

OVERTON PARISH COUNCIL  
Committee Meetings  
Held on 27 April 2004 at the Community Centre, Overton

PLANNING (7.30 pm)

Present: Mrs M Atkins (Chair), Mr M Attwell, Mr J Bennett, Mr B Langer, Ms S Mills (arrived at 7.50 pm), Cllr I Tilbury (arrived at 7.45 pm), Mrs L Harley (Clerk).

1. APOLOGIES

Apologies were received from Cllr P Baker, Mr P Baker, Mr G Hensman, Dr S Johnson, Mrs L Sloane Williams, and Mrs P Taylor.

2. CONSIDER PLANNING APPLICATIONS AS LISTED

BDB 57978 – erection of replacement conservatory and single rear extension at 45 – 47 Dellands – no objection.

BDB 58138 – erection of first floor side extension (amendment to BDB 57254) at 14 Waltham Road – objection – over development of the site.

BDB 57806 – erection of single storey rear extension at Lower Whitehill House, Sapley Lane – no objection.

BDB 58204 – application for Certificate of Lawfulness for unrestricted residential use at Cross Keys, Vinns Lane (considered 14.04.04) – no objection.

BDB 58160 – erection of single storey side extension and detached outbuilding forming garden room/storage at 8 Crawts Road (considered 14.04.04) – no objection.

3. OTHER PLANNING MATTERS

3.1 SEERA – report on Regional Waste Management Strategy/Minerals Strategy (requested by Mr Langer)

Mr Langer reported that the Mineral Strategy would have little impact on Overton. He suggested that the parish council request that the rail distribution site at Micheldever be kept free.

With regard to the Waste Management Strategy, several new facilities would need to be found in the next 20 years with the emphasis on waste disposal near the source of the waste. He suggested that the parish council express concern about considering sites in planning sensitive areas.

**Clerk to respond.**

4. CORRESPONDENCE

1) Mrs J Middleton – land at Kennel Copse – **Clerk to respond to Mrs Middleton**

2) BDBC – the following applications have been approved by the borough council:

BDB 56422 – erection of single storey side extension etc at Berrydown Court

BDB 57655 – construction of new driveway from existing field access on to Northington Lane to Northington House

BDB 56900 – change of use of lower ground floor residential storage areas to provide 1 no one bedroom apartment and associated external amenity space at 23 Charledown close

BDB 57890 – erection of single storey side extension following demolition of conservatory at Venetta, Winchester Street - noted

3) BDBC – the following application was refused by the borough council:

BDB 57654 - construction of new driveway from existing field access on to Northington Lane to Northington House - noted

4) BDBC – consultation on draft supplementary Planning Guidance on Sustainable Design and Construction - noted

5) BDBC - notice of intent TCA 1644 to fell to ground level 1 Yew at Rowan House, Southington - noted

6) Save Manydown Group – revised Deposit Draft Local Plan and the wider implications for parishes – **Clerk to forward VDS to group**

7) BDBC – notice of TCA 1629 to repollard 7 crack willows at Bridge Cottage - noted

FINANCE AND GENERAL PURPOSES COMMITTEE

Present: Mr M Attwell (Chairman), Mrs M Atkins, Mr J Bennett, Dr S Johnson (arrived at 8.40 pm), Mr B Langer, Ms S Mills, Mr I Tilbury, Mrs L Harley (Clerk).

1. APOLOGIES

Apologies were received from Cllr P Baker, Mr P Baker, Mr G Hensman, Mrs L Sloane Williams and Mrs P Taylor.

2. 2.1 Receipts and Payments Account for Overton Parish Council – 01.04.03 – 31.03.04

The Receipts and Payments Account was circulated to all councillors for information. The final version of the accounts would be available at the parish council meeting at the beginning of May.

2.2 Receipts and Payments Account for St Mary's Hall – 01.04.03 – 31.03.04

The Receipts and Payments Account was circulated to all councillors for information. Councillors agreed the cheque payments for the year.

