

**MINUTES OF THE OTTERBOURNE PARISH ANNUAL ASSEMBLY HELD  
IN THE BIANCHI ROOM, OTTERBOURNE VILLAGE HALL  
TUESDAY 2<sup>ND</sup> MAY 2017 AT 7.30 PM**

**Present:** Cllrs W Jones (Chairman); D Stirrup (Vice-Chairman); R Kelly; M Acton; T Rodford; L Moody; C Barton-Briddon; R Stansbury

**In attendance:** District Cllr Eleanor Bell; 50 Parishioners; J Romero; R Emery; Clerk  
**Guest Speaker:** Tony Charles DIP TP MRTPI MCMI, Portchester Planning Consultancy

1. **Apologies for absence:** County Cllr Phil Bailey, District Cllr Jan Warwick; District Cllr Brian Laming; PCSO Bethan Wood.
2. **Welcome:** The Chairman, Cllr Will Jones, welcomed all to the meeting.
3. **Minutes of the 2016 Annual Assembly.**  
These had been distributed to those attending. The Minutes had been approved for presentation to the Annual Assembly at the May 2016 Parish Council meeting. Proposed at the Annual Assembly as an accurate record: Mrs A Bailey; seconded Mr R Waghorn and signed.
4. **Chairman's Report for 2016/2017**

**Parish Council Matters**

The Parish Council met seven times a year plus the Annual Assembly and parishioners were welcome to attend and raise any matters of concern at the Open Session. On months between Parish Council meetings, Working Party meetings progressed items. The Council was made up of nine volunteer Councillors and a vacancy for a new member had arisen due to the recent resignation of John Romero. The Chairman thanked Mr Romero and all of his fellow Councillors for their help, in particular, David Stirrup as Vice Chair, Russell Kelly as Chair of Finance and Administration and Mary Acton for her support on the WCC Local Plan. The Clerk was thanked for administration of the Council and as the Responsible Finance Officer. The work of the many volunteers in the village was very much appreciated and thanks were given to Valerie Etteridge as Chair of the Conservation Group, Richard Stansbury and the volunteer members; Ron Emery as Chair of the Allotments Association; Mary Davis as representative to the Patient Participation Group for Twyford Surgery; Wayne and Sue Dunlop and Trevor Rutter who kept the recreation ground clear of litter. Kathy Mantell was thanked as the previous Neighbourhood Watch village co-ordinator and John Romeo continued this role.

**County and District Councillors**

District Cllrs Brian Laming, Eleanor Bell and Jan Warwick were all thanked for their help and support over the year. County Cllr Phil Bailey who was not standing for re-election was also thanked for his work and advice in the past.

**Village Amenities**

The village was fortunate to have excellent bus facilities, three village inns, a well-supported village shop and other small businesses, a village school, church and allotments. The village hall continued to be very successful and the committee and management were thanked as were the parish magazine editors for providing an important source of village information. The volunteers who help to manage Sparrowgrove and Oakwood Copse were thanked and also the

committee members who organised the very successful Jalopy Race and village event at the recreation ground – this year on Sunday 25<sup>th</sup> June.

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

### Planning Matters

The Chairman acknowledged all members of the Planning Committee for their input in determining Planning Applications, this year for: 15 extensions, 1 Conservatory, 3 new builds, 7 tree works, 1 change of use, 6 commercial, 3 other, 1 appeal, and 1 enforcement. There were five notable applications: Land East of Main Road for 90 dwellings by Gladman which was refused by WCC, but going to Appeal on 1 August; Coles Mede garage site for development of affordable housing which was approved by WCC; Southern House for enlargement of the car park to help relieve the parking problems on Sparrowgrove; the Village Hall for a new extension, currently being examined for cost and potential grants; and a Lawful Development application by Southern Water for a Solar Array on the field to the south of the recreation ground. Cllr Mary Acton was invited to speak and give update on the WCC Local Plan. The Local Plan Part 2 had been completed and submitted to the Independent Examiner who had found it sound. Some modifications had been made and then it had been adopted by WCC. Otterbourne's status had been confirmed as Market Towns and Rural Areas (MTRA) level 3 with no imposition to build or housing targets. The Local Plan would add strength when dealing with developers, however, a condition imposed for its review no later than 2018 would mean this process would soon be started. One of the main concerns to Otterbourne was the number of sites surrounding the village put forward by land owners for potential development under the Strategic Housing Land Availability Assessment (SHLAA).

