

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

**Present:** Cllrs Stafford (C); Gilbert; Stansbury; Moody; J Smith; King; Reed.

**In attendance:** County Cllr J Warwick; District Cllrs Williams, Laming Warwick;  
1 Parishioner; Clerk.

1. **Declaration of Interest:** None
2. **Apologies for Absence:** Cllr M Smith; Cllr Lansdown-Bridge
3. **Minutes of Meetings:** to approve the Minutes of the Parish Council meeting 13 July 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:
  - 6 Local Development Scheme: More than 2200 responses had been received to the Public Consultation and WCC had published its report and timeline for progression: <https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging/local-development-scheme> A Local Plan Advisory Group meeting was scheduled for 27 September at 6pm with report on the representations submitted.
  - 9 a) SOCCT grant £500: this was on hold pending Crowdfunding options being examined.
  - 10 b) CPRE/idVerde litter initiative: flyers were being produced for the village Facebook. There was a new co-ordinator, the litter picks were going well and participants in the scheme were being asked to nominate roads for litter picking.
  - 12 b) Cranbourne Drive car park licence for Otterbourne School: HCC has been advised about the decision not to take the proposed licence forward. It had said it would inform Otterbourne School and there had been no further correspondence resulting.
  - 12 c) i) Event use of the Common by Otterbourne Brass: due to logistical issues the performance had been held at the recreation ground with about 100 attendees.
5. **County Councillor's Report**  
As attached. Local matters: Pedestrian Crossing on Main Road: HCC had received all of the speed survey data and their report was awaited with update of any implications for progressing. Operation Resilience: the work on Otterbourne Hill was scheduled to take about 4 weeks with drainage measures before resurfacing. M3 Upgrade to Smart Motorway: there would be several years of work and some diversions. Cllr Stafford asked whether a follow-up visit from Highways England could be made to update villagers on the proposed works and address any concerns. Cllr Warwick agreed to progress.
6. **District Councillors' Report**  
As attached. Local matters: Drains: WCC would be undertaking a resilience assessment of all drains through the village. Southampton Airport airspace change: Cllr Stafford asked for clarification regarding WCC's position on the requested Noise Preferred Route (NPR) and whether this would be included in the engagement process between Southampton Airport, the CAA, NATS, DfT and regional stakeholders. Cllr Warwick advised that the initial engagement would be wide-ranging involving all airports in the country and that discussion on a NPR would therefore be further down the line in the engagement process.

**7. Local Crime Report**

6 crimes reported in July 2021 (latest figures) within Otterbourne: 3 public order; 1 criminal damage; 2 violent/sexual offenses. Also 1 drugs and 1 vehicle crime on Otterbourne Road.

**8. Open Session for Parishioners**

There were no matters raised.

**9. Report of Representatives to Various Bodies**

Allotments: repair to the garage wall was scheduled for October. The shop door would be repaired in-house. There were 21 on the waiting list. A slight problem with deer had arisen. Village Hall: OVHC had been allocated the grant money for the refurbishment project, its request to the Cranbury Estate for the deposit money had been successful and just a small amount remained outstanding.

**10. Community Projects**

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

Planning for the event was proceeding, but the school half-term break and extended Bank Holiday Jubilee weekend were a complicating factor as many of those who would normally be involved in delivering activities had plans to be away. It was proposed therefore to focus on a single day's celebration on Sunday 5 June. An informal offer from Allbrook PC was received from Cllr Richard Daniels with a view to making the event a joint celebration for the residents of Allbrook and Otterbourne with 'match-funding' of circa £1,500. Forward plans were towards delivering a Treasure Hunt for the villagers followed by a tea party with entertainment provided by Otterbourne Brass. Council unanimously approved the way forward and Cllrs Moody, Reed and Smith offered to help in delivering.

To forward plans for the event and report back	Cllr Stafford	16 Nov
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b) Community Payback Scheme – to receive update.

It was not possible to schedule anything before mid-October. Suggestions for work around the village included options for cutting back Footpath 4 and other open spaces hedges.

To liaise with CAT re. potential for cutback of Footpath 4	Cllr Reed	asap
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c) Poppy display on lamp posts for Remembrance Period – to approve HCC consent form. Councillors unanimously approved the display and Cllr Stafford kindly offered his services.

To submit forms to HCC for approval	Clerk	asap
To set up/dismantle display	Cllr Stafford	25 Oct

**11. Report of the Planning and Highways Committee**

a) Planning

Applications and Decisions – as attached Schedule.

