

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL  
16 NOVEMBER 2021 AT 7.30 PM  
IN THE BIANCHI SUITE, OTTERBOURNE VILLAGE HALL**

**Present:** Cllrs Stafford (C); Gilbert; Stansbury; Moody; M Smith; King; Lansdown-Bridge.

**In attendance:** County Cllr J Warwick; District Cllrs J Warwick; B Laming (from Item 7);  
1 Parishioner; Clerk.

1. **Declaration of Interest:** None
2. **Apologies for Absence:** Cllr J Smith; Cllr Reed
3. **Minutes of Meetings:** to approve Minutes of the Parish Council meeting 21 September 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.
4. **Action Points and Matters arising from Minutes**  
All items had been actioned or would be reported on in the meeting, except for the following:  
9 a) SOCCT £500 grant made in November payments. A shortfall of funds still existed.  
11 b) The parish bench had been repositioned from Otterbourne Hill to Coles Mede and replacement of the memorial plaque had been instructed.  
12a)ii) CK Tarmac would be working on the play park path 15 November for three days.  
12a)ii) Play Park wetpour refurbishment was awaiting date to be scheduled.
5. **County Councillor's Report**  
As attached. Local matters: Ditch Clearance: the HCC Strategic Environment team had been asked for an update on Poles Lane; Gully Jetting: scheduled for 21 November; Nisa Crossing Point: the final design was being prepared and expected to be installed by Spring 2022; HCC Parish Briefing: scheduled Teams event 25 November at 5pm; Local Plan Meeting 24 November; Parish Grants: available for upgrade to renewable energy and insulation on community buildings <https://www.hants.gov.uk/community/grants/grants-list/parish-town-council-investment-fund>; Parish Pollinator Project: information via link <https://documents.hants.gov.uk/community-support/parishcouncils/parish-pollinator-pledge-introduction.pdf>  
Cllr Stafford asked about a briefing with National Highways and Cllr Warwick advised this was being discussed at a meeting on 17 November and would be advised thereafter.
 

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| To assess the Parish Grants for undertaking a survey of the community buildings | Cllrs Moody, Stansbury | 18 Jan |
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6. **District Councillors' Report**  
As attached.
7. **Local Crime Report**  
6 crimes reported within Otterbourne for September (latest figures): 3 burglaries; 1 ASB; 2 violent/sexual offenses. Also off the Otterbourne Road: 1 burglary and 1 other theft.
8. **Open Session for Parishioners**  
There were no matters raised.

## 9. Report of Representatives to Various Bodies

Allotments: the waiting list was at an all-time high of 24. Deer continued to be an irritation as did dog fouling.

Parish Police Partnership: Police Beat Surgery at the Village Hall 24 November from 11 am.  
OVHC: work on the toilets would start soon and continue around current fixtures.

## 10. Community Projects

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

Cllrs M Smith and Reed would be taking over as the Otterbourne Representatives with Cllrs Richard Daniels and Nancy Palmer representing Allbrook PC. A meeting was to be convened to work up an outline of requirements to stage a joint Treasure Hunt around both Parishes followed by a Tea Party for residents at the Village Hall on Sunday 5 June. However, Allbrook PC had advised that they may not be able to match fund to the same level as Otterbourne (£2,000 incl WCC grant) with a budget of around £500. Councillors considered whether the event should be retained just to Otterbourne residents, taking into account 200 person capacity of the village hall should the weather be poor. The vote was to continue to progress with Allbrook PC.

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| To forward plans for the event and report back | Cllrs M Smith, Reed | 18 Jan |
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b) Community Payback Scheme – to receive update.

As Cllr Reed was not in attendance the item was carried forward to next meeting.

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| To report at January meeting | Cllr Reed | 18 Jan |
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## 11. Report of the Planning and Highways Committee

a) Planning

i) Applications and Decisions – as attached Schedule.

ii) Application to record land at Coles Mede as a town or village green – a Regulatory Committee meeting was taking place on 17 November 2021 with recommendation to refuse the application.

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| To report update after the 17 November meeting | Cllr Stafford | 18 Jan |
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iii) HWM site Kiln Lane – WCC Enforcement had made a site visit with recommendation that the case be closed and no further action as the materials on site were considered for agricultural use. The Chairman had challenged this response as the earth had been used to construct a large bund around the site. Also, the barn had remained a skeleton structure since 2013; it was adjacent an historical site and unrealistic to accept as a work in progress.

