

Owslebury Parish Council

Chairman: Councillor Mr J Chapman

7th April 2015

To Parish Councillors John Chapman, Mark Egerton, Will Martin, Roger Page, Paul Phillips, Sally Tattersall and Gerry Tull

You are hereby summoned to attend the Parish Council meeting to be held on Monday 13th April 2015 at 7.30pm in the Committee Room at the Parish Hall, Owslebury. The agenda for the meeting is attached.

Michael Cleary

Clerk to the Council & Responsible Financial Officer

Members of the public and press are invited to attend except for any specific item which is marked 'Confidential' on the agenda. The press and public may not speak when the Council is in session, but may make points or ask questions in the allocated time during the 'Public questions and comments' item on the agenda. Please note that public participation at meetings must relate to an agenda item for that meeting.

AGENDA
Owslebury Parish Council Meeting 13th April 2015
7.30pm Owslebury Parish Hall

- 1) Apologies for absence.
- 2) To receive Disclosure of interests on Agenda Items.
- 3) To approve the Minutes of the Parish Council meeting held on 9th March 2015.
- 4) To hear Public Questions and Comments:-
 - a) Planning Applications – Statement of Intent from Owner or Agent and Public Comments
 - b) Other Agenda Items – Public Comments. .
- 5) Police Report.
- 6) Enforcement and planning policies and procedures.
 - a) To discuss with representative from WCC, Enforcement and Planning policies.
- 7) County and District Councillors Report.
- 8) Planning.
 - a) To consider Planning and Lawful development Applications (Attachment A).
 - b) To consider Planning Decisions (Attachment B).
 - c) To consider any new enforcement matters.
 - d) To note Planning Applications outstanding (Attachment C).
- 9) Highways.
 - a) To receive a report, if any, on Quiet Lanes and speed survey undertaken in parish.
 - b) To receive a report on recent discussions with Hampshire Highways on flood mitigation.
 - c) To consider disposal of waste products.
 - d) To receive a report on recent attendance at HCC event on highways, transport and waste.
 - e) To consider possible projects for WCC Small Grants Scheme.
 - f) To receive an update on community transport services in the parish.
 - g) To consider any general matters.
- 10) Rights of Way.
 - a) To consider improvements to Bridleway 20 proposed by Marwell Wildlife (attachment D)
 - b) To consider any general matters.
- 11) Open spaces, Recreation and Play Grounds.
 - a) To approve acquisition of the cricket pavilion and to confirm related licence for its use.
 - b) To consider any general matters.
- 12) Community Services.
 - a) To confirm terms of reference re Parish Hall Advisory Committee (Attachment E).
 - b) To consider any general matter.
- 13) Finance, administration and statutory matters.
 - a) To note payments made since the last meeting, receipts and to approve proposed payments.
 - b) To consider draft receipts and payments account for 2014/15 and to approve amendments to the budget for 2015/16.
 - c) To review and confirm Reserves policy and to approve transfers to reserves.
 - d) To review and confirm fixed assets register.
 - e) To review and confirm Risk Assessment.
 - f) To authorise the Clerk to obtain insurance cover for the insurance year beginning 1st May.
 - g) To note audit timetable.
 - h) To determine whether to join in HALC's HR services.
 - i) To consider any general matters.
- 14) To consider Clerk's Report (Attachment F).
- 15) Information exchange and Agenda items for next meeting.
- 16) To determine date and proposed content of Annual Parish Meeting.
- 17) Date of next meeting (11th May 2015).

Michael Cleary - Clerk and Responsible Financial Officer.
7th April 2015.

ATTACHMENT A: PLANNING AND LAWFUL DEVELOPMENT APPLICATIONS.

SDNP15/00669/HOUS	20 Beech Grove Owslebury
Proposal:	Construction of new single storey side and rear extensions
Closing date (OPC):	23/04/15

Any Planning Applications received before between the issue of the Agenda and the meeting will be advised to Councillors under separate cover and placed on the main (statutory) notice board.

ATTACHMENT B: PLANNING DECISIONS

SDNP14/01079/HOUS (Appeal)	Old Wells Cottage, Main Road, Owslebury
Proposal:	Retention of attached double garage and creation of new vehicular access
Decision:	Appeal dismissed
WCC 15/00200/FUL	Greener Landscapes, Humbee Nurseries, Thompsons Lane, Owslebury
Proposal:	Replacement of section of hooped greenhouse type structure with building for ancillary office accommodation.
Decision:	Approved

