

**MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD IN 2298
THE BIANCHI ROOM, OTTERBOURNE VILLAGE HALL
MONDAY 9 MAY 2016 AT 7.30 PM**

Present: Cllrs W Jones (Chairman); D Stirrup (Vice-Chairman); R Kelly; M Acton; T Rodford; J Romero

In attendance: District Cllr B Laming; PCSO Michelle Wilkinson; 40 Parishioners; Mrs K Mantell; Clerk
Guest Speakers: Lynn Hill, Project Manager Eldrfield; Seb Mayfield from 'Food up Front'

1. **Apologies for absence:** County Cllr Phil Bailey (arriving late), District Cllr Jan Warwick; District Cllr Eleanor Bell; Cllr R Stansbury.
2. **Welcome:** The Chairman, Cllr Will Jones, welcomed all to the meeting.
3. **Minutes of the 2015 Annual Assembly.**
These had been distributed to those attending. The Minutes had been approved for presentation to the Annual Assembly at the April 2015 Parish Council meeting. Proposed at the Annual Assembly as an accurate record: Mr J Bristow; seconded Mr J Clack, approved and signed.
4. **Chairman's Report for 2015/2016**

Parish Council Matters

The Parish Council met seven times a year plus the Annual Assembly. All Council meetings were open to the public to raise matters at the Open Session. On months between Parish Council meetings, Working Party meetings progressed items. The Council was made up of nine volunteer Councillors. Since last April, Sandra Brabham had resigned due to work commitments and the Chairman thanked her for her help during the year. Cllr John Romero had recently joined the Council and it was hoped to fill the final vacancy at the next meeting. The Chairman thanked his fellow Councillors for their help, in particular, Cllr David Stirrup as Vice Chair, Cllr Russell Kelly as Chair of the Finance and Administration Committee and Cllr Mary Acton for her support on the WCC Local Plan. The Clerk was thanked for administration of the Council and duties as the Responsible Finance Officer. The work of the many volunteers in the village was very much appreciated. Mrs Kathy Mantell was thanked for her work as the village Neighbourhood Watch co-ordinator. The NW scheme had been started in 2008 and a new co-ordinator was sought in order to continue the scheme. Dr Keith Smith was thanked for his work as representative on the Winchester Air Group. During 2015 a Memorandum of Understanding with Southampton International Airport had been signed which ensured that WCC would be consulted on new flight paths. Ron Emery was thanked as Chairman of the Allotments Association which was thriving and with a waiting list. Valerie Etteridge as Chair of the Conservation Group and Cllr Richard Stansbury were both thanked for their work on the Conservation Group at the Old Churchyard and Sponder's Mede Nature Reserve. The litter pickers for the recreation ground, Wayne and Sue Dunlop and Trevor Rutter were also thanked for their continued and very valued service.

County and District Councillors

Following a Boundary Review in 2015, each Winchester District ward would be up for election this year. Mike Southgate who had not stood for re-election was thanked for his work and advice in the past. Cllr Jan Warwick had been re-elected and was thanked for her support. Two new District Councillors, Eleanor Bell and Brian Laming were welcomed and Cllr Phil Bailey was thanked for his ongoing support as County Councillor.

Village Amenities

The village was fortunate to be on several bus routes and to have three excellent village inns. The village hall continued to be very successful and the committee and management were thanked. An Open Afternoon on Sunday 15 May was planned to showcase all the various clubs and activities. Following a fire earlier in the year at Williams Garage, planning had been granted for improvements to the village shop and re-construction of the garage. The volunteers who helped to manage Sparrowgrove and Oakwood Copse were thanked. The footpath issues of last year had been resolved and two new paths through Oakwood Copse were in good use. The Jalopy Race continued to be a successful event each year and this year was planned for Sunday 26 June. The Football Club had finished second in the league and won the Hampshire Cup and Andover Cup. After long association with the village the Club had announced its intention to disband at the end of the season.