3. APPROVE AND SIGN CHEQUES

The following cheques were approved and signed (p: B Langer; s: M Attwell):

1665	HCC	Transport Reps Day	20.00
1666	BDBC	News and Views/Playground Inspections	291.40
1667	Allianz Cornhill	Insurance	2013.53
1668	Adrian Smith	Petrol for mowing allotments	26.52
1669	J Hutchings	Allotment keys	10.47
1670	Business Connections	Stationery	23.18
1671	K birch	Cleaning bus shelters	75.00
1672	AK Glass	Replace glass at Southington bus shelter	528.75
1673	Elmdale Maintenance	Maintain photocopier	202.14
1674	CAH	Subs	29.38
1675	Laura Harley	Salary/expenses	616.58
1676	HCC	Pension	145.08
1677	St Mary's Hall	Grant/Vat refund	1027.56
1678	Overton Sheepfair	Grant	1000.00
1679	Choral Society	Grant	250.00
1680	Staples	Postage	32.40

The following cheques were approved and signed (p: I Tilbury; s: M Attwell):

St Mary's Hall Management Sub Committee

42	Allianz Cornhill	Insurance	926.01
43	British Gas	Gas supply	343.94
44	BFP	Check fire appliances	91.39
SO	E Williams	Salary	180.00

4. NEWS AND VIEWS

4.1 Amendments to May issue – it was agreed to seek advice from PC Swallow about the letter regarding the littering of Hannington Lane with beer cans.

Ms Mills suggested that there should be a 'Did you know?' article in News and Views. It was agreed to advertise that the public could attend the committee meeting as part of the diary for meetings at the beginning of page 1.

Dr Johnson arrived at 8.40 pm

4.2 Councillors of the Month for June – Ms Mills agreed to write the articles for the June editions of News and Views.

5. ANNUAL PARISH MEETING

The Annual Parish Meeting would start with a presentation from Mr Bennett (the chairman) and be followed by a short presentation on CCTV and then three short talks from each of the hall committees – the Community Centre, St Luke's Hall and St Mary's Hall.

6. HIGHWAY MATTERS

6.1 Two Gate Lane – the Clerk reported that she had received about 30 responses to the article in News and Views suggesting that Two Gate Lane be made one way or into a Green Lane. Unfortunately the opinions had not been conclusive between keeping the status quo, making the lane one way in either direction, restricting the speed limit, making the lane a Green Lane or closing the lane entirely. It was agreed to write to the county council in the first instance to ascertain whether it would be prepared to support any of these proposals. Other lanes that could be considered were Straight Lane, Waltham Road, Red Lion Lane, Silk Mill Lane and Southington.

6.2 Off Street Parking – a number of sites had been considered for off street parking and councillors had ranked and made comments on the various sites. The current top five sites were – St Luke's Hall, The Old Surgery, Town Meadow, the BT Exchange in Station Road and Overton Hill. It was agreed that a 'parking strategy' was required to consider current (London Road needed better marking) and new parking, on and off street parking, use of yellow lines, residents parking, shuttle bus use, paying for parking etc, and to find out who would need and benefit from any changes to parking. It was agreed to keep parking on the FGP agenda, and to hold an extraordinary meeting on parking in August, when the various sites and options would be ranked using specific criteria.

**Action for Clerk.  
FGP agenda item.**

6.3 Station Parking – Mr Langer still had to analyse the results of the parking survey. There was no consensus of opinion from the 57 responses that he had received.

**FGP agenda for May.**

6.4 Matters arising from meeting with Steve Goodall (HCC) –

6.4.1 – A new order had been made to complete the re tarmac of the High Street pavement on the north side.

6.4.2 – A large puddle was forming by the cemetery in Kingsclere Road. Mr Langer asked the parish council whether grips should be dug through to the cemetery to drain the road, although this might cause a flooding problem in the cemetery itself. The council requested that Mr Langer explore other options such as holes in the tarmac, with Mr Goodall.

6.4.3 – A meeting was still to be held regarding the hedge opposite the school.

**Action Clerk.**

6.4.4 – Mr Langer wanted confirmation that the tree by the Estate Agent in Winchester Street was dead so that HCC could replace it.

6.4.5 – There was some confusion regarding who would be responsible for the new shrubs planted in Farmer's Gardens bordering onto Alexander Road.

Mrs Atkins and Dr Johnson left the meeting at 10.00 pm

6.4.6 – Mr Langer asked whether the parish council would allow Sapley Lane Playing Field to be the assembly point for the procession at the Sheepfair. Ms Mills agreed that this should be recommended to the parish council meeting and this was seconded by Mr Attwell.

