

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
18 JANUARY 2022 AT 7.30 PM
IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

Present: Cllrs Gilbert (Vice Chair); Stansbury; Moody; M Smith; King; Lansdown-Bridge, J Smith, Reed.

In attendance: 4 Parishioners; Clerk.

Following the resignation of the Chairman, the Vice-Chair opened the meeting and thanked ex-Chairman and Councillor Kevin Stafford on behalf of the Council for his past 3 years of input and leadership.

- 1. Election of a Chairperson:** Cllr M Smith was nominated by Cllr Gilbert, seconded Cllr Stansbury and unanimously elected by Council. Cllr M Smith also thanked ex-Cllr Stafford.
- 2. Declaration of Interest:** Cllrs Lansdown-Bridge and Moody for Item 13. b). Cllrs M Smith and Gilbert for Item 14. d)
- 3. Apologies for Absence:** County and District Cllr J Warwick; District Cllr H Williams.
- 4. Minutes of Meetings:**
To approve the Minutes of the Finance Committee Meeting 16 November 2021.
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were approved as a true record for signing by the Chairman.
To approve the Minutes of the Parish Council meeting 16 November 2021.
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were approved as a true record for signing by the Chairman.
- 5. Action Points and Matters arising from Minutes**
All items had been actioned or would be reported on in the meeting, except for the following:
 4. 12. a) ii) Play Park wetpour repairs. An amended quote from Redlynch Leisure for just the wetpour edging repair has been received. A further quotation had been requested from Playground Facilities for edge repair plus cleaning of all wetpour areas. Cllr Gilbert and Clerk to c/f for instruction up to agreed £1,350 budget.
 5. To assess renewable energy and insulation grants for village hall and pavilion. Cllr Stansbury advised that the pavilion was not within guidelines for the grant. Cllr Moody advised that the Village Hall Committee had already implemented many requirements and this was in hand with them.
 - 13 d) Reinvestment of accounts. To be c/f to 15 March Agenda.
 14. Itchen Navigation path concerns. Cllr Reed advised that the Countryside Access team had this on their website for examination in April. C/f to 15 March Agenda.

To c/f for report at the 15 March PC meeting	Cllrs and Clerk	15 Mar
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- 6. County Councillor's Report**
Circulated prior to the meeting and as attached.
- 7. District Councillors' Report**
Circulated prior to the meeting and as attached.

8. Local Crime Report

7 crimes reported within Otterbourne for November (latest figures): 1 burglary; 1 drugs related; 1 other theft; 2 criminal damage and arson; 2 violent/sexual offences; 2 violent/sexual offences. Also within 1 mile of Otterbourne: 1 possession of a weapon.

9. Meeting Closed for the Open Session for Parishioners

A Parishioner enquired further about the Itchen Navigation path and whether County Cllr Warwick may be able to assist.

To update Cllr Warwick in conjunction with taking forward with Countryside Access	Cllr Reed	15 Mar
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A Parishioner enquired about land off Kiln Lane with regard to burning of unknown material and vehicles being parked for months at a time. The Clerk advised the authority to make report to would be WCC Planning Enforcement and also the Environment Dept.

To investigate and determine whether the Parish Council should also make report.	Cllr M Smith	15 Mar
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Meeting re-opened.**10. Vacancy for a Councillor**

Following the resignation of ex-Cllr Stafford, a position had become vacant. Councillors were asked to consider candidates for co-option if no-one came forward for election.

To place Statutory notice on the parish boards and for the website	Clerk	asap
To inform WCC and other bodies of change of Chairmanship	Clerk	asap

11. Report of Representatives to Various Bodies

Allotments: There had been a spate of vandalism and burglary involving three sheds and tools being taken. The waiting list had reduced slightly following some holders having given up plots or having reduced their plot size. Mr Valteris raised the matter of the Association website and Cllr Lansdown-Bridge advised that a new domain, separate to that of the Parish Council's would be most appropriate given the division in the allotments between the parishes of Otterbourne and Albrook. See also Item 14. d) regarding Allotment rents and holdings.

