

**OWSLEBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
12th MARCH 2007
AT 7.45 PM IN OWSLEBURY PARISH HALL**

PRESENT

Chairman: Mr A Manship

Councillors: Mrs J Chase, Mrs T Meads, Mr R Page, Mrs J Ruffell, Mr J Seabrook and Mr G Tull.

IN ATTENDANCE

City Councillor Mr L Ruffell

District Councillor Mr P Mason

Clerk to the Parish Council: Mrs E Manship

46/07 APOLOGIES

None

47/07 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS

None

48/07 MINUTES

The minutes of the meetings held on 12th & 26th February 2007 had been circulated. The Chairman signed the minutes.

49/07 WEBSITE PRESENTATION

In attendance:

representing clubs and organisations:

- Owslebury Cricket Club - Mrs Harfield
- Owslebury Handbell Ringers - Mrs Chase
- Owslebury Keep Fit - Mrs Meads
- OMCA - Mrs Porteous
- Owslebury Newsletter - Mrs Sansome
- Owslebury Parish Hall Committee - Mr Chapman

willing to contribute to a topic of interest:

- History Page – Mrs Harfield

representing businesses:

- Marwell Activity Centre – Mr, Mr & Mrs Cooper

representing Public Authorities:

- Hampshire County Council - Cllr P Mason
- Winchester City Council - Cllr L Ruffell

Cllr Manship thanked the public for attending and apologised on behalf of TLC-Online for their non-attendance, as Mr Brown had been taken into hospital. He confirmed that a provisional agreement had been made for him to attend the next meeting.

Cllr Manship read through the minutes of the meeting held between TLC-Online and the sub-committee on 29th January 2007. A copy was distributed to all present. Questions were taken:

Q. "Who is responsible for co-ordinating and updating the website" (Cllr L Ruffell)

A. TLC Online will be responsible for updating the website, as part of the service provided within their monthly fee. A representative from each organisation will be responsible for forwarding updates direct to TLC-Online. The preferred method of communication is via e-mail, though if individuals do not have a computer written updates will be accepted. TLC Online will check material for its suitability and talk with the organisation / Clerk as appropriate if concerned. The Clerk will be the main point of contact for TLC Online.

A. *Additional information to supplement the minutes: When discussing the co-ordinating role Mrs Crabbe, OMCA, felt that the Parish Council should hold the contract with the webmaster and the Clerk should take the co-ordinating role. OMCA's contribution will be financial and practical support as required. This is in line with many villages / Parish Councils across the County. However, this is not set in stone and the Parish Council welcomes the Parish views.*

Q. "Are the steps in place to measure the number of "hits" to the site and its use/viability" (Mrs Porteous – OMCA)

A. It was agreed that ongoing monitoring should take place over the first two years to measure use. The Clerk will discuss possible measures with TLC Online.

Q. "How will the website be kept fresh?" (Cllr L Ruffell)

A. The home page will be updated with information regarding local events or issues for public interest. The minutes will be added each month and if the Newsletter were included, this would be added fortnightly. Other than this, it will be down to individuals from the organisations or topic areas agreed, to update their pages as required. It was agreed that some form of monitoring will be required to ensure information is kept updated. The Clerk to discuss with TLC Online.

Q. "There is currently a charge to residents for the Newsletter. If this were available online how would this affect the Newsletter as some would receive it free and others would continue to pay". (Mrs Harfield)

A. No one wishes the Newsletter be adversely affected. When the website becomes operational the facility will be there for the Newsletter to be available online, should this be the wish of the Owslebury Newsletter committee. As with all the organisations within the village, the offer is there, the take-up is optional. The Newsletter must make the decision that is best for its readers.

A. Petra Sansome – Assistant Editor. As the Newsletter runs on a non-profit basis the main costs are the printing costs. If the number of hard copies decreases owing to individuals choosing to read the Newsletter on online, the printing costs will also decrease. Therefore the publication itself should not be adversely affected. The committee will discuss this in more detail when the website is operational

Q. If the Parish Council does not wish to re-contract with TLC Online after 2 years, who owns the website? (Mr Edwards)

A. This needs to be checked. The Clerk will confirm with TLC Online.

Q. "What is the cost to individual organisations?" (Mr Chapman)

A. It is envisaged that the financial costs will be met by the Parish Council, OMCA and contributions from local businesses, in exchange for placing details of their business or a link to their own website on the Owslebury website. The cost to individual organisations is £0, with a commitment to keep pages relating to their organisation updated.