***Recommendation: to allow Sapley Lane Playing Field to be used as the assembly point for the Sheepfair procession.***

7. RISK ASSESSMENTS

7.1 To consider the Playground Risk Assessment carried out by BDBC on behalf of the parish council - Mr Attwell had looked at the Risk Assessment document received from the borough council and had reported that the playground was considered to be low risk. It was agreed that any actions to be carried out should be added to a list of actions to be taken arising from Risk Assessments. The document was passed to Ms Mills for perusal.

7.2 To consider any areas for action as a result of the Risk Assessments carried out by the parish council – it was agreed that a formal prioritised action plan should be drawn up arising from the Risk Assessments (including the playgrounds as above). It was agreed that the Risk Assessment should include the lone worker status of the Clerk. There were two items that needed attention – metal was still sticking out from the maze in Edward Kersley Playing Field and the goal posts at Sapley Lane Playing Field needed to be removed. It was agreed that both these matters should be dealt with as soon as possible, and that an article should be placed in News and Views regarding the goal posts.

**Action Clerk/SM.**

8. FORWARD PLANNING

Mr Attwell had requested that this matter be out on the agenda. He felt that the parish council often worked in a reactive way, and suggested that the council should be planning for the future (such as car parking) and putting aside funds (such as play equipment). In the past two years no money had been spent on the elderly in the village and it was agreed that the parish council Strategy should be reconsidered at the next parish council meeting as a first step.

**Clerk to circulate. Item for May FGP meeting.**

Mr Bennett left at 10.30 pm

9. PROCEDURES AND SYSTEMS

9.1 Parish council surgeries – this matter was not discussed.

9.2 HAPTC AGM agenda items – it was noted that resolutions for the HAPTC AGM had to be submitted by the 2 July 2004.

9.3 Discuss the idea of the parish council funding the purchase of new Christmas tree lights (arising from surgery – 27.03.04) – Mr Attwell proposed that the parish council pursue this idea and this was seconded by Ms Mills. The Clerk agreed to obtain some prices.

***Recommendation – to purchase Christmas tree lights.***

9.4 Discuss whether the parish council would allow Sapley Lane Playing Field to be used for car boot sales (arising from surgery – 27.03.04) – this request had been made by the Playgroup and it was agreed that they could hold one event as a trial under the usual conditions.

***Recommendation – to allow Sapley Lane Playing Field to be used for Car Boot Sales.***

9.5 Overton Handbook – a quotation had been received for £565.00 to print 2200 Overton Handbooks. A local business had quoted £800.00 to print 2000 booklets with less pages – consequently a comparison quotation would be in the region of £1000.00. It was recommended that the parish council pursue the quote of £565.00.

***Recommendation – that the Overton Handbooks are printed at a cost of £565.00.***

9.6 Overton Sheepfair – the parish council had been offered a full page advert in the Sheepfair brochure. Councillors agreed that the parish council should take ¼ page freeing up the other ¾ to be sold to other advertisers.

**Clerk to contact David Backers.**

10. CORRESPONDENCE

1) HCC – notice of closure for Ashe Lane from 10.05.04 – noted that the closure would be for five days only

2) Highways Agency – traffic information in south east - noted

3) HCC – traffic matters in Overton - noted

4) The FA – Goalpost Safety – see item 7.2

5) HAPTC – various – see item 9.2

6) Blachere Illuminations – brochure – see item 9.3

7) BDBC – Mr V Lee – Litter and Grounds Maintenance Issues - noted

8) St Luke's Club – various - noted

9) BDBC – cost of play area inspection – noted and agreed

10) BDBC – playgrounds – Overton - noted

11) BDBC – playground inspection reports - noted

12) Overton Photographic Society/Overton Harriers – acknowledge receipt of grants - noted

13) BDBC – locally managed play schemes - noted

14) BDBC – Standards Committee minutes - noted

15) Home Office –changes to the law to prevent illegal working - noted

16) Hampshire Now - noted

17) Zurich Municipal – Annual H&S Seminar – Clerk to attend if available

18) Clarke & Son – transfer of application – Old House at Home - noted

The meeting closed at 10.55 pm