

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
19 JANUARY 2021 AT 6.30 PM HELD BY VIDEO COMMUNICATION**

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

In attendance: County Cllr Jan Warwick (from Item 5); District Cllr Eleanor Bell;
District Cllr Brian Laming (from Item 14); Clerk

The Chairman paid tribute to Cllr David Stirrup who died in November 2020. Cllr Stirrup had joined the Council in 2012 and been Vice-Chair since 2015. He was dedicated to working for the village and would be very much missed.

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** Cllr Reed. District Cllr Williams.
3. **Minutes of Meetings** – to approve the Minutes of 17 November 2020.
The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as a true record for signing 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 – 2nd quotation progressed. Ron Emery meeting contractor on 21Jan.
 - 11a) ii) Tree Survey – to identify responsibility and remedial work and report to other bodies. To be progressed by all Councillors and c/f to 16 March Agenda.
 - 12.a) i) Recreation Ground access road hedge – the Contractor had advised delivery of the bare root hedge plants was due and planting would be soon thereafter.
 - 12a) ii) Play Park volunteers – The Parish Council wished to thank all volunteers for giving their time to refurbish the play park which had made a big difference and saved the village a considerable sum: Vicki Michael, Alexandra Treasure and her husband, Pip Pearson, Kate and Chris Longbottom, Paul and Leesa Valteris, Louise Purdy, Laura Thomas, Abbie Longworth and Anthony Rushton.
 14. Risk Assessment – documents for all areas had been updated.

To c/f items to next Agenda	Clerk	16 Mar
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5. **County Councillor's Report**
As attached. Items of update for Otterbourne:
Park Lane resurfacing - outline proposal and timeline due shortly from the HCC engineer.
Otterbourne School crossing – protective barriers to help social distancing would be erected.
The Environment Agency – would continue to monitor the Otter “bourne” along the Itchen Navigation for flood risk due to blockages, although it was currently clear.
Otterbourne Crossing Feasibility Study – the report had been received and a meeting would be arranged with officers and the Executive Member Cllr Humby – see also Item 11. b) i).
Boyatt Lane line markings – had been allocated for a Traffic Regulation order for 2021 – see also Item 11. b) iii.
6. **District Councillors' Report**
As attached. Items of update for Otterbourne:
District Councillors would work with Parish Councils within their Ward on examining potential housing development options for inclusion in the WCC Local Plan.

7. Local Crime Report

5 crimes reported in November 2020 (latest figures): 1 burglary; 1 violent/sexual offence; 1 criminal damage/arson; 2 anti-social behaviour. PCSO Michelle Wilkinson had returned to work part-time, supported by PCSO Kerry Croutear, plus Beat Officer PC Tom Harries.

8. Open Session for Parishioners – meeting closed by the Chairman for this item.

There were no Parishioners attending.

9. Co-option of a Councillor

There were three vacancies and one expression of interest from Joanne Smith. Proposed by Cllr Stansbury, seconded Cllr Gilbert and unanimously approved for co-option onto the Council. Two further vacancies remained as advertised on the notice boards and website and Councillors were encouraged to identify potential candidates.

To follow-through with Councillor's paperwork and advise WCC	Clerk	asap
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10. Report of Representatives to Various Bodies

No reports or matters had been received.

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

i) Applications and Decisions – as attached Schedule. Coles Mede: the Countryside Access Team had extended the time for the applicant's response to objections raised until 8 February.

b) Highways

i) Pedestrian Crossing – to receive update.

The survey report had been received and HCC had secured a 20% fee reduction due to its lengthy production time. The potential worst case final cost of the works could be circa £133k due to the need for speed mitigation measures, plus additional lighting, signage, pavement works and carriageway resurfacing to prevent skidding. The allocation from WCC of £50k CIL plus addition of further £29.5k S106 funding from HCC still left a considerable shortfall.

To progress and report back to Council	Cllr Stafford	16 Mar
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ii) Speed Sign – to approve new contract for the sign movement and receive update on data. MJT had decided to terminate the contract and an alternative contractor, Melon Engineering, had been sourced via Hursley PC. The contract fee would remain the same as MJT, but would include increased frequency of movement between the four positions giving greater utility. Council approved the new appointment and contract.