The general feeling of those present was positive. The Chairman thanked the public for their comments and questions. Mrs Harfield reported that that the logo for Owslebury is the Oosal bird and will forward a copy to the Clerk. The date of presentation from TLC Online will be confirmed a.s.a.p.

Action	By When	By Whom
<ul style="list-style-type: none"> • To confirm the attendance of TLC Online and to notify the clubs and organisations of the new date 	Clerk	16/03/07
<ul style="list-style-type: none"> • To discuss with TLC Online: <ul style="list-style-type: none"> • Methods of monitoring the site for usage • Ownership after 2 years if contract not renewed • Keeping the website up-to-date - strategies 	Clerk	16/03/07
	20/07	

50/07 MATTERS ARISING FROM THE LAST MINUTES

a) Play Area – To apply to the Open Space Fund for funding for a new gate & notice board

The Clerk confirmed that Open Space Fund money had been approved in full for the purchase of a new “swing-shut” gate and noticeboard for the play area in Hilly Close.

Action	By When	By Whom
<ul style="list-style-type: none"> To order the agreed swing-shut gate and noticeboard from Playgrounds (UK) 	02/04/07	RP
<ul style="list-style-type: none"> To order the agreed repairs to the wet pour near the roundabout, the green surface beneath the swings and igloo and the top of the slide from Playgrounds (UK) 	02/04/07	RP

b) Hedge in Hilly Close – to contact Cannon to discuss further works required and to agree in writing the works required as part of the contract

Councillor Page confirmed he had met with Mr Ifould from Cannon and the following works had been agreed, to take place early next week:

- to reduce the height of the hedge behind the slide
- to remove some of the branches behind the swings
- to remove branches sticking out through the mesh fence

The Chairman thanked Cllr Page for this action.

Action	By When	By Whom
<ul style="list-style-type: none"> To inform the Clerk when the cheque can be released 	-	RP
<ul style="list-style-type: none"> To agree wording for the contract with Mr Ifould, a copy to be forwarded to the Clerk. 	02/04/07	RP

c) Understanding Parish Plans – Report from Conference 5th March

Cllr Seabrook reported on the conference. It is an excellent way of enabling people within the village to take part in parish affairs and affect their own future. He stressed that the decision to write a Parish Plan, or indeed a Village Design Statement, needed to be the decision of the Village, not the Parish Council, as a considerable amount of work and commitment was required from individuals across the village. He recommended to the Council that a representative from WCC be invited to the Village to talk through the best way forward

Action	By When	By Whom
<ul style="list-style-type: none"> The Parish Council to take forward 	ASAP	TBA

51/07 PUBLIC QUESTIONS

a) Planning Application – 07/00356/FUL – Kimmeridge, Longwood Road, Owslebury

Mr Edwards, property owner, talked through the design and rationale for his planning application. He informed the Council that he had consulted with all 8 neighbours in Longwood Road and all were either supportive or had no objection. He had consulted particularly closely with Mr & Mrs Sansome as he was concerned at the possibility of blocking sun from their patio in the early evening, but they were supportive. He had incorporated advice from WCC and received no adverse comments. He had consulted with Cllrs Manship and Page and invited them to talk through any areas of concern.

Mrs Sansome, present, wished to reassure the Council that she had no problems with her neighbours proposed extension.

b) Planning Application – 07/00430/FUL – Marwell Activity Centre, Hurst Lane, Owslebury

Mr Chapman informed the Council that he had only recently received information regarding the retrospective planning application and had not had the time to examine it properly. However, he was concerned about the potential noise arising from the centre as it developed.

