

**OWSLEBURY PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
2<sup>nd</sup> APRIL 2007  
AT 7.45 PM IN OWSLEBURY PARISH HALL**

**PRESENT**

Chairman: Mr A Manship

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

**IN ATTENDANCE**

City Councillor Mr L Ruffell

Clerk to the Parish Council: Mrs E Manship

**64/07 APOLOGIES**

Councillor Mrs J Chase

District Councillor Mr P Mason

P C Traynor

The Clerk read an e-mail from P C Traynor explaining that from Monday 2<sup>nd</sup> April 2007, following a re-organisation, Owslebury will be policed from Bishops Waltham rather than Twyford. P C Traynor thanked all the members of the Parish Council and members of the Community for all the help given to him whilst he was our local police officer.

<b>Action</b>	<b>By When</b>	<b>By Whom</b>
• To enquire who will be our linked PC from Bishops Waltham	14/05/07	LR

**65/07 WEBSITE PRESENTATION BY TLC-ONLINE**

Members of the Public Present:

- Mrs Fiona Nash – Owslebury Handbells
- Mrs Liz Porteous – OMCA
- Mrs Betty Harfield – History Page
- Mr Cliff Nash
- Mr David Emmans
- Mr Les Ames
- Mr Chris Ramler

Mr & Mrs John and Jaki Brown gave a presentation on the service they could offer Owslebury as website providers. Answers to questions raised at the March meeting were given as follows:

- Q. What measures can be put in place to measure the hits to the website and individual pages, to measure its use and viability, to measure local / out of area use, to judge whether it is well received and meets peoples needs etc?
- A. We use a stat counter which is invisible, which can tell you a number of things about visits to the website; i.e. the number of hits on the web site, whether it is a new visitor or a returning visitor, how long they access the page, did they use a search engine to find the site, and roughly which part of the world they are from – but it will not tell you if it is someone from the village, Hampshire or Southern England, only UK or another country.
- Q. Presumably this is done by the use of cookies. What information can be obtained from these cookies? (Mr Ramler)

- A. Only the IPN number of the computer is registered. No additional personal information is recorded. This is in line with other similar sites e.g. HCC
- Q. What measures / monitoring can be put in place to ensure local clubs and societies update their pages as required and they don't become outdated?
- A. This depends on who wants / is required to do the chasing up. If there is a designated person from each organisation, then he/she will have the responsibility to ensure that they send information for updating to the Parish Clerk / TLC Online. If there is nothing to update for a particular month, then a quick email to let the Parish Clerk / TLC Online know should be sufficient. If necessary, TLC Online could send out a quick reminder email to designated people to prompt them for updates on a monthly basis – deadline dates could be agreed if that would make it easier for people to work to. As we also manage a church magazine for the Parish of Fawley, we are well aware that if there is a "fixed" copy date, it does wonders for getting people motivated in getting their copy in on time.
- Q. If the Parish Council did not wish to re-contract with you in 2 years time, who owns the web site?
- A. The domain name will always belong to the UK registering authority – Nominet. People only register their use of the Domain Name for a certain amount of time – usually 2 years. If you decide not to use TLC Online after 2 years, then you will need to re-register the domain name for a further period of time, and also the hosting of the web site. (Hosting = Space on the Internet where the web site files are parked so that they can be accessed by visitors to the web site). You could use the same host (Freeola) as we would use, but it will require creating a new account.

Questions were then taken from the floor:

Q. How many hits do other websites receive? (Cllr L Ruffell)

A. On average 2,500 hits per week.

Q. What other small village web sites do you manage? (Mrs Porteous)

A. The smallest village web site we manage is Lyndhurst Parish Council

Q. Do you think the website will be financially worthwhile? (Cllr Page)

A. Yes. It will be of benefit to the community at large. School children can use it for research. With local amenities such as Marwell Zoo it will support Tourism. It can be used to raise awareness of local businesses e.g. Bed and Breakfast, Builders etc. It will contain the minutes of previous Parish Council meetings so members of the public can have instant access to information 24/7. For new residents it can give immediate access to information such as the local Drs Surgery, Dentists, Shops, Milk Delivery, Clubs and Organisations etc.

Cllr Manship thanked TLC Online for their presentation. A short break was taken to allow Mr & Mrs Brown to leave

## **66/07 DISCLOSURE OF INTERESTS FOR AGENDA ITEMS**

Cllr Meads – agenda item 14a - Planning Application 07/00404/FUL, Land to the North of Marwell Zoo. Cllr Meads declared that she hopes to make a joint application with the owners of the land to take water across the field. Therefore she would not speak on this application.

