

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

Present: Cllrs Gilbert (VC); Stansbury; King; Green; Moody.

In attendance: County Cllr J Warwick. District Cllrs B Laming; H Williams; J Warwick  
Dr Keith Smith; 3 Parishioners; Clerk.

1. **Declaration of Interest:** Cllrs Green and Moody for Item 12 b).
2. **Apologies for Absence:** Cllr Smith, Cllr Reed
3. **Minutes of Meetings** – to approve the Minutes of the Parish Council meeting 17 May 2022. The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as a true record for signing.

11. **Representatives to Various Bodies – Agenda item taken early**

Southampton International Airport (SIA) – Dr Keith Smith had attended the SIA briefing session on airspace change proposals. SIA was seeking agreement from stakeholders on the process steps as laid out by the Civil Aviation Authority for translation of design principles to draft routes and airspace change options. Concern was raised that this process had not been transparent and that SIA had determined the compromises and weighting of the design principles, instead of it happening through community engagement. Council thanked Dr Smith for attending and for his report. Otterbourne had drafted a letter to SIA outlining its concerns with recommended changes to the process. Neighbouring parishes, WCC and Steve Brine MP had been engaged. Council approved the draft letter for submission and forwarding to neighbouring parishes for support. SIA had extended the consultation closure date from 26 July to 9 August.

To submit letter to SIA and forward	Clerk	9 Aug
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OVHC – unfortunately, the Biffa application had not been successful. Bookings were good. Early car parking before school pick-up time had been raised with Otterbourne School.

Allotments – annual rental receipts had been received at £999.20. The garage store brickwork repair had been completed and a quote was being requested for repair of/a new wooden door. The water meter on Chapel Lane common had been damaged by a truck and was beyond repair. The Clerk had reported to Southern Water and it awaited site inspection.

To liaise with Ron Emery for site visit and c/f for report	Cllr Moody	20 Sept
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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 and potential funding options for the Big Lottery and WCC Crowdfunding – Cllr Reed not being present, the item was c/f to September.

12 b) Community Payback Scheme feedback from the Probation Service – Cllr Reed not being present, the item was c/f to September. Cllr Moody agreed to investigate further.

To c/f items to the 20 September PC meeting	Clerk	20 Sept
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5. **Vacancy for a Councillor**

Two vacancies existed for co-option. A household flier delivered to all households in the Sparrowgrove area had not initiated any response. Further deliveries were agreed to other areas of the parish not currently represented. It was agreed to hold on the decision regarding an application from a resident of Otterbourne Hill, as the area was already represented by two Councillors, until outcome of the deliveries.

Greenacres Drive, Coles Mede, Main Road To c/f to the 20 September PC meeting	Cllrs Gilbert, Green, Moody Clerk	20 Sept 20 Sept
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6. **County Councillor's Report**

Circulated prior to the meeting and as attached. Local matters: Oakwood Avenue parking at Main Road junction – HCC would be installing the white lines in August. 20 mph speed limit – a public consultation had been launched with link on attached report.

7. **District Councillors' Report**

Circulated prior to the meeting and as attached.

8. **Local Crime Report**

8 crimes reported in May: 2 other thefts; 1 public order; 1 shoplifting; 4 vehicle crimes.

9. **Open Session for Parishioners**

- i) A parishioner raised an item on decarbonisation and parish engagement. Cllr Williams advised that WCC was developing a Net Zero Roadmap and would be engaging parishes in helping to shape decarbonisation of Winchester and the District. Cllr Green advised that an invitation to an online Workshop had been received. Cllr Warwick advised that the HCC Greening Campaign was a grassroots initiative seeking to engage parishes and residents [Community climate change projects | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/community-climate-change-projects). All parishes had been invited to delegate a Climate Champion as a lead member to engage with the community. Council agreed to create a new position within its roles and responsibilities and to add to the Vacancy fliers as an opportunity for a new Councillor/delegate to take up.
- ii) A parishioner raised an item on SHELAA site OT08. See Agenda item 12 b) for report.