To take forward setting up the Allotments Association website with Mr Valteris.	Cllr Lansdown-Bridge	15 Mar
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OVHC: The Pantomime was proving a great success and work on the toilet facilities would resume after all events had finished.

12. Community Projects and Events

a) Queen Elizabeth II Platinum Jubilee 2022 – to receive update.

A further meeting would take place with Allbrook PC to discuss their participation in the Tea Party and Treasure Hunt on Sunday 5 June and also to discuss a new proposal for a Fire Beacon on Otterbourne Common as part of a national event on Thursday 2nd June.

To liaise with Allbrook PC and forward proposal for a Fire Beacon event	Cllr M Smith	15 Mar
To forward plans for the Tea and Treasure Hunt events.	Cllrs Reed and King	15 Mar

b) Community Payback Scheme – to receive update.

Cllr Reed reported that June had been scheduled for the parish. Sponder’s Mede, the Old Churchyard and Litter Picking through the village were put forward as potential work.

To email Councillors for other work areas and to follow through with the organisers	Cllr Reed	15 Mar
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c) Charlotte Yonge – to discuss bi-centenary celebration.

An email and briefing note had been received from the CMY Fellowship and the Hampshire Field Club as circulated to Councillors prior to the meeting. The bi-centenary celebration was planned for 24 June 2023 and would involve both Hursley and Otterbourne parish. It was anticipated that the Parish Council’s input would be for publicity only. The restoration of the grave in St Matthew’s churchyard had been put forward to the CMY Fellowship and this would be raised at one of their meetings.

To liaise with the organisers and report back in due course	Cllr Stansbury	-
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13. Report of the Planning and Highways Committee

a) Planning

Applications and Decisions – as attached Schedule.

Application to record land at Coles Mede as a town or village green – it had been confirmed that the HCC Regulatory Committee meeting had refused the application.

HWM site on Kiln Lane – this was still under investigation by WCC regarding the unfinished barn construction and large amount of earthworks movement.

To follow-through with WCC and report back	Cllr M Smith	15 Mar
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b) Strategic Housing and Economic Land Availability Assessment (SHELAA)

Two remaining Councillors were asked to complete their responses towards the Parish Council’s assessment of the eight sites put forward by Landowners as included in the SHELAA for potential development within the village. A Newsletter and Response Form were agreed for a full village household delivery. The village Nisa store and Village Hall had agreed to be collection points for the Response Forms. Two dates for Information Sessions to be held in the Chamberlayne Suite of the Village Hall were confirmed as Tuesday 8th February 7 pm-9 pm and Saturday 12th February 9 am-1 pm. The Planning Committee meeting date in the Chamberlayne Suite was to be re-scheduled (and subsequently noted within these minutes) to Tuesday 8th March 7 pm-9 pm in order to give time for the Response Forms to be collated.

To finalise Draft Newsletter and Response Form for printing.	Clerk	asap
To complete household delivery by end January latest.	All Cllrs	asap
To finalise Information Session material for printing.	Clerk	asap
To aid with preparations and attend Information Sessions	All Cllrs	
To email Mr Fox for next WCC LPAG meeting date	Clerk	asap

c) Highways

i) Lengthsman – the Lengthsman’s next visit was scheduled for Wednesday 26 January. Several items had been put forward for the Schedule of Work.

To prepare Schedule and arrange supervision on the day	Cllrs J Smith/Reed	21 Jan
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ii) ‘20 is Plenty’ speed campaign – initial discussion.

A briefing note from Cllr M Smith had been circulated to Councillors prior to the meeting. The Police and Crime Commissioner, Donna Jones, was in support of the national initiative to reduce speed limits through residential areas to 20 mph and HCC was examining the initiative within their Environment, Transport and Economy Select Committee. Council agreed support of for a 20 mile per hour speed limit within the village, including along Main Road. It was hoped that a volunteer would come forward from the village to progress the campaign.

To draft letter of support to HCC for ‘20 is Plenty’ campaign.	Cllr M Smith	15 Mar
To draft publication for a volunteer for parish boards/website	Cllr L-Bridge	15 Mar

iii) Any other matters arising

Fly-tipping in Cranbourne Drive public car park – removal had been completed. Vehicle parked in Poles Lane lay-by – the vehicle had been parked without movement for several weeks, but had finally been moved by the owner. Similar occurrences had been reported in other parts of the village. Advice from HCC Cllr Warwick had been sought. Council agreed to monitor before taking any further action.

14. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) Maintenance of the Ground – to approve the PHS contract for 2022/23.

Two new items had been added to the schedule which was recommended for approval by the RFO and was unanimously agreed by Council.

To advise contractor with the instruction	Clerk	15 Mar
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ii) Access road – to receive feedback regarding permanent overnight closure and approval. Three responses had been received to the notices publicising the above: one for/one against /one advisory. It was known that several incidents of potential ASB over the Christmas and New Year period had been diverted by the overnight closure. 5 volunteers were in place to continue the closing/opening operation. Council unanimously agreed to approve.

To take forward permanent signs for next year’s budget	Cllr Gilbert/Clerk	19 Apr
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iii) Play and Youth Facilities – to approve Annual Safety Inspection provider via WCC. The RFO advised that WCC offered parishes a combined service and competitive pricing. Council unanimously approved.

To advise WCC with the instruction	Clerk	asap
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iv) Pavilion – to ratify costs for work and receive report on any outstanding works. Council unanimously agreed ratification of £76 for replacement fluorescent tube light and £250 for other carpentry works. CCFC had raised a matter involving building works to improve the access between the bar and kitchen.

To undertake a site meeting and initial discussion with CCFC with report to Council at next meeting	Cllrs Stansbury/ M Smith	15 Mar
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b) Otterbourne Common

i) New walkway on Boyatt Lane by the bus stop – progression of grant application. Cllr M Smith and the Clerk had attended an online WCC Panel Session for progression of the proposal and it was hoped to hear the outcome in the next week.

Pending approval from WCC, to instruct with the works.	Clerk	15 Mar
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ii) Chapel Lane – initial discussion about potential changes to the grass triangle. A briefing report had been circulated to Councillors prior to the meeting regarding a resident’s problem with vehicular access to their driveway resulting in damage to the bund in that area. It was agreed there should be no reduction in the area of the common in order to facilitate access. The resident had reinstated areas of concern and the matter would be monitored for further report as necessary.

c) Open Spaces – to ratify tree work costs at Sponder’s Mede and at the Old Churchyard. Council unanimously approved ratification of work for £400 and £140 for the above which had been completed.

15. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts, Quarterly Reconciliation, Budget Analysis
Cllr Moody approved the reconciliation and noted that the budget was on course.

b) 2022/23 Budget – to record new Tax Base of 705.88 and impact on Precept. The Precept had been submitted to WCC at £40,091. The impact of the WCC Tax Base notification with a reduced tax base from 710.44 to 705.88 had meant a % reduction on last year’s Precept from -1.52% to -0.88% at Band D.

c) Roles and Responsibilities – to approve updated schedule.

The schedule had been circulated to Councillors prior to the meeting. An amendment was proposed for Cllr Moody to represent Otterbourne Village School replacing Cllr M Smith. Council unanimously agreed approval and the new schedule.

To update on the website	Clerk/Cllr Lansdown-Bridge	asap
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d) Allotment Rents and Holdings – to address concerns about the current waiting list in relation to future holdings and to increase rents at 1 April 2022 from £2.40 to £2.80 and at 1 April 2023 from £2.80 to £3.50.

A briefing report had been circulated to Councillors prior to the meeting:

a. Allotments rents would be increased from £2.40 to £2.80 per Rod with effect 1 April 2022 with a further increase to £3.50 per Rod on 1 April 2023.

b. that a 50% discount continued to be applied to those attaining State Pension age;

c. that future allotments may only be held by residents of Otterbourne and that future holders would be limited to holding not more than 5 Rods (see next point (d) below);

- d. existing holders of more than 5 Rods be allowed to retain their current holding, pending a review of the situation in October 2022 once the effects of rent increases and the size of the waiting list are known;
- e. that allotment rents would be reviewed every 4 years as part of the budget setting process to ensure that they reflect a reasonable market rate for the services provided. Cllrs M Smith and Gilbert were removed from voting. Council approved the above for implementation at the 1 April 2022 year.

