoke in relation to Item 11 c). Patient Participation Groups (PPGs) had at one time been funded by government, but now relied on the local surgeries and donations. There were approximately 800 Otterbourne residents on the register and they automatically became members of the PPG. A number of educational sessions were being held in the local villages, focussing on specific groups and for general health awareness. Everyone was welcome to these events, including patients of other surgeries. Donations were regularly received from other local Parish Councils to help cover costs of room hire and speakers' transport and a small donation was requested from Otterbourne Parish Council. It was noted that Otterbourne did not run a community transport programme to help take patients to the surgery or prescription collection. Cllr Acton advised that previous volunteer requests had been unsuccessful. Mrs Davis said she would prepare a poster for the notice boards. Mrs Davis also advised that the Health Walks being run by the PPG were encountering problems with overgrown footpaths.

To place posters on notice boards when received.	Clerk	asap
To report footpaths to HCC Rights of Way for clearance	Clerk	asap

ii) A Parishioner requested an update on the WCC Local Plan Part 2 Inspector's Hearings. Cllr Acton advised that she had attended the Inspector's Hearing. A written response had also been submitted as there had been two challenges by developers for change of the parish settlement boundary, in particular at the Otterbourne/Compton gap and for the meadowland at Oakwood Copse. At the Hearing WCC had advised the Inspector that it did not support the change to the boundary or interpretation of the LPP2 as challenged by the developers. Cllr Acton advised that additional provision for exception sites for affordable housing was being considered at Coles Mede, but the meadow site at Oakwood Copse was considered inappropriate. The Inspector's Report was due for publication mid-autumn. The Open Session closed.

8. County Councillor's Report

As attached. There were no questions arising.

9. District Councillor's Report

As attached from Cllr Jan Warwick. Cllrs Bell and Laming advised that they had concerns about two major development projects being undertaken by WCC. New Leisure Centre at Bar End: concern was expressed that this lacked clear vision of the masterplan, its wider potential for use by different groups, integration with current users of the site and the surrounding residences. Station Approach: concern was expressed in relation to build height and the importance being placed on the commercial aspect; also loss of existing buildings with heritage value which could help with linking old and new design. It was intended to raise these matters at the WCC Planning Committee on 21 July.

10. Report of Representatives to Various Bodies

Neighbourhood Watch: Cllr Romero had agreed to become the new village co-ordinator.

11. Report of the Finance and Administration Committee

a) <u>Parish Accounts</u> – cheques for payment, reconciliation, 1/4ly budget analysis.

Cheques for payment as attached. The bank statement was approved against the reconciliation. The first quarter budget analysis was received. Councillors were asked to consider spending requirements within their responsibility.

b) <u>Internal Audit</u> – to receive and agree quotation for the internal auditor for the next 3 years. Quotations had been received from three auditors for the 2013/14/15 audit. A quotation from John Murray had been received for the 2016/17/18 audit. Proposed by Cllr Jones, seconded Cllr Rodford and agreed by Council to approve John Murray.

To instruct with the contract Clerk 20 Sept		Clerk	20 Sept
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c) <u>Free Resource S137</u> – to discuss donation to Twyford Patient Participation Group. See Agenda Item 7. It was agreed that as the health walks and information sessions were open to patients from other surgeries, a donation of £50 in line with other Parish Councils would be made. Proposed by Cllr Acton, seconded Cllr Rodford and approved by Council.

To inform Mrs Davis and issue cheque	Clerk	20 Sept

d) <u>WCC Small Grants Scheme</u> – grant receipt for small event tent and portable display stand. The grant application to WCC had been successful for the requested sum of £224.

e) <u>Pay Scale Agreement</u> – to approve NJC two year agreement for 1% increase per annum. The National Agreement on Pay and Conditions of Service of the NJC applied to the Clerk's Contract of Employment. Approved by Council for implementation.

f) <u>Workplace Pensions</u> – to update statutory requirements and agree the pension scheme. Under new Government regulations, the Clerk met eligibility for automatic enrolment onto a pension scheme at 1 February 2017. Options for Local Authorities had opened up beyond the Local Government Pension Scheme. A National Employment Savings Trust (NEST) had been set up which was suitable for small employers with no employer costs for running the scheme which could be operated online. The Staffing Committee recommended the NEST scheme. Proposed by Cllr Jones, seconded Cllr Rodford and approved by Council.

To continue as advised by The Pensions Regulator and to	Clerk	20 Sept
implement the NEST scheme.		