10. **Community Events**

- i) Beacon on the Common Report: Cllr Green advised that it had been a very successful, well supported and enjoyable event that had been broadcast on a HCC video and Hampshire News. The brazier had been stored and a plan for annual maintenance was agreed.
- ii) Village Fete Report: Cllr King advised that this had been very successful and enjoyable. Councillors and other members of the organising committees for both events were thanked.

To draft and initiate maintenance management plan	Cllr Green	20 Sept
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iii) Village Litter Pick: Cllr Moody proposed an autumn litter pick on Saturday 1st October.

To draft notices for the boards, website and village Facebook	Cllr Moody	20 Sept
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12. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcements

Schedule as attached. Enforcements at Kiln Lane and Highbridge Rd had been followed up.

b) Strategic Planning – to update on submission, SHELAA site OT08, WCC Regulation 18. A letter with the preferred options for sites OT03 (part site) and OT05 (with reduced housing numbers) had to be sent to WCC by 31 May. A site meeting had taken place regarding OT08 Land west of Cranbourne Drive between Barwood Land, the Estate Manager, Cllr Smith and the Clerk. Matters discussed: part-site development of between 50-55 and houses in line with village needs and design; access route proposed via the ‘kickabout’, potential for new open space and footpath linking Sponder’s Mede to the village hall; concerns about further development within the residential area and traffic congestion onto Main Road at key times. A letter had recently been received from Barwood Land setting out their proposal. It was hoped that WCC would offer further guidance on the sites in due course. WCC had notified that the Regulation 18 public consultation date had been extended to 18 October.

To c/f to the 20 September PC meeting	Clerk	20 Sept
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c) Southern Water – public consultation on ‘Water for Life’ 5 July – 16 August. Cllr Green reported that this was about resilience of the water supply for Hampshire following the decision not to progress with a desalination plant, but instead with water recycling and transfer. A new recycling plant was to be built in the Havant area and a new 40 km pipeline to the Otterbourne Water Supply Works. The proposed pipeline would pass through the fields off Kiln Lane to reach the new plant being built. Information on the parish website and notice boards, via SW drop in sessions and the [online portal](#)

To submit Parish Council response	Clerk	16 Aug
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d) Highways

- i) Pedestrian Crossing on Main Road at Nisa store: the installation had commenced and was expected to complete by 5 August. Cllr Warwick was thanked for her continued support and perseverance to accomplish the crossing.
- ii) Main Road: a number of damaged bollards on Main Road had been replaced.
- iii) HGV’s on Kiln Lane: a report from Brambridge House Management had been received. An HGV unable to traverse the second road bridge had tried to turn around and had badly damaged the gateway. Weight restriction signs were on Otterbourne Hill and at Kiln Lane roundabout, however satnav systems used postcodes routing Brambridge via Otterbourne. County Councillors Jan Warwick and Rob Humby had been informed to examine options.
- iv) Poles Lane speeding: the vegetation around the 30 mph sign at the M3 underpass had been cut back. The speed sign data for the site from mid-June-early July had shown 9% of vehicles had exceeded 40 mph as opposed to 1% for the village average. It was agreed to assess data from a second cycle with the speed sign set to stealth before taking forward.

To advise contractors and c/f to 20 September PC meeting	Clerk	16 Aug
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v) Hampshire Supported Transport – public consultation to 24 July.

See County Cllr Warwick’s report attached with link for response.

vi) Lengthsman’s visit 27 July: Cllr Green had completed the worksheet. Cllr King agreed to assess unfinished items and other areas in the village using the Highways budget.