5. Report by Cllr Will Jones, Chair of Planning and Highways Committee

Planning Matters

The Council had examined 29 Planning Applications in 2015/16 as follows: 14 extensions, 4 new build, 3 tree works, 1 Change of Use, 5 commercial, 1 other, 1 Enforcement and 1 Appeal. The Committee had lodged objections to five applications, notably the Change of Use of land on Kiln Lane which, despite objection from WCC, had gone to Appeal and been granted by the Inspector. Affordable housing had been the only desirable development mentioned in the Village Survey and a project to replace the garages on Coles Mede to build a number of affordable houses was still under consideration. Cllr Mary Acton was invited to speak on the WCC Local Plan. The long process of drawing up the new Local Plan for the Winchester District was nearing its final stage. A consultation on the pre-submission draft of the Winchester District Local Plan Part 2 had been held at the end of 2015 and the Winchester District LPP2 had been submitted to the Independent Inspector on 23 March. The Inspector would be conducting Hearings on the Plan and consultation responses in Winchester between 12- 20 July and the 371 responses to the consultation were available on the WCC website. Most of LPP2 related to areas of development in other parts of the Winchester District which it would not directly affect Otterbourne. However there had been a lot of objections to Otterbourne being designated MTRA3 in the Local Plan Part 1 and there was still concern about the possibility of further challenges to the proposed limits on developments. From current searches of the consultation responses, the main concern was the desire of several planning consultants and developers to challenge the settlement boundaries in a number of village locations. Two developers had specifically targeted Otterbourne, but there were others that challenged the principle of fixed settlement boundaries. The two which related to Otterbourne were: 246044517 – which argued for a review of the settlement boundary between Otterbourne and Southdown to incorporate Compton Nursery into Southdown and exclude this land from the settlement gap; and 144053670 - which argued that the Otterbourne settlement boundary should be extended to include the land known as ‘the glen or meadow’ off Waterworks Road. A member of Otterbourne Parish Council planned to attend the relevant section of the Hearings and would liaise with WCC planning officers to see whether it could usefully contribute to the defense of the village boundaries.

Highways and Other Matters

The speed of traffic through the village was a constant concern and the shared parish flashing speed light continued to be deployed every fifth week in different parts of the village. Damage to bollards and pot holes were also a recurring problem and parishioners were asked to report any damage noticed on the Hants website www.hants.gov.uk. The number of parked cars along Sparrowgrove and Waterworks Road had increased from people attending courses at Southern House. Cllr Jan Warwick and the Parish Council had arranged a meeting with the managing agent to discuss plans to enlarge the staff car park and construct a separate chargeable car park for visitors. A significant gas leak in the village had occurred last June involving many residents along Main Road; it had enabled the village Emergency Plan to be tested and a review of this had since taken place. Litter picking in the village continued to be undertaken by the shared parish Lengthsman as one of his regular Worksheet duties along with cutting back vegetation and clearing pavements. The Lengthsman visited four times a year and areas or matters requiring attention could be emailed to the Clerk. A request was also made for Parishioners to be vigilant about cutting back their own boundary hedges and trees in order to enable safe and unhindered passage on the pavements which was particularly important for pushchair and wheelchair access.

6. Report of Recreation and Amenities Committee

The Chairman invited Cllr Stirrup to report. The new Multi Use Games Area (MUGA) continued to be well used and despite some graffiti it was being well looked after by the young people. The Greenacres Drive Open Space area had finally been transferred to WCC and plans were underway by them to construct a wetland conservation area, to include grass footpaths, a pond and dipping platform, a bench and noticeboard. Dogs would be permitted on lead and a dual use litter and dog bin would be provided. Access for walkers would be off Greenacres Drive as the plans did not include linking the area to the recreation ground with a footpath. Otterbourne Common had ceased to be a Site of Importance to Nature Conservation as a particular wildflower (corn spurry) had not been found. The Common had become an important area of open space for recreational use and it was not proposed to return it to uncut long grass. However, the Conservation Group, together with the Parish Council, would be examining the possibility of creating a border of longer grass along the western edge. Following advice from the WCC Biodiversity Officer, it was understood that scraping off some of the topsoil might be required if wildflowers were to be established and this was still under consideration. Footpath no. 4 which had been under water for some years had been re-established as the Environment Agency had changed the operation of the sluice gates. The footpath was much improved and now a nice walk. Two new footpaths through Oakwood Copse connecting the recreation ground to Waterworks Road had been established to replace the loss of the previous track which had been a considerable cause for concern last year. Lastly, it was advised that the Otterbourne website was an excellent source of information on many aspects of the Parish Council's work and other community organizations.

7. Report by Cllr Russell Kelly, Chair of Finance and Administration Committee

Audited Accounts 2014/15

The accounts for 2014/15 as presented had been returned by the External Auditor with no recommendations on the accounts made.

