

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

Present: Cllrs M Smith (Chair); Stansbury; Moody; King; Reed; Green

In attendance: HCC and WCC Cllr Jan Warwick; Clerk

1. **Declaration of Interest:** Cllrs Green and Moody for Item 12b)
2. **Apologies for Absence:** District Cllr Williams; Cllr Gilbert.
The Chair announced the resignation of Cllr Lansdown-Bridge and thanked him for his work.
3. **Minutes of Meetings:**
To approve the Minutes of the Parish Council Meeting 15 March 2022.
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) Itchen Navigation concerns – Cllr Reed had contacted the Southampton Canal Society to source help and apply for a grant to undertake the work.
12b) Community pay back scheme -Cllr Reed had found difficulty in contacting the organisers, but would pursue with a letter to the Probation Service.
13c) Website Notice for ‘20 is Plenty’ campaign volunteer – Cllr Smith agreed to prepare.
Enforcement – an Enforcement had been closed by WCC for an unknown reason even though discussions were in progress with WCC Legal Services. The Clerk agreed to update Cllr Green to take forward for next meeting.
Village Spring clean – Cllr Moody reported a successful clean-up of the village and planned to undertake a second event in the autumn.
Common access – this had been completed and WCC had received feedback and a photo of the improved walkway which was currently in use.

To c/f matters for report at the 17 May PC meeting	Clerk	17 May
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5. **Vacancy for a Councillor**
The Statutory Notice publicising the new vacancy would be placed on the notice boards and website. One vacancy already existed for filling by co-option and this had been publicised on the boards and on the Annual Assembly notice to the whole village.
6. **County Councillor’s Report**
Circulated prior to the meeting and as attached. Additional items: Otterbourne Hill: further work to the road surface was planned involving night time closure. Oakwood Avenue: a parishioner had requested double yellow lines in order to restrict vehicles parking close to the junction with Main Road. The request would be forward to HCC to examine the options, but as double yellow lines required lengthy public consultation and enforcement, it was anticipated that a single white line to deter parking would be the outcome. Bollard damage: a report form Tesco would be forwarded to HCC relating to a bollard that was damaged in the village by one of their delivery vans.

7. District Councillors' Report

Circulated prior to the meeting and as attached. Additional items: Pedestrian Crossing: Cllr Warwick would follow up regarding forward progress. Grass cutting schedule: Councillors were advised to report any problems to Cllr Warwick.

8. Local Crime Report

Crime figures from 15/03 to 11/04: 1 x theft from a motor vehicle at Otterbourne Road; 2 x theft at Poles Lane and recreation ground; 1 x public order at Main Road, 1 x criminal damage at recreation ground, 1 x non-dwelling burglary at the Allotments. The Beat Officer would be invited to attend the Annual Assembly on 3 May.

9. Meeting Closed for the Open Session for Parishioners

There were no Parishioners present and no items had been raised to the Clerk
Meeting re-opened.

10. Report of Representatives to Various Bodies

OVHC: Cllr Moody reported that the outcome of the Biffa grant application was awaited. The summer show was progressing and it was anticipated to be the last one of its kind.

11. Community Projects and Events

Queen Elizabeth II Platinum Jubilee – Beacon event on the Common 2 June.
Ratification of expenditure of £1,789 for the fire brazier production. Proposed by Cllr Smith, seconded Cllr Moody and agreed by Council. Cllr Green was thanked for undertaking extensive work on the design, construction and contract specs for the brazier which was expected for completion by mid-May. The event was now planned for the south east side of the common. The brazier would be a substantial structure of some 1 m high fixed to a 1.2 m table, but would not be a permanent fixture. A programme of events was also planned in conjunction with Allbrook PC, for Morris Men dancing, a Blues band, and a choir. The Otter PH had offered to take part with a BBQ. An ex-Group Commandant and members of No 14 Group of the Royal Observer Corps, had been invited for the lighting ceremony.

To forward preparations towards the event and publicity	Cllrs Smith/Green	17 May
To confirm arrangements with the Royal Observer Corps	Clerk	asap

Village Fete – Cllr King advised this was progressing well and she would be attending another meeting of the committee.

12. Report of the Planning and Highways Committeea) Planning

Applications, Decisions and Enforcements – as attached Schedule.