ATTACHMENT C: PLANNING APPLICATIONS OUTSTANDING

Case No:	Location:	Proposal:	Closing Date for Comment	Application Discussed	PC Comment	Outcome
W14/00158/FUL	Little Ranch, Portsmouth Road, Fishers Pond	Siting of 1 touring caravan and 1 mobile home for residential use for 1 gypsy pitch together with formation of hardstanding with ancillary and utility/day rooms.	04/03/14	10/02/14&24/02/14	Oppose (insufficient information)	Refused by WCC / Appeal in progress
Lawful Development SDNP 14/05675 /LDE	Land off Hatchley Lane, Upham, Hants	Certificate of lawful use for B8 use as a building and agricultural storage yard	11/12/14	8/12/14	Oppose	
SDNP 15/00645 /FUL	Staggs Gate, Staggs Lane	Demolition of existing bungalow and erection of replacement residential dwelling (this application may affect the siting of a public Right of Way)	10/03/15	9/03/15	Neutral	
SDNP15/00581/FUL	Whaddon Farm, Whaddon Lane, Owslebury	Installation of PV panels	10/03/15	9/03/15	Neutral	
SDNP 15/00415 /FUL	Marwell Wildlife, Thompsons Lane, Owslebury	Erection of pre-fabricated single storey unit and associated infrastructure to provide animal isolation.	10/03/15	9/03/15	Neutral	
SDNP 15/00814 /LDE	Long Ash, Pitcot Lane, Owslebury	Single storey rear extension (CERTIFICATE OF LAWFULNESS)	13/03/15	9/03/15	Neutral	
SDNP 15/00771 /HOUS	Great Hunts Place, Whaddon Lane, Owslebury	Single Storey rear extension including re-roofing of an existing canopy to form a veranda and terrace	13/03/15	9/03/15	Neutral	
SDNP 15/00770 /CND	Farm Cottage, Whiteflood Farm, Belmore Lane, Owslebury	Removal of Condition No.3 of permitted permission: 07/02867/FUL; to enable horses owned by family and friends to be stabled in loose boxes.	13/03/15	9/03/15	Neutral	
SDNP 15/06648 HOUS	3, Hilly Close, Owslebury	Dormer windows	23/03/15	9/03/15	Neutral	

ATTACHMENT D: IMPROVEMENTS TO BRIDLEWAY 20 PROPOSED BY MARWELL WILDLIFE.

Renewal of right of way within Marwell Wildlife estate – Bridleway 20
Project briefing document prepared by Marwell Wildlife.

Marwell Wildlife, near Winchester, is fortunate to have a network of Rights of Way which traverse the woodlands and grasslands of its estate and many of these form important access routes for our stakeholders. The historical significance of many of these routes is evident from numerous bank and ditch systems adjacent to these rights of ways and the historical maps from the 17th Century. At that time and preceding it the Estate was owned by the Bishops of Winchester and the woodlands formed part of extensive deer emparkments. A boundary to the eastern margin of this emparkment is now a park pale, a Scheduled Ancient Monument (SAM), which lies adjacent to one of our bridleways. Bridleway 20 also was once the only route towards the Grade I listed Marwell Hall and onto to Bishops Waltham. The route is well used by the local community but is also in need of renovation in order to prevent erosion, conserve the historical attributes and maintain a wearable surface. Bridleway 20 is a long stretch which runs from Colden Common to the entrance of Marwell Zoo and the final southward section is approximately 290 metres in length from the Zoo guest car park to the entrance. The entrance to the zoo dissects the bridleway. The SAM lies 2.5 metres adjacent to Bridleway 20 at its lower end and slopes gently south. It is banked on both sides, with herb-rich vegetation and is typical of wet ash-field maple vegetation (W8b NVC community), accompanying the adjacent woodland copse. This vegetation community extends up to the car park and semi-natural ancient woodlands between the bridleway and the zoo perimeter. Several ancient woodland indicator plant species can be found along this bridleway, and species of interest include thin-spiked wood sedge *Carex strigosa* and wood anemone *Anemone nemorosa*. This botanical community will be protected during any renovation works. The bridleway is well used by walkers and horse riders but is becoming progressively degraded. Due to water run off and the slope of the path, the bottom 40m of the upper section and the 40m of the bottom section have eroded and need essential maintenance. A gully has formed in the middle of the path as the softer substrate has been washed away leaving an uneven surface. Renovating this bridleway will have a number of important benefits, to all stakeholders, including the local parish and to other users. The work will improve access to Marwell's semi-natural ancient woodlands, leading to increased countryside access and increased amenity value. Conservation of the surrounding habitat and its sensitive flora is also key to these works alternative routes have degraded a section of this habitat. The proposed works comprise the bottom 40m of the upper bridleway and the 40m of the lower bridleway. Works include excavating a drainage ditch alongside the upper bridleway and diverting the water higher up the bridleway; railway sleepers will be used to separate the ditch from the path and infilled to marry the two levels. The gully running down the centre of both path sections will be filled in using locally-sourced flint scalplings to create a compacted 15-20cm sub-base. A wearing course of hoggin compacted will provide a flat and durable course. Sensitivity to the ancient woodland indicator plant species is paramount, minimising disturbance to these communities. All works will avoid any damaging operations near the park pale, ensuring all surplus materials are removed and refraining from working too close to the SAM. The work will be supervised, overseen and completed by Marwell Wildlife staff with the help of volunteer groups.

ATTACHMENT E: PROPOSED TERMS OF REFERENCE FOR PARISH HALL ADVISORY COMMITTEE.