To follow-through with Contractor	Clerk	30 Jan
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iii) Other Matters – to receive matters for the Lengthsman, Boyatt Lane update, other items. Lengthsman – the worksheet had been prepared pending any further items from Councillors. Boyatt Lane – WCC (administering the work on behalf of HCC) had added the proposal for additional line markings along the north side of the road to the Traffic Regulation Order list. A public consultation would take place and residents written to directly with a proposal for some combination of yellow/white lines and associated restrictions; about 50% support was needed to implement. Cllr Warwick was thanked for her help in progressing the matter. Other Items – some of the benches required cleaning. Cllr Lansdown-Bridge advised he would be making a walk round of the village to check other items.

To forward Boyatt Lane markings with HCC/WCC	Cllr Lansdown-Bridge	ongoing
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c) Community Projects

i) Otterbourne in Bloom – to receive update.

Spring bulbs had been planted and the perennial plants were over-wintering in a greenhouse.

ii) Community Payback Scheme – to receive update.

The scheme had been paused during the Covid-19 lockdown. Cllr Moody requested the list of items to determine whether they might be re-scheduled with the Scouts' list of work.

To forward list of identified items to Cllr Moody	Cllr Reed/Clerk	asap
To progress further with scheme organisers once re-opened	Cllr Reed	16 Mar

12. Report of the Recreation and Amenities Committeea) Oakwood Park Recreation Ground

i) General – to report temporary car park closure and potential permanent low barrier.

Following a number of ASB incidents after dark and thought to be in connection with drivers from outside of the village, it was unanimously agreed to temporarily close off the car park with a chain and netting between 6 pm-8 am. The closure would be undertaken by local volunteers and kept under review. Pedestrian access would be unaffected. Peter Wieldon was thanked for his help free of costs in preparing the barrier and ongoing support for damage repairs. The option of a permanent low barrier was on hold.

To erect barrier and issue rota for volunteers	Cllr Stafford	22 Jan
To place notification on Village Facebook pages, notice boards and website	Cllr Stafford/Lansdown-Bridge/ Clerk	22 Jan

– to update on replacement welcome sign and new pitch sign.

The proposed welcome sign would use the same post and metal panel with overlay. The proposed pitch sign would be smaller and attached to the pavilion front wall. A quotation for both signs had been received for £102 plus VAT and Council unanimously agreed.

To instruct printers with the final artwork and production	Clerk	16 Mar
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ii) Play Park – to update options for all-weather path replacement.

Two quotations had been received to replace the tarmac path (all areas) at £4,600 using Rhyno Pave and £7,655 using Tiger Mulch. The option using Rhyno Pave was unanimously agreed for progression within the 2021/22 budget. Quotations had also been received for wetpour replacement and other equipment repairs and these would be progressed alongside.

To forward quotations to the Clerk and to take forward project within the 2021/22 budget	Cllr Gilbert	ongoing
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iii) CCFC – to approve placement of a memorial bench.

The Club had asked if a bench in memory of Sue Davenport, a long-term CCFC and former Otterbourne FC supporter, could be placed in front of the pavilion. The cost of the bench and installation would be covered by the Club and the slabs repurposed for the bin area. Council unanimously approved the proposal.

To write to CCFC with approval and liaise on work	Cllr Stafford/Clerk	16 Mar
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b) Open Spaces – to update on potential sites for the addition of play equipment.

Following identification of the Cranbourne Drive open space area as a potential site, an initial quotation of £45k for installation of toddler equipment had been received. This was significantly higher than anticipated and other suppliers and options would be examined.

To forward suppliers to Cllr Moody to examine	Clerk/Cllr Stafford	19 Mar
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d) Common – to discuss the west side area of unauthorised parking by the SW reservoir. Southern Water had responded that it did not consider the area within its ownership or responsibility and the Cranbury Estate also did not consider the area its responsibility. WCC had acknowledged that the area was under its Scheme of Management for the common and had agreed to install new posts to protect the grass area and re-seed in the spring if needed. Cllr Williams was thanked for approaching and progressing with WCC.

13. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts, Reconciliation, 3rd Quarter Budget Analysis. The financial statement had been circulated with the Agenda and was noted. The reconciliation had been approved by Cllr Moody. Committee Chairs and Councillors with responsibility were asked to assess items within their budget for the final quarter. The Precept had been submitted to WCC by due date and a subsequent increase to the Tax Base on 2020/21 had reduced the % increase to 0.28%, equivalent to 16p per household/annum.