To update Cllr Green for follow-up on the Enforcement case	Clerk	17 May
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b) Strategic Housing and Economic Land Availability Assessment (SHELAA)

A further online meeting with WCC Officer, Jill Lee, had taken place to discuss options regarding part development of some sites and to request input from HCC to assess highways concerns relating to some sites. Some landowners were being contacted to understand their position. An online meeting with Compton & Shawford Parish Council had taken place to discuss sites within its parish, but on the border with Otterbourne along Poles Lane and

Main Road. There had been a report from Natural England regarding high Nitrate and Phosphate levels on land close to the Itchen, impacting all of the SHELAA sites within Otterbourne and as far as Hursley parish.

To forward discussions	Cllr Smith/all Councillors/Clerk	ongoing
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c) Highways

i) HCC Lengthsman – to receive requests for the worksheet and visit 4 May.

A number of items had been identified.

To prepare worksheet for submission and oversee visit 4 May	Cllr Green	28 Apr
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ii) EV charging point in the village – initial discussion.

Council agreed that residents with electric vehicles would charge them at home and there was not an identified ‘end user’ to justify use of parish funds (est £14k) to install a charging point in one of the public car parks, but that this could be a matter for a future Agenda.

iii) Village entrance sign at the northern boundary on Otterbourne Road.

Council agreed that before any approval could be given, plans for the proposed structure and costing would be required. There was also some concern raised about impact on the southern sight line from the Sparrowgrove exit.

To advise Compton & Shawford Parish Council	Clerk	17 May
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13. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) New signs publicising evening closure times for the car park.

The budget allocation was up to £1,000. Expenditure of £765 for three signs proposed by Cllr Moody, seconded Cllr Green and agreed by Council. Supply, including posts and installation would be by Hampshire Print Services: one sign at the entrance, one by the information board and drop posts and one at the pavilion end of the car park.

To instruct HPS with the work	Clerk	17 May
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ii) Pavilion – to receive any matters arising.

Cllr Stansbury advised that he would be undertaking the annual Legionella testing in the next few weeks. The six monthly fire alarm check had been scheduled. The Handyman had been asked to quote for removal of graffiti on the rear wall of the pavilion and to paint over the graffiti on the doors. Cllr Stansbury had contacted a fencing company to quote for securing the rear of the pavilion in order to prevent the ongoing and costly anti-social behaviour. Plans by CCFC for the proposed changes to the kitchen/bar area had not been progressed and it was anticipated the Club take up this matter again after close of the season.

To follow up with Handyman and pursue fencing quote	Clerk/Cllr Stansbury	17 May
To liaise with CCFC regarding plans, building and fire regulations	Cllrs Stansbury and Smith	

iii) Play Park and Youth Facilities

The Clerk had received the end of year weekly safety inspection spreadsheet. The annual independent safety inspection report was still awaited.

14. Report of the Finance and Administration Committeea) Parish Accounts, Payments and Receipts, Investments, End of Year Analysis

See attached schedule. The end of year had finalised at Expenditure -8% under budget (-1% with accruals) and Income + 11% due to CIL and other grant funding.

b) External Audit: Annual Governance and Accountability Return 2021/22

i) AGAR Section 1: Statements 1-9 were affirmed by Council and approved for signing.

ii) AGAR Section 2 – the Accounting Statement was agreed and approved for signing.

To send AGAR to the External Auditor after completion of the Internal Auditor's Report on 28 April	Clerk	17 May
To Agenda Internal Auditor's Report to Council	Clerk	17 May
To post Notice of Public Inspection on boards and website	Clerk	13 June

c) Annual Assembly

Reports were requested by 29 April to the Chairman from all Committee Chairs and Councillors with roles and responsibilities.

To email previous reports to Councillors and prepare the accounts for presentation	Clerk/RFO	asap
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d) Roles and Responsibilities – new item

Following the resignation of Cllr Lansdown-Bridge, a new Planning and Highways Chair would be needed. It was agreed to hold and review all positions at the Annual Meeting.

To Agenda for 17 May	Clerk	17 May
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e) Website – new item

Following the resignation of Cllr Lansdown-Bridge, a new Councillor or volunteer to undertake the role of webmaster would be needed. Tom O'Harrow was thanked for his ongoing support, but concern was raised about his work commitments and a new Councillor or volunteer from the parish would be needed.

To contact ex-Cllr Lansdown-Bridge and ask if he would temporarily continue to undertake the webmaster role	Cllr Smith	17 May
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15. Risk Assessment and Management – the Otterbourne Hill bus shelter had been vandalised. Cllr King was thanked for the initial clear up of glass. HCC Special Maintenance was thanked for their prompt attendance to finish the clear up and make safe the shelter for use.