To submit worksheet and assess further items for work	Clerk/Cllr King	asap
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### 13. **Report of the Recreation and Amenities Committee**

#### a) Oakwood Park Recreation Ground

- i) General – the two MMT posts had been ordered and a quote for installation received.
- ii) Play Park and Youth Facilities – to approve expenditure for wetpour and update matters. Three quotations for the wetpour cleaning and edging replacement had been received. Cllr Gilbert proposed Vita Play as best value, seconded Cllr Moody and unanimously approved. A quote for the play park benches re-stain was also approved. The play house table had been tightened. The closure time for the two gates had been lengthened to 4-7 seconds. There had been a significant amount of cracking on the new tarmac path. The contractor had been approached and responded that he would investigate and make repairs in the autumn.

To instruct wetpour contractor and c/f for path repair with contractor	Clerk	20 Sept
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- iii) Pavilion – to update on graffiti removal, Legionella test and any other matters. Pending response from WCC about date for the graffiti removal, a quote had been received from a contractor which Council unanimously approved for instruction. An anti-graffiti application would be investigated. The Legionella test had been returned as not present.

To instruct contractor and advise anti-graffiti application	Clerk/Cllr Stansbury	asap
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#### b) CCFC – to receive any matters arising.

The new fixtures list had been received.

#### c) Common – to report on boundary review of bank and ditch construction.

A parishioner had raised an issue regarding construction of the bank and ditch, replacing the former posts, off the gravel car park that it should have received approval from the Secretary of State. WCC had advised in 2018 that planning permission was not required. The matter had been forwarded to WCC Legal Services to review Common legislation.

#### d) Street Amenities – vacancy for the cleaning contract.

Vacancy notices had been placed on the boards and website. The option for a single one-off clean would be examined. The reservoir bench had been re-bolted down. The Sparrowgrove bus shelter had been re-stained. The Cranbourne Drive notice board had been instructed for refurbishment in August. Pending any response from WCC about repair of the broken glass panel for the bus shelter on Otterbourne Hill, a quote from a contractor had been received which Council unanimously approved for instruction.

To report on condition of bus shelters, notice boards and benches	Cllr King	16 Aug
To instruct contractor with the replacement glass panel	Clerk	16 Aug

### 14. **Report of the Finance and Administration Committee**

#### a) Parish Accounts, Payments and Receipts

Schedule attached. Cllr Moody approved the bank statements and reconciliation. The budget analysis was on track with potential for re-allocating underspend on some items.

#### b) Members Allowance Scheme

A survey from South East Employers had been received as completed in the meeting.

To submit Parish Council response	Clerk	6 Aug
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### 15. Risk Assessment and Management – no matters arising.

### 16. Notification of events and to raise new items for the next meeting – no matter raised.

### 17. Date of next Parish Council meeting – 20 September 2022 at 7.30 pm. Meeting Closed 9.10 pm

**Otterbourne Parish Council Planning Report June and July 2022**

**Planning Applications**

- Case No. 22/00680/HOU St Mary's, Main Road, Otterbourne  
Demolition of existing rear conservatory and erection of a single storey rear extension, and first floor side extension above existing garage and utility room. **Objection to proposed flat roof extension design.**
- Case No. 22/01071/FUL 'Elderfield', Main Road, Otterbourne  
Case No. 22/01072/LIS Internal alterations, refurbishment and replacement of modern windows  
**No comment**
- Case No. 22/01181/LDP 95 Cranbourne Drive, Otterbourne  
Garage conversion. **No comment required if accepted as an LDP**
- Case No. 22/01211/HOU 'Delwood', Norlands Drive, Otterbourne  
Convert a Bungalow to House. Right side single storey extension. Left side small single storey extension. Rear left two storey extension. Two storey front porch extension. All window & Doors to be black aluminium. Walls to be brick and render. New roof tiles to be grey slate; zinc cladding to front gables. Layout from a 4 to 6 bedroom property. Loft will be habitable space for games room and storage. Glass balcony to the rear. **No comment**
- Case No. 22/01217/HOU 'Glen House', Grange Drive, Otterbourne  
First floor side extension, internal and external alterations, pool house roof alterations and new garage. **No comment**
- Case No. 22/01200/HOU 'Pevenil', 9 Oakwood Avenue, Otterbourne  
Proposed single storey extension to the side and two storey extension to the side and rear of the property. **No comment**
- Case No. 22/01311/FUL 1 Brooklyn Close, Otterbourne  
Application Reference Number: 18/00039/HOU  
Date of Decision: 09/03/2018.  
Condition Number(s): 2 Conditions(s) Removal request:  
To enable the plans to be amended to reflect the development as built, specifically to include the shower room extension which has been added to the west elevation of the approved garage conversion.  
**No comment**
- Case No. 22/01334/HOU 149 Pitmore Road, Eastleigh  
First floor roof extension with dormer windows to front and rear  
**No comment**
- Case No. 22/01338/HOU 59 Cranbourne Drive, Otterbourne  
Extension to existing detached garage with addition of first floor accommodation providing an office and gym with external staircase.  
**No comment**

