

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING  
19 MARCH 2024 AT 7.30 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; Green; Moody; Gilbert; King; Sinclair; Herring.  
In attendance: District Cllr Brian Laming; Paul Valteris; one Parishioner; Clerk.

The Clerk was presented with an award for 20 years of service to Otterbourne Parish Council, together with a named rose ‘Julie Ayre – Clerk Extraordinaire’. The Clerk gave sincere thanks for the Council’s recognition of her contribution.

1. **Declaration of Interest:** Item 9: Cllrs Smith and Gilbert as allotments holders.
  2. **Apologies for Absence:** County and District Cllr J Warwick.
  3. **Minutes of Meetings**  
– to approve the Minutes of the Finance Meeting 16 January 2024.  
The Minutes had been circulated prior to the meeting and were taken as read.  
Correction noted to Item 10 i) Tribute area opening date should be 13 April 2024.  
There being no further amendments, they were agreed as a true record for signing.
  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:  
**Action Points from 21 November 2023**  
12 b) Overhanging branch on Main Road: Cllr King will approach resident to advise.  
13 a) Commemorative bench proposed for Recreation Ground: Cllr King progressing.  
13 b) Cranbourne Drive letter to Cranbury Estate – Clerk to follow-up for response.  
**Action Points from 16 January 2024**  
9. Allotments – re-set of the bollard by the gate – quotation awaited.  
11 c) HCC Future Services Consultation – open to 31 March for Councillors’ submission.
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| To c/f outstanding matters for action or further report | All Cllrs/Clerk | 16 Apr |
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5. **County Councillor’s Report**  
Report attached.
  6. **District Councillors’ Report**  
Report attached.
  7. **Local Crime Report**  
Report of crimes since 16 January: Dwelling Burglaries x2; Vehicle and Other Thefts x2.
  8. **Open Session for Parishioners (meeting closed for this item)**  
A Parishioner raised an issue about blocked highway gullies along Main Road, Cranbourne Drive, Coles Mede and Otterbourne Road with concern that ground and rainwater was unable to drain away. Cllr Green reported that the Lengthsman had cleared the gullies near to The Old Parsonage and Cllr King reported that Highways cleared the gullies on a regular maintenance programme, however further questions would be raised regarding the frequency and efficiency of clearance. The Parishioner also requested a camera check and potential clearance of the sewers by Southern Water along Main Road and Sponder’s Mede.

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| To contact Southern Water for sewer investigation | Cllr Smith | 16 Apr |
| To contact HCC Highways for gully investigation   | Cllr King  | 16 Apr |

## 9. **Representatives to Various Bodies**

OVHC: Cllr Moody reported that work was about to start on the replacement toilets. The installation of solar panels was being investigated.

Otterbourne School: The Deputy Head would be attending the Queen Elizabeth Tribute opening event and the school would be happy to be involved in the ongoing maintenance of the area. The school was keen to be involved in environmental projects and was considering a recycling/repair centre for bicycles and the installation of a clothing bank.

Allotments: Councillors agreed an additional Sunday bonfire session to add to the permitted days of Wednesdays and Saturdays for winter only between 1-5 pm. The website details needed updating. It was agreed that one of the former red dog bins would be retained in the garage/store and the other offered to allotment holders for composting.

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| To advise webmaster of new Chair and organisation details. | Clerk | 16 April |
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Footpaths and Riparian Matters: A letter from the Conservation Group Chair had been received. See also Agenda Item 12. d) regarding flooding of the Bourne stream.

## 10. **Community Projects and Events**

i) Tribute to Queen Elizabeth – to receive update on the project and opening event. The project design and installation had finished on budget. Installation of the two benches, extension of the sleeper wall and engraving/mounting of the plaque had been completed. Turfing of areas where the grass had not grown was scheduled. Invitations for the opening event had been sent and a short road closure organised. A new picket fence was proposed (over budget) on the west side which would help to reduce maintenance for leaf clearance.