16. Notification of events and to raise new items for the next meeting – Annual Assembly 3 May

17. Date of next Parish Council meeting – 17 May 2022 at 7.30 pm.

Meeting closed 9.40 pm.

Otterbourne Parish Council Planning Report April 2022

Planning Applications

Case No. 22/00443/FUL
Case No. 22/00444/LIS

The Old Parsonage Care Home, Main Road, Otterbourne
Refurbishment and re-development to provide 16 No. close care
apartments with associated welfare and staff facilities. The
proposals include the demolition of the 1980's additions, the
erection of a new 2.5 storey building with single storey wing to
the rear of the site and the re- ordering of the listed building

**Comment: Neutral, but concern raised regarding insufficient
parking and that the new addition will impact on the
curtilage of the listed building.**

Case No. 22/00782/TPO

‘Woodcutters’, Poles Lane, Otterbourne
2.5m reduction to Oak tree, large section of the canopy is dead.
Removing deadwood and a reduction will promote new growth
and keep the tree in a more balanced shape. **Comment: The
applicant does not need permission to remove dead wood.
The tree is Fine Oak, with some die back. The tree does not
need much work, however some pruning might be suitable
which would be better left until the winter. Before proceeding
the applicant should seek arboricultural advice about what
pruning to do, how much and when. The Council's Tree
Warden can offer advice if needed.**

Case No. 22/00316/HOU

2 Oakwood Close, Otterbourne
Demolition of store/garage area with part single and part double
extension on south side. Demolition of existing garage with new
garage on north side. **No comment**

Decisions

None received.

Enforcements

There are currently six live enforcement cases within the parish.

Statement of Parish Accounts and Payments April 2022

a) <u>Bank Statements at 31/03/22</u>	£
Lloyds Treasurer's account	10,756.49
Investment Accounts	
32 Day Notice Account (formerly 6 month investment a/c)	17,217.89
32 Day Notice Account (formerly 12 month investment a/c)	<u>29,679.39</u>
	57,653.77
Less outstanding payments from Treasurer's account at 31/03/22	
VN 153	378.00
VN 154	130.00
VN 155	<u>295.00</u>
	803.00

To note the Precept first half payment has been received, but is not included in the Treasurer's statement above.

Payments from Lloyds Treasurer's Account April 2022

OB Mrs J Ayre – salary and office allowance	£1, 157.76
OB NEST – pension employer and employee	£ 71.16
OB Melon Engineering – SLR movement	£ 141.67
OB Dek Graphics – printing and laminating	£ 52.98
OB Grass and Grounds – maintenance open spaces	£ 469.00
OB Melon Engineering – SLR movement April	£ 141.67
3225 OVHC – annual hall hire	£ 390.00
3226 Urban Forest – common walkway	<u>£ 855.00</u>
	£ 3,279.24

Payments from Treasurer's Account for Charge Card

Timpsons – engraving of Chairman's Badge of Office	£ 12.95
eBay – 2 x stickers for youth facility bins	£ 13.46
Amazon – 2 x black printer inks	<u>£ 29.28</u>
	£ 55.69

Total all Payments April £ 3,334.93

Hampshire County Councillor's Report 19 April 2022

Homes for Ukraine

The County Council is working with local district and borough councils, as well as key local partners such as the NHS and Hampshire Constabulary, to prepare for the provision of immediate support and assistance to Ukrainians arriving in Hampshire under the Government's Homes for Ukraine scheme.

An initial £100,000 has been set aside to provide immediate support and assistance. The position is developing rapidly and remains fluid. Several key areas of activity are currently being prioritised:

- a process for home visits is being put in place; individual sponsors will be contacted by the County Council as soon as they have been formally notified by Government of an impending arrival;
- a process is also being set up to allow sponsors to receive a 'thank you' payment of £350 per month direct to their bank accounts;
- DBS checks are required of all sponsors under the Homes for Ukraine scheme, as well as enhanced DBS checks for hosts who have Ukrainian children staying with them. These will commence as part of the home visit process and will be undertaken by HCC;
- guest families will be assisted with school admissions so that formal education can continue as soon as possible; queries about school places can be directed to https://www.hants.gov.uk/educationandlearning/admissions/contacts_places
- the County Council's adult social care team is liaising with NHS representatives regarding how support will be provided. GP support and the provision of crisis mental health assistance is a key consideration;
- a dedicated 'Support For Ukraine' webpage (www.hants.gov.uk/ukraine) has been set up and is being regularly updated with the latest information, together with signposting to updates from central Government.

