

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

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

In attendance: District Cllr Eleanor Bell (to 19.30); 6 Parishioners, Clerk

Cllr Stafford welcomed Cllr Reed to the Parish Council, although she was unable to attend.

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** County Cllr Jan Warwick; District Cllr Hannah Williams; District Cllr Brian Laming.
3. **Minutes of Meetings** – to approve the Minutes of the Parish Council meeting 21 July 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 on a later date 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. Allotments: Hedge – the work was scheduled for 15/16 September by SSE. The Clerk would follow-up with a boxing-up quotation. Garage Store – an additional quotation was awaited from Ron Emery. Both items c/f to 17 November for report.
 - 11c) i) Otterbourne in Bloom – 3 flower beds were in situ and Cllr Gilbert and Mrs Rodford were thanked for watering them. Planting of bulbs was being considered with possible edging to protect from grass encroachment – c/f to 17 November.
 - 11c) ii) Village Litter Pick – advertised for 19/20 September and arrangements in place.
 - 12a) iv) Open Spaces – Cllr Gilbert was assessing potential sites for the addition of play equipment – c/f to 17 November.
 13. d) Bank Charge Card – was being processed by Lloyds Bank – c/f to 17 November.

To c/f above items	Clerk	17 Nov
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5. **County Councillor’s Report**
As attached.
6. **District Councillors’ Report**
As attached.
7. **Local Crime Report**
9 crimes reported for July (latest figures) in or within 1 mile of Otterbourne: 1 anti-social behaviour; 3 shoplifting; 2 other thefts; 2 violence/sexual offences; 1 other crime.

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

Four Parishioners raised concerns re. Agenda Item 12a) iii) about the potential pavilion off-premises alcohol license for CCFC. It was evident they valued the current CCFC Chairman for his efforts to engage with them and for his handling of any concerns that had arisen. Issues raised: it was disappointing this request had been received only 18 months after the original licence had been granted; there was no benefit to residents for extending the license and the recreation ground should be primarily for residents' use with secondary consideration given to the football club; it was a space used by young people and it could lead to an escalation of drinking in and around the ground by others; the pavilion should be used as a sports facility rather than a social club and it would bring associated noise for local residents until 9 pm; the path to the Itchen could be compromised. Cllr Stafford closed the Open Session and re-opened the meeting. See Agenda Item 12.b).

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

OVHC Under the current Covid-19 restricted use, the village hall had sufficient funds to cover outgoings for two years. A Risk Assessment had been made with extensive cleaning and social distancing guidelines in place. Group bookings were being received. Future Council meetings would be reviewed ongoing for use of the venue.

Parish Police Partnership The PCSO for the area had left the position. PC Thomas Harries had advised that students were in training to fill positions, but it was unlikely that a new PCSO would be assigned before the year end. In the meantime, Police colleagues would monitor.

Conservation Group

The Himalayan Balsam had been removed. The Wednesday Club volunteers would be working on 07 October at Sponder's Mede to help with tidying debris from the fallen tree which was scheduled for cutting by a contractor.

Sparrowgrove and Oakwood Copse Conservation Trust (SOCCT)

Parishioners had reported damage to their vehicles parked alongside the Waterworks Road verge in the proximity of the field access path and a number of bonfires had occurred. Cllr Williams had approached WCC for investigation and enforcement.

11. Report of the Planning and Highways Committeea) Planning

i) Applications and Decisions – as the attached Schedule.

ii) Tree Survey – to receive and discuss action.

The Tree Warden, David Cox, had completed his survey of trees within the village and the report had been circulated to all Councillors and the village Conservation Group. The report had identified a number of trees requiring remedial work and these would be assessed for responsibility and subsequent action at Parish or Local Authority level. David Cox was thanked on behalf of the Council and for the village as a whole for his comprehensive survey which provided a professional report on the health and coverage of the trees.

To identify responsibility for trees and remedial work	All Councillors/ Clerk	17 Nov asap
To follow-through with Tree Warden for use of the report		

b) Highways

i) Pedestrian Crossing – to receive update and delegate signing of the HCC Contract. The Highways Engineer had advised that the safety audit was due to be completed shortly. The Terms and Conditions of the Contract with HCC had not yet been received. Council agreed unanimously to delegate signing of the contract and release of the £10,500 funding to the Clerk/RFO and Parish Council Chairman should it be required to proceed. The £1,000 grant funding from County Cllr Warwick had been received.

