

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

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

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

The Chairman welcomed Cllr Smith to the Council.

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** None.
3. **Minutes of Meetings** – to approve the Minutes of 19 January 2021.
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:
 4. 10. Garage Store – two quotations received, a third was being progressed by Ron Emery.
 4. 11.a) ii) Tree Survey –all Councillors to individually update as appropriate.
 - 13.c) St Matthew’s Church – Allbrook PC had been thanked for its £500 match funding.

To c/f items 10 and 11.a)ii) to April Agenda	Clerk	20 Apr
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5. **County Councillor’s Report**
As attached. Local items: Pedestrian crossing on Main Road – scoping work had started for introducing white lines – see also item 11.b) i). Boyatt Lane – the joining up of the single white parking restriction line was scheduled for 18/19 March. Reporting Issues – Councillors and residents should continue to report issues via Hantsweb.
6. **District Councillors’ Report**
As attached. Other items: New Leisure Centre – the centre was due to open during April-May and a recent Open Forum was available to view online. Local Plan – Councillors and the Public were encouraged to view the online events and to respond to the Local Plan.
7. **Local Crime Report**
1 crime reported in January 2021 (latest figures) as an incident of other-theft. Cllr Stafford had met with the new Beat Officer, PC Dave Fry. Irregular patrolling of Otterbourne would take place with a focus on the recreation ground in the evenings and weekends in order to deter ASB and disperse larger gatherings of youngsters contravening social distancing/lockdown rules. Residents should use the non-emergency 101 number to report ASB and/or Covid breaches so that the police could build a pattern and target accordingly. This approach had already resulted in two cases of individuals being moved on after discovery of drugs and related paraphernalia. Future crime statistics would reflect these cases plus the recent thefts from vehicles as highlighted via the village FaceBook.
8. **Open Session for Parishioners – meeting closed by the Chairman for this item.**
There were no matters raised.
9. **Co-option of a Councillor**
Two vacancies remained with no expressions of interest. Councillors were asked to identify potential applicants from Poles Lane and the area around Otterbourne common.

10. Report of Representatives to Various Bodies

OVHC: grant funding was being sought for upgrading both cloakrooms. Application for an ENTRUST grant had been made, but a shortfall of £3,400 was still being sought. Cllr Williams agreed to follow up with the WCC officer to investigate other funding sources.

11. Report of the Planning and Highways Committeea) Planning

i) Applications and Decisions – as attached Schedule. Coles Mede: additional submissions from both the applicant and others objecting to the application had been made and the Countryside Access Team had extended the time for response until later in March.

ii) WCC Local Plan – Strategic Issues and Options consultation.

The 100 page document was released 15 February for public consultation until 12 April. It was being publicised via the parish website, notice boards and village FaceBook in order to prompt input from villagers. The document set out a vision to 2038 with objectives and questions covering nine issues including: Vision, Sustainable Development, Climate Change, Biodiversity, Homes for All and Living Well. Feedback and comment would be used by WCC to shape its Local Plan for how the district should accommodate the homes that it needs to plan for and what the future strategic vision should be for the district outside the South Downs National Park. Specific sites within the SHELAA document were not being dealt with at this stage, but would need input later. Councillors and residents were advised to join in the Local Plan virtual event on 20 March. A document of all of the Local Plan questions would be emailed to Councillors with request to submit responses to the Chairman by 31 March for a consolidated Council submission by the 12 April deadline.

To submit responses to the questions to the Chairman	All Cllrs	31 Mar
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b) Highways

i) Pedestrian Crossing – to receive update.

Cllr Warwick had liaised with Cllr Humby at HCC with a view to introducing painted white lines to give the impression of a narrowing road in the area of the proposed crossing so as to slow down traffic through the site. If successful, this would hopefully negate the need for moving to the more expensive options of physically narrowing the road and pavement areas. No timeline had been given for this work. Additionally the EVOLIS speed sign would focus on slowing down both North and Southbound traffic transiting through the proposed crossing site in order to achieve a mean average speed of below 35mph. If these combined initiatives were successful then it was hoped there would be some reduction in the worst case cost of circa £133k for the crossing.