HWM site on Kiln Lane: a visit by the WCC Enforcement Officer in connection with concerns raised about the site had been made. The investigation was ongoing and a follow-up scheduled inspection would be taking place.

WCC Local Plan: The WCC Local Plan Advisory Group had scheduled a meeting to consider the adjusted 2021 SHELAA. Cllr Laming advised that the results showed preference for a spread of housing around the district and numbers proposed were based on the government's 'standard numbers'. Cllr Stafford noted that the Elderfield (field) site had been included without any detail of housing numbers or timescale. Also, Otterbourne had been grouped

with northern parishes, including the possibility for it to meet a housing target. He advised that whilst not against development, this would be a significant change and not necessarily positive for the village. The District Councillors were asked to take forward the concerns.

b) Highways – to receive any matters arising.

Park Lane resurfacing: Cllr Stafford reported that this was progressing with HCC.

Hedge at corner of Poles Lane/Otterbourne Road: this had been reported to WCC for action.

Gully pots: Cllr Warwick had advised that these were cleared by HCC twice per year, following which Cllr Lansdown-Bridge had made request for clearing specific ones.

Replacement of Dedicated Bench on Coles Mede Green: a former bench had been dedicated to Charles Goodyear, Chairman 1947-1956, but following vandalism, it had been removed.

Replacement had been held pending the redevelopment plan for Coles Mede garages, however this having been delayed, and following a request from an elderly family member who lived in the village, Council approved reinstatement asap. The cost of a new bench not having been included in the budget, Council agreed to reposition the bench from the east side of Otterbourne Hill next to the bus shelter which already provided seating. Council unanimously agreed a sum up to £250 for a new memorial plaque and movement cost.

To order plaque and instruct handyman to reposition	Clerk	asap
To inform Roy Goodyear of the reinstatement plans	Clerk	asap

## 12. Report of the Recreation and Amenities Committee

### a) Oakwood Park Recreation Ground

#### i) General

– to ratify expenditure of £660 for tree work and £264 for other perimeter works.

Two quotations had been received for the tree work and NET Tree Care had been awarded the contract based on cost. Council unanimously agreed both expenditure amounts.

– to discuss measures to address dog mess at the recreation ground.

The dog warden had visited and would continue to do so on occasions. His presence and ability to fine offenders had been posted on the village Facebook. A notice about the legal duty and H&S concerns relating to dog fouling would be added to the website and notice boards and sent for inclusion in 'Otterbourne Life'. Cllr Stafford had approached Otterbourne School to involve them in devising a poster for the notice boards. The dog warden was also able to visit Otterbourne School to talk to Y5 and Y6 children if wanted.

To liaise with Otterbourne School re. poster campaign	Cllr Stafford	16 Nov
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– to consider request for use by Hiltingbury U12s Hawks on Saturdays 9-10.30 am.

The team was run by Otterbourne residents and they had used the ground for a number of months with no complaints. Numbers attending were low and the area was away from residents. The U7s team also played on Sundays. Council unanimously approved use.

To write advising grant of permission	Cllr Stafford	16 Nov
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ii) Play and Youth Facilities – proposal for expenditure up to £7,288+VAT for path renewal. Quotations had been received from four companies: for a composite resin path, for tarmac replacement and two options for Rhino or Tiger mulch. Quotations varied from £6,466 to £9,060 for all path areas. The composite resin option was excluded from cost. Visits to three sites had been made to inspect the tarmac and mulch options. Mulch offered a new type of base, but being porous it would require annual maintenance to prevent grass and weed growth. Tarmac, as in situ, did not require annual maintenance. The current kerb

edges were still solid, but there had been lines of cracking along the outside band of the path thought to have arisen from previous repairs not having been made to sufficient depth. After some discussion, the conclusion was for replacement with a tarmac path again. CT Tarmac proposed by Cllr Gilbert, seconded Cllr Moody and unanimously agreed.

To instruct contractors with the work and advise others	Clerk	16 Nov
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– proposal for expenditure up to £1,350+VAT for wetpour edge repairs. Two quotations had been received for the edge repairs which had shrunk away over time. Redlynch proposed by Cllr Gilbert, seconded Cllr Moody and unanimously agreed.