To continue to liaise with HCC to forward project	Cllr Stafford/Clerk	17 Nov
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ii) Speed Sign – to receive update.

The sign was currently in its 3rd location and the lithium batteries were giving just over two weeks of life before recharge was needed. Figures reported as: 1st site near to ‘The Old Forge’: 32,000 movements above 25 mph and 130 movements above 40 mph. 2nd site on Otterbourne Hill: 900 movements above 40 mph with speeds of 50 mph also recorded. Future recording times would be increased to start from 0600 instead of 0700 and also to include school times between 0800-0900 and 1430-1530 in order to provide data on the volume of traffic which would be useful towards the pedestrian crossing project.

To continue project and report back to Council	Cllr Gilbert	17 Nov
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iii) Other Matters – to receive any matters reported.

The Boyatt Lane white line restrictions at the junction with Otterbourne Hill were being progressed by Cllr Warwick and HCC. Reports had been made to HCC for clearance of island grit, broken drain covers on Otterbourne Hill and fly tipping on Poles Lane footpath. The cutting schedule for the hedges and verges had not yet been received from WCC for clarification of maintenance responsibility. Tidying of some verges and footpaths was needed and a quotation for a day’s work by a contractor at £220 had been received. Proposed by Cllr Stirrup, seconded Cllr Moody and agreed unanimously.

To follow-up with WCC on cutting schedule	Clerk	17 Nov
To instruct the contractor to schedule the work	Clerk	17 Nov

c) Community Projects

i) Poppy display on lamp posts to mark Remembrance period – to agree contract consent. SSE and HCC approval had been granted with caveat against placing Poppies on lampposts in use by the speed sign. Council unanimously approved the Poppy display and SSE/HCC consent contract and thanked HCC for again waiving the usual fee.

To arrange for Poppy display on lamp posts	Cllr Stafford	17 Nov
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ii) War Memorial – discussion for a new bench and proposal for funding up to £500.

Terry Revell had offered to contribute £150 of unused funds towards the cost of a bench in a position alongside the War Memorial. Permission for use of the land and choice of bench, constructed of black, recycled plastic had been obtained from the Chamberlayne Estate. The concrete base would be laid by volunteers. Councillors unanimously approved the proposal and Cllr Gilbert agreed any shortfall for up to £500 could be met from the Recreation and Amenities budget. Proposed by Cllr Moody, seconded Cllr Lansdown-Bridge and unanimously agreed.

To purchase the bench and liaise for delivery	Clerk	asap
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12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General – access road hedges: to receive and agree quotations for replanting.

Two quotations with the same specification had been received from PHS and Grass and Grounds. Council unanimously agreed that the Grass and Grounds quotation represented better value for money.

To instruct with the work and liaise on site	Clerk/Cllr Gilbert	17 Nov
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ii) Play Park – to update on cleaning and painting and report further maintenance required. The final cleaning day by volunteers had been re-scheduled for 10 October. Other works noted for quotation for the 2021/22 budget were replacement of some of the wooden walkway boards and repair of the tarmac path to the play area.

To forward quotations for the budget meeting	Cllr Gilbert/Clerk	3 Nov
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b) CCFC – to receive and determine request for pavilion off-premises license extension. Cllr Stafford advised that no application had been submitted, instead CCFC had made the informal approach to the Parish Council to engage with and receive feedback from local residents. Six messages of objection had been received. Most concerns had been addressed at Agenda Item 8. Councillors added concerns that: if the license was granted it could only be limited to 9 pm by agreement with the Parish Council and there may be limited legal weight to enforce should it be necessary; local residents would be impacted with no evident benefit (unless admitted as guests of CCFC) and they should receive the greater weight for consideration. Councillors voted unanimously that should an off-premises license application be made, it would not be supported by the Parish Council.

To inform the Club Chairman	Cllr Stafford	asap
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c) Open Spaces – proposal for up to £440 for work cutting back around public car park. The east side trees and vegetation at the Cranbourne Drive public car park were heavily overgrown and assessed as a potential risk to damage residents' fences. A site visit between Cllr Reed and the Contractor had taken place for cutting back the area over two days' of work. Proposed by Cllr Stansbury; seconded Cllr Moody and unanimously agreed.