Mr Cooper spoke on behalf of the Activity Centre. He explained that they had not been made aware of their neighbours concern, regarding noise, until recently, further to noting their objections to last months application. He wished to reassure all present that they did not wish to adversely affect their neighbours in this way. Mr Cooper confirmed that this retrospective application was in relation to the materials used for the tearoom, not the application for the tearoom itself, which was already agreed.

c) Country Kerbing

Mr Chapman commented on the kerbing on the corner of Whaddon Lane, opposite Thompson's Lane. Wondering whether it could be made a few feet longer.

Mrs Sansome asked about the area to be kerbed in Longwood Road. The plans indicating planned areas for kerbing are in the entrance to the village hall. Mrs Sansome agreed to check and notify the Clerk if concerned

Mr Chapman commented on the verge erosion to the banks adjoining his and neighbouring properties, caused in the main from Tractors, in addition to HGV's and asked how he could take this forward. The Clerk suggested a letter direct to Hampshire Highways, giving a valid reason for the urgency of repair. Cllr Tull suggested taking photographs for comparison in the months/years ahead.

Action	By When	By Whom
<ul style="list-style-type: none">To request Hampshire Highways extend the kerbing	02/04/07	Clerk
<ul style="list-style-type: none">To confirm with Mrs Sansome that the intended area to be kerbed in Longwood Road will meet intended need	02/04/07	Clerk

d) 5 Gorsedown

Mr Ames asked whether the Council had taken forward his concerns regarding the frontage of Gorsedown. The Clerk confirmed that following a number of concerns the matter had been raised with Enforcement.

e) School Sign outside Underacre

Mr Ames commented that the school sign outside "Underacre" could not be seen owing to the hedge.

f) Broken Bottles

Mr Ames informed the Council that he had found and cleared up broken bottles in Hilly Close. Cllr Page had also cleared up broken bottles in the Play Area.

52/07 CITY AND DISTRICT COUNCILLOR REPORTS

a) Olympic Running Track

Cllr L Ruffell reported that WCC had approved an Olympic Running Track at Bar End and a Dry Hockey Pitch, both to be floodlit.

b) St Andrews Church Panelling

Cllr L Ruffell reported that the ancient panelling inside the church was to be removed to stop it decaying further at a cost of £10,000. It would be left to dry for a year, during which time fundraising is to take place to repair the damage caused by the damp and to replace it. The total cost will be £30–50,000. Cllr Ruffell hoped he could look to the Parish Council to support the project.

c) Hampshire Action Team's (HAT's)

Cllr Mason reported on three HAT meetings. (Time set aside for HCC to listen to the concerns of Parish Councils). The main issues raised were roads and flooding, speed of traffic and rural and public transport. In addition, the fortnightly refuse collection was also raised at the Bishop's Waltham meeting, with regard to the smells resulting from the 2-weekly collection. 22/07

d) 20mph speed limit through Owslebury

Cllr Mason reported that the new HCC Portfolio Holder for the Environment had vetoed 20mph restrictions around schools. Supporting instead “20 is Plenty”. Cllr L Ruffell, unaware of this decision confirmed he would be seeking advice from Cllr Beckett in WCC.

e) Additional Funds for Highways Maintenance

Cllr Mason reported that additional funds had been allocated for highways maintenance in the next financial year. Though it would still not be enough for the work required.

53/07 WEBSITE DISCUSSION

The Chairman sought the views of the Councillors following the discussion earlier in the evening. All were supportive. Earlier comments were endorsed such as:

- caution with regard to what is and is not included and potential impact e.g. Owslebury Newsletter
 - monitoring processes in place to analyse its use, usefulness and to ensure material is updated.
- Unanimous agreement was to contract for the website. Cllr Tull felt it was a long time coming and should be put in place as soon as possible. Cllr Meads reminded the Council of the decision to receive a public presentation from TLC Online before a contract was agreed.

Action	By When	By Whom
<ul style="list-style-type: none"> • To confirm with TLC Online a new date for their presentation and to notify the clubs and organisations. 	02/04/07	Clerk

54/07 HIGHWAYS

a) Country Kerbing

The Clerk reported that vehicles had been observed driving over the kerbing and parking on the banks to drop children off for school. And that the large green tractors from Longwood had been observed driving over the banks in Main Road outside Streets Cottage. She confirmed that Colin Taylor and Chris Wilson from Hampshire Highways had been invited to the Parish Council meeting, due to be held on 10th April, to discuss and agree areas of kerbing that could be paid for by both HCC and OPC respectfully. Colin Taylor had sent his apologies and confirmed Chris Wilson would be in contact regarding the Council’s questions. To date this had not been received.