To progress and report back to Council	Cllr Stafford	20 Apr
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ii) Other Matters – Boyatt Lane update, cleaning of street furniture, other items.

The joining up of the white line parking restriction was scheduled for 18/19 March. Some residents had raised concern that these additional restrictions coupled with the restriction by the reservoir would cause increased parking problems for local residents along Boyatt Lane. The bus shelters had been checked and the benches were still being assessed.

c) Community Projects

i) Proposal for expenditure of up to £400 for replacement village hall bench.

A request for funding a replacement bench had been made, following recent vandalism. Proposed by Cllr Moody, seconded Cllr Lansdown-Bridge and unanimously approved.

To liaise with Village Hall Manager for purchase and delivery	Clerk	31 Mar
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ii) Community Payback Scheme – to receive update.

Cllr Moody reported that the main focus was still assisting in Covid vaccine centres and the scheme was not yet prepared to take forward with other organisations.

To progress further with scheme organisers once re-opened	Cllr Reed	20 Apr
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12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General – to approve maintenance contract for 2021/22

PHS had not increased their contract pricing and support from the Regional Director had been excellent. The annual contract was approved for 2021/22.

To sign and return contract	Clerk	31 Mar
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– to report on temporary car park closure with low barrier.

The volunteer team had been operating the temporary barrier on a rota which had proved successful in preventing access during darkness in an effort to reduce ASB. It was agreed to continue the temporary closure over the summer months with later closure time of 9 pm.

– Cllr Stafford issued sincere thanks to residents Cheryl and Steve Ray who had given outstanding support litter picking and emptying the play park/youth facilities bins for many years, but had given notice to finish at the end of March. Replacement volunteers were urgently sought or consideration of other arrangements would be necessary.

ii) Play Park – to receive annual independent safety report and weekly inspection report. The annual safety report had noted several minor items in need of repair/monitoring, but none designated above Low or Very Low risk. The weekly inspection report for 2020/21 would be sent to the Clerk. An outstanding item of clearing grit from the wooden slats on the play tower and fixing anti-slip tape would be undertaken when the boards had dried out.

To assess items needed for quotation from the annual report	Cllr Gilbert	20 Apr
To forward weekly inspection report to the Clerk	Cllr Gilbert	07 Apr

b) Open Spaces – to update potential sites and equipment for play area west side Main Rd. Cllr Moody advised that a second quote had been received for five low level wooden items, but this had still been unexpectedly high with added delivery and installation costs.

To circulate the two quotes to all Councillors	Cllr Moody	20 Apr
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c) CCFC – to discuss request for additional use following return of organised sports.

The National and local Football Associations were considering an extension to the football season until end of June 2021 in order to accommodate the backlog of matches, assuming competitive football would restart on 10 April. CCFC 1st Team and Reserve team had a combined total of 32 games left to play with 14 scheduled at Oakwood Park. CCFC had therefore requested exceptional permission to continue use beyond 30 April until end of June 2021. Although the situation had not been confirmed as some teams were unable to secure playing areas due a clash with the start of the cricket season, it was possible that ad hoc cup competitions or other matches could be played. A proposal was put to Council that: *it agrees to exceptionally permit CCFC to continue playing at Oakwood Park until 30 June 2021 with the restriction that no matches take place on Sunday, that not more than 4 matches are played in any one week and where a match takes place on a day that*

otherwise would be a training session then a further training session may not be scheduled on a different day without agreement in advance from OPC. CCFC would further be required to ensure that wear and tear of the pitch was kept to a minimum.

Council noted that CCFC had continued to pay rent in accordance with the lease despite being unable to use either the pitch or the pavilion and they had also continued to maintain the playing surface. The proposal was unanimously approved.

To write to CCFC with approval	Cllr Stafford	asap
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d) Pavilion – to receive update on maintenance issues.

A quotation from a carpenter had been received to rectify issues of three doors swelling and ingress of water from beneath. As CCFC was soon to resume use of the pavilion the work had been scheduled. Council agreed ratification of £260. Following report that the boiler would not fire-up, the gas engineer had found it to be properly working. A Legionella test kit had been ordered and sampling completed with results awaited. Further quotation for gutter clearance and exterior repainting was being progressed.