Unaudited Accounts 2015/16

The unaudited accounts for 2015/16 were presented. The main items of income (ex VAT) were: the Precept £33,122 (68% of total income); WCC Open Spaces fund and grants £2,936 (6%); Sports Club rent and footpath ground rent £2,878 (6%); Allotment rents £734 (1%);

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Bank interest £495 (1%). The accounts showed significantly less in terms of receipts than the previous year as the 2014/15 figures had included the grants and donations received from the Veolia Environmental Trust, Compton and Shawford Parish Council and the Winchester City Council Open Spaces scheme towards the youth facilities. The project had been just under 60% complete at the time of last year's report and it had been duly completed on budget. The main items of expenditure (ex VAT) were: Administration costs including the Clerk's salary, insurance, audit fees, subscriptions and office running expenses £15,321 (23% of expenditure); Recreation and Open Spaces £31,369 (47%); Amenities including street furniture £8,852 (13%); Highways including village signs, hedge and verge maintenance £2,141 (3%); Churchyard maintenance and donations to the Parish magazine, SOCCT and War Memorial wreath £1,575 (3%). The total expenditure for the year at £59,258 (ex VAT) had finished under the budgeted sum of £67,402 by approximately £8,000. £7,500 of this had been carried forward to the 2016/17 budget for projects still to complete, bringing the overall figure to 1% below budget. The total income for the year at £40,165 (ex VAT) had finished 1% above the estimated budget figure of £39,894. The accounts had completed the year in a very good position and it had not been necessary to draw on reserves.

Spending plans for 2016/17

The 2015/16 Precept had been held to the same as 2014/15, but it had been necessary to make a slight increase in the Precept for 2016/17 to £34,296. This represented a 3.5% increase, evaluated in money terms as £1.61 per household per annum at the average Band D property. The budget for 2016/17 included taking forward the Parish bench project to replace a further three benches, bringing the total to 10 replaced over the past three years. In addition, replacement of the lean-to bus shelter on Main Road, a replacement height restriction barrier at the recreation ground and a second waste bin at the youth facilities had been included. The budget also provided for important expenditure for maintenance of the playpark, the recreation ground, the open spaces and village amenities. Reserves had increased slightly on last year with the interest accrued bringing the total to £36,955. One third of this was set aside as an emergency fund, the remainder being a sinking fund to contribute towards replacement of some of the more expensive parish assets.

Administrative Matters

The Finance Committee was responsible for a number of administrative matters including the appointment and monitoring of the auditor and ensuring that procedures complied with the relevant regulations. Review of the Council's Standing Orders and Financial Regulations had taken place, together with the insurance of our assets, risk assessments, the internal audit procedures and banking arrangements. The Clerk was thanked for her work and support as the Responsible Financial Officer and requests for expenditure for the 2017/18 budget would be welcomed to the Clerk by September for consideration.

8. Police Report, Questions from the floor, County and District Matters

Police Report

Annual overview of the incidents reported to the Police from 9 May 2015. There had been 171 reports in total compared to 151 reports in the previous 12 months: 2 reports of fraud, 38 reports of anti-social behavior/nuisance, 3 reports of non-dwelling burglaries, 4 reports of dwelling burglaries, 16 reports of criminal damage, 9 reports of driving complaints, 6 reports of public

order, 14 reports of road traffic collisions, 55 reports of suspicious behavior, 24 reports of theft. Parishioners were asked to phone 101 to report non urgent matters or the Crime Stoppers number 0800 555 111 to report a crime anonymously.

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Questions from Parishioners

Sports Club matters: A Parishioner asked how the Parish Council proposed to cover the rental loss caused by the departure of the Sports Club. Cllr Kelly advised that the Club's intention had only been confirmed in the last week and it was too early to determine this. An approach had been made by an U9's team for use of the ground for coaching sessions and it was hoped that other teams may come forward, although the parish would need to be consulted. Mr John Green, ex-Chairman of the Parish Council 32 years' ago addressed the meeting. He explained that the Club had been instrumental in the development of the recreation ground and pavilion and it had brought people into the village. It was disappointing that over the years relations had deteriorated and the parish had been against expansion of the Club when it was doing so well. Cllr Jones advised that he was pleased the Club was doing well. He had met with Club officials to listen to their requirements which were for six new floodlights, a 100 seat stand and fixed barriers around all sides of the pitch. The request had been taken to a Parish Council meeting at which Council had voted unanimously against further expansion. Cllr Rodford pointed out that the ground was the primary recreational space in the village for residents. Mr Green advised that it had been intended as a Sports and Recreation Ground when first developed. Cllr Jones advised Council had rejected the proposal as it had to balance the needs of the parish and other users.