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| To report further response from Enforcement | Cllr Stafford | 18 Jan |
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b) Strategic Housing and Economic Land Availability Assessment (SHELAA) –

A Local Plan meeting on 24 November and a Cabinet meeting on 8 December would be looking at the proposals put forward by Landowners in the revised SHELAA in order to identify preferred options for development areas. Further to the Local Plan Advisory Group meeting and correspondence with WCC, the expectation was that Otterbourne would come under pressure to accept some development. It was seen as a sustainable village in which little development had occurred over recent years, the population was an aging one with insufficient affordable homes for young families and children from within catchment to sustain the school. Councillors agreed that a robust and transparent evaluation

of the sites should be carried out and a ranking system utilised similar to one undertaken in the past. Public meetings would be convened in February on a weekday pm and at a weekend in order to inform and consult residents, before further engagement with WCC.

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| To Agenda for January for Cllr assessment of the sites      | Clerk | 18 Jan |
| To determine dates for the village hall for Public meetings | Clerk | 18 Jan |

c) Highways – to receive any matters arising.

Leaf Clearance: the WCC schedule had only included Waterworks Road and Otterbourne Hill and a request to include Main Road and Poles Lane had been made.

SID on Poles Lane – the data showed half the volume of traffic when compared to Main Road, 30 vehicles achieving more than 40 mph and none over 50 mph. HCC had offered to install a removable post at the site in order to improve impact on approaching vehicles and this would be implemented in the coming months.

Operation Resilience – Cllr Warwick advised that an area of road surface on Main Road opposite Cranbourne Drive would be levelled and Otterbourne Hill was an ongoing project. Cllr Stafford requested information about hedge maintenance and Cllr Laming agreed to forward the contact for the WCC Monitoring Officer who would have the idVerde schedule.

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| To follow up on matters for report at next meeting | Cllr Lansdown-Bridge | 18 Jan |
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## 12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General

– proposal for expenditure of up to £420 for tree and hedge works behind the pavilion.

Two quotations had been received to reduce the height of the hedge and removal of an Ash tree.

NET Tree Care proposed by Cllr Gilbert, seconded Cllr Moody and unanimously agreed.

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| To instruct with the works | Clerk | 18 Jan |
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- to agree that temporary measures to secure the car park every evening should be permanent. The temporary measures had been in place for over a year as carried out by 5 volunteers. Overall, the evening closure had been very successful in reducing ASB. Councillors unanimously agreed to implement measures on a permanent basis following notices being placed at the ground to advise residents and receive feedback. A 2022/23 budget allocation had been set aside to replace the temporary notices with permanent signs.

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| To erect advisory notices and gather feedback for report | Cllr Gilbert | asap |
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– Proposal for expenditure of up to £100 for anti-dog fouling campaign.

Four posters from the project had been selected. Vouchers for use of the artwork would be awarded and the posters printed for display around the Parish. Proposed by Cllr Moody, seconded Cllr Lansdown-Bridge and unanimously approved.

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| To arrange printing and handover to Councillors for display | Clerk | 18 Jan |
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ii) Play and Youth Facilities – to receive update on path and any matters arising.

The work on the path had commenced 15 November and was due for completion in 3 days. Notices of closure had been posted at the ground and Councillors were checking the site.

iii) Pavilion – to ratify expenditure of £485 for boiler service and other work.

Ratification unanimously agreed by Council. Some further issues had been identified by CCFC regarding replacement lights in the away team changing room and a swollen door with works estimated at £200.

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| To advise lights for purchase and to instruct carpenters | Cllr Stansbury | 18 Jan |
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b) Otterbourne Common – proposal for expenditure of up to £855 to construct an improved walkway onto the common at the bus stop on Boyatt Lane opposite ‘The Otter PH’ or alternatively to remove the bund at the western edge of the car park and reinstate the posts. Council discussed to determine the best outcome for residents, all users of the common, safety concerns and cost involvement. It was agreed that the proposed walkway, aligned with the bus stop and accessed off the pavement was better situated and safer for users of Brendoncare and Yellow Dot Nursery and it would channel all users, including those from the public house, away from residences. It was also agreed that matters associated with the parish and its assets should be funded by the Council. Construction of the proposed walkway had been carefully examined and two quotations received. Council unanimously agreed to continue to implement the improved walkway with expenditure of up to £855.

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| To apply for grant contribution from WCC.               | Clerk/Cllr M Smith | 18 Jan |
| To notify the proposal to local residents               | Cllrs M Smith/King | 18 Jan |
| To advise the contractor and liaise re. scheduling work | Cllrs M Smith/King | 18 Jan |

c) Colden Common Football Club

i) Lease – to determine the Option to Determine at 3rd year of the 7 year Lease.