12. Report of the Planning and Highways Committee

a) Planning Matters

i) Applications and Decisions – as attached.

Case No. 16/00686/FUL. Land East of Main Road. Taken earlier in the meeting at Item 9. Objection had been lodged to the first application and also the amended plans. The application was to be heard by the WCC Planning Committee on 21 July with recommendation from the Case Officer for approval. Cllr Jones would attend to speak addressing: i) Right of Way concerns – it was a popular footpath for walkers with dogs diagonally crossing a field for use by horses; ii) highway access – this was narrow with poor sight lines onto a busy Main Road, exacerbated by the rigidity and length of horse boxes and other vehicles with trailers; iii) residents' amenity – for the shared access to the four residences concerned; iv) request for tightened conditions removing further development rights and restricting to private use only.

ii) <u>Village Hall extension</u> – to receive plans and agree comment for submission. See presentation at commencement of meeting. Council agreed to submit No Comment.

To submit by due date	Clerk	26 July
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iii) <u>Hampshire and Isle of Wight (HIOW) Devolution Proposals</u> – to receive update.
See County Cllr Bailey's report. It was agreed to postpone until further progression.
iv) <u>WCC Local Plan Part 2 Independent Inspector's Hearing</u> – to minute submission.
See Agenda Item 7.

b) <u>Highways</u> – to discuss further measures to control the speed of traffic along Main Road. The police had been noted with speed enforcement cameras on Poles Lane and Main Road. It was considered the advisory '20 is Plenty' notices close to the school would not make significant improvement. Some 20 mph limits had been introduced for areas in Winchester, but enforcement remained an issue. Local residents should keep to the 30 mph limit, thereby helping to enforce the speed limit. Speedwatch could be considered at later date.

13. Report of Recreation and Amenities

a) Oakwood Park Recreation Ground

i) <u>Otterbourne Sports Club</u> – to minute termination of lease and use by Lakewood Youth FC. Otterbourne Football Club had complied with all aspects of the letter 20 May 2016 and the lease had been terminated. It was agreed that the Lakewood Youth Football Club who had played by permission of the Club could continue to play over the summer months.
ii) <u>Ground and Pavilion Use</u> – to discuss future use and village wide consultation process. Nine requests from other football clubs for use of the ground and pavilion had been received. Following the initial consultation at the Jalopy event several suggestions from parishioners had been made: use by another lower level league adult or youth football club, other sports use, a cricket pitch, a tennis club, a running/cycle track, car boot sales, provision of more facilities such as fitness equipment, a skate park, a table tennis table. Suggestions for use of the pavilion included: renting to a small business, a community coffee shop, a children's party venue, an exercise space with equipment. Council discussed the various options. It was agreed that a village wide consultation was needed to establish firstly whether parishioners wished to retain full use of the grounds and pavilion with maintenance costs covered by the precept or if revenue from use of the facility was preferred with reduced accessibility.

iii) <u>Pavilion</u> – to receive update on statutory inspections, risk assessment, condition of repair The statutory inspections for gas boiler and fire had been completed and the alarm system. The risk assessment was being updated by Cllr Stansbury. A condition of repair schedule had been prepared by the Clerk for assessment prior to quotations being sought.

To undertake Risk Assessment and Condition of Repair	Cllr Stansbury	asap
assessment for quotations	Cllr Jones	20 Sept

iv) <u>Play and Youth Facilities</u> – to receive the annual independent safety inspection report. The report had been very good with only Low Risk or Very Low Risk rating attributed to the equipment. Two small items would be attended to. A vandalism incident in the Play Park during the early hours of 15 July had resulted in major damage to a swing and wetpour. One of the swings had been set alight and the molten plastic had damaged the wetpour below and around. An insurance claim was being initiated and quotations received for up to £4,000 of repair work. Police and fire officers had been called to a group of about 10 young people, thought to be of teenage years, who were present when the incident happened, but no-one had been apprehended. It was agreed to put notices on the parish boards seeking information.

To attend to two items from the inspector's report	Cllr Jones	asap
To post notices on the boards seeking information and to	Clerk	asap
initiate insurance claim and gain quotations for repairs		

b) Amenities

i) <u>Cycle Stands</u> – Proposal for expenditure of up to £120 for new cycle stands at village hall. OVHC had agreed position for the hoops. Council agreed to provide two hoops pending grant funding from WCC. Proposed by Cllr Jones, seconded Cllr Acton and approved by Council.