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| To deliver notice to Cranbourne Drive residents of road closure. | Cllr Green | asap   |
| To take forward project and opening event.                       | Cllr Green | 13 Apr |
| To advise decision for over budget spend to Clerk cc Chairman.   | All Cllrs  | 25 Apr |

ii) 80<sup>th</sup> Anniversary of D-Day Landing – to receive update for the event on the common. Plans with Allbrook PC were progressing. Consideration of utilising silhouettes similar to the ‘Standing with Giants’ charity for the British Normandy Memorial was being considered.

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| To take forward project and report to Council | Cllrs Green and King | 16 Apr |
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iii) Energy Efficiency Projects – to receive report on the Climate Café and future plans. The Climate Café had been successful with a good number of residents attending and interested in projects to take forward. A follow-up meeting was scheduled for 2 April at 7 pm in the village hall to look at the group’s structure, scope, roles, projects and further meetings. Cllr Sinclair was thanked for initiating discussions and driving forward the events.

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| To take forward and report to Council | Cllr Sinclair | 16 Apr |
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iv) Village Litter Pick – to note spring litter pick Saturday 23 March. The litter pick had been publicised on the notice boards and website and Cllr Moody had advised Otterbourne School.

## 11. **Report of the Planning and Highways Committee**

### a) Planning Applications, Decisions, Appeals, Enforcement Cases

Schedule as attached. Enforcements: Highbridge Road – the case was being progressed with the Public Inspector in May; Kiln Lane storage of vehicles in the countryside – the case had been passed to the Principal Enforcement Officer to forward.

b) Highways – to receive report on flood meeting; Lengthsman scheme; other matters arising. Cllrs Smith and Gilbert had met with a HCC officer and Cllr Warwick on site and the flood report was awaited. See also Agenda Item 12. d) regarding flooding of the Bourne stream. The Lengthsman scheme required a new Lead Parish and administrator for 2024/25.

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| To follow up with HCC for the report | Cllr Gilbert | 16 Apr |
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c) Bushfield Camp – to receive report on meeting and note the online Legacy Land Survey. Cllr Smith had attended a meeting identifying concerns from residents and neighbouring parish councils about various issues, including the projected number of vehicles generated from the site that could affect the local highways network and Otterbourne. It was noted that plans within the proposal for a knowledge park, student accommodation, hotel and other commercial operations did not address this or the lack of pedestrian access, cycle paths and public transport to the site. Highways England and HCC had raised concerns. Cllr Sinclair raised that sustainability and net zero emissions should be achieved. A further meeting on 2nd April was scheduled. It was anticipated that the plans would come forward to the November/December WCC Planning Committee. The Legacy Land Survey, proposing that over half of the site would be open space was online for public consultation.

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| To attend 2nd April meeting or offer to other Cllrs to attend | Cllr Smith | 2 Apr |
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## 12. Report of the Recreation and Amenities Committee

a) Oakwood Park Recreation Ground

i) General – to update on groundwater runoff and access road gully drain investigation. Cllrs Smith and Gilbert had met with a HCC officer on site and the report was awaited. The gully drain had since been cleared by the Lengthsman, followed by drain contractors who had cleared to 20 metres under the affected residents' gardens. Southern Water had checked the sewer network in the highway and found it clear. It was agreed that the Lengthsman should re-check the gully drain in the autumn/winter months, the HCC report examined and the situation monitored before any further action considered.

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| To relate investigation measures to residents | Cllr Gilbert/R&A Committee | 16 Apr |
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ii) Pavilion – to sign WCC grant agreement and agree double glazing contractor. Council agreed signing the 'Go Greener Faster' grant agreement for replacement double-glazed windows and front reception door. Council further agreed the contractor and £3,700 input from the budget and CIL fund to add to the £9,000 WCC grant award for the project. Council ratified the contractor's fee for replacement shower heads and pipework.