## **67/07 MINUTES**

The minutes of the meetings held on 12<sup>th</sup> March had been circulated. One amendment was made and the Chairman signed the minutes. 28/07

**68/07 MATTERS ARISING FROM THE MINUTES**

**a) Play Area – To order the agreed swing-shut gate and noticeboard; and 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) – RP**

The Clerk talked through the “Play Inspection Report 2007” which had just been received. The planned purchases and repairs are in line with the areas mentioned within the report. One area raised, in relation to the above repairs, is the suggestion to level the uneven surface beneath the roundabout (medium risk). A copy of the report was given to Cllr Page.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To order the agreed swing-shut gate and noticeboard from Playgrounds (UK)</li> </ul>	14/05/07	Clerk
<ul style="list-style-type: none"> <li>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)</li> </ul>	14/05/07	Clerk
<ul style="list-style-type: none"> <li>To check with Playgrounds whether it is possible to level the height of the wet pour beneath the roundabout with minimal work/price (in which case, go ahead) or whether it would need to be removed and replaced (in which case, to leave for now and monitor, just repairing the agreed hole)</li> </ul>	14/05/07	RP

Cllr Page informed the Council condoms had been left lying around in the play area. This is a risk to young children using the play area.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To request Environmental Health clear them up</li> </ul>	ASAP	Clerk

**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 the work had been carried out to a satisfactory standard and that the cheque could be released. The Council felt the hedge should be cut twice a year to prevent brambles growing through the fence etc.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To agree wording for the contract with Mr Ifould, a copy to be forwarded to the Clerk.</li> </ul>	14/05/07	RP

**c) To purchase the agreed noticeboard from Greenbarnes**

The Clerk confirmed this had been ordered and should arrive within 4-6 weeks.

**d) To purchase the agreed Picnic Bench from Glasdon**

The Clerk confirmed the bench was in place.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To arrange a local contractor to re-bed the slabs and fix the bench to the slabs.</li> </ul>	14/05/07	Clerk

**e) Graffiti removal from bus shelter**

The Clerk confirmed that SERCO had cleaned the bus shelter of graffiti for the same price as last year, £80 plus vat.

**f) Clerk’s Conference – report**

The clerk reported that under the 2004 Freedom of Information Act the Parish Council is required to produce a “**Publications Scheme**”. This needs to cover the information that will be available to the public as a matter of course, how it will be available and where a charge will be made for providing it. This needs to be approved by the “Information Commissioners Office”. Once approved it should be published, to ensure the public has access to it, and reviewed regularly.

Under the “Environmental Information Regulations” the Parish Council is required to produce an “**Internal Review Procedure for Handling Complaints**”

In consideration of the “Protection from Harassment Act 1997”, all Parish Councils are advised to produce a “**Dignity at Work Policy**”. This needs to cover a statement of commitment by the Council affirming the right to respect and dignity of all. A clear statement that bullying and harassment will not be tolerated by anyone in the council, with examples of unacceptable behaviour. A statement that bullying and harassment may be treated as disciplinary offences, the steps the Council will take to prevent bullying and harassment and how the policy is to be implemented, reviewed and monitored.

Under the “Employment Act 2002” the Parish Council is required to produce a “**Grievance and Disciplinary Policy and Procedures**”. This covers the procedure for dealing with a complaint by a member of staff.

Guidelines are available for all the above policies.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To write a “Publications Scheme” as a priority</li> <li>The other policies to write over the next few months – Councillors to volunteer to write these policies with the Clerk</li> </ul>	14/05/07 ASAP	Clerk / TM Clerk, with support from Cllrs

With regard to the protection and conservation of **War Memorials**, advice on maintenance and the Small Grants Scheme can be obtained from the “War Memorials Trust”. A CD with a photograph of every war memorial in Hampshire is shortly to become available. This includes the names of all Service Personnel listed, with the ability to click on the name to find out information about the individual.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To purchase the above CD when it becomes available and to enquire the position regarding installing some of the information onto the website.</li> </ul>		Clerk

**69/07 CITY AND DISTRICT COUNCILLOR REPORTS**

**a) 20mph restrictions**

Cllr L Ruffell informed the Council that County Cllr Mr Mel Kendall, HCC Portfolio Holder for the Environment, is of the opinion that 20mph restrictions do not work and the Police do not enforced them. Therefore, whilst Cllr Ruffell continues to discuss the issue with Cllr Beckett, WCC, 20mph restrictions are not being introduced around schools in Hampshire.