To draft letter to the Allotments Assn with request to publicise.	Cllr M Smith	asap
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- e) Website – to update on improvements.

Cllr Lansdown-Bridge advised that the website continued to be upgraded. The Allotments Association website would be facilitated. The use of Mailchimp to publicise the SHELAA Planning Information Sessions and website information was agreed.

To continue with efforts to improve the website	Cllr Lansdown-Bridge	15 Mar
To report on setting up new Allotments Assn domain.	Cllr Lansdown-Bridge	15 Mar

16. Risk Assessment and Management

There were no new items raised.

17. Notification of events and to raise new items for the next meeting

SHELAA Information Sessions: Tuesday 8 February 7-9 pm and Saturday 12 February 9am-1pm and Planning Committee Meeting Tuesday 8 March 7-9pm.
Working Party meeting Tuesday 15 March 7 pm.

18. Date of next Parish Council meeting – 15 March 2022 at 7.30 pm

Meeting closed 9.20 pm.

Report of the Planning Applications and Decisions December 2021 and January 2022

Planning Applications

- Case No. 21/02639/HOU Oakwood Lodge, Waterworks Road, Otterbourne
Removal of existing garden shed and erection of replacement outbuilding. **No comment**
- Case No. 21/02957/HOU Purbecks, Norlands Drive, Otterbourne
Extensions and alternations following demolition and site preparation.
No comment

Decided

- Case No. 21/02572/LDP 5 Regent Close, Otterbourne
New side extension 3.133m at widest and within 2 m of boundary, but with an eaves height of 2.7 m and ridge height of 3.642 m. Therefore complies with Class A rules for Permitted Development.
Lawful Development Certificate – Permitted
- Case No. 21/02336/HOU 3 Oakwood Close, Otterbourne
Proposed porch and elevation alterations
Application permitted.
- Case No. 21/01681/HOU Tinkers Coppice, Poles Lane, Otterbourne
Single storey pitched roof extension to create utility room, WC and reception room; formation of a dormer roof to side. (Amended Plans) **Application permitted.**
- Case No. 21/02639/HOU Oakwood Lodge, Waterworks Road, Otterbourne
Removal of existing garden shed and erection of replacement outbuilding. **Application permitted.**
- Coles Mede Application for a town or village green.
Application refused by the WCC Regulatory Committee on 17 November 2021.

Enforcements

There are currently five open cases in the Parish.

Statement of Parish Accounts and Payments 18 January 2022

a) <u>Bank Statements at 31/12/21</u>	£
Lloyds Treasurers account	15,957.85
Investment Accounts	
32 Day Notice Account (formerly 6 month investment a/c)	17,216.72
32 Day Notice Account (formerly 12 month investment a/c)	<u>29,677.21</u>
	<u>62,851.78</u>

Payments from Lloyds Treasurer's Account December 2021

OB Mrs J Ayre – salary and office allowance Nov	£ 992.98
OB Mrs J Ayre – 1/4ly expenses broadband, travel	£ 62.76
OB NEST – pension employer and employee	£ 69.75
OB HMRC – quarterly tax and NI payments	£ 209.40
OB Grass and Grounds – open spaces maintenance	£ 160.80
OB DEK Graphics – printing notices	£ 12.00
OB Taylor and Son – Coles Mede bench	£ 120.00
OB Taylor and Son – Pavilion lock	£ 95.00
OB Cllr K Stafford – Chairman's allowance final exps reimbursement	£ 150.00
OB SF Facilities Management Ltd – pavilion boiler annual service	£ 582.00

Payments from Treasurer's Account for Charge Card

Website Feedwind – annual fee	£ 6.93
Information Commissioner – Data Protection registration	£ 40.00
Post Office – Bank Mandate forms	£ 0.96
Lloyds Annual Charge Card Fee	£ 32.00
CEF.Co.Uk – 3 x fluorescent light tubes for pavilion	£ 75.13
<u>Total all Payments December</u>	<u>£ 2,609.71</u>