New community pantries

Five new Community Pantries are opening in Hampshire with support from connect4communities programme, led by Hampshire County Council. Each pantry will help families who are facing hardship to access food at reduced prices. There is now at least one community pantry in each of the 11 districts in the HCC local authority area, with a total of 20 across Hampshire. For more information:

www.connect4communities.org

Roads

The countywide clear-up following the severe storms in February continued into March. Storm Eunice alone generated over 5,000 reports with the highways team attending to almost 2000 fallen, damaged or dangerous trees, many of which needed emergency or urgent works. Specialist teams continued to inspect and prioritise tree related issues throughout March.

In addition, across the county 11,395 square metres of carriageway were resurfaced in February, 16,521 gullies and other drainage was cleared and 4,905 potholes were repaired.

The Task and Finish group set up to investigate 20mph speed limits in residential areas has had its first meeting and will now begin reviewing the evidence. The outcome is expected later in the year.

It is worth noting that there is a different process to reporting rights of way issues to HCC, as opposed to Highways issues. Residents should use this link, which enables the team to raise a job order and update the complainant [.Problems on rights of way | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/problems-on-rights-of-way)

Queen's Green Canopy

The first tree has been planted in The Queen's Copse, created as part of The Queen's Green Canopy initiative to mark Her Majesty's Platinum Jubilee. The oak tree, in the River Hamble Country park, will be one of 350 sapling trees on this site, including English Oaks and smaller Scots pines along with Cherry, Silver Birch, Field Maple, and Hornbeam. These will be complemented by a shrub layer of native hedge plants to increase the biodiversity of flora and fauna.

District Councillors' Report April 2022

CITY COUNCIL CUTS CARBON EMISSIONS BY A QUARTER

Winchester City Council has today announced its Carbon Footprint Report 2020-2021 has been published. The findings show that the local authority has reduced carbon emissions by 26% within the last year and over 41% over the last 10 years. Since the announcement of the Climate Emergency in June 2019 the council has dedicated resources to making positive, sustainable change. Winchester City Council's Carbon Neutrality Action Plan (CNAP) has two targets – to become a carbon neutral council by 2024 and to get the district to meet the same goal by 2030. The council began assessing its carbon footprint in 2008 and continues to monitor data annually to track progress. The purpose of the report published today is to summarise results and to use them to provide practical recommendations that will further reduce carbon emissions. Key findings from the report show:

- A 26% reduction in on-site electricity plus moving to renewable energy supplier for the year 2020-2021. This was exacerbated by offices and the Guildhall being vacant during COVID-19 lockdowns.
- A 97% reduction in employee commuting. However this was offset by the inclusion of home working emissions, which we've included in the Carbon Footprint Report for the first time.
- That 91% of Winchester City Council sites are on a 100% renewable energy tariff.

The council is investigating further opportunities to reduce emissions associated with services by continuing the transition to sites owned by the council, that are not related to housing, to 100% renewable energy tariffs (the housing stock is being constantly developed to lower carbon emissions). They are also looking to switch to alternative fuel/low carbon energy for buses and are looking to lease and purchase electric vehicles and install charging points on-site to transition their fleet. To read the full report click [here](#).

YOUR LOCAL PLAN – WHAT IS IT FOR?

The Local Plan sets out how we intend to accommodate the growth we need to plan for in the district, outside the South Downs National Park, for the period up to 2039. To do this the plan:

- Identifies suitable sites for a range of new housing that will allow people wanting to live in the district to find accommodation that matches their needs
- Includes policies and sites which encourage sustainable local economic growth
- Looks to protect our valuable countryside, habitats and heritage
- Contributes to tackling the climate emergency

All these different threads of work will be pulled together into a draft Local Plan (known as the Regulation 18 stage of the plan making process) which we are intending to publish for public consultation in August/September this year. The process to develop a Local Plan has been underway for two years - the high number of responses received to date have provided very valuable feedback and are helping us work on the direction of the proposed strategy and the policies for the new plan.

WHAT IS HAPPENING NOW?