**70/07 PUBLIC QUESTIONS**

**a) 20mph restrictions**

Mr Emmans asked whether there were any villages with evidence that a 20mph restriction worked? Cllr Ruffell responded that the main area 20mph had been introduced was Portsmouth (on the side roads).

**b) War Memorial Garden**

Mrs Harfield informed the Council that a small war memorial garden had been created in St Andrew’s churchyard, though this had fallen into disrepair.

## 71/07 WEBSITE DISCUSSION

The Chairman sought the views of the Councillors following the presentation earlier in the evening. The majority felt it was an excellent presentation. The Clerk confirmed that the Council could afford it under the guidelines discussed in the last meeting and all agreed to contract with TLC Online.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>To notify TLC Online that the Council would like to contract with them for the next two years, under the pricing structure agreed and to enable the website to become operational a.s.a.p.</li> </ul>	14/05/07	Clerk

## 72/07 HIGHWAYS

### i) Matters Arising

#### a) To contact the school to discuss awareness raising with parents of the kerbing work / bank protection - TM

The clerk reported she had met by accident Mr David White, Headteacher and raised the matter. He confirmed he would raise parents' awareness through his parents' newsletter.

#### b) To contact the owners of the tractors – RP

Cllr Page reported that he had contacted a number of farmers and tractor drivers. No one had admitted liability but all were aware.

#### c) Directional Sign Emery Rees – To notify Traffic Management – Clerk

The Clerk reported that WCC Traffic Management had confirmed their agreement for Emery Rees to make a sign for the purpose and fix it to the post at the top of Pitcot Lane, as long as this was felt to be satisfactory by the Parish Council. The Clerk had discussed this with Emery Rees and they would put this into action.

### ii) Country Kerbing

The Chairman confirmed we had heard nothing further from Hampshire Highways regarding dates for continuing the kerbing through the village. He suggested to the Council that, further to the experience in Main Road, it was important to ascertain from residents in the village, whose banks had been affected by the traffic, whether, if funds allowed, they would like their bank to be kerbed. The Council would then be in a stronger position to continue negotiations with Hampshire Highways. This was agreed. Taking areas identified by Cllrs Tull and Norris a year ago, the Chairman divided the parish into 5 main areas and asked the Councillors to make individual enquiries of residents as to their views:

- Longwood Road and Baybridge – Cllr Page
- Main Road – Cllrs Manship and Seabrook
- Whaddon Lane (as far down as Lower Baybridge Lane) – Cllr Tull
- Hurst Lane, Thompsons Lane & Whaddon Lane (as far up as Lower Baybridge Lane) – Cllr Meads
- Crabbs Hill, Jackmans Hill, Junction with Morestead Road, Crossroads of Hensting Lane and Whites Hill – Cllr Ruffell

The Chairman broke the meeting for a public comment:

Mr Emmans commented that the Council must be careful not to “kerb the village”. The Chairman thanked Mr Emmans for his comments and assured him that this was not the Council's wish. Many members of the public had complained that the traffic through the village, particularly the 4x4's and tractors, were destroying the banks and wished the Council to take steps to prevent this though the introduction of country kerbing. Whilst banks where this damage had occurred had been noted, the survey would confirm with all property owners affected, whether or not they wished their banks to be kerbed, should this be possible. No bank would be kerbed if the owner of the property did not wish this to happen.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>• Cllrs to visit residents whose properties banked onto the highway to discuss the above</li> </ul>	14/05/07	All

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

Cllr Ruffell showed pictures of two signs recently introduced in Exton. “No wide vehicles - do not follow satellite navigation” and “single track road – no passing places”. Cllrs Ruffell’s suggested locations for one or other of these signs as follows:

- At the bottom of Jackmans Hill, off the Morestead Road
- At the top of Mares Lane, off Hazeley Road
- At the bottom of Hensting Lane, Fishers Pond (Parish of Colden Common)
- At the top of Baybridge Lane, off Main Road
- Both ends of Lower Baybridge Lane
- Both ends of Whites Hill
- Bottom of Whaddon and Hurst Lanes, off Portsmouth Road

As a number of the HGV drivers are Eastern European and have difficulty reading English, the question was asked as to whether picture signs were available. The majority of the Council felt the “no passing/turning places” sign was more important than “don’t follow sat nav” though agreed both had their place.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>• To enquire from WCC Traffic Management what is available / possible</li> </ul>	14/05/07	Clerk