To pursue grant funding and place instruction	Clerk	20 Sept
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ii) <u>Notice Boards</u> – Proposal for expenditure of up to £430 for new posts and repairs. The Boyatt Lane notice board required repair. Quotations had been sought in 2015 and Taylor and Son were proposed for the same work. Proposed by Cllr Jones, seconded Cllr Rodford and approved by Council.

To place order and instruct for works	Clerk	20 Sept
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iii) <u>Benches</u> – Proposal for expenditure of £450 for installation of three new benches.
 The benches were on order for replacement at Poles Lane bus shelter, Cranbourne Drive Open Space, Otterbourne Hill at the Kiln Lane junction. The dedication plaque would be replaced..
 Taylor and Son had agreed to hold quotation from the last installation in 2015. Proposed by Cllr Jones, seconded Cllr Acton and approved by Council.

iv) <u>Bus Shelters</u> – Proposal for expenditure of up to £3,500 to replace on east side Main Road. The wooden lean-to shelter needed replacement and the pavement had restricted depth at this point limiting options. Three shelter designs and quotations were put forward. It was agreed a perching seat would be helpful. Cllr Jones expressed preference for the Ely shelter from Queensbury which was generally supported. Cllr Rodford expressed preference for it in black. Cllr Jones agreed to refine specification prior to further consultation and order. Proposal by Cllr Rodford for up to £3,500 expenditure in principle for replacement of the shelter, seconded by Cllr Moody and approved by Council. Cllr Acton asked the closest residents be informed.

To refine specification and consult with Council prior to order.	Cllr Jones	20 Sept
To contact two local residents with the Ely design option	Cllr Romero	asap

c) <u>Allotments</u> – to receive proposal for reduction of the trees along Chapel Lane. The C_{1} - C_{2} - C_{2}

The Clerk had met with Scottish and Southern Electric (SSE) on site who had agreed to reduce the height of the trees where they interfered with the electricity line. Quotations had been sought for finishing the works, reducing height and width of trees to the east, and it was agreed to bring forward the item in the autumn when the SSE works had been completed. d) <u>Common</u> – Proposal for expenditure of up to £350 for replacement posts. Cllr Stirrup had assessed the common posts and advised 18 small posts and 4 large posts were needed. Proposed by Cllr Stansbury, seconded Cllr Acton and approved by Council.

To receive quotation and instruct with the works	Clerk	20 Sept
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14. Risk Assessment and Management

Nothing further noted.

15. Notification of events and to raise new items for the next meeting Cllr Jones advised that a letter of thanks had been received from the PCC for use of the recreation ground for the Jalopy event and it was hoped this would continue next year.

16. Date of next Parish Council meeting

20 September 2016 commencing 7.30 pm.

Planning and Highways Committee Report

Application and Closing Date for Comments

Case No. 16/01257/FUL 13 July	Fermain House, Poles Lane, Otterbourne Single storey and two storey front and rear extensions No comment
Case No. 16/01277/FUL 18 July	15 Greenacres Drive, Otterbourne Single storey side extension and first floor extension over garage No comment
Case No. 16/00686/FUL	Land East of Main Road, Otterbourne Change of use of agricultural land to a pony paddock and the erection of a stable block with associated hard standing and access track RESUBMISSION. Objection lodged. The application will be heard by the WCC Planning Committee at 9.30 am on 21 July 2016
Case No. 16/01056/FUL 26 July	Otterbourne Village Hall, Cranbourne Drive Single storey side extension No comment
Decisions	
Case No. 15/02145/LDP	9 Bourne Close, Otterbourne To rent out annex as separate accommodation. Application withdrawn

Finance and Administration Committee Report

a) Parish Accounts and Cheques for Payment

	£	£
	Current Statement	Last Statement
Lloyds Treasurers	23,469.07	25,023.96
Lloyds 12 month Investment a/c to 10/02/17 @ 1.15 %	25,455.79	25,455.79
Lloyds 6 month Investment a/c to 28/10/16 @ 0.8%	<u>11,546.13</u>	<u>11,546.13</u>
Total Balance	60,470.99	62,025.88