Two key pieces of work have **already been undertaken** to enable us to draft the new plan:

1. Housing numbers

One process relates to a calculation of the housing numbers that Government policy says we need to accommodate, and we then have to decide how these numbers are best distributed across the district outside the South Downs National Park.

2. The Strategic Housing and Employment Land Availability Assessment report

The second piece of work was a call for sites which enabled owners and promoters to put forward land which is potentially available for development and these sites are published in the Strategic Housing and Employment Land Availability Assessment report (SHELAA).

Some 380 sites are included in the SHELAA in total. **Only a small fraction of these sites will be needed** to meet the growth we are currently expecting to plan for which, in housing terms, is around an additional 3,000 new residential properties up to 2039. To help with the selection of sites we are now liaising with the Winchester Town Forum, and working with all parish councils in and around the city, and the parishes with the other most sustainable towns and larger villages, and asking them to review the SHELAA sites, along with any others they think may be available for development, to take the growth we are planning to accommodate over the 17 years to 2039 as set out below:

- New Alresford (through a Neighbourhood Plan) - additional 100 – 120 homes
- Bishop’s Waltham - additional 100 – 120 homes
- Wickham – 90- 100 additional homes
- Waltham Chase – 90 – 100 additional homes
- Swanmore – 90 – 100 additional homes
- Kings Worthy - 90 – 100 additional homes
- Denmead (through a review of their Neighbourhood Plan) - 90 – 100 additional homes
- Colden Common – 90 – 100 additional homes
- Otterbourne – 50 – 60 additional homes
- South Wonston – 50 – 60 additional homes
- Sutton Scotney – 50 – 60 additional homes

In the case of Winchester itself the range is 1,600 to 1,650 additional homes between now and 2039 and, when we consider development that might reasonably be expected to come forward within the existing town boundary and other brownfield land which is potentially available, a further 250 -300 homes may need to be accommodated on unidentified development site(s) over this period.

HOW DO YOU GET INVOLVED?

We are intending to consult on the draft plan between August and September this year. The consultation process looks to let everyone have their say on how we accommodate the growth we need to plan for the next 17 years. If you would like to be involved please sign up here for the updates and invitations to events: planningpolicy@winchester.gov.uk

BARFIELDS 2 PARK & RIDE EXTENSION OPENS

A new 287-space car park opposite Winchester Sport & Leisure Park in Barfield Close in Winchester will open on Friday 11 March. The site is set to be a new electric vehicle charging hub for Winchester, helping decarbonise the city and provide clean energy. The extension to the car park is part of Winchester Movement Strategy’s key aim to reduce city centre traffic and improve air quality. The structure includes 800 square metres of roof-mounted solar panels, generating enough power to charge the 16 Electric Vehicle Charging Points as well as the lighting, lifts, CCTV and other electrical systems in the building. Further EV charge points can be added as demand grows further underscoring the council's commitment to encouraging alternatively-fuelled and low-carbon modes of transport.

The all-new structure features:

- 400 square metres of green wall;
- 115 new trees (12 specimens and 103 woodland whips) on the side of the car park facing the National Park;
- 92 species of plants and more than 4,000 bulbs planted nearby.

ARCHITECTS APPOINTED TO GIVE NEW LEASE OF LIFE TO KINGS WALK AREA

Winchester City Council has appointed architects Studio Multi to take forward plans focusing on the upgrade of the Kings Walk Shopping Arcade in the centre of the city. The team, led by Studio Multi, which will include architects, landscape architects, lighting, and graphic designers, has been selected from a shortlist of proposals aimed at breathing new life into the outdated arcade. The plans will focus on improving retail frontages along Middle Brook Street and Silver Hill, finding an innovative use for the flank wall of the adjacent Friarsgate car park and creating opportunities to improve the open spaces across this key area of the city centre, which is also home to the Nutshell Theatre. This approach will result in clear plans to improve the existing public realm and introduce imaginative wayfinding throughout the shopping arcade, making it easier to navigate between different parts of the city centre. The upgrade will be delivered through a ‘meanwhile use’ application across an area covering some 1,770 square metres. This will revitalise the area in the short term whilst a procurement process to appoint a development partner for the Central Winchester Regeneration (CWR) Opportunity is underway. The delivery of the CWR Opportunity will ultimately result in the transformation and improvement of a larger part of the city centre, including Kings Walk, Friarsgate and Silver Hill.

District Councillors Hannah Williams, Brian Laming, Jan Warwick