- Case No. 22/01570/TPO      The Old Parsonage, Main Road, Otterbourne  
Arboricultural report on all trees with proposed works.
- Case No. 22/01355/HOU      ‘Purbecks’, Norlands Drive, Otterbourne  
New double garage and replacement gates including site preparation  
and associated works.  
**No comment**

### **Decisions**

- Case No. 22/00135/HOU      5 Oakwood Close, Otterbourne  
Extension to the front of the property including a garage/storage.  
**Application permitted**
- 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  
**Application refused**
- Case No 22/00969/LDP      16 Sparrowgrove, Otterbourne  
Single storey rear extension. **Application permitted**
- Case No. 22/00680/HOU      St Mary’s, Main Road, Otterbourne  
Demolition of existing rear conservatory and erection of a single storey  
rear extension, and first floor side extension above existing garage and  
utility room. **Application permitted**

### **Enforcements**

Five open cases in the parish being investigated by WCC.

## Statement of Parish Accounts and Payments June and July 2022

### a) Bank Statements at 30/06/22

Lloyds Treasurer's account	£18,870.07
3 month fixed term account	£29,683.64
3 month fixed term account	<u>£17,220.37</u>
	£65,774.08

### Payments from Lloyds Treasurer's Account June 2022

OB Mrs J Ayre – salary and office allowance	£ 1,008.52
OB NEST – pension employer and employee	£ 71.16
OB HMRC – 1/4ly tax and NI for employer and employee	£ 246.84
OB Mrs J Ayre – 1/4ly reimbursement broadband/travel	£ 100.53
OB Grass and Grounds – open spaces maintenance April + May	£ 328.80
OB Dek Graphics – printing Platinum Jubilee signs and letters	£ 34.80
OB WCC – hire fee for 'No Waiting' cones Platinum Jubilee	£ 60.00
OB Melon Engineering – Speed sign movement May + June	£ 283.34
OB PHS Group – recreation ground maintenance May/June	£ 716.68
OB Cllr D Green – reimbursement of expenses for Jubilee event	£ 19.45
OB Cllr M Smith – reimbursement of expenses for Jubilee event	£ 62.87
OB HCC – 3 recreation ground car park signs incl installation	£ 795.60
OB JPS Fire and Security – pavilion fire extinguisher service	£ 42.00
OB Giles Building and Maintenance – allotment garage repairs	<u>£ 595.00</u>
	£ 4,365.59

### Payments from Treasurer's Account for Charge Card

Amazon printer cartridge black inks x 2	£ 24.40
B&Q Cable lock for youth facilities bins	<u>£ 7.00</u>
	£ 31.40
Total payments June	<u>£4,396.99</u>