To confirm spec and instruct Contractor	Cllr Reed/Clerk	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. The Budget Analysis had been updated to end of 3rd quarter.

To assess budgets and determine use of unspent funds	Committee Chairs	17 Nov
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b) 2021/22 Budget Meeting – to receive proposals and set meeting date of 3/11/2020. Councillors were asked to submit proposals, check for maintenance requirements and start to receive quotations for the new budget. Meeting date confirmed as 3 November 2020.

To email Committee Chairs with budget forms.	Clerk/Committee Chairs	3 Nov
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c) Insurance – to approve quotation for 2020/21.

A small increase in premium had been received for the second year of a three year long-term agreement with Zurich Municipal. Items had been 3% index linked and the new defibrillator and cabinet at the pavilion had been included. The new speed sign replaced the shared parish sign. Councillors approved unanimously.

To instruct Zurich and update Assets Register	Clerk/RFO	30 Sept
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d) Employment matters: to note Clerk's appraisal and salary increase.

The appraisal had been completed on 27 July 2020 and a salary increase proposed from NJC Scale Point 22 to 25 from 1 August 2020. The Chairman noted the Clerk had not received a Scale increase for some years and the grade reflected her experience and support during the changeover of Chairmanship and for new Councillors at a time when Council was operating at reduced numbers. Councillors expressed their thanks for the work done by the Clerk during a particularly difficult period.

To undertake administrative requirements.	Clerk/RFO	30 Sept
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e) Website – to report on website accessibility requirements.

Cllr Lansdown-Bridge had been working with ex-Cllr Calliste towards the requirements for the 23 September deadline. An Accessibility Statement would be posted on the website with proposed changes of what the Council would do to ensure reasonable accessibility, such as implementing changes to buttons, colour use and linkages, and what Council would strive to achieve. Mr Calliste was thanked for his goodwill in helping with support for the assessment and to implement the changes.

To continue with accessibility implementation and to give update report following 23 Sept	Cllr Lansdown-Bridge	17 Nov
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14. Risk Assessment and Management

No items received.

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

Working Party for Councillors proposed in Bianchi Room, Tuesday 20 October at 7.30 pm.
Budget Meeting proposed in the Bianchi Room on Tuesday 3 November at 7 pm.

16. Date of next Parish Council meeting – 17 November 2020 commencing 7.30 pm

Meeting closed 7.48 pm.

Schedule of Planning August and September

Planning Applications

- Case No. 20/01546/HCS Four Dells Farm, Poles Lane, Otterbourne
Processing and storage of wood waste and gypsum
No objection to the proposed development however, we would ask that imposition of the following restrictions be considered by HCC:
- 1. Operation to be limited to 0700 - 1800 Mon - Fri and 0700 - 1300 Sat, no operation on Sunday.**
 - 2. Screening to be planted to mitigate the visual impact from the public highway.**
 - 3. Monitoring of traffic to ensure compliance with stated vehicle movements.**
 - 4. That future applications at this location be considered holistically to guard against the creeping industrialisation of this rural site and the associated incremental impact on local communities and the highway network.**
- Objection lodged by WCC. To be determined by HCC.**
- Case No. 20/01604/TPO Hecton Farm House, Main Road, Otterbourne
27 August Larch – remove because size of tree is now too big for the plot. Tree has excess weight with limbs splitting.
Objection. Otterbourne Tree Warden has viewed the tree in question and his professional advice is that it is an attractive, early mature Larch, with some minor deadwood but nothing that is unsafe. The tree is visible from Main Road and the applicant should be advised that they can remove deadwood without TPO consent being required; the Tree Warden is happy to advise the applicant on what deadwood can/should be removed.
- Case No. 20/01485/HOU Otterbourne Manor, Kiln Lane, Otterbourne
Demolition of existing single storey extension and construction of new single storey extension on a similar footprint. Replacement of existing render on south west elevation of the original dwelling. Re-roofing the main roof of the existing dwelling and removal of later additional to eaves/soffit and original profile to be formed. New dormer window (see 20/01486/LIS). **No comment.**
- 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. **No comment.**
- Case No. 20/01930/TPO 26 Meadowcroft Close, Otterbourne
Lime - Crown lift over garden to approximately 3.5m. Prune back lower canopy by 1-1.5m. Prune back upper canopy by 1.5-2m. Acacia - Prune back 3 limbs by approximately 1-1.5m. Norway Maple -crown lift over garden and neighbours by removal of approx 4 branches.
No comment.

