

**MINUTES OF THE ANNUAL MEETING OF OTTERBOURNE PARISH COUNCIL
18 MAY 2021 AT 7.30 PM
IN THE CHAMBERLAYNE SUITE, OTTERBOURNE VILLAGE HALL**

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

In attendance: Clerk.

1. Election of Chair

Cllr Stafford proposed by Cllr Moody, seconded Cllr Lansdown-Bridge and agreed unanimously.

2. Election of Vice-Chair

Cllr Gilbert proposed by Cllr Stafford, seconded Cllr Lansdown-Bridge and agreed unanimously.

3. Declaration of Interest: None.

4. Apologies for Absence: Cllr Reed; County and District Cllr J Warwick;
District Cllr H Williams, District Cllr B Laming,

5. Minutes of Meetings

– to approve the Minutes of the Parish Council meeting 20 April 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.

– to record accuracy of the Minutes of the Annual Assembly 4 May 2021

The Minutes had been circulated prior to the meeting and were taken as read. There being no amendments, they were agreed as an accurate record for presentation 3 May 2022.

6. 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. Tree Survey – to identify responsibility and remedial work/report to other bodies – all Councillors to report at next Working Party meeting; the Tree warden had been invited.

11. ii) Community Payback Scheme – assets remained committed in support of the vaccination programme; item to be b/f again once situation had stabilised.

12. b) i) Village Millennium Sign – Grant Orchard had been instructed. The repair work was underway with regular updates of progress and expected completion in two weeks.

13. a) Car Park re-lining – a County Cllr grant was being prepared and Cllr Warwick was exploring the option for the Cranbourne Drive car park to be undertaken by HCC: c/f 13 July.

14. b) iii) AGAR – actioned to External Auditor. Notice of Public Rights to Inspect the Unaudited Accounts to be posted on website and notice boards on 11 June.

To c/f items to July Agenda	Clerk	13 July
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7. County Councillor's Report

As attached. M3 J9-11 upgrade: Highways England had requested use, pending archaeological investigation, of the HCC farmland off Badger Farm Road as a works compound during the Smart Motorway upgrade. Traffic management would be in place to minimize disruption to neighbouring villages and the land would be returned to grass following completion.

8. District Councillors' Report

As attached. The Chairman thanked the outgoing Councillor, Eleanor Bell, for her support to the parish and dedication to serving the District of Winchester.

9. Local Crime Report

22 crimes reported in March 2021 (latest figures) in or within 1 mile of Otterbourne. Of these 8 were outside the village boundary. 14 crimes within Otterbourne: 3 ASB, 1 drugs, 1 burglary, 1 robbery, 1 other theft, 1 public order, 2 vehicle crimes, 4 violent/sexual offences (one report at the Otterbourne Hill underpass).

10. Open Session for Parishioners

There were no Parishioners attending and no matters had been raised to the Clerk.

11. Co-option of a Councillor

All Councillors had received background information about the candidate, Stacey King, prior to the meeting. Proposed by Cllr Lansdown-Bridge; seconded Cllr Moody and agreed unanimously for co-option onto the Council.

To follow through with paperwork and WCC	Clerk	asap
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12. Review and adoption of Standing Orders, Financial Regulations and all Governance Documents, Insurance and Assets Register, Subscriptions, Free Resource S137.

Matters for the Annual Council Meeting under Standing Order 5 (j) had been issued to all Councillors prior to the meeting. Standing Orders, Financial Regulations and all other Governance Documents, plus Insurance and the Assets Register had been reviewed at the Finance & Administration Committee meeting 16 March 2021. There being no subsequent matters raised, all documents were adopted. Subscriptions were agreed as HALC £478 and CPRE £36. The s137 limit 2021/22 had been set at £8.41 per electorate (approx. 1215) and grants in the budget were agreed as SOCCT £500; Otterbourne Life magazine £120; Winchester Citizens Advice £150; War Memorial wreath £25.

To update all Governance Documents on the website	Cllr Lansdown-Bridge	13 July
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13. Dates of Meetings – to agree dates for 2021/2022

A list of Parish Council meetings and dates for use by Committees or Work Parties had been issued with the Agenda. All dates were agreed, including the Annual Assembly 5 May 2022.

