

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
17 NOVEMBER 2020 AT 6.30 PM HELD BY VIDEO COMMUNICATION**

Present: Cllrs Stafford (C); Stansbury; Moody; Gilbert; Lansdown-Bridge; Reed

In attendance: County Cllr Jan Warwick; District Cllr Hannah Williams; District Cllr Brian Laming;
1 Parishioner, Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr Stirrup; District Cllr Eleanor Bell.
3. **Minutes of Meetings** – to approve the Minutes of meetings:
 - to approve the Minutes of the Parish Council meeting 15 September 2020.
 - to approve the Minutes of the Planning Committee meeting 3 November 2020
 - to approve the Minutes of the Finance Committee meeting 3 November 2020
 The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments to any, they were agreed 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:
 10. Garage Store: in hand for second quotation.
 11. a) ii) Tree Survey: to identify responsibility and remedial work/report to other bodies.
 12. a) i) Recreation Ground access road hedge: the Contractor had been instructed to source plants and the Clerk would follow up.

To follow up and c/f above items	Clerk	19 Jan
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5. **County Councillor's Report**
As attached. Items of note to Otterbourne: i) temporary traffic control lights were to be installed at the NISA store on Main Road to undertake roadworks and clearing the gullies; ii) a site visit was proposed at Boyatt Lane for HCC to determine whether the current single white line restriction should be extended or the length replaced by double yellow lines (see Agenda Item 11. b); iii) the Park Lane survey had taken place with mixed feedback from residents as to whether the road surface should be tarmacked and the next stage would be for HCC to undertake costing and a capital bid for works.
6. **District Councillors' Report**
As attached.
7. **Local Crime Report**
21 crimes reported for September (latest figures) in or within 1 mile of Otterbourne: 4 ASB; 5 criminal damage/arson; 2 burglary; 8 violence/sexual offences; 2 other crimes.
8. **Open Session for Parishioners – meeting closed by the Chairman for this item.**
The Parishioner raised concern about the number of crimes reported. The Clerk advised that only the category of crime and street name were available online for public access.
9. **Vacancy for a Councillor**
There were two vacancies and nil expressions of interest. Vacancy notices remained on the boards and website. Councillors were encouraged to identify potential candidates.

10. Report of Representatives to Various Bodies**Sparrowgrove and Oakwood Copse Conservation Trust (SOCCT)**

Trees in the Sparrowgrove Copse had been cut back heavily under the power lines.

11. Report of the Planning and Highways Committeea) **Planning**

i) Applications and Decisions – as the attached Schedule.

b) **Highways**

i) Pedestrian Crossing – to receive update.

The contract to take forward the proposed pedestrian crossing had been signed and returned to HCC. The feasibility report was undergoing minor editing before release.

ii) Speed Sign – to receive update.

4,000 readings had been taken above 25 mph with 331 vehicles registering speeds above 40 mph and a few at 50+ mph. Cllr Warwick agreed to forward a request to Hampshire Traffic Police for the speed enforcement van to visit Otterbourne.

iii) Other Matters – to receive update on Boyatt Lane (see also Agenda Item 5).

Concern was raised that extension of the white line restriction along Boyatt Lane would not be enforceable to prevent parking. However, the installation of double yellow lines involved a lengthy process of consultation and a Traffic Regulation Order (TRO). Cllr Stafford proposed that the current white line should be extended whilst the TRO was being considered. Agreed unanimously by Council. Cllr Warwick agreed to take forward with Highways.

Cllr Lansdown-Bridge had reported a number of other highways matters and cutting back requirements around the village and street lamp posts.

c) **Community Projects**

i) Otterbourne in Bloom – to receive update.

Cllr Moody had purchased a quantity of bulbs and Councillors agreed to help in removing the existing plants and the replanting scheme.

To liaise with Cllr Moody	Cllrs Stafford, Reed, Stansbury	Date as agreed
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ii) Community Payback Scheme – initial discussion.

It was hoped this Scheme could be beneficial for a number of areas within the village.