Statement of Parish Accounts at 31/08/20

a) <u>Bank Statements at 31/08/20</u>	£
Lloyds Treasurers account	16,095.31
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>
	55,285.31

August 2020 Payments from Lloyds Treasurer's account

Online Payments total	£ 2,259.99
Total payments	£ 2,259.99

September 2020 Payments from Lloyds Treasurer's account

Online Payments	£ 3,452.48
Cheque Payments	<u>£ 350.00</u>
Total Cheque Payments	£ 350.00
Total All Payments	£ 3,802.48

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

**County Councillor Report from Cllr Jan Warwick
September 2020**

Climate change Hampshire County Council has announced the first initiatives to help Hampshire residents reduce their carbon footprint. Community projects include a **Telephone Helpline** offering advice from energy choice to insulation, establishing a **Community Energy Network** across Hampshire and a **Targeted Residential Solar Group Buying Scheme**. Parishes and communities are encouraged to take part in the sustainable community **Greening** campaign (<http://www.greening-campaign.org/>). The climate change **Action Plan** is due to be presented to the HCC Cabinet on 29th September.

<https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange>

Hampshire Highways are now re-using recycled material from old roads. Materials are screened, crushed and blended cleanly and quietly ready for re-use. With around 5,500 miles of roads this will make a significant contribution to reducing our carbon footprint. Over 40 new temporary footpaths and cycleways have been installed across Hampshire. HCC have bid for £3.45 million from Government to build more highways schemes to support social distancing, encourage walking and cycling and assist economic recovery.

<https://www.hants.gov.uk/News/21082020TransportPopUps>

Emergency Response teams responded to areas of flash flooding clearing debris from gullies following the heavy storms across Winchester. Further information and advice is available below:

<https://www.hants.gov.uk/community/emergencyplanning>

<https://www.hants.gov.uk/News/yourhampshire/yhnov19keepinghampshireremoving>

Meanwhile the **Household Waste Recycling Centres** have safe social distancing measures in place for staff and residents. Only book the slots you need and it's easy to cancel a booking if you change your mind. Booking slots are available up to seven days in advance.

Councillor Grants opened early this year in response to the COVID19 outbreak to help support our communities. My grants have supported the following Charities and Projects:

Winchester Youth Counselling (Telephone Support Session)

The Winchester Basics Bank (Additional support during COVID19 lockdown)

Chat-Tea Café Badger Farm (Help to supporting isolating individuals)

Wessex Cancer Trust (Offering remote services for those affected by cancer)

MHA Winchester (Supporting the Live at Home COVID19 response)

Sparsholt Hall (Contribution towards audio visual equipment to stream remote events)

Compton and Shawford Parish Council (joint contribution towards rangers at the Lock)

Otterbourne Parish Council (contribution towards the Safe Crossing scoping work)

Play to the Crowd -Theatre Royal (joint contribution towards their emergency appeal and COVID reopening.

District Councillor Report September 2020

Winchester Local Plan 2020 – 2038 and Government proposals 2020

The current Local Plan 2011/2013 was due to be reviewed from 2018. An Evidence Base has been put together detailing various technical and market assessments. These are available on <https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging/local-plan-2038-evidence-base>

The last document in this series was the Strategic Housing and Employment Land Availability Assessment (SHELAA) 2020 published as a paper to Cabinet on 18 August 2020.

<https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/evidence-base/housing/shlaa-strategic-housing-land-availability-assessment>

On 18 August, WCC Cabinet approved the SHELAA for publication. The SHELAA will be launched formally for consultation soon, and I am sure that each parish will want to make strong comments about the suitability/unsuitability of land in their area.