To update meeting dates on the website	Cllr Lansdown-Bridge	13 July
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14. Review and appointment of Committees, Councillor Responsibilities, Representatives

Committee Terms of Reference had been reviewed at the Finance & Administration Committee meeting 16 March 2021 and no amendments were received. Election of Committee Chairs: Finance & Administration: Cllr Moody proposed by Cllr Stafford, seconded Cllr Lansdown- Bridge and unanimously agreed by members; Planning & Highways: Cllr Lansdown-Bridge proposed by Cllr Stafford, seconded Cllr Gilbert and unanimously agreed by members; Recreation & Amenities: Cllr Gilbert proposed by Cllr Stafford, seconded Cllr Stansbury and unanimously agreed by members. Councillor appointments to Committees and Responsibilities as the attached Schedule.

To update on the website	Cllr Lansdown-Bridge	13 July
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15. Report of Representatives to Various Bodies

Allotments Association: Two quotations had been received for repair of the garage/store and a third was being progressed. Expenditure up to £620 proposed by Cllr Stafford, seconded Cllr Moody and agreed unanimously.

To progress with Allotments Chairman and instruct works	Clerk	13 July
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16. Community Projects - Queen Elizabeth II Platinum Jubilee 2022

Cllr Stafford had arranged to meet representatives from some of the village clubs on 21 May to brainstorm options for the weekend event proposed for 2-5 June 2022.

To c/f to 15 June Working Party and 13 July PC meeting	Cllr Stafford	ongoing
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17. Report of the Planning and Highways Committee

a) Planning

i) Applications and Decisions – as attached Schedule.

Coles Mede Village Green Application: the HCC Countryside Access Team had advised that a report would be made to the Regulatory Committee in the next 2-3 months.

ii) Community Asset Listing

Land off Waterworks Road and adjacent to Oakwood Copse: a request from a parishioner had been made for the land to be put forward for listing as an Asset of Community Value. This would mean that should the asset be put forward for sale, a moratorium (of up to six months) could be invoked, providing local community groups with a better chance to raise finance in order to make a bid to buy the asset on the open market. Application for listing is made to WCC and in order to qualify: *"The main use of the land and/or building must further the social well-being or social interests (which include cultural, sporting or recreational interests) of the local community now, or in the recent past, and it is realistic to think that this can continue into the future."* A background briefing note had been issued to all Councillors prior to the meeting. Council discussed the potential for listing, but concluded unanimously against support on the grounds that: there was no evidence of the land having been used in the recent past by the community; that part of the village was well provided for in open space by the copses and recreation ground; there was no historic over-demand for allotments as a use; the land held development potential as it had been put forward by the Landowner into the SHELAA for inclusion in the WCC Local Plan.

To respond to Parishioner advising decision	Cllr Stafford	13 July
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b) Highways

i) Litter Partnership.

The Council for the Protection of Rural England (CPRE) had piloted a scheme, working with the WCC contractor idverde and parishes in order to keep local roads and lanes free of litter. Idverde provided gloves, high-visibility vests, litter grabbers and bags, as well as safety trucks and drivers to protect volunteers from traffic and to take the rubbish away. Volunteers were asked to register to undertake an hour's litter picking in small groups on occasional Saturday mornings. Kiln Lane and parts of Poles Lane had recently been cleared. Council unanimously agreed that it should support the ongoing scheme and Cllr Reed had offered to co-ordinate volunteers on behalf of Otterbourne parish.

To email details to Cllr Reed to take forward with CPRE and idverde	Clerk	asap
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ii) Shared Parish Lengthsman Sheme – to approve 2021/22 contract and contribution. Council unanimously agreed to continue the scheme and the annual contribution of £56.

To return signed contract and payment to the Scheme Administrator	Clerk	asap
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iii) To receive any other matters arising

Operation Resilience: Following report to Cllr Warwick of the poor condition of Otterbourne Hill, HCC had raised a job for repair of the potholes and bollards, but this would require off-peak times and a 3-way traffic system. No date had been scheduled.

To follow up with HCC re. scheduled date	Cllr Lansdown-Bridge	13 July
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18. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

Play and Youth Facilities - Annual Play Area Inspection Report assessment.