To instruct contractors with the work and advise others	Clerk	16 Nov
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b) Open Spaces – proposal for up to £680 for work at Sponder’s Mede and War Memorial. Sponder’s Mede: two quotations had been received for tree work. The lower of the two at £400 was proposed by Cllr Stansbury, seconded Cllr Moody and unanimously agreed. War Memorial: a quotation for shaping the Red Prunus and for felling the dead Cherry tree including stump removal had been received. NET Tree Care proposed by Cllr Reed, seconded Cllr J Smith and unanimously agreed to complete before Remembrance Period. Contract work: Cllr Reed had met with Cllr J Smith on site to look at areas in the contract which needed tightening-up and she was engaged with the contractor about recent concerns.

To instruct contractors with the work and advise others	Clerk	asap
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c) Otterbourne Common

i) Walkway – to update on a potential walkway onto the common off Boyatt Lane. Cllr M Smith had obtained two quotations with similar specification for construction and he would be assessing both before briefing Councillors. The tall post had been removed from the current walkway and the grass around the bunds and ditches had been cut. Council affirmed its decision not to remove the bund and ditch, but to progress with the option of constructing a new walkway onto the common in order to improve access for all users.

To email briefing note to Councillors	Cllr M Smith	16 Nov
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d) CCFC – to receive any matters arising. The Club had been asked to remove items behind the pavilion prior to the contractor’s visit to cut the south border hedge.

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

a) Parish Accounts, Payments and Receipts

Schedule of payments and receipts as attached. The second half Precept had been received.

b) Notice of Completion of External Audit – to receive report.

The External Auditor had signed off the audit with no recommendations and the Notice for Public Inspection of the accounts had been publicised on the boards and website.

c) Bank Mandate – to approve new signatory.

Cllr M Smith had agreed to be a new signatory and for online banking. Proposed by Cllr Moody, seconded Cllr Stafford and unanimously agreed.

To conclude setting up	Clerk/Cllr M Smith	16 Nov
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d) Insurance – to approve quotation from Zurich for 2021/22.

The annual insurance covering parish assets, public liability, employer's liability, officials' indemnity, personal accident and fidelity guarantee was due 1 October 2021. It was the third year of the 3 year tie-in with Zurich. The pavilion rebuild cost had been checked against the BCIS calculator and other asset values checked. 3% index linking has been applied, £250 excess on asset claims and new for old cover, £12M PL and £250k for fidelity guarantee. The new annual premium has been received and was unanimously agreed for renewal.

To confirm instruction to Zurich	Clerk	30 Sept
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e) Employment Matters – Cllr Moody informed the meeting that the annual appraisal of the Clerk had been carried out; this had been another highly successful year and the clerk was thanked for her outstanding support.

f) 2022/23 Budget Meeting – to receive proposals for consideration and set meeting date. Proposals for new projects were invited for consideration and would be discussed at the Working Party meeting on 19 October. The Clerk would email forms covering items for maintenance assessment and for changes to contracts. A Finance Committee meeting for discussion of the draft budget was set for 16 November at 7 pm prior to approval at the full Council meeting of same date at 7.30 pm.

To consider new projects and requirements	All Councillors	19 Oct
To email forms and construct first draft of budget	Clerk/RFO	19 Oct

g) Website – to update on improvements.

Cllr Lansdown-Bridge being absent, the item would be carried forward to 16 November.

#### 14. **Risk Assessment and Management**

Footpath 4 had been noted as a concern for cutting back, erosion and flooding.

To liaise with CAT regarding works	Cllrs Reed and Smith	16 Nov
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#### 15. **Notification of events and to raise new items for the next meeting**

Working Party meeting 19 October 2021.

Finance Committee meeting 16 November 7 pm.

#### 16. **Date of next Parish Council meeting** – 16 November 2021 at 7.30 pm.

Meeting closed 8.50 pm.

**Planning Report August and September 2021**

**Planning Applications**

- Case No. 21/01608/HOU      4 Brooklyn Close, Otterbourne  
Proposed first floor front extension. **No objection**
- 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. **No objection**
- 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. **No objection**
- Case No. 21/01912/TPO      Old Deeds, Main Road, Otterbourne  
Oak tree associated with planning approval for 4 no. houses (app 19/01222). Crown reduction and reducing limbs to give 2 m clearance from closest house to give balanced shape. **No objection**
- Case No. 21/01960/HOU      ‘Hilbre’, Park Lane, Otterbourne  
Construction of double garage within front garden **No objection**