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| To return grant application and instruct contractor                             | Clerk                   | asap     |
| To liaise with contractor and CCFC for start date and monitor the installation. | Cllrs Stansbury/Gilbert | 31/03/25 |
| To complete end of grant report   | Clerk                   |          |

iii) Colden Common Football Club – new item

Following 10 postponed matches due to waterlogged ground, the Club had asked for pitch drainage measures to be considered. It was agreed to monitor in future years as the pitch had not previously needed drainage measures and past months had seen unprecedented rain. A request to play the postponed matches beyond the fixture list was anticipated.

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| To advise CCFC | Cllr Smith | 16 Apr |
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- b) Street Amenities – to agree extension of street amenities contract.  
The new contractor had provided an excellent standard of work and the contract extension for a further year was agreed.

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| To issue extension of contract | Clerk | 31 Mar |
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- c) Common – to update on the s38 draft application and WCC follow-up.  
The Parish Council had been waiting upon response to its letter from WCC, however following notification from the complainant that the matter was being reported to the WCC Monitoring Officer it was agreed to approach WCC for a meeting in order to try and resolve.

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| To arrange meeting with WCC | Clerk | asap |
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- d) Open Spaces – to discuss Spender’s Mede and the Bourne stream flooding.  
A letter had been received from the Conservation Group Chair outlining options to mitigate future flooding of the Bourne stream. The Clerk had written to the Environment Agency (EA) to ask about flood alleviation measures, including clearance/dredging of the Bourne.

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| To report on the EA response and progress accordingly | Clerk/Cllr Stansbury | 16 Apr |
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13. **Report of the Finance and Administration Committee**

- a) Parish Accounts, Payments, Receipts, Reinvestment, Budget Analysis – as schedule.  
The 2023/24 budget forecast exit was +2% over budget.  
b) 2023/24 Audit – to note internal audit date 22 April 2024.  
Cllr Moody advised that the Finance & Administration meeting to review the policies, audit requirements and other administrative matters would be on 16 April prior to the PC meeting.

14. Risk Assessment and Management – to receive any matters arising.  
Cllr Green had updated the Community Emergency Plan Risk Assessment document. Cllr Green had agreed to attend the Hampshire ALC AGM which featured an information session on Community Resilience

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| To report on Community Resilience session          | Cllr Green | 16 Apr |
| To forward Risk Assessment to webmaster for update | Clerk      | 16 Apr |

15. Notification of events and to raise items for the next meeting:  
Climate meeting 2 April at 7 pm; Finance Administration meeting 16 April at 7.10 pm  
Annual Village Assembly 7 May at 7.30 pm.
16. Date of next Parish Council meeting – 16 April 2024 at 7.30 pm

**Meeting closed 9.30 pm.**

**Planning Report – 16 March 2024**

**Applications**

- Case No. 23/02802/FUL Southern Water Services Ltd, Sparrowgrove, Otterbourne  
To install a Contact Tank Sampling Kiosk  
**No comment**
- Case No. 24/02802/FUL Tinkers Coppice, Poles Lane, Otterbourne  
Gable end extension to existing hipped roof attic space to create additional room/study with two number velux style roof windows to the front elevation. **No comment**

**Decisions**

- Case No. 23/02802/FUL Southern Water Services Ltd, Sparrowgrove, Otterbourne  
To install a Contact Tank Sampling Kiosk  
**Application permitted**
- Case No. 23/02846/HOU Pembury House, 3 Greenacres Drive, Otterbourne  
Two storey side extension and single storey rear bay window extension.  
**Application permitted.**
- Case No. 23/02635/HOU Pippin Hill, 3 Park Lane, Otterbourne  
Single storey side extension following demolition of existing conservatory, front porch canopy, roof alterations to include rear dormer with solar PC roof system, EWI and render to external walls, replacement of all roof tiles, cladding to all dormers, new garden wall.  
**Application permitted.**
- Case No. 23/02511/HOU Sunningdale, Main Road, Otterbourne  
Replacement of timber gazebo to rear of property.  
**Application permitted.**
- Case No. 23/02759/TPO Oakwood House, Oakwood Close, Otterbourne  
Application to remove two major branches on a mature sycamore located in the grounds and adjacent to boundary between Oakwood House and 8 Regent Close.  
**Application withdrawn.**
- Case No. 23/02647/APN Land South of Kiln Lane, Otterbourne  
Proposal for two polytunnels.  
**That no objection be raised.**
- Case 23/02808/PNACOU Highbridge Farm, Highbridge Road, Highbridge.  
Development change of motor bike workshop to dwelling.  
**Prior approval details refused.**
- Case No. 24/02802/FUL Tinkers Coppice, Poles Lane, Otterbourne  
Gable end extension to existing hipped roof attic space to create additional room/study with two number velux style roof windows to the front elevation. **Application permitted.**