**iv) Grips along Longwood Road**

Cllr Tull reported that the grips still had not been cleared out in Longwood Road. The tarmac used to fill the holes was wasted as it was washed out. The Clerk confirmed that she had raised this with Hampshire Highways on a number of occasions but would do so again.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>• To remind Hampshire Highways about the grips</li> </ul>	14/05/07	Clerk

**v) Overhanging Trees in Whites Hill**

Cllr Tull reported that trees had been broken off by lorries in Whites Hill and were overhanging the highway.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>• To contact the landowner</li> </ul>	14/05/07	Clerk

**vi) 20mph near school**

Further to Cllr Ruffell’s report earlier:

Action	By When	By Whom
<ul style="list-style-type: none"> <li>• Members of the public to be encouraged, through the Owslebury Newsletter, to write with their views to Mr Kendall</li> </ul>		Clerk
<ul style="list-style-type: none"> <li>• The Clerk to write to C.Cllr Kendall on behalf of the PC</li> </ul>	14/05/07	Clerk

**vii) Tyres in Ditch in Rowhay Lane**

Cllr Page reported that tyres had been left in the ditch in Rowhay Lane, though he would need to check the exact location.

Action	By When	By Whom
<ul style="list-style-type: none"> <li>• To e-mail the telephone number of SERCO to Cllr Page</li> </ul>	ASAP 32/07	Clerk

### 73/07 RIGHTS OF WAY

#### a) Notification of Public Order – The Hampshire (Winchester City No.22 (Parish of Owslebury and Parish of Upham) Definitive Map Modification Order 2007

Information regarding the proposal had been circulated. Information had been placed on the Parish Noticeboards and in the Owslebury Newsletter and no comments received. The proposal was discussed. There were no objections. No action required.

### 74/07 LITTER COLLECTION – VILLAGE ENTERPRISE

Cllr Ruffell suggested a village litter collection. Using a couple of tractors and trailers with a team of volunteers. A date to be co-ordinated to suit the diaries of the volunteers.

Action	By When	By Whom
• To ask for volunteers through the Owslebury Newsletter	14/05/07	Clerk
• To place on the agenda for the next meeting	14/05/07	Clerk

### 75/07 RECREATION GROUND – HORSES

Mrs Harfield has reported that horses are cutting across the Recreation Ground from Longwood Road to Baybridge Lane and v.v. The hooves are spoiling the cricket pitch. The byelaws do state that horses should not be taken onto the recreation ground and there is one sign up on the cricket pavilion to this effect.

Action	By When	By Whom
• To purchase and install a couple of small signs, requesting horses not to ride on the recreation ground	14/05/07	Clerk

### 76/07 PLANNING

#### a) Planning Applications

<b>07/00246/FUL:</b> <b>07/00323/LIS:</b>	<b>1 Douglas Cottages, Longwood, Dean Lane, Owslebury. SO21 1JR</b>
<b>Proposal:</b>	Single storey rear infill extension between one and two Douglas Cottages
<b>Comments by:</b>	<b>04/04/07</b>

Council: No comment

<b>07/00404/FUL:</b>	<b>Land to the North of Marwell Zoo (Lot 7) Whaddon Lane, Owslebury</b>
<b>Proposal:</b>	Change of use of land to personal equestrian use and erection of stables/tack room and horse exercise area
<b>Comments by:</b>	<b>13/04/07</b>

Council: The Parish Council do not object to the change of use in principle, neither to the erection of stables/tack room in principle. However, the Parish Council objects in the strongest terms to the positioning of the stables/tack room. This is an area of outstanding natural beauty, soon to be part of the South Downs National Park. In the position indicated the building will be extremely obtrusive. It is on the highest point of the surrounding land and will be visually out of keeping with the surrounding area, completely blocking panoramic views from the road and surrounding area. The Parish Council believes the best situation of the stables/tack room to be the most southerly edge, at the south-west corner. The building will be protected by the and visually blended into the trees. The Parish Council reads that there is a covenant to preclude any development along the shared southern or western edges of the property, but suggests that the reason for the covenant is investigated, whether such a build will go against the reason the covenant was installed or whether an agreement can be entered into. If the position of the build cannot be altered as outlined above, the Parish Council has no alternative but to object and request the application go to committee.