Cllr Gilbert had prepared a list of items which were all low risk, but required attention and the Clerk was sourcing parts before receiving quotation from a maintenance company to undertake the work. Further examination of the options for the repair of the play park paths would be undertaken, including a site visit, referencing, contacting neighbouring parishes and examination of the specification, annual maintenance and contract.

To obtain quotation and instruct with the play park/YF repairs.	Clerk	asap
To undertake further examination of the play park paths	R&A Cttee	13 July

b) Open Spaces – there were no matters arising.

c) CCFC – the Club had one final game to conclude the season. There had been no issues of significance and there were no plans for social events. The Club had sought permission to install CCTV on the pavilion to deter ASB. Council unanimously agreed the installation in line with the correct signage and advice as previously provided. The use of sensors with snapshot lights was also raised as a possible deterrent to ASB.

To write to CCFC with agreement for CCTV installation	Cllr Stafford	13 July
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19. Report of the Finance and Administration Committee

a) Parish Accounts, Payments and Receipts - as attached.

Community Infrastructure Levy (CIL): an amount of £6,713.82 had been received as CIL for the development of the four new properties on the former site of 'Old Deeds'. Options for use would be considered and for placing into reserves (max of 5 years) until required.

To note receipt for end of year Annual CIL Report	Clerk	31 Mar 2022
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b) Website – additional item.

Cllr Lansdown-Bridge updated on potential improvements to the website which would be discussed further at the next Working Party before implementation. It was noted that a 'back up' person was needed who was conversant with the website and Mailchimp.

20. Risk Assessment and Management

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

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

- i) Otterbourne Spring Clean/Litter Pick – 5 June.
- ii) Working Party meeting – 15 June.

22. Date of next Parish Council meeting – 13 July 2021. NB. This is a change from the usual date of third Tuesday 20 July due to the village hall being unavailable. Meeting closed 8.40 pm.

**OTTERBOURNE PARISH COUNCIL
COMMITTEES, RESPONSIBILITIES, REPRESENTATIVES**

Council Members

Kevin Stafford (Chairman); James Gilbert (Vice-Chair); Stacey King; Elliott Lansdown-Bridge; Lesley Moody; Amber Reed; Joanne Smith; Mark Smith; Richard Stansbury

Clerk & Responsible Finance Officer (RFO)

Mrs Julie Ayre

Committee Members and Responsibilities

The Chairman and Vice-Chair shall be ex-officio members of every Committee

Finance, Administration and Staff Committee
(All Councillors are involved for Finance matters)

Staff Matters:
Website:
Contracts:

Cllr Moody (Chair)

Cllrs Moody & Stafford
Cllr Lansdown-Bridge
Cllr Reed

Planning and Highways Committee
(All Councillors are involved for Planning matters)

Planning:
Highways:
Speed Sign:
Street Amenities:
Lengthsman:
Footpaths and Rights of Way:

Cllr Lansdowne-Bridge (Chair)

Cllr Stafford
Cllrs Lansdown-Bridge & King
Cllrs Gilbert & M Smith
Cllrs Lansdown-Bridge & King
Cllrs Reed & J Smith
Cllrs Reed & J Smith

Recreation and Amenities Committee

Recreation Ground/Play Park and Youth Facilities:
Sports Pavilion:
Football Club:
Common:
Open Spaces:

Cllr Gilbert (Chair)

Cllrs Gilbert, Moody, Stansbury & M Smith
Cllr Stansbury
Cllr Stafford
Cllrs M Smith & King
Cllrs Reed & J Smith

Representatives to Various Bodies reporting to Council and Other Responsibilities

Otterbourne Allotments Association:
Otterbourne Village Hall Committee:
Otterbourne Conservation Group:
Otterbourne School:
Winchester Passenger Transport Group:
Winchester Action on Climate Change:
Sparrowgrove and Oakwood Copse Conservation Trust:
Parish Police Partnership:
Neighbourhood Watch:
Tree Warden:
Community Payback:
The Litter Partnership/Idverde:
Footpaths and Rights of Way (Village Rep):