Payments from Lloyds Treasurer's Account January 2022

OB Mrs J Ayre – salary and office allowance Dec	£ 992.98
OB NEST – pension employer and employee	£ 69.75
OB PHS – recreation ground maintenance	£ 133.50
OB Dek Graphics – printing notices	£ 7.20
OB Grass and Grounds – open spaces maintenance	£ 270.00
OB WCC – dog bins Oct-Dec	£ 130.00
OB NET Tree Care – dead tree felling Old Churchyard, Kiln Lane	£ 140.00
OB Otterbourne Conservation Group – Old Churchyard maintenance	£ 340.00
OB PCC – S137 contribution towards 'Otterbourne Life'	£ 120.00
OB PCC – contribution for St Matthew's Churchyard maintenance	£ 500.00
OB Business Stream – recreation ground standpipes	£ 11.31
OB Melon Engineering – speed sign movement	£ 141.67
OB Tony Nelson – cleaning of street amenities	£ 83.34
	£ 2,939.75

Payments from Treasurer's Account for Charge Card

	£ 0.00
<u>Total all Payments January</u>	<u>£ 2,939.75</u>

Hampshire County Councillor's Report January 2022

Severe Weather Priority Salt Routes

The Hampshire Highways' fleet of salting lorries head out across the county when we have cold nights and freezing conditions forecast. If you're driving behind a gritter please keep well back and be patient - as they do their job to help keep you on the move. Whenever icy road conditions are forecast, Hampshire County Council always salt the main roads first. These 'Priority one' routes carry the majority of traffic - covering 'A' class roads, access roads to emergency services establishments and to areas of high traffic concentration, and other heavily used roads. The county use detailed Hampshire-specific weather forecasts through the winter, in combination with real time information from a network of electronic roadside weather stations to make decisions about the best time to salt the roads, where to salt and how much salt to use. <https://maps.hants.gov.uk/highwayssaltroutes/>

Blue Grit Bins

Thousands of Hampshire County Council blue bins are filled with salt for community use throughout winter. They're for use by neighbours on public roads and pavements and can be particularly useful to 'join up' salting from the main road, carried out by the Hampshire Highways salting vehicles, to smaller access roads, or on the pavements.

Spreading a small amount of salt from the community salt bins on the pavements or smaller access roads not covered by the highways crews can make a big impact on frozen and icy surfaces. One tablespoon of salt (20 grams) is sufficient to treat one square metre of road or pavement surface.

Find a map of community grit bins, request a grit bin refill or a replacement for a damaged grit bin online at <https://www.hants.gov.uk/.../roadma.../severeweather/salting>

Winchester Movement Strategy

Hampshire County Council and Winchester City Council are inviting views on proposed transport improvements developed as part of the Winchester Movement Strategy, and on the draft Local Cycling and Walking Infrastructure Plan. The proposals include a new northern park and ride site on Andover Road, improved public spaces, bus priority measures, safe pedestrian and cycling routes and changes to city centre parking. The strategy will contribute to improving transport over the next 20-30 years, including a reduction in city centre traffic, and a greener, healthier, more sustainable city.

Find out more and complete the online survey by Friday 11 February. <https://www.hants.gov.uk/transport/transportchemes/winchester-movement-strategy>

Grants

Locally, I have supported the following projects with my county councillor grant for the Winchester Downlands area. If you have a community project in need of support then please contact me:

Otterbourne School outdoor play area; Winchester GoLD pantomime trip; MHA Community Day Trip; South Wonston Village Speed Sign; Hursley Parish Council Main Road cherry trees; Winchester Citizens Advice Outreach project; Wessex Cancer Trust psychological support services Badger Farm Community Centre refurbishment; Oliver's Battery Parish Council sustainability event.

Hampshire County Council has awarded £75,000 to support a new **Anglo-Saxon visitor experience** in Winchester. The partnership between the County Council, the Hampshire Cultural Trust and Ubisoft, creators of the global gaming series Assassin's Creed will create an exciting plan to bring Winchester's history to life, using the interactive Assassin's Creed Valhalla. The project will encourage people back into Winchester city centre and boost the region's economic recovery. Funding has also been committed to the project from Winchester City Council, with further contributions being sought from a range of external funders.