<b>07/00742/FUL:</b>	<b>Grange Cottage, Morestead Hill, Morestead, Winchester</b>
<b>Proposal:</b>	Two storey side extension
<b>Comments by:</b>	<b>02/04/07</b>

Council: No comment

**b) Planning Decisions**

<b>07/00191/FUL:</b>	<b>Whaddon Farm, Whaddon Lane, Owslebury. SO21 1JJ</b>
<b>Proposal:</b>	Erection of Agricultural building for storage of agricultural machinery and hay bales
<b>Decision:</b>	<b>Application Permitted with Conditions.</b>

<b>06/03578/FUL:</b>	<b>Scandors Yard, Baybridge Lane, Owslebury</b>
<b>Proposal:</b>	Single storey extension to existing store building; new boundary wall and gates
<b>Decision:</b>	<b>Application Withdrawn</b>

<b>07/00194/LIS:</b>	<b>Marwell Zoo, Thompsons Lane, Owslebury. SO21 1JH</b>
<b>Proposal:</b>	Removal of canopy and kiosk
<b>Decision:</b>	<b>Application Permitted</b>

<b>07/00300/APN:</b>	<b>Lancen Farm, Longwood, Dean Lane, Owslebury. SO21 1JT</b>
<b>Proposal:</b>	Erection of agricultural barn
<b>Decision:</b>	<b>No Objection</b>

**77/07 TO CONSIDER MATTERS ARISING FROM CORRESPONDENCE RECEIVED**

**a) Cabinet (Local Development Framework Committee) – Tuesday 17<sup>th</sup> April 2007 at 10am**  
No one available

**b) Winchester District Community Planning Guidance and Protocol – Consultation**  
To place on the May Agenda

**c) Hampshire Rail Forum: Monday 16<sup>th</sup> April 2007**  
No one available

**d) Core Training for Councillors**  
No one free to attend, who has not recently attended.

**78/07 MARCH CORRESPONDENCE CIRCULATED IN DISTRIBUTION FILE**

**1) Winchester City Council:**

- a) Forward Plan of Key Decisions – March 2007
- b) Forward Plan of Key Decisions – April 2007
- c) Council Minutes – 28<sup>th</sup> February 2007
- d) Scrutiny Work Programme – 2006/07
- e) Community Action Hampshire

**2) Hampshire County Council**

- a) Planning Hampshire's Future – February 2007
- b) Hampshire Planning for Minerals, Waste and Resources – Newsletter February 2007
- c) Community Transport News – Spring 2007 – Issue 26
- d) Committee for Rural Hampshire – Annual Review 2006/07

**3) Department for Environment, Food and Rural Affairs**

- a) Proposed South Downs National Park – Letter received 16<sup>th</sup> March 2007

**4) Hampshire Constabulary**

- a) Parish Partnership Forum – Minutes of Meeting held on 29<sup>th</sup> January 2007 34/07

- 5) **South East England Regional Assembly**
  - a) Partial Review of the South East Plan: Revised Apportionment of Primary Land-Won Aggregates – 19<sup>th</sup> February 2007
  - b) Regional Housing Strategy Review 2007 – Draft for Consultation – 5<sup>th</sup> February 2007
- 6) **Department of Communities and Local Government**
  - a) Consultation on Amendments to the Model Code of Conduct for Local Authority Members
- 7) **Campaign to Protect Rural England**
  - a) Countryside Voice – Spring 2007
  - b) Fieldwork – March 2007
- 8) **Letters from Parishioners**
  - a) Copy of letters from Mr Bowes to Mr Clive Richards (Rights of Way) regarding Footpath 46 – dated 13<sup>th</sup> and 15<sup>th</sup> March 2007

**79/07 ITEMS FOR NEXT MONTHS AGENDA**

- Litter Collection – Village Enterprise
- Winchester District Community Planning Guidance and Protocol – Consultation – Closing Date 28<sup>th</sup> May 07

**81/07 TO CONFIRM THE DATE OF THE ANNUAL PARISH MEETING AS 14<sup>th</sup> May 2007 at 7.30pm**

Guest Speaker – Mr Steve Opacic, Head of Strategic Planning, WCC. To talk for about 20 minutes on “Parish Plans” and “Village Design Statements”, to give members of the public an overview of their benefits and the work involved in putting them together.

Action	By When	By Whom
• To confirm details with Mr Steve Opacic	14/05/07	Clerk
• To advertise the event in the Owslebury Newsletter	14/05/07	Clerk

**82/07 DATE OF THE NEXT PARISH COUNCIL MEETING**

The next Parish Council meeting will be held on **Monday 14<sup>th</sup> May 2007 at 8.15pm**

The meeting closed at 10.00pm

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