### Payments from Lloyds Treasurer's Account July 2022

OB Mrs J Ayre – salary and office allowance	£1,008.72
OB NEST – pension employer and employee	£ 71.16
OB PHS Group – recreation ground maintenance June/July	£1,014.14
OB Taylor and Son – bus shelter re-stain, pavilion doors, bench	£ 435.00
OB Cllr Lesley Moody – reimbursement of plants for flowerbeds	£ 30.50
OB WCC – dog bin emptying April-June	£ 65.00
OB Business Stream – recreation ground standpipes standing charge	£ 12.16
OB Colden Common PC – Lengthsman contribution	£ 200.00
OB Melon Engineering – SLR movement July	£ 141.67
OB Grass and Grounds – open spaces maintenance	£ 164.40
OB HALC – online training Cllr Moody	£ 36.00
OB Business Stream – allotments water	£ 25.84
OB PKF Littlejohn – external audit fee	<u>£ 360.00</u>
	£3,564.59

<u>Payments from Treasurer's Account for Charge Card</u>	£0
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## Hampshire County Councillor Report July 2022

### **Classical Concerts at the Royal Victoria Country Park**

Experience the sounds of high quality chamber music with a new programme of concerts in the beautifully renovated chapel at [Royal Victoria Country Park](#), where [Wessex Sinfonietta](#) has just been appointed resident orchestra <https://www.hants.gov.uk/News/29062022Chapelconcert>

### **Childcare over the Summer holidays**

Details of Ofsted registered childcare, activities and leisure services (and lots more information for families), can be found in the Hampshire Family and Information Services Hub directory: [fish.hants.gov.uk](http://fish.hants.gov.uk)

If your child who has a special educational need or disability, then check out services with a Local Offer flag. For further details on how your child will be supported:

<http://fish.hants.gov.uk/.../directory/localoffer.page...>

If you need help with paying for childcare go to [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)

Not able to find the childcare services you need? Use our Childcare Request Form: <http://childrenshampshirecc.researchfeedback.net/s.asp...> or email [childcare@hants.gov.uk](mailto:childcare@hants.gov.uk) for further assistance.

### **Supported Transport Consultation**

If you use Dial-a-Ride, Call and Go or Taxishare services in your local community or hold a Concessionary Travel bus pass you will want to know about changes we are proposing to our financial support for these schemes. Our consultation is open until Sunday 24 July. The proposals seek to continue to deliver effective services, within a reduced budget, through:

- Making operational changes to supported passenger transport services (including supported bus services, Dial-a-Ride, Call & Go, Taxishare and Minibus Group Hire services)
- Removing some discretionary enhancements to the Concessionary Travel Scheme currently funded by the County Council, including, for example, no longer providing taxi vouchers as an alternative to a Disabled Person's Bus Pass
- Increasing the contributions users pay for some services, eg. introducing a £1 fare for all Taxishare services and increasing the charge for replacing lost and damaged bus passes. There is no charge for replacing a stolen pass. The consultation is available here:

<https://www.hants.gov.uk/.../consulta.../passenger-transport>

### **Defibrillators at our Household Waste Recycling Centres**

Hampshire County Council has announced that life-saving defibrillators will be available soon at all 24 HWRCs. The sites are run by the private contractor Veolia, on behalf of the county council and are visited by over 1.5m residents every year. Having this equipment available to use in an emergency could help to save lives.

### **Public Consultation about 20 mph limits within Hampshire**

The County Council is keen to hear from as many residents, businesses and other stakeholders as possible, to find out their views on the implementation of 20mph limits in the context of other highways priorities and the County Council's statutory duties to maintain the highway in a safe condition within a limited budget. The findings from the survey, together with data about use of the highway, speed enforcement, road safety and environmental impacts will be important in helping to shape future policy relating to 20mph speed limits in Hampshire and, in turn, future decision-making around 20mph speed limits. The survey is open until midnight on Monday 12 September 2022.

<https://www.hants.gov.uk/transport/transportchemes/20mph-speed-limits-consultation>.