As you will know, the SHELAA is drawn up, by government decree, on a very regular basis, and the call for available land elicits very much the same response each time from landowners and agents. This year was no exception. Huge tracts of land south of Winchester in Hursley parish plus the South Winchester Golf course and land at Sarum Road (pp42-45); Texas Field in OB parish (p68); large tracts of Hampshire Farms land in C&S including next to Bushfield, plus tracts at Place Lane, Windrush Cottage and at Woodlands on Poles Lane, Compton Manor Farm and land south of George Beckett Nurseries (local gap) (pp23-29). Otterbourne was grouped with Colden Common in this issue of the SHELAA, I am guessing because of sharing their boundaries with Eastleigh BC. The land here includes Meadowside, land off Waterworks Road, land east of Main Road and land west of Cranbourne Drive, plus land at Dell Copse on Kiln lane and two tracts on Highbridge Road (pp92-98). There is no available land in Badger Farm parish and Twyford is in SDNPA (separate Local Plan).

Of course these represent the landowner/developers' wish list and not allocations under the Local Plan. However reporting, including the Chronicle, tends to sensationalise and use vocabulary which is seriously misleading. A disproportionate amount of land has come forward in this area south of Winchester. The SHELAA should have been accompanied to Cabinet by an Issues and Options paper which would have set out the Local Plan process and provided context. This had to be withdrawn at the last minute as the publication of the government's Planning White papers a few days before had completely derailed the process and rendered the document invalid. This meant that the SHELAA came out alone, starkly worrying, albeit with the usual caveats.

The government has issued two Planning consultation documents and one decree. The decree is on Use Classes which creates three new use classes E (commercial/business retail), F1 (learning and non-residential institutions), F2 Local Community. These are effective from 1st September – no consultation. The first consultation paper is 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. If you wish to challenge the assumptions behind this calculation of housing number, it is important to respond. The deadline for comments on this paper is 1st October 2020. <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

The second consultation paper is the government White Paper on Planning for the Future
<https://www.gov.uk/government/consultations/planning-for-the-future>

The White Paper proposes 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 ends on the 29th October 2020.

Whether or not the White Paper becomes law in December 2020, the implications are serious enough to require a rethink of our Winchester Local Plan. This is now likely to be relaunched in Spring 2021, after which the Council will have 30 months to complete the Plan. WCC will hold a number of briefings for members and a first Briefing for Parishes on Monday 21 September.

Having heard from some of the local parishes, I would like to recommend a local ward meeting of Parish Chairs/representatives to discuss the SHELAA, and the way forward in the light of the government proposals, to formulate responses, and to reopen discussions on Neighbourhood Plans (favoured by government and now by WCC).

If you have any queries relating to these developments, please contact your local District Councillors or contact Strategic Planning at Winchester City Council direct.

Public Health England PHE is to be replaced by a new National Institute and merged with NHS Test and Trace. The implications for Public Health at Local Authority level is uncertain. Currently this sits with Hampshire County Council and the Winchester CC Covid-19 Response is coordinated through a central command and Director of Public Health DPH.

On the horizon, a **White paper on Devolution and Local Recovery** will be issued for consultation in October 2020. The government's aim is to replace two tier local government (county and district) by Unitary Authorities, which they say will save money. However large counties such as Hampshire are too big for such reorganisation and there is little local appetite for reorganisation. Post-Covid Economic Recovery has been added to the reorganisation agenda.

Flash floods in Winchester and surrounding area

Sudden torrential rain on the afternoon of Thursday 27th overwhelmed storm drains and caused flash flooding in many areas locally and most dramatically in the lower part of the High Street where businesses were badly affected by water damage. This comes hard on the recent refurbishment and reopening of premises post Covid. WCC responded promptly sending out cleansing teams and offering a collection service for bulky damaged items. However responsibility for road drainage generally rests with HCC.

We know that there was flash flood damage in Badger Farm, in Hursley (Pitt) and Hursley village, in Olivers Battery (south) and hopefully any surface debris or blocked gullies have now been cleared.

If you are aware of businesses or residents impacted in your parish, please contact your ward councillors or WCC direct. If there remains mud and gravel on the roads, or if footpaths have been damaged, please report this to HCC through their website in the usual way.

Cllrs Eleanor Bell, Brian Laming, Hannah Williams