Cllrs Reed and Moody agreed to liaise with regard to meeting a representative from the Probation Service, date to be confirmed.

To progress and report back to Council	Cllr Reed	19 Jan
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12. Report of the Recreation and Amenities Committeea) **Oakwood Park Recreation Ground**

i) General

To discuss youth football teams using the training area: two teams currently held sessions on Sunday and Saturday mornings. Contact had been made with the Sunday team which was affiliated to AFC Hiltingbury and confirmation was awaited on the Saturday team. It was known that a number of Otterbourne children attended the sessions which were for no more than 10 participants and an hour's length. Council unanimously agreed consent for the Sunday team and also for Saturday, pending further information from AFC Hiltingbury. It was agreed that any further teams must have consent before use and that guidelines should be in place in order to look after the space and in the interest of residents.

To write to AFC Hiltingbury with consent and guidelines	Cllr Stafford	19 Jan
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To consider a new welcome sign: the current sign was in need of updating and inclusion of a wider range of rules. It was proposed that it could be re-laminated and reused for attachment to the front of the pavilion in order to convey the rules of use for the football pitch which had recently been damaged by organised groups unofficially using it.

To draft design of sign: size, colour, wording, layout.	Cllr Gilbert	19 Jan
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To consider placement of a low barrier on the access road in order to limit vehicular access: following complaints by residents about anti-social behaviour after dark, Cllr Gilbert had investigated the possibility of installing a low barrier in order to prevent car access during the hours of dusk until dawn. An estimate of cost was £2,000 and daily operation could be by volunteers. Concern was raised that this could be detrimental to use by residents and that it had been a particularly difficult year for anti-social behaviour with regard to the Covid-19 lockdowns. It was agreed to carry forward and consider the wider implications.

To produce briefing paper including potential concerns from the perspective of all residents within the village.	Cllr Gilbert	19 Jan
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ii) Play Park

To update on cleaning and painting: Cllr Gilbert reported that there had been a good turnout of volunteers and all of the equipment had been painted. Most of the benches and picnic tables had also been done. Cllr Stafford asked if he could receive the names of the volunteers in order to recognise and thank them for their work which had saved the parish a considerable sum. The wetpour needed cleaning of algae and a quote would be obtained.

To order walnut woodstain for final completion of benches.	Clerk	asap
To contact handyman for wetpour quote	Clerk	asap
To obtain names of volunteers	Cllr Gilbert	asap

To approve annual independent safety inspection provider: a quote via WCC from The Play Inspection Company had been received and Council approved instruction, to include the additional DDA, play value and estimated life expectancy assessments.

To advise WCC with the instruction	Clerk	Asap
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To discuss options for path repair: Cllr Gilbert had obtained two quotations for repairs to the paths which had cracked badly: one using Tiger Mulch and the other using Rhino Pave. Further investigation into both mediums was needed. District Cllr Laming advised he would make enquiries at Badger Farm as they had recently used Rhino Pave.

To progress and report at next meeting	Cllr Gilbert	19 Jan
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b) Open Spaces – to receive update on potential sites for the addition of play equipment. Cllr Gilbert had contacted the Cranbury Estate which was agreeable to the east side of Cranbourne Drive open space being used for the installation of some play equipment. Cllr Moody had made initial enquiries with local residents and the feedback from the majority was not unfavourable towards small scale, toddler equipment.

To progress options and report at next meeting	Cllrs Gilbert/Moody	19 Jan
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c) Common – to discuss the west side area of unauthorised parking by the SW reservoir. The grass had been damaged by cars parking which had made it unsightly. The Cranbury Estate had confirmed that they held no ownership interest in the land and past papers confirmed the land was owned by Southern Water. The Parish Council had written to Southern Water offering to participate in a site meeting to discuss options.