**Statement of Parish Accounts 19 March 2024****Bank Statements at 28/02/2024**

£

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| Lloyds Treasurer's account                      | 16,412.93        |
| 12 month investment account to 24/01/25 @ 3.60% | 30,000.00        |
| 6 month investment account to 04/04/24 @ 3.30%  | <u>14,000.00</u> |
|   | 60,412.93        |

**Payments from Lloyds Treasurer's Account February 2024**

|   |                 |
|---|-----------------|
| OB Mrs J Ayre – salary January  | £ 1,081.68      |
| OB NEST – pension employer and employee                                       | £ 75.71         |
| OB Dek Graphics – climate café posters and printing                           | £ 21.24         |
| OB Melon Engineering – SLR movement (Jan and Feb)                             | £ 283.34        |
| OB Anthony Platt – street amenities cleaning Feb                              | £ 90.00         |
| OB Taylor and Son – youth facilities rear wall                                | £ 345.00        |
| OB Drain Busters – recreation ground gully/drain clearance (1 <sup>st</sup> ) | £ 213.60        |
| OB Paul Simmons – Tribute area bench installation first payment               | £ 325.00        |
| OB NEST – exception schedule for back-pay April-Mar                           | £ 803.40        |
| OB Paul Simmons – Tribute area bench installation second payment              | £ 323.99        |
| OB Mrs J Ayre – expenses BB/telephone/travel Nov-Mar                          | £ 124.92        |
| OB Drain Busters – recreation ground gully/drain clearance (2 <sup>nd</sup> ) | <u>£ 287.83</u> |
| Total   | £ 3,975.71      |

**Lloyds Business Charge Card January 2024 Statement**

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| Otterbourne Food market Nisa – climate café refreshments | £ 34.65                  |
| Engraving Studios – tribute area plaque                  | £ 66.95                  |
| Amazon – 2 x black ink cartridges                        | £ 33.60                  |
| Earth Anchors – tribute area 2 x benches                 | <u>£ 746.40</u>          |
| Total  | £ 881.60                 |
| <b><u>Total Payments February</u></b>                    | <b><u>£ 4,857.31</u></b> |

**Payments from Lloyds Treasurer's Account March 2024**

|   |                 |
|---|-----------------|
| OB Mrs J Ayre – salary February   | £ 1,088.94      |
| OB NEST – pension employer and employee                                   | £ 75.71         |
| OB HMRC – tax and NI employer and employee Jan-Mar                        | £ 200.78        |
| OB Cat the Plumber – pavilion shower heads replacement (part-payment)     | £ 411.90        |
| OB Cat the Plumber – pavilion shower heads (final part-payment)           | £ 250.00        |
| OB Dek Graphics – Tribute invitations, litter pick posters, dog bin signs | £ 38.88         |
| OB Cranbury Estates Ltd – kickabout annual rental                         | £ 1.00          |
| OB Hampshire ALC – Annual Conference (Cllr Green)                         | £ 90.00         |
| OB Paul Simmons – additional sleeper wall carpentry Tribute area          | £ 202.12        |
| OB Melon Engineering – SLR movement                                       | £ 141.67        |
| OB Cllr Smith – reimbursement for Brandon Hire Tribute event              | £ 62.64         |
| OB Cllr Green – reimbursement for Brandon Hire and various Tribute event  | £ 198.52        |
| 3232 OVHC – village hall hire for x2 additional events during 2023/24     | £ 135.00        |
| OB Anthony Platt – street amenities cleaning March                        | £ 90.00         |
| OB Green Smile – recreation ground additional works pre-contract          | £ 600.00        |
| OB Royal Mail Group Ltd – PO Box annual fee                               | £ 424.20        |
| OB Paul Simmons – side picket fence Tribute area part-payment             | £ 412.00        |
| OB Tony Taylor – 3 invoices for Street Amenities maintenance              | £ 1,105.00      |
| OB WCC – Poles Lane cleansing services                                    | <u>£ 172.80</u> |
|   | £ 5,719.16      |