To assess items within budgetary areas for final quarter	Cllrs Gilbert / Lansdowne-Bridge	16 Mar
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b) Roles and Responsibilities – to update for approval.

A further update would be made to include the new Councillor and nomination for Vice Chair. Cllr Lansdowne-Bridge volunteered for the position of Vice-Chair until May 2021. Proposed by Cllr Stansbury, seconded Cllr Moody, and unanimously agreed. The possibility of a Youth Representative would be taken forward to the March Agenda.

To update Roles and Responsibilities for publication	Cllr Stafford	asap
To c/f item for Agenda	Clerk	16 Mar

c) St Matthew's Churchyard – to agree increase to maintenance costs from £480 to £500. The annual contribution had remained at £480 since 2012. The PCC had advised that annual maintenance costs were £1,500 per annum. Allbrook Parish Council had been asked to consider a £500 annual contribution and thereby costs would be equally shared between the three parties. Council unanimously agreed to increase the contribution to £500 per annum.

To action with PCC	Clerk	31 Jan
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d) Website – to update on website accessibility requirements.

There was ongoing assessment for increased compliance and evaluation of other websites for improvements.

To progress and report at next meeting	Cllr Lansdowne-Bridge	16 Mar
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14. Risk Assessment and Management

There had been no matters brought to the attention of the Council.

15. Notification of events and to raise new items for the next meeting

- i) Working Party meeting – 16 February
- ii) Great British Spring Clean – 16 March

16. Date of next Parish Council meeting – 16 March 2021.

Meeting closed 7.38 pm.

Planning Applications Report for December and January

- Case No. 20/02290/HOU. 83 Cranbourne Drive, Otterbourne
Small single storey roof extension with a flat roof and parapet walls and grey aluminium doors and windows **Comment: No objection.**
- Case No. 20/02601/TPO 6a Sparrowgrove, Otterbourne
Tree A: Beech: crown lift to 5 metres and prune away from telephone wire. Lightly thin crown/crown clean. Low hanging branches interfering with phone wires and lifting crown to permit other vegetation to grow. Tree B: Birch: adjacent to Beech. Fell to ground level to allow Beech canopy to develop on north west side. Due to size of Beech there is no space to replant tree of similar size. Smaller tree of native special will be planted lower in garden south.
Comment: Objection. The application is unsupported by sufficient arboricultural evidence or professional advice.
- Case No. 20/02736/HOU Manor House Barn, Kiln Lane, Otterbourne
Works to convert existing garage to ancillary living accommodation.

Decisions Received

- Case No. 20/02095/HOU The Lodge House, Oakwood Close, Otterbourne
Ground floor granny annexe and utility room extension.
Application permitted.
- Case No. 20/02065/HOU. Yew Tree Lodge, Grange Drive Otterbourne
Proposed conversion and extension and roof replacement to existing attached double garage. **Application permitted.**
- Case No. 20/02290/HOU. 83 Cranbourne Drive, Otterbourne
Small single storey flat roof extension with a flat roof and parapet walls, grey aluminium doors and windows **Application permitted**

Finance and Administration Report of Statement of Parish Accounts

<u>Bank Statements at 31/12/20</u>	£
Lloyds Treasurers account (includes 6 mth investment of £11k)	36,016.91
Lloyds 12 month investment account to 22/12/2020 at 0.15%	<u>28,190.00</u>
	64,206.91

6 month investment account

The £11,000 showing in the Treasurer's account above had been reinvested for a further 6 months.

December 2020 Payments from Lloyds Treasurer's account

Online Payments total	£ 2,623.28
Total payments	£ 2,623.28

January 2021 Payments from Lloyds Treasurer's account

Online Payments	£ 3,463.61
Total All Payments	£ 3,463.61

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

**Hampshire County Council Update: Cllr Jan Warwick, Winchester Downlands
January 2021**

National Lockdown: Updated National, HCC Guidance and details of key services are available via the links below. **HWRCs and Country Parks remain open but residents are urged to stay local.**
www.hants.gov.uk/socialcareandhealth/coronavirus/general-advice
<https://www.hants.gov.uk/socialcareandhealth/coronavirus#impacted-services>

Police and Crime: The Police and Crime Commissioner has launched his annual survey to ask residents their views on the policing precept of the council tax and if they would agree to an increase to support policing across Hampshire, the Isle of Wight, Portsmouth and Southampton.