### Highways and Footpaths

Otterbourne continued to be part of the HCC shared Lengthsman Scheme which operated four times a year and dealt with matters such as cutting back verges, leaf collection and cleaning signs. Any matters noted could be reported to the Clerk for inclusion on the worksheet. Residents were reminded it was their responsibility to keep footpaths clear of overhanging vegetation and leaf fall from their gardens. A reminder was also made for all litter and dog waste to be deposited in one of the many, dual use, green bins throughout the village. Potholes and other damage to bollards and railings continued to be a problem and residents were advised they could make report online at [www.hants.gov.uk](http://www.hants.gov.uk). Otterbourne also continued to be part of the shared speed limit restriction sign which came to the village five times a year. Cllr Stirrup was invited to speak about the village footpaths. The Village Survey had shown residents highly valued the footpath network. This had been evident from feelings expressed when a permissive path through Oakwood Copse had been closed off by the new landowner until an alternative route had been established. A new permissive path was now being sought from Southern Water south of the recreation ground. It would cross the field where the new solar array was being built to join the recreation ground to the Greenacres Drive open space which was a nature reserve recently established by WCC with mown paths for walking. It would also link up with the Jubilee Path, Oakwood Copse paths and recreation ground access to enable new circular walking routes. A previous footpath proposed through the field had received opposition from some residents as it ran too close to their gardens. The new proposal was for a footpath approximately 50 metres away, running in a gap between a fence and hedge with walkers screened from view. Southern Water had been approached and responded that pending its approval it hoped the residents would find it acceptable. A show of hands recorded 4 residents against and approximately 40 residents in favour of the new footpath.

## 6. Report of Recreation and Amenities Committee

A number of amenities had been provided in the village during the past year including a new bus shelter on Main Road, a new height restriction barrier at the recreation ground, three more replacement parish benches and new cycle hoops at the village hall plus Old Deeds and the White Horse bus shelters. The Chairman invited Cllr Moody to report on the future use of the pavilion and sports pitch. A Working Party had been formed to examine how best to utilise the facility and help towards the cost of upkeep. It had been advertised on the website and with local football clubs and a good level of interest had been received. A questionnaire had been sent to all applicants asking about the proposed use and potential benefit to the village. A short list and interviews had followed with two applicants selected to take further: a small, local Croquet Club offering potential to provide a leisure sport for an older age group on two afternoons a week; and a business, Tecnico Coaching, offering potential to provide football and other sports sessions for ages 6-17 years on weekday evenings, Saturday morning and holidays. Further discussion with both applicants would be taking place. A show of hands recorded no residents against either of the two Clubs and the majority in favour of one or both.

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

### **Audited Accounts 2015/16**

The accounts for 2015/16 as presented had been returned by the External Auditor with no recommendations made.

### **Unaudited Accounts 2016/17**

The Accounts for 2016/17 as presented had been signed off by Otterbourne Parish Council and the Internal Auditor and would be sent to the External Auditor.