Cllr Stafford and Mr Ron Emery
Cllr Moody
Cllr Stansbury and Mrs Val Etteridge
Cllr Stafford
Cllr Lansdown-Bridge
District Cllr Williams
District Cllr Williams
Cllr Stafford
Mrs Dalia Vainorius
Mr David Cox
Cllr Reed
Cllr Reed
Mrs Tracy Layzell

Planning Report 18 May 2021

Planning Applications

- Case No. 21/00868/HOU 'Gilpins', Park Lane, Otterbourne
Single storey rear extension. **No objection**
- Case No. 21/00757/HOU 'Yew Tree Lodge', Chapel Lane, Otterbourne
Single storey rear infill extension. **No objection**
- Case No. 21/00827/LIS The Chapel House, Highbridge Road, Highbridge
Replacement of windows south (front) elevation. **No objection**
- Case No. 21/00528/HOU 2 Fleet Terrace, Boyatt Lane, Otterbourne
Removal of existing conservatory to rear of property and construction of new extension to incorporate side return and extend out into garden by 1.8m from rear line of conservatory. The proposed extension will be no higher than 4m at the highest point of the new ridge. **No objection**
- Case No. 21/00972/HOU 5 Oakwood Close, Otterbourne
Double storey back extension, front extension including garage to front of the property **No objection**

Decisions Received

- Case No. 21/00360/HOU 19 Meadowcroft Close, Otterbourne
Single front and rear extensions and first floor side extension.
Application permitted.
- Case No. 21/00757/HOU 'Yew Tree Lodge', Chapel Lane, Otterbourne
Single storey rear infill extension. **Application permitted.**
- Case No: 21/00773/TPO 78 Cranbourne Drive, Otterbourne
T1 - Leylandii & Hawthorn - Reduce the height of the stems to match the height of the adjacent trimmed hedge. Prune the overhanging Hawthorn back in line with the hedge.
T2 - Leylandii - Reduce the trees to match the height of the adjacent trimmed hedge, being careful to maintain a screen between the properties. Prune/remove any remaining lateral branches overhanging to the hedge line. T3 - Leylandii - Reduce the height of the hedge to level off where it has been kept trimmed, creating a level tidy finish. The proposed works are part of the ongoing arboricultural management at this property ensuring that all trees and vegetation are maintained to a good/safe standard and matching other hedge lines around this property. **Application permitted.**
- Case No. 21/00774TPO The Old Parsonage Care Home, Main Road, Otterbourne
T1 Ash – dismantle in sections to ground level due to Ash dieback
T2 Silver Birch – fell to ground level due to dead tree.
Application permitted

Statement of Parish Accounts and Payments 18 May 2021

<u>Bank Statements at 30/04/21</u>		£
Lloyds Treasurers account		35,443.42
Lloyds 6 month investment account to 12/07/21 at 0.03%		11,000.00
Lloyds 12 month investment account to 29/07/21 at 0.3%		<u>28,190.00</u>
		74,633.42
<u>Payments from Treasurer's Account May 2021</u>		
OB	Mrs J Ayre – salary and office allowance April	£ 992.98
OB	NEST – pension employer and employee	£ 69.75
OB	Dek Graphics – Annual Assembly notices	£ 34.56
3221	OVHC – Parish Council and Working Party meetings	£ 330.00
OB	Business Stream – standing charge recreation ground standpipes	£ 13.24
OB	HCC – street lighting management and energy 1 Oct-31 Mar	£ 478.53
OB	Premier Grounds – Lengthsman green waste	£ 24.00
OB	HALC – annual subscription incl NALC £90.08	£ 477.90
OB	CPRE – annual subscription	£ 36.00
OB	SOCCT – S137 grant for maintenance of copses	£ 500.00
OB	Citizens Advice Winchester – S137 grant	£ 150.00
OB	Colden Common Parish Council – HCC Lengthsman scheme	£ 56.00
OB	Grass and Grounds – open spaces maintenance	£ 78.00
OB	Grant Orchard – Millennium sign refurbishment (1 st instalment)	£ 470.00
OB	Payments from Charge Card	<u>£ 82.19</u>
		£ 3,737.15

Update from Hampshire County Cllr Jan Warwick, Winchester Downlands May 2021

Election Results

The votes for the County Council election on Thursday 6 May have been counted and the Conservative Party has retained overall control of Hampshire County Council. Of the 78 seats on the County Council, the political make-up of the County Council is now: Conservatives 56 seats; Liberal Democrats 17; Labour 3; Whitehill & Bordon Community Party 1; Independent 1.