Cheques for interim payment from Lloyds account 21 June 2016

3067	Mrs J Ayre – salary May	£ 808.22
3068	Mrs J Ayre – travel, office	£ 76.70
3069	OCS – April grounds maintenance	£ 256.85
3070	HALC – publication on Affordable Rural Housing	£ 1.00
3071	Mr R Webster – bus shelter cleaning (2^{nd})	£ 56.25
3072	Dek Graphics – printing and copying	£ 32.47
3073	Yellow Shield Ltd -2 x new wheelie bins $+50$ heavy duty bags	£ 111.59
3074	Cllr W Jones – reimbursement of expenses for Annual Assembly	£ 28.05
3075	OVHC – hall hire for July, Sept, Oct	£ 75.00
3076	HMRC – tax and NI for Apr/May/June	£ 124.50
3077	Hursley Parish Council – new battery for SLR sign	£ 20.00
		£1590.63
<u>Chequ</u>	ues for interim payment from Lloyds account 19 July 2016	
3078	Mrs J Ayre – salary June	£ 829.85
3079	Mrs J Ayre – travel, office	£ 72.20
3080	OCS Cannon – recreation ground maintenance May	£ 622.10
3081	Taylor and Son – recreation ground bins removal and installation	£ 150.00
3082	Mr R Webster – bus shelter cleaning (3 rd)	£ 56.25
3083	JPS Fire and Security – pavilion emergency lighting and fire alarm	£ 132.00
3084	JPS Fire and Security – pavilion fire extinguishers	£ 42.00
3085	Cllr David Stirrup – reimbursement for registering website domain	£ 30.59
3086	Southern Water – allotments	£ 31.96
3087	Southern Water – pavilion	£ 22.44
3088	EDF Energy – final bill for pavilion 31/5-29/6	£ 28.31
		£2017.70

County Councillor Report: - Otterbourne July 2016

Adult Services consultation:

Adult Services are to undertake a consultation on some proposed changes to how the Authority charges people for adult social care support. The consultation will open 15 June and close on 26 August. The analysis of the responses from the consultation, along with recommendations from Adult Services, will be reviewed and decisions made in October 2016. Adult Services are ensuring that as many people as possible will have the opportunity to respond to the consultation. The department will be writing to approximately 12,000 service users as well as a further 300 stakeholders. Staff from Adult Services will also be meeting with key stakeholder groups to present information relating to the proposed changes to them and to hear people's views. Any recommended changes from the department if agreed following consultation, may affect how much some people pay towards their care.

Waste Prevention Survey

Food waste - developing the "*Love Food Hate Waste*" campaign at a local level. Home composting - increasing the sales and use of home composting bins via the national framework, Bulky waste - increasing the diversion of material for reuse. The programme, branded as Hampshire's lifestyle and waste prevention initiative, <u>Smart Living</u> is estimated to have already secured a waste reduction of 4,112 tonnes and avoided over £200,000 of waste disposal fees. Furthermore, specifically in terms of food waste, it is estimated that the average family sized household in the UK can save as much as £60 per month by making sure the food they buy is not wasted and so it is anticipated there will have also been financial benefits at a household level. In order to help HCC work even better with residents in the future and to help evaluate the impact of our initiative over the past year, HCC have now compiled a waste prevention survey which we would be very grateful if you could spare the time to complete as a Hampshire resident. The survey, which will take approximately 15 minutes to complete and is open until the end of July, can be accessed by clicking on the following link: <u>https://www.snapsurveys.com/wh/s.asp?k=145794700975</u>

Potholes:

May 1,039 Potholes repaired in May 2016 across Hampshire.

A new patching machine is being trialled across the county to tackle potholes and edge defects. The 'Roadmaster' is operated by a single person, and can complete an average repair in a short period of time. This means that hundreds of metres of patching can be carried out in a single shift. It can operate successfully in both rural and urban areas, and, because it mixes material to use on site, there is no waste.

Mobile Library Closures impact reduction measures:

I have asked the County to look at what measures they have taken to minimise the impact of the removal of the mobile Library Services. This is the response I received to the request to make sure we try and assess the impact and also monitor how best we can help those residents who had enjoyed the service.

All Mobile Library Service (MLS) customers have received a letter providing confirmation of the decision and outlining the alternatives which are proposed. We also sought the opportunity to ask customers whether they might be willing to Volunteer as we are actively recruiting to both the Summer Reading Challenge and Home Library Service. To date we have received 40 applications (from the 2230 letters) from customers who wish to be considered for the Home Library Service. We are quietly confident that this additional load on the service can be accommodated within the existing cohort of volunteers.