To c/f to next Agenda	Clerk	19 Jan
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d) War Memorial – to report on repairs to lettering, new bench and re-dedication service. All of the remedial work including repointing of the paved areas, re-lettering and the installation of a new bench had been completed in time for Remembrance Sunday. Work had been funded by a combination of fund raising led by Terry Revell, Parish Council funds and a generous donation of £700 received from Allbrook Parish Council. The 100th Anniversary of the War Memorial's dedication was on 5th December and a small (socially distanced) service, officiated by Reverend Prescott, would commence at 11am. Floral tributes would be laid by both Otterbourne and Allbrook Parish Councils.

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

a) Parish Accounts, Payments and Receipts, Budget Analysis

The financial statement had been circulated with the Agenda and was noted.

b) External Audit 2019/20 – to receive notice of conclusion.

The 2019/20 Conclusion of Audit has been received with no recommendations and the Notice of Inspection had been posted on the notice boards and website.

c) 2021/22 Budget – to approve the Budget and Precept for 2021/2022.

Following the Finance Committee meeting on 3 November 2020, a Budget and Precept of £40,710 was recommended to Council. This represented a 1.56% increase (89p) on 2020/21 and £58.03 per household per annum at Band D using a Tax Base of 701.48. Proposed by Cllr Stafford, seconded Cllr Lansdown Bridge and unanimously approved.

To submit to WCC when requested	Clerk	19 Jan
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d) Reinvestment of the 6 month account

There being no known requirement for the funds, Council approved a new 6 month term.

To reinvest at current maturity date	Clerk	20 Dec
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e) Roles and Responsibilities – update for approval.

There being no amendments, the updated list was approved.

f) Website – to update on website accessibility requirements.

The statement of intent had been posted on the website and the next date for conforming was March 2021, prior to September 2021 when a full review was required.

To progress and report at next meeting	Cllr Lansdown-Bridge	19 Jan
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14. **Risk Assessment and Management**

There had been no matters brought to the attention of Council. The Chairman and Clerk had both attended an online Risk Assessment course and the Clerk has been updating all Risk Assessments and would work with Councillors to complete and sign off.

To progress and c/f to next Agenda	Clerk	19 Jan
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15. **Notification of events and to raise new items for the next meeting**
 Re-dedication of War Memorial 5 December.
 Working Party for Councillors Tuesday 15 December – time and venue to be advised.
16. **Date of next Parish Council meeting** – 19 January 2021 commencing 7.30 pm
 Meeting closed 7.50 pm.

Planning Applications for October and November

- Case No. 20/02069/TPO. 1 Oakwood Close, Otterbourne
 Tulip Tree (T1) - Crown lifting up to 4.5m with branches up to 75mm, Removal of long lever arm branch approximately 6m high. Tip proof 1 branch on the western side canopy. Removal of dead and dying branches. Yew Tree (T2) - Crown reduction by 1.5m and crown lift to 3.5m. Removal of epicormic growth.
Comment: OBJECTION. The proposed pruning of the Yew tree as the extent requested exceeds recognised guidance (BS3998); we recommend that the Yew tree be reduced as follows: overall 1m crown reduction and crown lift to not exceed 2m. Accept the proposed relatively low key pruning to the Tulip tree which remains an important tree within the local setting.
- Case No. 20/01936/HOU 15 Greenacres Drive, Otterbourne
 Change of use to convert garage to habitable room. Single storey rear extension. **Comment: No objection.**
- Case No. 20/02065/HOU. Yew Tree Lodge, Grange Drive Otterbourne
 Proposed conversion and extension and roof replacement to existing attached double garage. **Comment: No objection.**
- Case No. 20/02329/TPO The Old Parsonage Care Home, Main Road, Otterbourne
 G1 Lime and Holm Oak – a row of trees consisting of x5 Limes and x1 Holm Oak. Remove all deadwood overhanging the neighbouring ‘Willowmead’. Crown raise all the trees to 5 metres from ground level. Prune the lateral grown from the Holm Oak on the northern aspect, overhanging ‘Willowmead’ by 1.5 metres to suitable growth points.
 T3 Ash – Ash dieback infection. Dismantle the tree in sections to ground level (see application). **Comment: No objection.**
- Case No. 20/02095/HOU The Lodge House, Oakwood Close, Otterbourne
 Ground floor granny annexe and utility room extension.
Comment: No objection.
- Case No. 20/02149/HOU Gilpins, Park Lane, Otterbourne
 Two storey rear extension. **Comment: No objection.**
- Case No. 20/02133/HOU Chapel House, Highbridge Road, Highbridge
 And 20/02134/LIS Replacement Windows. **Comment: No objection.**