Following the announcement that Police and Crime Commissioners would have the flexibility to increase the policing precept by up to £15 a year for a Band D property for 2021/22, wider consultation is now being undertaken and residents are being encouraged to give their view. The survey can be accessed through the Commissioner's website: [Your view on the policing precept of the council tax 2021-2022 - Hampshire Police and Crime Commissioner \(hampshire-pcc.gov.uk\)](https://www.hants.gov.uk/socialcareandhealth/coronavirus#impacted-services).

The Chief Constable and her team have made a compelling operational case for investment in policing through an increase in the council tax. An increase of up to 7.1% (29p week based on a Band D property) would enable the force to build on what has been achieved during the last year, take the fight to criminals and to start to reduce crime. An increase would enable:

- the early recruitment of 50 new police officers
- targeted operational policing to take drugs and weapons off our streets
- an increase in further prevention work, including diverting young people away from crime
- an investment in forensic capability to enable officers to get evidence to bring more offenders to justice
- continue investment in police officer wellbeing to improve productivity even further.

The public survey will be supported with online focus groups to explore residents' views around policing priorities and levels of an increase in more depth.

Local Transport Plan for Hampshire: Hampshire County Council is asking for your views on the vision, desired outcomes and guiding principles behind a NEW Hampshire Local Transport Plan. This is the start of a conversation to help develop a new transport strategy and plan.

Since 2001, Hampshire's Local Transport Plan has set the objectives, policies and strategy for transport across the County, helping people to maintain their quality of life and go about their daily business. Seven years have now passed since the Plan was last updated, and there is a need to review outcomes and design principles in the changed context of new technologies, the pandemic and increased focus on active lifestyles and the challenges of climate change.

You are invited to influence: the early development of the new Local Transport Plan by sharing your views on the emerging:

- **Vision:** What will our transport system look like in 2050?
- **Outcomes:** What are we trying to achieve in terms of climate change, economy, the environment, and society?
- **Guiding Principles:** How we will change the way in which we plan and deliver transport?

To view more information and leave feedback, visit: <https://www.hants.gov.uk/transport/localtransportplan>

Ash dieback: The link below gives some helpful guidance on the responsibilities and options for landowners dealing with ash die back disease.

<https://www.hants.gov.uk/en/landplanningandenvironment/countryside/ash-dieback-disease>

Winchester City Councillors District Report January 2021

What is Royaldown?

RoyalDown is a proposal from a private developer for 5,000 homes between OB and Hursley. It is simply a proposal: the developers have announced their intent, currently there is no planning application in principle or in outline. They have produced a brochure that puts forward their vision for 5,000 homes, a primary school, secondary school, a community centre, a healthcare facility, solar farms, battery storage and over 2000 park and ride spaces. The area they are intending to build on is shown below:



What is being done to stop this proposed development?

Your local ward councillors are working with Parish Councils and residents making sure that people know the facts. We need to make sure that we have names and contact details of those residents that are opposed to this site and want to fight it when the time is ready. As it is not officially a planning application it cannot be fought directly to Winchester City Council. But everyone can contribute to the consultations on Winchester Local Plan Issues and Priorities Document is being finalised and will be available for consultation shortly.

Why is Winchester being asked to build so many new homes?

As you may be aware there is a national need for new homes to address the current housing crisis. The Conservative government has put in place housing targets for each District and Borough in the UK. Recently the Government had two consultations:

1. The first consultation paper was on **Changes to the current planning system**, mainly around housing numbers and formulae on affordability which are punitive to Winchester and arrive at a 50% increase in housing numbers from that expected. The government has since redrawn its numbers and SE England is no longer targeted as it was before.
2. The second consultation paper was a government **White Paper on Planning for the Future** <https://www.gov.uk/government/consultations/planning-for-the-future> The White Paper proposed significant reforms to many aspects of the planning system, including a change in the way in which land is allocated for development, the type of policies which can be included in Local Plans and how controls over that development are implemented through development management. The means of delivering infrastructure via new development (s106 agreements – planning obligations) and Community Infrastructure Levy would also be changed. The new style of plan will look and feel very different to the current style as it will have digital and interactive format and the identification of land for development will follow a zoning approach based on three designations; **growth, renewal and protected areas**. This consultation period ended on the 29th October 2020 and WCC along with many Parish Councils submitted robust responses.