### **Income and Expenditure 2016/17**

The 2016/17 figure for Total Payments was significantly lower than the previous year which had included the final payments for the youth facilities project. However, in 2016/17 substantial payments had been made for three further parish benches, the new bus shelter on Main Road and replacement of a section of wetpour in the play park (covered by an insurance claim). Pie charts showing the breakdown of the expenditure and income figures were displayed. The main items of income (ex VAT) were: the Precept £34,296 (76% of total income); Grants from WCC, HCC and Solent Blueline and the Insurance claim £4,823 (11%); Sports Club and footpath ground rent £1,228 (3%); Allotment rents £766 (2%); Bank Interest £386 (1%). The main items of expenditure (ex VAT) were: Admin costs (including the clerk's salary, insurance, audit fees and office expenses) £15,854 (34% of total expenditure); Recreation ground and open spaces £14,902 (32%); Amenities (including street furniture, allotments, war memorial) £8,955 (19%); Highways (including speed restriction sign, parish street lights, hedges/verge/tree work) £1,445 (3%); Churchyard Maintenance and Donations (Parish magazine, War Memorial wreath, Sparrowgrove and Oakwood Copse Conservation Trust) £1,375 (3%). The total expenditure for the year at £42,531 (ex VAT) was under the budgeted figure of £50,165, but £5,300 was being carried forward to the 2017/18 budget for projects awaiting completion. The total income for the year at £41,499 (ex VAT) was 2% above the estimated budget of £40,655. Overall a further year had been completed in a very good position and there had again not been any draw down on the reserves for the parish.

### **Spending Plans for 2017/18**

All overheads had been assessed and best value sought wherever possible. Overhead costs had been held at 1% below the 2016/17 figure, but it had been necessary to increase the Precept to £37,233, representing a 7.8% increase on 2016/17 or just over £4 per household per annum at

average Band D property. Half of this rise was due to the loss of rental income from the Sports Club and new tenants were being sought to replace some of this. The budget for 2017/18 included a significant amount (£5,000) set aside for a potential Neighbourhood Plan, some tree work at Spender's Mede, cycle stands at the recreation ground and a new parish bench for half-way up Otterbourne Hill. It also provided for maintenance of the playpark, the recreation ground, open spaces and village amenities. Reserves had increased slightly on last year with interest accrued to a total of £37,342. One third of this was set aside as an emergency fund, the remainder as a sinking fund to contribute towards replacement of 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 relevant regulations. Review of the Council's Standing Orders and Financial Regulations had taken place, together with the insurance of assets, risk assessments, the internal audit procedures and banking arrangements. A new workplace pension scheme had been started and on-line banking arrangements. The Clerk was thanked for her work and support as the Responsible Financial Officer. Requests for expenditure for the 2018/19 budget would be welcomed to the Clerk by October for consideration.

#### **8. Police Report, County and District Matters Questions from Parishioners**

Police Report: Michelle Wilkinson was no longer the PCSO for the village and the Chairman thanked her for past work and support. The new PCSO was Bethan Wood who had provided an overview of incidents reported to the Police in Otterbourne and the neighbouring parishes.

Crime and Neighbourhood Watch: A parishioner raised concern about recent burglaries in the local area. Cllr Jones advised Parishioners who wished to join Neighbourhood Watch to contact John Romero who was thanked for retaining the position of the Village Co-ordinator.

New Footpath and Greenacres Open Space: A parishioner asked if it was possible to close the access to the Open Space from Greenacres Drive. Cllr Jones advised this would not enable the circular walking route. A parishioner pointed out that the recreation ground car park would be useful to encourage pedestrian use only from the Greenacres Drive direction. A parishioner advised that the Oak trees recently felled by Southern Water had been left in the nature reserve. Cllr Jones advised the Parish Council would inform WCC.

Elderfield: A parishioner asked for an update on Elderfield. Cllr Jones read the report from the March Parish Council minutes and a resident attending advised there were currently 11 residents. The bungalow and Home Farm were not in use as tenure was being reserved for established mentors to the new programme.

Land off the Itchen Navigation: A parishioner advised a parcel of land in private ownership, accessible from the Navigation, was becoming derelict and overgrown with fences broken, the pond unsecured and young trees untended. Cllr Jones advised the Parish Council would undertake some investigation as to who owned the land.

Land to the east of Main Road: A parishioner wished to highlight that the landowners were becoming concerned about residents straying off the public footpath.