The Option had been continued at Year 1 with many of the teething problems resolved by the Club and there had been no significant complaints since then. Council commended the Club’s officers in trying to involve local residents and for their continued goodwill in addressing any matters as arose. Council unanimously agreed that there was no reason to invoke the Option to Determine and wished the Club well for the next four years.

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| To write and inform CCFC | Cllr Stafford | 18 Jan |
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ii) Rent Review – to note the review date 5 January 2022 (dependent upon item i) above) The rent review would be notified as soon as the RPI Index for November had been released.

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| To write and inform CCFC of new annual rent for 2022 | Clerk | 30 Nov |
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iii) To receive any other matters arising.

A resident had enquired why the two removable barriers along the southern edge of the path from the car park to the Itchen Navigation were not removed between matches. The Clerk had examined the lease and agreement with former Otterbourne FC which had installed the barriers. Although the Lease noted ‘equipment and accessories’, CCFC had not been appraised of the inclusion of the removable barriers as agreed with the former club. It was felt that movement across the ground was not significantly impacted for pedestrians and the vast majority chose to use the hardstanding footpath. After some discussion, Council unanimously agreed to propose a compromise and ask CCFC to remove the temporary barriers whenever possible and to remove and store them away at the end of the season when the recreation ground was most used.

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| To write and inform CCFC and resident | Cllr Stafford/Clerk | asap |
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**13. Report of the Finance and Administration Committee**a) Parish Accounts, Payments and Receipts

Schedule of payments and receipts as attached.

b) Bank Mandate – to approve new signatory and delete existing signatory.

Cllr J Gilbert had agreed to be a new signatory and Cllr Stafford would be deleted as a signatory. Proposed by Cllr Moody, seconded Cllr M Smith and unanimously agreed.

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| To conclude setting up | Clerk/Cllr Gilbert | 18 Jan |
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c) 2022/23 Budget – to approve the Budget and Precept for 2022/23.

Councillors had received a copy of the Budget and proposed Precept. There being no questions or amendments raised, proposed by Cllr Moody, seconded Cllr M Smith and unanimously agreed. The RFO was thanked by Council for preparation of the budget.

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| To inform WCC by due date | Clerk/RFO | 5 Jan |
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d) Reinvestment of Accounts- to agree to hold on reinvestment for up to a further 3 months. The two investment accounts (formerly a 12 and 6 month fixed term) were held in two separate 32 Day Notice accounts. RFO recommended to retain under consideration for up to a further 3 months. Proposed Cllr Moody, seconded Cllr M Smith and unanimously agreed.

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| To retain under consideration pending interest rate increase | Clerk/RFO | 15 Mar |
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e) Website – to update on improvements.

Cllr Lansdown-Bridge advised that efforts to make some improvements had not been wholly successful and would be revisited. A Digital Winchester survey had been received and would be placed on the website for residents to access. The Allotments Association had requested help in hosting their website and this was being looked at. Mailchimp was working well and would be publicised on the village Facebook page to encourage further users. The possibility of using Mailchimp for items such as the Platinum Jubilee event and Planning meetings for the SHELAA sites would be considered.

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| To continue with efforts to improve the website | Cllr Lansdown-Bridge | 18 Jan |
| To follow up with Allotments Assn.              | Cllr Lansdown-Bridge | 18 Jan |

**14. Risk Assessment and Management**

The footpath along the Itchen Navigation had been closed for a year and without any work having taken place to remedy the breaches, it had further deteriorated. There was concern that this valuable asset could be lost with the alternative route via Kiln Lane posing a significant safety concern. An approach to both the Environment Agency and the HCC Countryside Access Team would be made to repair and restore full access along the Navigation path with a request for County Cllr J Warwick to help where possible.

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| To contact EA and CAT and engage with Cllr Warwick | Cllrs Reed and J Smith | asap |
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**15. Notification of events and to raise new items for the next meeting**

Working Party 21 December 7-9 pm – Councillors were requested to advise re. attendance. Cllr Stafford notified his intention to stand down as Chairman and from the Council on 17 January 2022. Council gave a unanimous vote of thanks to him for his efforts and significant input over the past two years.