**Planning Decisions**

- Case No. 21/00827/LIS      The Chapel House, Highbridge Road, Highbridge  
Replacement of windows front elevation. **Application permitted**
- Case No. 21/00972/HOU      5 Oakwood Close, Otterbourne  
Double storey back extension, front extension including garage to front of the property. **Application permitted**
- Case No. 21/00892/HOU      26 Greenacres Drive, Otterbourne  
Single storey rear extension. **Application permitted**
- Case No. 21/01299/HOU      1 Oakwood Avenue, Otterbourne  
Converting the driveway in a way as would contravene the Decision Notice in relation to Application WIR.12195: extending a 2 metre/6ft fence along one side of the current driveway and increasing the height of an existing fence from approx 1 metre to 2 metres. **Application permitted**
- Case No. 21/00854/FUL      Otterbourne Manor, Kiln Lane, Otterbourne  
Demolition of existing stable buildings and the construction of new buildings to support the agricultural use of the land (Amended Description) **Application permitted**
- Case No. 21/01086/FUL      Otterbourne Manor, Kiln Lane, Otterbourne  
Take down existing walled swimming pool and golf driving complex. Construct new kitchen garden with greenhouse and landscaping. **Application permitted**
- Case No. 21/01431/FUL      ‘Roselea’, Highbridge Road, Highbridge  
The provision of a stable block to replace existing consent ref 19/00794/FUL **Application permitted**
- Case No. 21/01608/HOU      4 Brooklyn Close, Otterbourne  
Proposed first floor front extension. **Application permitted**

**Statement of Parish Accounts and Payments 21 September 2021**

<u>Bank Statements at 31 August 2021</u>	£
Lloyds Treasurers account	£14,563.30
32 Day Notice Account (formerly 6 month investment a/c)	£17,215.00
32 Day Notice Account (formerly 12 month investment a/c)	<u>£29,674.00</u>
	£61,452.30

The second half Precept £20,355.00 not included in the balance above.

<u>Payments from Lloyds Treasurer's Account August 2021</u>	
OB Business Stream – allotments	£ 33.06
OB Mrs J Ayre – salary and office allowance July	£ 992.98
OB NEST – pension employer and employee	£ 69.75
OB Grass and Grounds – open spaces maintenance	£ 315.60
OB JP Carpentry – pavilion doors	£ 565.00
OB R&R Contractors – white lining of car parks	£ 2,340.00
OB PHS – recreation ground maintenance x2	£ 429.34
OB PKF Accountants – external audit fee	£ 240.00
OB DEK Graphics – printing notices	£ 20.16
OB Tony Nelson – street amenities cleaning	£ 166.68
OB JPS Fire & Security Ltd – pavilion service	£ 66.00
OB Office Needs Direct – Sponder's Mede memorial bench	<u>£ 529.15</u>
	£ 5,767.72

<u>Payments from Treasurer's Account for Charge Card</u>	
Post Office – street cleaning contract and return SAE	£ 3.06
Seal Extrusion Co – neoprene strips for speed sign	£ 4.50
Westfield Fasteners Ltd – jubilee clips for speed sign	£ 17.70
Amazon – black printer inks x 2	£ 25.98
Glasdon UK Ltd – bin bags for play park	<u>£ 25.84</u>
	£ 77.08
Total Payments	<u>£ 5,844.80</u>

<u>Payments from Lloyds Treasurer's Account September 2021</u>	
OB Mrs J Ayre – salary and office allowance August	£ 992.98
OB NEST – pension employer and employee	£ 69.75
OB Mrs J Ayre – 1/4/y travel and internet expenses	£ 89.76
OB HMRC – 1/4ly tax and NI for employer and employee	£ 209.40
OB PHS – recreation ground maintenance	£ 706.30
OB Dek Graphics – printing notices	£ 4.32
OB Melon Engineering – SID movement x 2	£ 283.34
OB Zurich Insurance – annual parish insurance	£ 1,124.89
OB Grass and Grounds – maintenance open spaces	£ 80.40
OB Cllr Stafford – expenses reimbursement	£ 20.49
OB NET Tree Care – Recreation ground	£ 660.00
OB Tony Nelson – street amenities cleaning	<u>£ 83.34</u>
	£ 4,324.97

<u>Payments from Treasurer's Account for Charge Card</u>	
Post Office – bank mandate to Lloyds	£ 0.96
Total Payments	<u>£ 4,325.93</u>

## Update from Hampshire County Council

**M3 Works Site** Residents will have noticed the preparation of agricultural land for the M3 works site adjacent to Badger Farm and Otterbourne Road. The site will be used for HGV vehicle cleaning, storage and a base for workers. Discussions are in place between officers from Highways England and Hampshire County Council to help reduce the impact on residents when works starts. This includes measures to reduce the speed and noise of heavy vehicles travelling on residential roads when closures are in place. This is of particular concern for overnight closures as traffic travels to and from the ports. The agricultural field, exit and entry points will be fully reinstated on completion of works (in approximately three years).