Pharmacy Test and Collect

Hampshire residents without symptoms can access free supervised testing, or collect kits to self-test at home, from participating pharmacies across the county.

Regular, twice weekly testing is encouraged for everyone without symptoms, to help identify more positive cases and break chains of transmission. A positive result from a lateral flow test means you must follow self-isolation guidance and book a follow-up PCR test as soon as possible. If you have a negative result from a lateral flow test, you must still follow ‘hands, face, space’ guidance. Alongside the COVID vaccine, these basic behaviours and regular testing are the most effective ways of keeping infection rates down and getting us safely on the road to a summer of freedom.

In Hampshire, over 200 pharmacies are providing the national collect scheme over 40 of these pharmacies will also be offering on-site supervised lateral flow testing. This is a drop-in service but anyone wishing to have a supervised test is advised to phone ahead where possible, to enable pharmacy staff to schedule appointments and reduce waiting times.

Hampshire’s symptomatic testing sites will continue to offer test kit collection for people without symptoms **from 2.30pm to 8pm**, alongside the pharmacy scheme.

Lateral flow testing and the test kit collection scheme are for people without symptoms. Anyone with symptoms of coronavirus must book a PCR test or call 119.

Collecting kits from a pharmacy for testing at home:

- Anyone over the age of 18 can collect test kits from participating pharmacies for themselves and their families to use at home.
- You can collect 1 pack per person of 7 lateral flow device tests.
- There is no need to book an appointment.
- Testing should be done twice a week. **It is important to record the result.**

Hampshire County Council Farms

Hampshire County Council has a 1,900-hectare farm estate. Holdings range from 1.8 hectares (4.45 acres) to 114 hectares (282 acres). These provide an affordable first step on the farming ladder for aspiring farmers and makes a significant contribution to the rural economy.

The council’s farm estate features a range of units that support dairy, arable, horticultural and livestock businesses including our very own local Jersey herd farm shop based at Attwood’s Drove, Compton.

Ticks and Lyme Disease

As spring approaches and more people are outdoors Hampshire residents are urged to be ‘tick aware’ especially when walking in wooded areas or long grass where ticks attach themselves to people or animals as they pass by. Further information is available here:

<https://www.hants.gov.uk/News/20210401ticks>

Book your Spring Recycling Slot

The HWRC booking system offers more than 50,000 booking slots each week and, from 1 April, sites will be open for longer: 9am – 6pm every day during the summer months.

A wide range of household items can be taken to one of Hampshire’s 24 HWRCs for recycling or disposal and information about what can and cannot be deposited can be found online:

<https://www.hants.gov.uk/wasteandrecycling/recyclingcentres>. **Bookings** can be made online at www.hants.gov.uk or by telephone **0300 555 1389**. Anyone who is unable to make their booking for whatever reason is asked to please use the link in the confirmation e-mail to cancel it, so it may be made available to another resident. Bookings can also be amended, in this way, to another time if needed.

District Councillor Report May 2021 Badger Farm and Oliver's Battery Ward

Goodbye and Thanks to Cllr Eleanor Bell

After so many years of service as a City Councillor and her recent time as 820th Mayor of Winchester, she remains dedicated to supporting our local team and all the many other community groups. We would like to express our thanks to Eleanor for everything she has given to our area over the years.

The Opening up of the City

As the restrictions continue to ease, more and more of us are venturing into the market towns and Winchester City. We've been supporting high street shoppers to follow the all-important 'Hands; Face; Space' guidance with social distancing signage and sanitising stations. We've also made parking safer – the RingGo payment system means you can cover the cost of parking on your mobile phone whilst sat in your car – no cash or button pressing needed – and at no extra cost!