To report Legionella test results and forward work	Clerk/Cllr Stansbury	asap
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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. A copy of the Payments and Receipts Schedule may be requested from the Clerk. The Budget Analysis final quarter was as reported in the Finance Committee meeting 16 March 2021.

b) Projects carried forward to 2021/22 – to approve funding c/f from 2020/21 budget.

It was agreed to c/f projects as reported in the Finance Committee meeting 16 March 2021.

c) S137 – Proposal for £100 grant towards Eastertime Village Community Event.

An approach had been made by the Friends of Otterbourne School to support an initiative to provide children with an art set that they could use towards display of artwork around the village. Council was advised that this was not a fund raising event, but aimed at wider community engagement. Proposed by Cllr Moody, seconded Cllr Lansdown-Bridge and agreed unanimously.

To advise Organiser and liaise for payment	Cllr Stafford/Clerk	asap
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d) Roles and Responsibilities – to approve update and discuss a Youth Representative.

The updated list, including appointment of Cllr Lansdown-Bridge as Vice-Chair until the Annual Parish Council meeting was approved. It was agreed to investigate the options of finding a youth representative and to take forward to the April Agenda.

To c/f youth representative discussion	Clerk	20 Apr
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e) Website – to update on website accessibility requirements.

Further modifications had occurred with refinement ongoing. Some enhancements were optional and information would be circulated. Cllr Moody put forward the opportunity to increase users of the village Mailchimp by publicising on the Notice of Annual Assembly.

To prepare report to circulate to all Councillors	Cllr Lansdown-Bridge	20 Apr
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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) Annual Village Assembly 4 May – Chairs were reminded to submit reports by 28 March. All Councillors advised that the Notice to households would need delivery.
- ii) Great British Spring Clean 28 May – 13 June. Cllr Moody agreed to be organiser.
- iii) VE Day 8 May – the soldier silhouettes would be requested for display at the War Memorial.
- iv) Platinum Jubilee of HM The Queen over 4 day Bank Holiday w/e 3 June 2022 – raised as a new item for discussion on the April Agenda as a potential opportunity for a village-wide celebration.

16. Date of next Parish Council meeting – 20 April 2021.

Meeting closed 7.30 pm.

Planning Report February and March 2021

Planning Applications

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| Case No. 20/02871/HOU | 1 Chapel Lane, Otterbourne
Construction of a garden room with dimensions of 5m x 3m with a 3m x 2.5m L-shaped portion to the front. Comment: No objection |
| Case No. 21/00100/HOU. | 4 Bourne Close, Otterbourne
Two storey extension. Comment: No Objection in principle but we remain concerned by the proposed 200mm overhang of the adjacent property. |
| Case No. 21/00124/HOU | 59 Cranbourne Drive Otterbourne
Extension to existing detached garage with addition of first floor accommodation to provide office space and a gym with external staircase. Comment: No Objection. |
| Case No. 21/00360/HOU | 19 Meadowcroft Close, Otterbourne
Single front and rear extensions and first floor side extension. |

Decisions Received

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| Case No. 21/00179/LDP | 25 Greenacres Drive, Otterbourne
Part garage conversion, internal alterations and alterations to both the front and rear external elevations. Application permitted |
| Case No. 20/02871/HOU | 1 Chapel Lane, Otterbourne
Construction of a garden room with dimensions of 5m x 3m with a 3m x 2.5m L-shaped portion to the front. Application permitted |
| Case No. 20/02162/HOU | 25 Chapel Lane, Otterbourne
New vehicle access, two storey side extension, single storey side extension, loft conversion with front and rear facing dormers.
Application permitted, but not including new vehicular access. |

Update from Hampshire County Councillor Jan Warwick

£26.9m Climate Change investment for Hampshire schools

An Investment of over £26M from Government climate change funding has been awarded to improve the energy efficiency of 370 Hampshire County Council schools and buildings. £6.7 million will be spent on installation of solar panels and £20.2 million to improve insulation by replacing inefficient single glazed windows and doors with modern, double glazed units. These programmes will save more than 3,600 tonnes of carbon per year and help local schools reduce their energy bills. County Council maintained primary, secondary, and special educational needs and disabilities schools will benefit from this programme. Not only will this investment make a significant contribution to climate change but will also boost skilled jobs locally in the low carbon and energy efficiency sectors. The work is expected to commence this spring and be completed in the autumn of 2021.