- Case No. 20/02162/HOU 25 Chapel Lane, Otterbourne
New vehicle access, two storey side extension, single storey side extension. **Comment: No objection.**
- Case: HCC Coles Mede, Otterbourne
Notice of an Application for the Registration of Land as a Town or Village Green –
Commons Act 2006 – Section 15 (1).
Comment: Objection to the evidence base of past use over a period of at least 20 years to 26 June 2015 for lawful sports and pastimes.

Planning Decisions from WCC

- Case No. 20/01936/HOU 15 Greenacres Drive, Otterbourne
Change of use to convert garage to habitable room. Single storey rear extension.
Application permitted.
- Case No. 20/00063/LIS Otterbourne Manor, Kiln Lane, Otterbourne
Refurbishment and modifications to existing windows.
Application permitted.
- Case No. 20/00065/LIS Otterbourne Manor, Kiln Lane, Otterbourne
Demolition of carport and construction of a new open garage.
Application permitted.
- Case No. 20/01585/HOU ‘Balina’ Waterworks Road Otterbourne
Front and rear ground floor extensions. Additional rooms in roof space, roof re-modelling and dormers. New vehicle and pedestrian access off Waterworks Road. **Application permitted**

Statement of Parish Accounts at 31/10/20

<u>Bank Statements at 31/10/20</u>	£
Lloyds Treasurers account	31,060.76
Lloyds 12 month account to 29/07/2021 at 0.3%	28,190.00
Lloyds 6 month account to 22/12/2020 at 0.15%	<u>11,000.00</u>
	70,250.76
 <u>October 2020 Payments from Lloyds Treasurer’s account</u>	
Online Payments total	£ 2,981.54
Total payments	£ 2,981.54
 <u>November 2020 Payments from Lloyds Treasurer’s account</u>	
Online Payments	£ 4,853.10
Cheque Payments	<u>£ 25.00</u>
Total All Payments	£ 4,878.10

A copy of the Payments and Receipts Schedule may be requested from the Clerk

**Update from Hampshire County Councillor Jan Warwick
November 2020**

Lockdown 2 as cases rise in Hampshire Public Health England continues to provide weekly **COVID19** updates including the number of cases locally as well as links to local and national data on the Hampshire County Council website. **HWRCs** and **Country Parks** will remain open with social distancing measures in place.

<https://www.hants.gov.uk/socialcareandhealth/publichealth/jsna/covid19-data-and-intelligence#step-5>

Hampshire Green Belt I am fully supportive of Oliver's Battery (also now Hursley and Otterbourne) Parish Council's comprehensive submission to Winchester City Council's Local Plan review for a Green Belt for South Hampshire to include Oliver's Battery, South Winchester Golf Club and land further south to the east of the A3090 (Romsey Road) towards Hursley. It is important to protect our countryside and green spaces that form natural breaks between settlements and prevent urban sprawl. The Parish Council have rightly identified the value of open green fields since the COVID19 pandemic for exercise, recreation and social well-being.

Vulnerable Families Hampshire County Council worked with partners to immediately distribute £150,000 of funding to support food banks and charities that are helping support the most vulnerable families in Hampshire during the half term break.

Food Waste Survey Councils spend over £100 million dealing with waste from Hampshire homes. Before the COVID-19 pandemic, residents were throwing away around one **fifth** of the food they bought – meaning some households were wasting £60 worth of food every month. However, since the lockdown with such drastic changes to lifestyles, people are buying, preparing and cooking in different ways.

Research indicates that during lockdown, there was a 34% reduction in key food items being thrown away, with more people planning meals, making use of freezers and using up leftovers.