Drains Infrastructure: A Parishioner advised that her property had been subject to sewage overflow from the drains which had been caused by blockage from a large fat ball. Southern Water was running a campaign to alert customers not to dispose of fat and other unsuitable matter down drains and toilets. The Parishioner expressed concern that the village drains infrastructure was at its limits and further development could jeopardize more dwellings to sewage overflow. Particular concern revolved around the development of the new Nursing Home on Otterbourne Road which it was thought could exacerbate the problem. Cllr Acton advised that the impact of the Nursing Home on the drainage system had been carefully looked at by the City Council prior to approval of the scheme. Cllr Jones advised he had attended several meetings with Southern Water and besides blockages a major concern was the ingress of rainwater into the sewage pipes causing overload. Southern Water was taking action to increase detection of old or broken pipes for repair.

Otterbourne Common: A parishioner expressed approval at the proposal to leave a border to longer grass and to develop wildflowers.

Litter and Dog Bins: A parishioner expressed concern that some of the dual use bins were overflowing and that dog waste bags were being left alongside. Cllr Jones responded that the new bin on Waterworks Road had not been included on the emptying schedule and this had since been emptied and rectified. However, it was irresponsible of some dog owners to leave bagged waste alongside bins or footpaths. Cllr Jones encouraged all parishioners to report overflowing waste bins on the WCC website.

Refuse Collection Lorries: a parishioner expressed concern that the collection lorries driving along Pitmore Road were going too fast. Cllr Jones encouraged all parishioners to report matters relating to WCC refuse lorries on the WCC website.

9. **Presentations from Langley House Trust (LHT) and 'Food Up Front'**

Langley House Trust: Lynn Hill, Project Manager for Elderfield addressed the meeting. In 1958 Elderfield had been made a male hostel and she had been Project Manager since 2011 with a background in criminal justice. At that time, funding had been from HCC and after renewed funding the catchment area had been reduced, the length of stay for service users had been reduced

from 12 month to 3-6 months and many of the service users had been referred because of drugs and alcohol abuse. This had caused particular problems with regards drugs known as 'legal highs'

which were causing problems elsewhere. In 2013 LHT had merged with the Kainos Community and last year HCC funding had ceased. The Kainos Community 'Action to Change' programme which was being implemented at Elderfield from Spring 2016 focused on improving people's cognitive behavior and work based skills to help them engage with and work in the community. The programme was timetabled and the work was returning to learning about horticulture skills. It would be a one year pilot scheme initially. A question from a parishioner raised whether LHT was able to select new service users without alcohol problems as this was a particular problem for the community. Ms Hill advised that Elderfield would not be taking service users with alcohol related issues, although they would be offering places to people who had had drug issues in the past, along with a wider range of backgrounds, such as restorative justice and involvement in domestic violence. Cllr Jones asked about the difficulty of eviction if service users did not take part in the programme. Ms Hill advised that this problem had arisen in the past due to shorthold tenancy agreements for some residents of Park Farm and Wedgewood House. The new programme would offer a license agreement to service users in Elderfield House which enabled an accelerated process of eviction if clients did not participate. It was proposed that residents of Park Farm and Wedgewood House would only receive residence after a period of one year on the programme. A parishioner asked how many residents would be living at Elderfield. Ms Hill advised 19 residents in the Main House. The staff would comprise 3 ½ Programme Officers, the Project Manager and Deputy Manger, the Housing Officer and Night Security. A parishioner asked whether staff had received specialist addiction training. Ms Hill advised that the programme was not about addiction, but that staff had attended three week's training for accreditation on behavioral change. The Chairman thanked Lynne Hill for her presentation.

'Food up Front': Seb Mayfield addressed the meeting. The potential of the 3 acre site had been very apparent at first sight 21 months' ago and there had been a lot of work from volunteers to get to a position to grow produce. Thanks were given to George Walker, Lynn Hill, Mary Acton and James Acton, plus all others who had helped on the Thursday afternoon sessions with clearing the raised beds, watering, transplanting and helping to fund raise and support the programme. A new cover had been put onto the second poly tunnel and funding for a third poly tunnel obtained. County Cllr Phil Bailey was thanked for his funding support from HCC and The White Horse Inn for an offer of a market stall on their frontage. A parishioner asked if it was intended to divide the land into allotment style plots. Mr Mayfield advised that this wasn't proposed, but volunteers to help with the project and advise on the growing vegetables would be very much welcomed. It was hoped that this could become a real community asset, involving community volunteers to help produce local, fresh produce for the community. The Chairman thanked Mr Mayfield for his presentation.

The Chairman thanked all for attending and the meeting closed at 8.49 pm.