Budget HCC approves £2.1 billion spending on local services in 2021/22

Plans for the next financial year focus on the county's ongoing work associated with the pandemic, support for vulnerable children and adults, investment in Hampshire's roads and infrastructure to support economic recovery, as well as climate change mitigation. The annual council tax charge for a Band D property will increase of £1.23 per week, equating to 4.99%, of which 3% is for adults' social care – a Government request. The budget includes £13 million for the maintenance of 5,500 miles of roads and an extra £1.2 million in carbon reduction measures across the County Council. HCC's four-year capital programme of £744 million is one of the largest in the country.

The proposed capital programme includes:

- £68 million in new and extended school buildings to ensure there is a school place for every child in Hampshire
- £118 million for structural maintenance and improvement of roads and bridges in Hampshire over the next three years
- £91 million for integrated transport schemes including over £18 million specifically focused on walking and cycling improvements
- £141 million for major improvement of school and other County Council buildings and land holdings over the next three years
- £33 million for decarbonisation schemes covering solar PV, single to double glazing window replacements, transition from oil to gas and the implementation of heating controls.

Hampshire County Council: Reporting Issues on the Roads, Pavements and Verges

Emergency Repairs:

If you see a highways issue which needs **urgent** attention:
 Phone 0300 555 1388 (8:30am to 5pm, Monday to Friday). Outside of office hours, phone 101
 Emergency defects are usually made safe within two hours. These repairs may be temporary with permanent repairs being made later. Other defects become part of the maintenance programme and are usually repaired within two months. Larger or more complex works, such as major resurfacing, are generally scheduled separately.

Other less urgent highways issues can be reported online at the Hampshire County Council website (www.hants.gov.uk search Road Maintenance)

You will get a reference number and a response from the Highways Team.
 Please do contact me if you require any follow up on reported issues.

Operation Resilience

Operation Resilience is a long-term strategy to make Hampshire's roads more resilient to the effect of extreme weather and heavy traffic. Operation Resilience carries out Hampshire's large, planned maintenance programme of work each year. These works are different to reactive works, such as pothole repairs or gully cleansing. You can find further information on forthcoming schemes here: <https://www.hants.gov.uk/transport/roadmaintenance/plannedmaintenance>

Cllr Jan Warwick
 Hampshire County Councillor, Winchester Downlands
 Tel: 07712 695431 Email jan.warwick@hants.gov.uk

District Councillor Report March 2021

Stop Press: Royaldown Update

A virtual protest meeting organised by SSW Campaign Group and held at midday on Sunday 28th February was attended by 208 members of the public and press. Speakers included:

- Steve Brine MP
- Cllr Jackie Porter, WCC Cabinet Member for Built Environment
- Felicity Roe, HCC Director for Culture (including Estates)
- Tessa Robertson, Chair The Dever Society
- Caroline Dibden, Vice-president Hampshire CPRE

An informative event that showed real opposition to this proposal, and helped to clarify a number of misunderstandings. The consensus on all sides was that this development is not wanted and is not needed. The action for all right now is to respond to the Local Plan Strategic Issues and Priorities consultation 'Your Place Your Plan' <https://www.localplan.winchester.gov.uk/> and ensure that they place the third option in the Homes for All section, 'A strategy that includes one or more completely new strategic allocations or new settlements', at the bottom of their priority list.

At the Winchester City Council meeting on 24/2/21 James Batho, who made the earlier Freedom of Information requests to HCC, asked a public question "What does it take to remove the County Council's Royaldown land from the SHELAA?" In reply Cllr Jackie Porter stated "*WCC have been in correspondence and met with officers at Hampshire County Council. They have now confirmed in writing that their land (CS03) was submitted for consideration as part of the SHELAA without their authority or consent.*"

On the basis of this information, WCC have been in contact with the site promoter and asked them to consider updating their submission to reflect the fact that HCC have not given landowner consent. They also asked for clarity regarding the possible implications for the wider Royaldown site in relation to access, number of dwellings other infrastructure requirements and deliverability."