Action	By When	By Whom
<ul style="list-style-type: none"> • To contact the school to discuss awareness raising with parents of the kerbing work / bank protection 	02/04/07	TM
<ul style="list-style-type: none"> • To contact the owners of the tractors 	02/04/07	RP
<ul style="list-style-type: none"> • To invite Colin Taylor and Chris Wilson to meet on a date of their convenience. Ideally a Monday. 	02/04/07	Clerk

b) Marwell Zoo

Cllr Manship reported that he had met with Peter Bircher, Curator at Marwell Zoo, regarding maintenance of the tree line between the zoo and Whaddon Lane. The zoo were looking into the ownership of the land, theirs or HCC’s, but were happy to take a lead in improving the area. A number of trees will need to be removed and they will apply to WCC Traffic Management for a road closure order.

c) Blocked Drain in Owslebury Bottom

Cllr Tull reported that this had still not been cleared. The Clerk confirmed that she had e-mailed the details to Hampshire Highways and received an acknowledgement that it would be attended to.

d) Grips in Longwood Road

Cllr Tull reported the drainage difficulty in Longwood Road was owing to grips that needed clearing

Action	By When	By Whom
<ul style="list-style-type: none"> To remind Hampshire Highways. 	02/04/07	Clerk

e) “Unsuitable for HGV’s. Ignore Satellite Navigation” signs

Cllr Ruffell reported that Exton, Hampshire, had installed the above sign and that we should consider them for roads such as Jackmans Hill etc.

Action	By When	By Whom
<ul style="list-style-type: none"> To consider which positions within the village would benefit from this sign 	02/04/07	All
<ul style="list-style-type: none"> To place on the agenda for the next meeting 	02/04/07	Clerk

f) Potholes

Cllr Manship reported that he had been informed of a number of potholes in Lower Baybridge Lane with an enquiry as to when the lane was due for resurfacing. Cllr Ruffell reported that potholes had reappeared in Mares Lane. Cllr Mason reported his concern regarding the method of repairing potholes. He would take this and the resurfacing enquiries forward to Hampshire Highways

Action	By When	By Whom
<ul style="list-style-type: none"> To report to / enquire of Hampshire Highways. 	02/04/07	Clerk
<ul style="list-style-type: none"> To discuss pothole repair and resurfacing time-tabling with HCC 	02/04/07	PM

g) Directional Signs – Emery Rees

The Clerk reported that WCC had written to Emery Rees, copy to the Council, agreeing a directional sign in principle. However, they had suggested a “Feed Stores” sign, situated outside Pitcot House. All agreed the sign needed to be specific to Emery Rees and sited on the existing post in Main Road

Action	By When	By Whom
<ul style="list-style-type: none"> To notify WCC Traffic Management 	02/04/07	Clerk

h) Directional Sign – Baybridge

Cllr Chase commented that the directional sign to Baybridge at the end of Lower Baybridge Lane looked extremely shabby (peeling post) against the new street sign.

Action	By When	By Whom
<ul style="list-style-type: none"> To request a new post / sign as required from Hampshire Highways. 	02/04/07	Clerk

55/07 RIGHTS OF WAY

a) Footpath 23 – Styles fenced off

The Clerk reported that Mrs Harfield had confirmed that the route is now clear. Cllr Manship offered his thanks to Cllr Tull and the landowner.

b) Footpath 49 – Missing Gate

Cllr Ruffell reported that the broken gate is now missing from the top of this footpath

Action	By When	By Whom
<ul style="list-style-type: none"> To notify Rights of Way 	02/04/07	Clerk

c) Footpath 30 – Dog Mess

Cllr Seabrook reported that dog mess continued to be a problem in Pitcot Lane. The Clerk confirmed that the Dog Warden had been notified and was making extra patrols in the area. Additional signs confirming the penalty for not clearing up dog mess had also been erected. If anyone is aware of the time the offences take place, please notify the Clerk or the Dog Warden direct. 24/07