The Council at work

- Manning your Local Response Centre to help local people with anything they need to stay at home safely. Call 0333 370 4000
- Supporting the government's efforts to Test & Trace
- Supporting government drives to create testing centres – including the Worthy Lane Rapid Testing Centre, the new Community Testing Centre at Winchester Discovery Centre and the PCR test centre at IBM Hursley
- Visiting essential retailers of all sizes - from supermarkets to corner stores - to ensure COVID-19 secure measures are in place
- Supporting taxi drivers to make it safer to get food, go to work, or get medical help by cab
- Supporting our street homeless into warm, safe overnight accommodation
- Distributing over £80,000 in grants to support community projects such as food banks that help local people
- Continuing the roll out of Business Rates Relief and business grants and helping businesses get online to offer a vital boost in sales during national restrictions
- Supporting safe shopping with our COVID-19 marshals & ambassadors while continuing to maintain hand sanitising stations and the regular cleaning of public toilets in our centres

Remember - you no longer need face-to-face contact to carry out those everyday transactions with our teams but there are online forms for everything you may need to do on the [winchester.gov.uk](https://www.winchester.gov.uk) website.

A Future Portrait of Winchester 2025

As part of our target to become carbon neutral by 2030, at the end of last year we teamed up with the University of Winchester, Solent University, and Wessex Green Hub to hold two think tank events. Building a vision for Winchester that focused on responding creatively to the climate emergency and developing 'The Future Portrait of Winchester 2025' was the order of both days.

We asked people to think about what the Winchester district might look like in 2030, and also what success might look like in 2025 when we will be halfway to our district-wide goal of carbon neutrality. We're busy turning suggestions into action - the policy suggestions from the workshops will be ready for council members to consider at the next Housing and Environment Committee in the summer.

Decarbonising the City Offices

We always said the council would 'go first' in terms of going carbon neutral. We're tackling ceiling insulation, double glazing, installation of air source heat pumps and LED lighting which would save a potential 26 tonnes of Co2 and 156,000 kWh of electricity annually.

We've just been awarded a government grant of £258,000 by Salix Finance to cover all of this work which will be completed by September 2021.

Coming very soon..... Winchester Sports and Leisure Centre

Our state-of-the-art leisure centre will host spectacular pools, a splash pad for little ones, and much more...

50M COMPETITION POOL

- Eight lanes for regional swimming events
- Lane swimming, lessons and training

20M TEACHING POOL

- ‘Warm-up’ and ‘cool-down’ pool for learners and leisure swimming

SPLASH PAD

- Family friendly fun water play area for toddlers and parents

HYDROTHERAPY POOL

- Warm water treatments to offer pain relief for patients with long-term conditions

WIDE RANGE OF OTHER LEISURE FACILITIES INCLUDING

- Multi-purpose sports hall
- Four glass-backed squash courts
- Fitness suite with 200 stations
- Four treatment rooms
- Four physiotherapy rooms
- Fun climbing walls
- Spin studio
- Café with outdoor terrace

Accessible to All

We pledged that this facility could be enjoyed by everyone – families with small children, teenagers, people dropping in before and after work, local clubs, elite athletes and, importantly, those with disabilities or who would benefit from the range of therapeutic facilities on offer. Aspects of the centre that are designed to ensure everyone is able to benefit from the facilities include:

- Door openings designed for sports wheelchairs
- Single level fitness and conditioning suite
- Independent access point to the hydrotherapy and physiotherapy suite
- Natural daylight with supporting artificial light throughout
- Contrasting shades and colours to support spatial navigation plus acoustic treatment of surfaces
- Acoustic screening in the open sports hall and background noise elimination in the pool area
- Self-controlled lift into the water and mobile floors for the ‘warm up and cool down’ pool
- Poolside platform lifts will allow the use of fully reclined flatbed trollies and wheelchairs
- Audible and visual Swiss Timing technology for competitions
- Two-metre wide changing room route
- Accessible toilets, showers and adjustable basins

Royaldown and South Winchester Golf Course

With the announcement that Bloor Homes have purchased the South Winchester Golf Club local residents are rightly concerned. Residents in the five parishes have given a strong steer to Winchester CC that there should not be major development south of the city, and certainly no development as over scale and unsustainable as Royaldown.

The City Council has recently finished the first round of consultation on its local plan which will guide development in the district over the next 20 years. The first draft of the new Local Plan will be published in July 2021. We will continue to work with Parish Councils and key campaign groups like Save South Winchester to fight these developments.

Cllrs Laming, Warwick and Williams