1. The objectives of the Committee are
 - a) to consider the merits of a closer association between OPC and OPHMC, including OPC being appointed the corporate trustee of The Owslebury Parish Hall charity (registration number 301913);
 - b) to provide objective information to OPC, OPHMC and the trustees on financial, legal and operational matters arising from any closer association between the two organisations; such information to include:
 - i. the duties and obligations of a corporate trustee and related implications for individual councillors;
 - ii. if OPC appointed corporate trustee:
 - an assessment of the assets, liabilities and any existing or potential obligations relating to the Parish Hall;
 - the financial viability of the Parish Hall including outline profit and cash flow forecasts;
 - the accounting of the Parish Hall within OPC's statutory accounts and annual return;
 - the proposed operational management of the Parish Hall, reporting lines and provision timely information.
2. The Advisory Committee will comprise representative from OPC and OPHMC. The Committee will appoint its own Chair and may appoint (by majority vote) whomsoever it considers appropriate to assist the Committee. For the avoidance of doubt, the Advisory Committee is not authorised to take any decisions as to the future of the Parish Hall, such decisions being made by the full OPC and OPHMC and by the trustees of The Owslebury Parish Hall after full consideration of the advice of the Committee, other advisers (if considered necessary) and the objective information provided to OPC, OPHMC and the trustees.
3. The Advisory Committee will keep notes on matters discussed at its meeting and such notes (or, if appropriate, oral reports) will be made available to OPC and OPHMC

ATTACHMENT F: CLERK'S REPORT ON ACTIONS ARISING FROM THE MINUTES NOT INCLUDED ELSEWHERE ON AGENDA.

Action: Owslebury Sports Club	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to explore financial and ownership options with the Club and report back to Council 		Clerk

Awaiting further information from Club.

Action: SpeedWatch	By When:	By Whom:
<ul style="list-style-type: none"> Clerk/Rob Humby to arrange a meeting with Andy Smith; Subject to above, Council/Rob Humby to consider approach to Police Commissioner. 		Clerk/Rob Humby

Awaiting information from RH.

Beech Grove telephone box		
<ul style="list-style-type: none"> Rob Humby to use contacts establish whether BT will replace door; If above unsuccessful, to establish whether OPC can adopt the box. 	March	Rob Humby

Awaiting information from RH.

Action: Cranbury Removals planning decision.	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to write further letter to WCC expressing disappointment. Matter to be discussed with Julie Pinnock at April meeting. 	April	JC/Clerk

Letter to be drafted on JC's return.

Action: Affordable housing	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to enquire of SDNP re criteria for affordable housing. 		Clerk

In hand for May meeting.

Action: Enforcement	By When:	By Whom:
<ul style="list-style-type: none"> Chairman to follow-up with Marwell Activity re construction of stables. Chairman to follow-up re additional signage at Activity Centre warning drivers to take greater care in exiting the centre. 	April/May	Chairman

Action: Beech Grove parking	By When:	By Whom:
<ul style="list-style-type: none"> Short term: Clerk to liaise with Hampshire Highways for repairs to kerbing and verges. Medium term: Clerk and Chairman to discuss with HCC/WCC/School alternative coach providers better able to negotiate Beech Grove or, for the safety of children and residents as well as protection of the verges. Clerk and Chairman to discuss with School alternative pick-up points for school children, consistent with Health and Safety. 	April	Clerk/Chair/ME

In hand.

Action: Ditches and grips.	By When:	By Whom:
<ul style="list-style-type: none"> To request HH to remove deep rut in Lower Baybridge Lane. 	March	Clerk

To update at meeting.

Action: Community transport	By When:	By Whom:
<ul style="list-style-type: none"> Ellen Catterson to complete review of 'socially necessary' public transport; Clerk to investigate use of local charity to help with transport costs for emergency situations, and to liaise with OMCA 	April	Clerk/Ellen Catterson

Awaiting information from local charity.

Action: Grit Bin	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to acquire further grit bin for Beech Grove, if considered necessary, and after consultation with Chair. 		Clerk

In hand.

Action: The Great War and D-Day Remembrance Projects.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to arrange for landscaping work around the Stone 	April	Clerk

Estimates being obtained.

Action: Marwell Activity Centre.	By When:	By Whom:
<ul style="list-style-type: none"> District Councillor Ruffell to discuss with the owners incident of shooting and pellets falling into the road. 	April	LR

Completed – Activity Centre agreed to correct.

Action: Boundary Commission.	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to submit representation requesting 3 single member Wards in place of proposed 3 member Ward of Twyford and Upper Meon Valley. 	April	Clerk

Completed – comment submitted on line.

Action: Traffic survey	By When:	By Whom:
<ul style="list-style-type: none"> Clerk and Councillor Tattersall to update Council when survey results made known by the Police. 	April	ST/Clerk

Action: Countryside Access Plan	By When:	By Whom:
<ul style="list-style-type: none"> Clerk to submit representation to HCC re cyclists. 	April	Clerk

Completed – comment re speed cyclists.

Action: Glebe Tree	By When:	By Whom:
<ul style="list-style-type: none"> Further consideration at April meeting as to need for pruning. 	April	Paul Phillips

Action: Website	By When:	By Whom:
<ul style="list-style-type: none"> Clerk and Councillors Chapman and Martin to review possibility of new website using Hugo Fox. 	April	JC/WM/ Clerk

Further review to be undertaken.