Hampshire County Council's food waste survey is open until **12 November**, and those who take part have the opportunity to be entered into a prize draw to win a selection of recipe books.

To take part in the survey visit:

<https://etehampshirecc.researchfeedback.net/s.asp?k=160155366812>

Cllr Jan Warwick

Hampshire County Councillor: Winchester Downlands

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Winchester City Council District Councillor Report – November 2020

Green Economic Recovery Plan Revealed

Winchester City Council will double down on its efforts to rebuild and reimagine the economy post COVID-19 through the creation of a new Green Economic Development Strategy that aims to transform the district's economy over the next 10 years. Plans for the new strategy, which was approved by Cabinet on 21 October, will help the council create a greener, more sustainable and inclusive economy, in line with its ambition for the Winchester District to be carbon neutral by 2030. The strategy will play a major role in providing a road map of practical steps that will allow the district to transition to a greener, inclusive and more technologically driven creative economy which puts sustainability at its heart, whilst creating new jobs and helping businesses grow.

CIL funding latest – making a difference to more Winchester district communities

Winchester City Council has approved the latest round of Community Infrastructure Levy (CIL) funding bids in today's Cabinet meeting (21 October 2020). Eight well deserving projects in Winchester district have been given the funding boost which was made possible when the council made £1m of CIL funding available to support essential infrastructure projects between 2019 and 2022. The new projects will share £414,000 of CIL funding with projects including: creating a multi-use games area in Denmead; establishing a Community hub café and meeting rooms in Shawford; and undertaking a pavilion upgrade in Colden Common.

The eight new projects to receive funding are:

- Kitchen upgrade at Badger Farm Community Centre (£34,000)
- Outdoor gym equipment at Colden Common's St Vigor Way playground (£10,000)
- Pavilion upgrade at Colden Common Recreation Ground (£90,000)
- Multi-use games area upgrades at George V Playing Fields in Denmead (£64,500)
- New car park at Headbourne Worthy St Swithun's Church (£50,000)
- Improvements to the pedestrian walkways on West Street, New Alresford (£110,000)
- Pavilion extension at Gratton Close, Wonston (£30,000)
- Upgrades to Community hub café and meeting rooms at Shawford Railway Station (£25,000)

Cabinet Member for Built Environment and Wellbeing, Cllr Jackie Porter said:

"It's brilliant to continue see CIL funding making a real difference in the Winchester district, we know each CIL project has been funded on its merits and carefully considered by the panel and we look forward to seeing even more projects completed in the coming months that will improve the lives of residents in the district."

Debbie Harding, clerk to Colden Common Parish Council added:

"The generous allocation of Community Infrastructure funding from the council will transform the outdoor space at Colden Common's playground. We hope the outdoor gym equipment will inspire residents to work up a sweat and help maintain their physical and mental health."

Earlier this year a number of projects funded by CIL were completed, including footpath improvements in Colden Common and an extension to Jubilee Hall car park in Bishop's Waltham transforming it from 55 spaces to 125 spaces, and a parkour facility in Littleton.

To find more about CIL visit www.winchester.gov.uk/planning/community-infrastructure-levy-cil

Former goods shed in Winchester set to offer small business accommodation

In these difficult times for small businesses Winchester City Council is seeking to support them in many ways. One such way is taking a former goods shed is set to be transformed as part of plans to help small businesses in the Winchester district.

Winchester City Council's Cabinet have agreed to progress the redevelopment of the former Goods Shed in Bar End, which was previously occupied by TJ Waste. The suggested conversion to self-contained offices will help reframe the Bar End area in Winchester as an important employment area in the city.

Cabinet member for Local Economy, Cllr Paula Ferguson said:

"Finding ways to provide additional employment space for small businesses in the district is a priority for the council, and the former Goods Shed at Bar End is an ideal location to do this. Not only is it a sustainable site given its proximity to Winchester City Centre, it also offers good connectivity with easy access to the M3."