Winchester District Local Plan 2038 - Strategic Issues and Priorities Consultation **Air Quality Supplementary Planning Document - Consultation Draft**

Winchester City Council has published a 'Strategic Issues & Priorities' consultation document and a draft 'Air Quality Supplementary Planning Document' for public consultation, both for a period of 8 weeks from 15th February 2021 until 12th April 2021.

Strategic Issues and Priorities Consultation

The consultation welcomes views on some of the key issues that the new Local Plan 2038 will need to address. This consultation will inform the full draft Local Plan, which will be published for consultation in late 2021/early 2022. WCC want as many people as possible to be part of this process to help create the new Local Plan that will set out the future of the District.

The new Local Plan 2038 will cover all of Winchester District except for the part within the South Downs National Park (which has its own Local Plan). It will set out the development strategy and policy framework for the area and allocate or designate land accordingly. Once adopted, after many iterative consultations, the Local Plan will be used to guide decisions on planning applications up to 2038.

The **Strategic Issues & Priorities** consultation, which is available on our new website www.localplan.winchester.gov.uk is the first stage in the process and sets out alternative ways in which the District could accommodate the development that it needs to plan for, and what the future strategic vision should be. It sets out a range of questions and provides an opportunity to comment. The responses to this consultation will help the Council to develop a planning strategy and a full draft Local Plan, for future consultation.

An '**Integrated Impact Assessment**' (including Sustainability Appraisal) has been prepared in association with the Strategic Issues and Priority document, which we would welcome your comments on via the link on CitizenSpace <https://winchester.citizenspace.com/>

WCC are also conducting a new '**Call for Sites**' whereby sites can be submitted to be considered for allocation for a range of purposes in the Local Plan, Housing – including small sites, gypsy and travellers' sites and custom/self-build sites, Brownfield sites, Employment sites, Renewable Energy Generation sites, Biodiversity offsetting, Carbon offsetting, Nutrient offsetting, Green infrastructure. Anyone can submit a site, whether or not they own it, but cannot say they have the owner's permission if they don't! This is also available on the CitizenSpace link above.

The Strategic Issues & Priorities consultation document, the Integrated Impact Assessment and other background / evidence documents can be viewed online at the new local plan website. If you are unable to view the documents online please call 01962 848508.

WCC are holding a series of **virtual online consultation events** on the Strategic Issues and Priorities on 4th March (14.00) 9th March (19.00) 12th March (10.00) and 20th March (10.30). Anyone is welcome to attend, but you need to register in advance via the new local plan website.

Air Quality Supplementary Planning Document

The draft Air Quality SPD supplements the policies in the current Winchester District Local Plan (Parts 1 and 2). The new Air Quality Supplementary Planning Document will cover the built-up area of Winchester and other areas within 1km of the Winchester settlement boundary, as defined in the existing Local Plan.

This consultation welcomes views on the policies in the draft SPD and will inform the final version of the Air Quality Supplementary Planning Document. The draft SPD covers matters such as requirements for air quality statements and assessments with proposed mitigations, to be submitted with planning applications.

The draft Air Quality SPD can be viewed on the WCC website in the Planning Policy section, Existing Local Plan, SPDs:

If you are unable to view the air quality documents online please call 01962 848097. There will be virtual online public meetings held via MS Teams on the draft Air Quality SPD on 11th March (15.00) and 18th March 2021 (17.00). For details and to receive an invitation to one of these events please send an email marked 'AIR QUALITY SPD' to eh@winchester.gov.uk.

Responses to the Strategic Issues and Priorities document, the Integrated Impact Assessment, the Call for Sites and the Draft Air Quality SPD should be submitted using the online response forms accessed via the respective websites above, by midnight on 12th April 2021.

Cllrs Eleanor Bell, Brian Laming and Hannah Williams