Hampshire County Council has also awarded £200,000 towards completion of a major archaeological study of Winchester. The '**Winchester Excavations**' project will make its findings available online for the benefit of a wide audience. The archaeological study of Winchester, led by Professor Martin Biddle is regarded internationally as one of the most important and influential excavations of its kind. Between 1962 and 1971 the Winchester Excavations Committee carried out the largest programme of archaeological ever undertaken in a British city researching over a period of 2,000 years from the Iron Age, through Roman, Anglo-Saxon and medieval times.

Clr Jan Warwick, Hampshire County Councillor Winchester Downlands

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District Council Report January 2022

Cllr Lynda Murphy

On Monday 6th December Cllr Lynda Murphy sadly passed away she had been diagnosed with pancreatic cancer in 2019. Lynda was an incredible advocate and champion for the people of St Michael Ward in Winchester and the news of her death has come as a shock to us all. She was a determined campaigner with a drive and commitment matched by few others to tackle climate change. Since her appointment into Cabinet in 2019, her tireless efforts to improve the lives of Winchester residents is a testimony to her character. As well as being Cabinet Member for Climate Emergency, Lynda acted with great care, pride and compassion in her roles as Chair of the Carbon Neutrality Open Forum and Vice-Chair of Winchester Town Forum.

Cllr Hannah Williams to serve as Cabinet Member for Climate Emergency

Following the sad news of the death of Cllr Lynda Murphy, the Leader of Winchester City Council has confirmed that Cllr Hannah Williams has been appointed to continue Cllr Murphy's efforts to address the Climate Emergency. "Losing Lynda has been a shock to us all, and her family are constantly in my thoughts. Although no-one would choose these circumstances, I am very proud to be invited to serve on Cabinet as Member for Climate Emergency. I am passionate about reducing our carbon footprint as a council and a district and I will be dedicated to working with the teams at the council to build on Cllr Murphy's impressive legacy." Cllr Hannah Williams.

Next stage for Central Winchester Regeneration

Proposals to move forward with the long-term plan for the Central Winchester Regeneration area were approved at a Winchester City Council Cabinet meeting today. The documentation considered by the Cabinet included the outcome of the 'Outline Business Case' for the project that has reviewed the viability of the proposals for the site. It also included the proposed approach for securing a development partner to work with the council to deliver the proposals. Proposals for this phase of development incorporate Winchester Bus Station, Kings Walk, the old Friarsgate Medical Centre and Coitbury House to bring a vibrant new mixed-use development, with high quality new homes, flexible workspaces, a thriving night-time economy and beautiful public spaces.

Have your say on Winchester Movement Strategy proposals

Residents, commuters and businesses are being asked what they think about 10 proposed transport and travel schemes that have been developed as part of the Winchester Movement Strategy, as well as comment on the emerging Local Cycling and Walking Infrastructure Plan. The proposals include a new park and ride site for the north side of the city, improvements to public spaces and for pedestrians, bus priority measures, high quality cycle routes into and across the city centre and reduced city centre parking. An online survey opens today (Monday 6 December 2021) and people have until just before midnight on Friday 11 February 2022 to complete the questionnaire, which can be found on Hampshire County Council's pages:

<https://www.hants.gov.uk/transport/transportchemes/winchester-movement-strategy>. Those who do not have access to the internet can request a paper copy of the survey by calling 0300 555 1388.

The Winchester Movement Strategy (WMS) is the agreed transport strategy for Winchester. It sets out a shared vision for the future of travel in the city and the long-term priorities for travel and transport improvements over the next 20-30 years, including a reduction in city centre traffic. As well as asking for views on the 10 priority proposals during December 2021 and January 2022, the County Council is also seeking feedback on a LCWIP for the Winchester urban area which has been developed as a part of the Movement Strategy. An LCWIP covering the remainder of Winchester District is going to be developed during 2022. The results from these feedback surveys will be analysed and the findings set out in a report expected to be published during spring 2022.

For more information about the Winchester Movement Strategy visit:

www.hants.gov.uk/transport/strategies/transportstrategies

Cllrs Laming, Warwick and Williams