**Helping Afghan evacuees** Hampshire County Council is working with District and Borough councils to assist Afghan families re-settle as part of the Government's Afghan Relocation and Assistance Policy programme. Several families have now been welcomed to the county and we want to ensure they have all the local information they need and are made to feel welcome. If you wish to donate or help, please visit the website of the registered local charity: [Donating to help Afghan Evacuees - Community First \(www.cfirst.org.uk\)](http://www.cfirst.org.uk) who are co-ordinating support across the county.

**Tougher Action on fly-tippers** Hampshire County Council and their local authority partners have joined over 150 other local authorities and 10 professional bodies to call for the Sentencing Council to consider **tougher fines and sentences** for fly-tipping offenders. We have also placed covert cameras in some local fly-tipping "hot spots".

More information about fly-tipping, including advice on how to report it, can be found on Hampshire County Council waste and recycling webpages ([www.hants.gov.uk](http://www.hants.gov.uk))

### **Cllr Jan Warwick**

Hampshire County and Winchester City Councillor

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## WCC District Report September 2021

### **CARBON LITERACY TRAINING**

Over the Summer all members of the council were invited to take part in Carbon Literacy training which ran over four nights each night involving a two-hour session. The training was provided by the Carbon Literacy Project and at the end of the final session, we were all asked to fill out a challenging questionnaire. It is challenging because we have to commit to taking action both personally and as an organisation. These would be submitted to the Project and, if approved, mean that individuals will be accredited. I think those that did attend found it very useful.

### **HIROSHIMA DAY**

On 6<sup>th</sup> August The Mayor Cllr Vivian Achwal hosted a commemorative event for Hiroshima Day. Listening to a reading from a survivor's account of that fateful day, heard from the University of Winchester and their plans for planting seeds from a Ginko tree and listened to a flute recital. It was a very moving experience.

### **WINCHESTER CITY COUNCIL SHORTLISTED FOR RTPI AWARDS**

Our Strategic Planning team has been shortlisted for the Royal Town Planning Institute (RTPI) Awards for Planning Excellence.

The team has been nominated for the Excellence in Plan Making Award for the South East region in recognition of their creative and innovative approach to ensuring that our Local Plan consultation engages the broadest possible number of local people and reflects the needs of our communities.

The award recognises local plans that are devised to be unique, considering and delivering the needs of an area. You can keep up to date with the ongoing development of the Local Plan by [clicking here](#).

### **WINCHESTER GREEN WEEK - OPEN FORUM EVENTS**

During Winchester Green Week, we'll be hosting a Carbon Neutrality Open Forum event. It's a chance for everyone in our district to discuss how we can tackle climate change!

We've worked with Winchester Action on Climate Change and the Centre for Sustainable Energy to produce carbon footprint reports. They highlighted is doing harm to our district, and how our behaviour here compares to other areas, nearby and nationally. These Open Forum events are a positive step to turning things around for our district... Each event will have a different theme, let us know what topics you want to [explore here](#).

### **GRANTS AVAILABLE NOW!**

Do you work for a small to medium business based in the Winchester district that needs some help recovering from the restrictions put in place during the pandemic? Your team can apply for our new Transformation, Adaptation and Diversification business grant!

This new round of Additional Restrictions Grant funding is aimed at organisations located and operating in the Winchester district to support their longer term resilience and recovery from COVID-19 restrictions by adapting, changing, and growing their businesses. Find out [more here](#).

Following feedback from businesses affected by staff shortages and closures, we have also introduced a new COVID-19 Business Challenges (CBC) one-off grant to compensate organisations and businesses based in our district for loss of income during the six week period from 1 July to 16 August 2021.

For further information about the CBC grant, [click here](#).

### **WINCHESTER FUNDING FAYRE**

Could your community do with some help funding a project?

We have teamed up with Community First, and we're delighted to invite charities and non-profit organisations in the Winchester district to the Funding Fayre!

Come along on Wednesday 15 September for day packed with useful insights on funds that you can apply for and all the information you need to help fund your project!

[Sign up here](#).

### **SUPPORTING AFGAN REFUGEES**

Finally, in response to the unfolding situation in Afghanistan, The Leader of the City Council Cllr Lucille Thompson has written to the Home Secretary to let her know that the City Council is ready and waiting to welcome Afghan refugees. We have accommodation available and are looking forward to receiving referrals from the County Council.

**Cllr Laming, Warwick and Williams**