56/07 STANDING ORDERS

Draft Standing Orders had been circulated. Cllr Meads explained that the areas in bold were mandatory, the areas in normal print were optional but had been left in by herself and the Clerk as good practice and the areas in italics were for Council discussion / agreement. The proposal not to meet in August and December was felt agreed. The current practice of meeting monthly will continue. Cllr Meads recommended that the Council adopts the 'Standing Orders' at the same time as the 'Code of Conduct' and the 'Financial Regulations' owing to the overlap between the documents.

Action	By When	By Whom
<ul style="list-style-type: none"> To update the Financial Regulations To provide the Clerk with a copy of the Owslebury Parish Council Code of Conduct 	09/05/07 02/04/07	TM/Clerk JC/JR

57/07 NEW PARISH NOTICEBOARD OUTSIDE VILLAGE HALL

The Clerk presented photographs, specifications and prices on a range of noticeboards, as recommended by Clerks across the County, from "Arian Signs", "Greenbarnes", "Giraffe Joinery" and "Fitzpatric Woolmer". The Council unanimously agreed to purchase a noticeboard from Greenbarnes. 1550mm x 1064mm to include 2 bays, one for the use of the Parish Council, the other for the use of the Community. Each bay will display 9 sheets of A4 paper.

Action	By When	By Whom
<ul style="list-style-type: none"> To purchase the above board from Greenbarnes 	02/04/07	Clerk

58/07 TRAVEL AND SUBSISTENCE ALLOWANCES FOR PARISH COUNCILLORS

Individual Councillors stated that they would not wish to claim mileage for the majority of journeys travelled on Parish Council business, but it was agreed this should be an individual choice. Therefore, the Council formally adopted the procedures.

59/07 PLANNING

a) Planning Applications

07/00430/FUL:	Marwell Activity Centre, Hurst Lane, Owslebury
Proposal:	Extension to building to provide tea room/café (RETROSPECTIVE)
Comments by:	21st March 2007

Council: No Comment

07/00331/LIS:	Marwell Hall, Hurst Lane, Owslebury
Proposal:	New fire alarm system and associated internal alterations to include new and upgraded doors and firescreen
Comments by:	29th March 2007

Council: No Comment

07/00356/FUL:	Kimmeridge, Longwood Road, Owslebury
Proposal:	Two storey rear extension, single storey front extension to porch and new windows to front of house, removal of garage, replace roof tiles and wall hanging tiles, replace stone cladding with render and tile hanging
Comments by:	29th March 2007

Council: Support Application. The Council were very pleased to note the applicant had consulted his neighbours regarding the application and to hear their votes of support.

b) Planning Decisions

06/03588/FUL:	Marwell Zoo, Thompsons Lane, Owslebury
Proposal:	Erection of various animal enclosures, longhouse, raised boardwalk and an archway; alterations to existing animal housing and outdoor spaces, childrens play area and associated landscaping
Decision:	Application Permitted with conditions

06/03684/FUL:	Land Adjacent to Mares Lane Bungalow, Whites Hill, Owslebury
Proposal:	Extension to existing stable and hay/tractor store to create five extra loose boxes (RESUBMISSION)
Decision:	Application Permitted with conditions

07/00228/FUL:	Little Lodge, Hensting Lane, Owslebury
Proposal:	Single storey front extension, single storey sun room (to rear), front porch, extension to first floor accommodation (in roof) to include dormer windows (RESUBMISSION)
Decision:	Application Permitted with conditions

60/07 ITEMS FOR NEXT MONTHS AGENDA

Litter Collection – Village Enterprise – proposed by Cllr J Ruffell

Action	By When	By Whom
• To place on the April Agenda	02/04/07	Clerk

DATE OF THE NEXT MEETING

The next Parish Council meeting will be held on **Monday 2nd April at 7.45pm**
 (Moved from the 2nd Monday of the month (10th April) being Easter Monday)

The meeting closed at 10.15pm

Chairman..... Date.....