**16. Date of next Parish Council meeting – 18 January 2022 at 7.30 pm.**  
Meeting closed 9.05 pm.

**Planning Report October and November 2021**

**Planning Applications**

- Case No. 21/01517/TPO      Drove House, Main Road, Otterbourne  
Scarlet Oak: raise crown over the road to 5.5 m. Line clear utility wire and remove all major deadwood. Norway Maple: cut back the overhanging extended neighbouring limbs by 1.5-2m and remove all major deadwood. **No objection**
- Case No. 21/02336/HOU      3 Oakwood Close, Otterbourne  
Proposed porch and elevation alternations **No objection**
- Case No. 21/02610/TPO      Cherry Tree Cottage, Main Road, Otterbourne  
Magnolia: reduce by tip pruning longer end to reshape and limit overhang from neighbour's property as branches are almost touching the roof tiles. Cut back shrubs to clear footpath  
**No objection**
- 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.  
**No objection.**
- Case No. 21/02594/HOU      Otterbourne Manor, Kiln Lane, Otterbourne  
Case No 21/02595/LIS      Addition of a roof canopy and gable window to a rear extension granted approval under applications 20/01485/HOU and 20/01486/LIS  
**No objection**
- Case No. 21/02493/FUL      Southern Water Sports and Social Club, Southern House, Otterbourne  
Construction and operation of equipment and control kiosks and installation of security fencing and gates. **No objection**
- Case No. 21/02603/HOU      The Chapel House, Highbridge Road, Highbridge  
Case No. 21/02607/LIS      Single storey rear extension and removal of internal partition wall.  
**No objection**

**Applications Decided**

- Case No. 21/01960/HOU      'Hilbre', Park Lane, Otterbourne  
Construction of double garage within front garden  
**Application permitted**
- Case No. 21/01792/HOU      6 Brooklyn Close, Otterbourne  
Side extension to connect the main house to garage and conversion of garage to living space. **Application permitted**

**Statement of Parish Accounts and Payments 16 November 2021**

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| a) <u>Bank Statements at 30/10/21</u>                    | £                 |
| Lloyds Treasurers account                                | £28,538.18        |
| Investment Accounts                                      |                   |
| 32 Day Notice Account (formerly 6 month investment a/c)  | £17,215.99        |
| 32 Day Notice Account (formerly 12 month investment a/c) | <u>£29,675.85</u> |
|  | £75,430.02        |

Payments from Lloyds Treasurer's Account October 2021

|   |                |
|---|----------------|
| OB Mrs J Ayre – salary and office allowance Sept  | £ 992.98       |
| OB NEST – pension employer and employee           | £ 69.75        |
| OB PHS – recreation ground maintenance            | £ 344.57       |
| OB Premier Grounds and Maintenance – Oakwood Park | £ 316.80       |
| OB DEK Graphics – printing notices                | £ 12.00        |
| OB NET Tree Care – war memorial trees work        | £ 230.00       |
| OB WCC – dog bin emptying July-Sept               | £ 130.00       |
| OB Melon Engineering – SID movement               | £ 141.67       |
| OB Cllr K Stafford – exps reimbursement           | £ 7.50         |
| OB Glasdon UK – bench memorial plaque             | £ 107.46       |
| OB PHS – recreation ground maintenance            | £ 286.30       |
| OB Premier Grounds – Lengthsman green waste       | £ 48.00        |
| OB Business Stream – allotments water             | <u>£ 82.57</u> |
|   | £ 2,769.60     |

Cheque Payments from Treasurer's Account

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| 3223 James Acton – reimbursement for War Memorial wreath | £ 25.00 |
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Payments from Treasurer's Account for Charge Card

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| Westfield Fasteners Ltd – jubilee clip for speed sign (replacement) | £ 14.62        |
| Ad Fontes Co Ltd – notice board keys x 2                            | £ 6.49         |
| Amazon – black printer inks x 2                                     | <u>£ 28.50</u> |
|   | £ 49.61        |

Total Payments October 2021 £ 2,844.21

Payments from Lloyds Treasurer's Account November 2021

|   |                |
|---|----------------|
| OB Mrs J Ayre – salary and office allowance Sept                | £ 992.98       |
| OB NEST – pension employer and employee                         | £ 69.75        |
| OB Business Stream – standpipes recreation ground               | £ 13.74        |
| OB HCC – Street Lighting Apr-Sept                               | £ 401.83       |
| OB Grass and Grounds – open spaces maintenance                  | £ 160.80       |
| OB Cllr K Stafford – reimbursement of anti-dog fouling vouchers | £ 60.00        |
| OB Melon Engineering – SID movement                             | £ 141.67       |
| OB SOCCT – grant agreed in July towards maintenance S137        | £ 500.00       |
| OB CK Surfacing – play park paths                               | £ 7,760.00     |
| OB K M Whieldon – Sponder's Mede tree work                      | £ 400.00       |
| OB PHS – recreation ground maintenance                          | £ 563.15       |
| OB Dek Graphics – printing notices                              | £ 43.20        |
| OB Tony Nelson – street amenities cleaning                      | <u>£ 83.34</u> |
|   | £11,190.46     |