Paramedic Vehicle Parking in the Village: A parishioner raised a matter regarding the paramedic vehicle having been asked not to park in the service road by the church. It had been confirmed this had not been at the instruction of the church warden and was highways land. It was generally agreed that the close proximity of a paramedic vehicle was beneficial. Cllr Jones advised he would make contact with the controller to confirm there was no restriction on parking in the village or public car parks, except where highways restrictions applied.

Daffodil display: A parishioner commented on how lovely the daffodil display was through the village and thanked Cllr and Mrs Jones for their work over the years in planting the bulbs.

## 9. Presentation on Neighbourhood Plans by

**Tony Charles DIP TP MRTPI MCMI, Portchester Planning Consultancy.**

Tony Charles, a Planning Aid volunteer, addressed the meeting. The Government position was of a plan led planning system. The Statutory Development Plan for the district included the Winchester District Local Plan Part 1 adopted in 2013 setting the figure for housing numbers; and the Winchester District Local Plan Part 2 adopted in 2017 addressing allocation. The Development Plan carried full weight for all applications and appeals to be determined and WCC should be commended for their work. In 2011 the Localism Act introduced a new statutory regime for Neighbourhood Planning which gave communities direct power to develop a vision for their neighbourhood and shape the development and growth of their local area. A Neighbourhood Plan, when 'made' formed part of the Statutory Development Plan and would be a significant material consideration in determining planning applications and appeals. In 2012 and 2015 the Neighbourhood Planning Regulations came into force which set out the procedures that had to be followed in order to secure the designation of a Neighbourhood Area, the stages in the preparation of a Neighbourhood Plan, the Referendum and how a Local Planning Authority should go about making a Neighbourhood Plan.

Is a Neighbourhood Plan needed when the Winchester Local Development Plan is complete?

The Winchester Local Development Plan Parts 1 and 2 set out housing targets and the settlement hierarchy. Otterbourne was designated MTRA level 3 which makes no housing targets or imposition to build. However, the Local Plan also allows for some development in the villages (2,500 dwellings for all market towns and rural areas) which implies it anticipates all communities to take some development. It also sets out a Settlement Policy Boundary (SPB) for sites to be identified within the village, but also outside of the village boundary if they are of proven need, sustainable and supported by the community. Because Winchester's Local Plan was very comprehensive, an Otterbourne Neighbourhood Plan would become a Housing Topic Paper to identify sites, assess them and determine which sites might be developed and which might not. It would control where development should or should not go and take 1-2 years to make.

Questions arising:

A parishioner asked if the Neighbourhood Plan could be over-ridden.

Mr Charles advised that it could not; it would become part of the Statutory Development Plan with legal status, potentially taking precedence over the Local Plan if constructed afterwards.

A parishioner asked if the Neighbourhood Plan had to go to referendum.

Mr Charles advised it would and the referendum comprised 50% of the parishioners who vote.

A parishioner asked if the Neighbourhood Plan could only limit development, but not stop it.

Mr Charles advised it could not make provision for less than that in the Local Plan for the area.

A parishioner read a letter from an elderly resident in relation to the recent approval of the Coles Mede garage site and asked if a Neighbourhood Plan would have helped.

Mr Charles advised that letters of representation on planning applications sent to the District would be considered by Councillors on the Committee, but a Neighbourhood Plan would mean they must have regard to it as a matter of legal status.

District Cllr Eleanor Bell addressed the difficulty of identifying sites when the SPB was very tight following close line around current settlement and excluding any gaps; new sites might therefore only be identified as exception sites within the SPB or the SPB had to be extended.

Mr Charles advised this was difficult; the SPB for Otterbourne had not been changed in the review, but Winchester had expectation of sites being identified through Neighbourhood Plans and this was a potential avenue for developers to exert pressure.

All other questions arising were asked to be addressed to the Parish Clerk to be submitted.

The Chairman thanked Tony Charles for his presentation and for all attending the assembly.

The meeting closed at 9.10 pm.