## Winchester District Councillor Report July 2022

### **Garden waste collection suspension – Monday 4 July**

Please see the following note sent to customers: 'With our apologies for any inconvenience this is likely to cause but due to unforeseen circumstances, we will have to temporarily suspend the garden waste service for the week commencing Monday 4 July 2022. This unfortunate disruption to our service is due to unexpected staffing shortages. If you are due a garden waste collection next week, we ask that you please do not put your garden waste bin/containers out for collection. We will contact you again by email when the service resumes and please be assured we are working hard to avoid any further disruptions and our intention is that only one garden waste collection will be missed. No other services are suspended, so all other bins and containers should be left out as normal. If you cannot store your garden waste until your next scheduled collection it can be disposed of at your local household waste & recycling centre free of charge. As your garden waste will not be collected and we are unable to return at later time to collect, we are reviewing what options are available to compensate you for this inconvenience and will email you again as soon as possible. We apologise for any inconvenience this unavoidable suspension of service may cause and are working hard to resume our usual service as soon as possible. Many thanks in advance for your understanding.' For any further information or should you have any questions, please contact Campbell Williams Service Lead - Environmental Services [cwilliams@winchester.gov.uk](mailto:cwilliams@winchester.gov.uk) 07591814617

### **BUSINESS EXCELLENCE AWARDS**

The Winchester Business Excellence Awards were held at the end of June at the University of Winchester. After the last two years of really challenging times it was fantastic to see all the different members from our community attend the event. 11 awards were presented that recognised businesses for leadership, charity, sustainability and more! The Millennium Egg was kindly donated to the council by Jeremy France of Jeremy France Jewellers, this ornament is a lifetime achievement award presented annually to an outstanding local business person for their services to the economy of the Winchester District.

### **NET ZERO GRANTS FOR BUSINESSES**

Are you working toward becoming net zero? Free support is being offered to businesses in the Winchester district... We've teamed up with Meercat to help businesses reduce their carbon emissions through grant funding. Monthly webinars will be hosted by Meercat to answer questions any business owners have. Other support is available from programmes such as Low Carbon Across the South and East (LoCASE), which offers grants up to £10,000 or green audits for businesses where more intensive work is needed.

### **UKRAINE REFUGEE SUPPORT**

It's national Refugee week with this year's theme being 'healing' and we agreed to provide a specialised team to support Ukrainian refugees in helping them to secure longer-term housing, prevent homelessness and to integrate smoothly into our community. We have now supported at least 138 families through our community support hub for Ukraine. We have one more hub session running on Tuesday 28 June, 10am-2pm in the Guildhall, Courtyard. We will then be moving to monthly extended hub sessions from July to September. A huge thank you to everyone who donated clothing, we have had an overwhelming response. We would like to continue accepting the following donations only until Friday 8 July: Carrier bags; Toiletries and makeup unused/unopened. You can either drop the items into customer service or round to the communities team, situated on the 1st floor of city offices. For further information or to direct people for support email: [Ukraine@winchester.gov.uk](mailto:Ukraine@winchester.gov.uk)

### **QUEEN'S BATON RELAY**

We're excited to announce that Winchester will be taking part in the Queen's Baton Relay in this year's upcoming Commonwealth Games! The Baton will visit Winchester on Wednesday 6 July at the Winchester Sport and Leisure Park and University of Winchester's Sports Stadium at around 2pm. In partnership with Everyone Active and the University of Winchester, we have organised a primary school Commonwealth games sports festival from 10am – 3pm on Wednesday 6 July. Everyone in the district is being invited along to a community picnic from 1pm on the day at the university.

### **KING GEORGE V SKATEPARK**

This was officially opened by the Mayor of Winchester, Cllr Derek Green on Saturday 11 June. We hosted a skate jam event with competitions and live music with skateboarders and BMX enthusiasts joining us to test out the new playing fields. A plaque was installed to commemorate our Open Spaces Officer, Susan Lord, who had been working closely on this project but sadly passed away before it opened.

**Cllrs Laming, Warwick and Williams**