Councillors unanimously vote in favour of renewing Alcohol Control Zone

Councillors have unanimously voted to renew the Public Spaces Protection Order, known locally as the Alcohol Control Zone, following Winchester City Council's Licensing and Regulation Committee meeting on 15 September. The extension of the order means that police officers will continue to be able to exercise the power to seize alcohol from individuals if they are causing anti-social behaviour within the city centre and surrounding areas.

Two Winchester beauty spots set for environmental makeover

Two popular sites in Winchester will have significant biodiversity enhancements thanks to the Durngate Flood Alleviation Scheme. Nuns Walk and Clausentum Fen will benefit from a joint project which will help improve biodiversity and ensure both spots continue to thrive for years to come.

The project is supported by Winchester City Council, Hampshire County Council and Sparsholt College, whose students will be getting involved in the scheme to gain direct practical experience of environmental enhancement. At Nuns Walk in Abbots Barton there will be river bank restoration, improvement to river flows to desilt areas and improvements that will support vegetation in creating self-sustaining habitats for a variety of invertebrates and spawning fish. There will also be dipping areas provided for the public to help protect banks and control erosion. A designated site of importance for Nature Conservation, Clausentum Fen in St Cross will benefit from increasing light levels to the watercourses and the restoration of wet soils that have become depleted. There will also be improvements to help improve flows, silt deposition and bank management to create better conditions for a wide range of flora and fauna. The funding has come from the Durngate Flood Alleviation Scheme which is jointly supported by the city council and the Environment Agency.

Cabinet Member for Climate Emergency, Cllr Lynda Murphy, said:

“Both of these sites are popular with residents and are incredibly important for biodiversity and wildlife. I am delighted to see they’ll be getting much-needed improvements to ensure they’re in the best possible shape going forward. As a council, looking after the environment is a major focus and these improvements come as we launch our Biodiversity Action Plan (BAP) which sets out how we will protect, enhance and restore biodiversity across the district.” Work is expected to start in December in both areas.

Residents encouraged to have their say...

Winchester Town Forum is pressing ahead with the creation of a 10 year vision for Winchester and is calling on residents, interest groups and anyone else keen to help shape the future of the city to get involved as it reaches the next phase. One Great Win – the project launched in March to gather the views of people across the city – has set up a number of working groups with local people passionate about Winchester to hear their insights and experiences of the city, with their work leading to the new 2020-2030 Vision. The workshops explore five key aspects; lifetime, ecology, culture, movement and homes, with volunteers sharing their discussions after each weekly session on the One Great Win website. Everyone can now see what has been discussed in each of the working groups and provide direct feedback online. All comments gathered will then form part of the discussion at the subsequent workshops throughout October. The One Great Win project was commissioned by Winchester Town Forum and is being delivered by a creative place making team assembled by Boyle + Summers, an established master planning and architectural firm based in Southampton, for more information, visit: <https://www.onegreatwin.com>

Support in the high streets

The city council is reviewing options, following Government guidance, as to how marshals can support our high streets around the district to:

- Promote social distancing and encourage compliance with COVID-19 public health measures
- Educate and explain COVID-19 Secure guidelines in public areas and business premises
- Support businesses to follow the guidelines and make these clear to their customers

Christmas market update

Christmas is such a special time in Winchester but this year it may be a little different. We fully support the cathedral’s decision to put the wellbeing and safety of our residents and visitors first by cancelling the annual Christmas market. We all have to follow the national restrictions but are committed to working with partners across the district to support our communities and local businesses in any way we can

COVID-19 secure business checks

To influence consumer confidence across the district and encourage people to shop and visit local businesses, Winchester City Council is working with the Health and Safety Executive (HSE) to support businesses ensuring the safety of their customers and staff in line with the latest COVID-19 guidance. A programme of COVID-19 secure visits will be rolled out, offering an opportunity for businesses to discuss guidance and get advice as they work to protect customers and the teams working on their premises. Although aimed to support business, immediate action can be required if necessary. This initiative is happening across the country and common areas for improvement including managing social distancing and ensuring effective cleaning.

For the latest information and safer business guidance, visit www.gov.uk