How many new homes is Winchester expected to build? And can I be part of the discussion?

Unfortunately, the Government has still not confirmed the housing numbers for each county and WCC have decided to issue a Strategic Issues and Priorities (StrIP) paper in January for consultation in Feb/March. Winchester City Council hopes to host a Parish Council briefing before the consultation starts so there will be an opportunity for questions at that meeting and it will give the community time to respond to the consultation.

This StrIP paper will not discuss housing figures but concentrate on use of brownfield, blue and green infrastructure, low carbon lifestyles etc. It will not consider individual land submissions.

Once we have that outcome, (or possible even while we do that exercise) we can discuss with Parish Councils the relevance of any land that has been put forward by a developer: does it fit into the Issues and Priorities that the residents have identified?

What can I do to stop this proposed development?

There is no planning application or approval in principle - or anything else that needs comment from local residents or the Parish Council - so there is nothing that you can officially object to. However, long term, we would like to see more people getting involved with the Local Plan Process, so we are asking residents to sign upon the WCC website for 'keep me posted'.

City Council progresses with Upper Brook Street GP Surgery

Plans for a new medical centre in the heart of the city have been moved forward; the council's Cabinet approved the development of the Upper Brook Street car park by specialist primary healthcare developer, Assura plc. Since February this year, the council has worked with key stakeholders including, St Clements GP Practice and West Hampshire Clinical Commissioning Group (CCG) to find the most suitable way of delivering a new building.

Operation Transmission preparations

Preparations to ensure the road network in Hampshire and beyond flows as well as possible after the EU Exit are now complete.

Operation Transmission – the Local Resilience Forum (LRF) plan – is fully resourced and ready to start with critical signage for hauliers at the roadside having been installed and ready to unveil on 1 January 2021. This follows months of planning by local agencies, based on a 'worst case' scenario shared by Government. All possible options were looked at to mitigate the possibility of lorries backing up from Portsmouth International Port onto the road network, as a result of changes to EU export paperwork. The only viable option, identified by the LRF, was to introduce short stay triage points where the border readiness of lorries could be checked – a primary one on the route to Portsmouth at the A31 outside Winchester and another at Tipner. All other options were discounted as they did not provide adequate mitigation. The final decision took into account how busy roads were on a typical day. Whilst a deal has been agreed between the UK and EU relating to trade, changes to the paperwork required to be produced by hauliers for border readiness remain. Operation Transmission will therefore still be necessary to assist the flow of traffic on Hampshire's strategic road network. Extensive consultation has been carried out with freight hauliers, with clear information provided about the impact of arriving in Portsmouth and not being border ready. Planning has also involved implementing speed restrictions at two locations (details of locations provided in notes to editors below). These are not to do with traffic flow. They are required to ensure the safety of those who are working at the roadside as part of the plans.

When will we know if the plan is working?

Portsmouth International Port requires lorries to book well in advance. This means the LRF has demand data for the first few days of the New Year. It shows the first three days are likely to be quieter than peak demand. This will then build to 'normal' day demand. The reasons for the first days being quieter include non-working days, the impact of COVID-19 on road movements (including school traffic), possible stockpiling of goods, and some hauliers choosing to wait and see what happens:

- Op Transmission will commence on 1 January from 8am. This will give hauliers and those operating the triage points the opportunity to familiarise themselves as the plans bed in, and enable a live time assessment of how everything at the Port and beyond is working.
- Demand then starts to increase from the week of Monday 4 January. Regular updates to media will be published during this period.

Council invites feedback on budget plans

Each year, all local authorities are required to publish a budget setting out how they will fund services. Whilst Winchester City Council set a 'fully funded' budget in February 2020¹, the impact of COVID-19 has seen significant additional costs as well as dramatic losses of income. Whilst the council's priorities set out in the April 2020 Council Plan remain unchanged², the direct result of the impacts of the pandemic mean that they are forecasting a shortfall on next year's budget of £3.7m. On 16 December, the council's Cabinet considered proposals for achieving a balanced budget for 2021/2022 and the council will consider and set the budget in February 2021. The council is inviting local residents and businesses to comment on the proposals. A link to this consultation can be found here: <https://www.winchester.gov.uk/about/financial-documents/budget-consultation>