A further letter was sent out last week to the 20 Parish Councils (including South Wonston) located within communities which were the largest users of the MLS, offering free learning sessions upon request which could be delivered in any community setting with Wi-Fi, possibly being incorporated to an existing coffee morning/lunch club. The learning session will be similar to the one which was delivered to Select Committee last week providing practical information which will enable customers to download the Library App on to their own device. A short video has also been prepared which is now on our website <u>http://www3.hants.gov.uk/emagazines(scroll down to the bottom of the page for the video clip)</u>. Also within the letter we have asked Parish Councils to let us know whether they already have any existing or proposed community transport arrangements which have the potential to be harnessed to bring communities in to their local libraries.

In terms of decommissioning the existing mobile vehicles, we have made arrangements to move stock to existing branches and any surplus stock will be offered free to communities for them to collect at end July '16. The next piece of work will be to complete a gap analysis for communities with limited access to public transport. The outcome of this work will inform the forward strategy around the need for community transport to bring customers into our Libraries.

If you have any problems or you have any parishioners who are having problems do let me know I will take this up with Library Services.

Future traffic management policy

The cost cutting proposals is to concentrate where KSI-killed seriously injured-occur. Any, what HCC call "community led initiatives," can only go ahead if the parish or district pays for them. So what is a community led initiative essentially it is all the safety work that we put in to prevent accidents where we can see a danger arising. So road humps, lower speed limits, chicanes, pedestrian crossings and so on.

This is another example of cutting central budgets and devolving costs to other bodies.

Devolution

You may have seen some media reports implying that a Solent combined authority and devolution deal has been agreed with the Government. This is not the case; it is a local procedural step, one that HCC have been expecting, and not any kind of confirmation by the Government at this stage. HCC have been aware for some time that our three unitary neighbours (Isle of Wight Council, Portsmouth City Council and Southampton City Council) have been in discussions about forming a combined authority between themselves. This is because the County Council's recent confirmation that it is not prepared to join a Combined Authority for the Solent unless and until Hampshire residents are consulted means that it is not possible for county districts to join the proposed deal until a later stage. The unitaries are therefore now preparing to take reports to their Cabinets over the next few weeks authorising their Leaders to approve the results of a local governance review which is now under way. Portsmouth published their Cabinet papers recently, hence the media stories. If the reports are agreed, that will trigger a subsequent consultation on the specific tri-unitary Solent proposal that will run alongside our own planned consultation on a number of different options, including the previous Solent proposal involving five districts. The Solent governance review could result in a recommendation to establish a combined authority between the three unitaries. If it does, and if a subsequent consultation is favourable, the Secretary of State needs to determine whether it would improve the delivery of statutory functions in the area. If he is satisfied of this, he could then proceed to lay the necessary order in Parliament. If the combined authority were established, theoretically in April 2017, Hampshire districts could be eligible to join, assuming the same statutory tests are met. The press statements indicate that an elected mayor could then be introduced from May 2018. So as you can see the matter is not clear, not straightforward, and there may well be many twists and turns. HCC has stated that it would want to do a planned consultation before any decisions were taken, but also recent post Referendum issues may delay matters. So much more time will be consumed as various bodies and individuals and authorities pitch with their own vested interests, and I suspect will take away time, which should be spent on front line/community issues.

District Councillor Report to Otterbourne Parish Council 19th July 2016

Pitt Vale-latest update

The Pitt Vale application for 350 homes adjacent to Winchester Village close to Pitt is going to Winchester City Council's planning committee this Thursday 21st July. As this application falls outside the Local Plan housing provision the officer recommendation is likely to be a refusal. HPC, ward councillors and a representative of the Pitt Residents' Association will speak against the application.

River Park Leisure Centre

Tthe Council's Cabinet made a decision on the facility mix for the proposed new centre at Bar End last week. The proposed option was a 12-court sports hall, hydrotherapy centre, learner pool, splash zone and 50m-community pool. This proposal will be confirmed at the full council meeting on Wednesday 20th July.

Bushfield Camp

The Church Commissioners for England contacted Winchester City Council and local councillors to inform us they have instructed Deloitte Real Estate to undertake early stage engagement with key stakeholders in relation to land at Bushfield Camp. This consultation will take place with officers of the City Council in late July or early August.

District Parking Strategy

Winchester City Council is consulting on its parking strategy for car parks across the District. It is inviting residents to comment via their website on https://winchester.citizenspace.com The consultation is open until 30th August 2016.