Payments from Treasurer's Account for Charge Card

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| Nomination Forms Postage | £ 1.92 |
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Total Payments November 2021 £11,192.38

## **Update from Hampshire County Council**

### **Climate Change**

Following the COP-26 conference Glasgow, Hampshire County Council has welcomed a £205,000 grant from the Government's Community Renewal to expand work with communities and parishes to help reduce emissions and adapt to climate change. The County has also issued their Climate Change Annual Progress Report. Work is focused on key areas such as reducing emissions from transport, making homes more energy efficient, generating local renewable energy and protecting and enhancing our natural environment. You can read the full report as well as steps you can take to help tackle climate change at [www.hants.gov.uk/ClimateChangeAction2020-21](http://www.hants.gov.uk/ClimateChangeAction2020-21)

### **Boost your immunity this winter**

Hampshire County Council is backing the NHS call for everyone to 'Boost your immunity this winter' by getting the COVID-19 booster and 'flu vaccine. Free flu jabs are available to adults over 50, anyone with a long-term health condition, healthcare workers, most children aged 2-16 years and pregnant women.

Residents eligible for the COVID-19 booster will be contacted by the NHS – if you have not been contacted call 119 or visit [www.nhs.uk](http://www.nhs.uk). Those who are eligible for a free 'flu vaccine can also book an appointment through their GP surgery or local pharmacy.

### **20 is Plenty**

Hampshire County Council's Cabinet will revisit the option for 20 mph speed limit zones on residential streets. A review of 20 mph zones will be conducted by the Environment, Transport and Economy Select Committee who will hear evidence on how lower speed limits can improve safety, air quality and reduce congestion.

### **Bus Service Improvement Plan**

Hampshire County Council has published its Bus Improvement Plan as part of the Government's 'Bus Back Better' strategy – aimed at driving significant improvements in local transport. This sets out the vision and the proposed steps that would be taken to achieve higher standards in bus travel in Hampshire.

<https://www.hants.gov.uk/News/20211021ProposedBusServiceImprovementPlanPR>

Cllr Jan Warwick

Hampshire County Councillor  
Winchester Downlands  
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## WCC District Report November 2021

### Travel Free to Winchester Sport & Leisure Park

We've been working with Stagecoach South to launch a free travel trial to encourage residents to use the city's Park & Ride service when visiting our new sport & leisure park.

The trial will run for four weeks between Monday 18 October - Sunday 14 November, meaning you can now catch a P&R bus between The Broadway and Barfield Close and travel for free – just tell our drivers where you're going! [Find out more.](#)

### Council issues £5,000 in fly-tipping fines in three months

WCC has upped its efforts to rid the district of illegally disposed waste with four cases leading to successful prosecution over the summer.

WCC is also asking local people to be aware of companies in the district who are offering to dispose of items for small sums of money. It is important to check an operator holds the necessary license to avoid unwittingly having your waste fly-tipped and risking a large fine.

#### **Top tips for how to deal with fly-tipping in your area:**

##### **Do**

- Check to see if it has a sticker attached to it. If it does, we're aware
- Use the [MyCouncil app](#) to log the exact location or lookout for the nearest landmark.

##### **Don't**

- Approach the culprit. They're committing a crime - your safety is paramount.
- Touch the waste it could be dangerous.

Please report any fly-tipping using the [Your Winchester app](#), [online reporting form](#) or Customer Services 01962 840 222.

### Be Scam Aware

#### **Received a cold call about a new phone contract recently? You're not alone...**

Hampshire Constabulary have had numerous reports recently of calls by fraudsters, claiming to be from mobile phone retailer Carphone Warehouse. Please remember:

- You should never provide personal or banking details over the phone.
- Suspicious about a phone call? Hang up and then contact the retailer directly. You should wait 15 minutes, just in case the fraudsters have kept your line open
- If you think that you have been a victim of crime, please report this to Hampshire Constabulary by calling 101.

### Water for Life Plan

We're working with Southern Water on their 'Water for life' plan! They have now released an [update](#) on the plan which focuses on water supply in our region... keep an eye on their website for more.

### Central Winchester Archaeology Day – latest findings revealed

WCC hosted an Archaeology day on the Central Winchester Regeneration site last week, over 50 interested local residents attended for an informal drop-in session in the morning. This was followed by a presentation hosted online highlighting some of the findings so far, and a Q&A session with the Central Winchester Regeneration Archaeology Advisory Panel.

Speaking as Chair of the panel, Professor Martin Biddle said:

“We now have a powerful body of evidence about the area. This reinforces the recommendations we, as a panel, made to the council before the work commenced and we encourage them to continue to follow them.”

**Cllr Laming, Warwick and Williams**