**Lloyds Business Charge Card February 2024 Statement**

|                                   |                   |
|-----------------------------------|-------------------|
| B&Q Bus shelters additional stain | <u>£ 18.00</u>    |
| <b>Total Payments March</b>       | <b>£ 5,737.16</b> |

## Hampshire County Council Report from Cllr Jan Warwick

### March 2024

**HCC budget 2024-25** The County Council's budget for the next financial year has been approved by the council. This budget covers £2.6 billion of public spending on the ongoing delivery of important local services to Hampshire's 1.4 million residents.

From 1 April 2024, Hampshire County Council's portion of council tax will increase by a total of 4.99%, of which 2% will go specifically towards adults' social care and supporting the county's higher numbers of older people and adults with complex needs and disabilities – in line with Government policy. This equates to an annual charge of £1,533.24 for a Band D property – an increase of £72.99 per year or approximately £1.40 a week.

The County Council also approved the spending of £880.6 million over the next three years on capital programs, to help boost jobs and the local economy, the quality of the environment and contribute towards the County Council's commitment to tackling climate change. This provision for Hampshire's infrastructure, including more school places, improving roads and bridges and investing in the fabric of Hampshire's older people's social care estate, is one of the largest in the country, and brings the County Council's four-year total investment in the fabric of Hampshire to £1.4 billion, providing a huge boost to the local economy through jobs, skills and construction.

**Transforming in-house care for older people** The County Council operates in-house care homes for older people and will invest £173m on new specialist nursing and complex dementia care, as well as short term pre and post-hospital support, to better meet the needs of the county's ageing population.

These plans have now been approved, comprising a £173 million investment programme. It will increase the overall number of beds available to local people from 900 to 1,000, within a network of 13 homes. Approving these plans secures the long-term future of our in-house homes ensuring they remain in the council's ownership.

**New Local Transport Plan (LTP4) approved** The County Council's new local transport plan (known as LTP4) has been approved. Its aim is the boost economic prosperity, reduce carbon pollution and help promote healthy lifestyles and build stronger communities over the next ten years. It is guided by two principles, widening the choice of travel options that people can use and providing a transport system that puts people first and creates high quality and prosperous places.

**Schools** Funding of £5.9 million has been approved by the County Council to help more parents access childcare before and after school, following a grant from the Department for Education. This will enable the provision of childcare which 'wraps around' the school day, enabling parents and carers of primary school-aged children to access and pay for term time childcare from 8am-6pm. The scheme will start in September this year and run for two years.

In separate school news, 90.71% of the 14,587 online applications for a secondary school place in September have been offered a place in their first preference school, whilst more than 98% were offered one of their top three preferences.

### **Council budget approved for 2024/2025**

Councillors approved a balanced budget for Winchester City Council at a council meeting on 22 February. The approved budget reflects continued investment in the Council Plan priorities, a below inflation increase in council tax and plans to improve online access for customers as part of a wider transformation programme. Key highlights include:

- A below inflation rise in Council Tax for city council services (an increase of £4.07 per year for a Band D property, or 2.6%.)
- Investment in the council plan priority of 'Greener Faster' – This includes expanding recycling and introducing doorstep food waste collections and reducing carbon emissions in the waste vehicle fleet.
- Recognising the ongoing cost of living pressures for residents, budget has been set aside for a council tax support fund and the extension of the exceptional hardship fund.
- Investment in the Council Plan priority of Homes for All, providing additional support for the council's homelessness prevention strategy.
- Over half a million pounds of **investment to refurbish Winchester's public toilets.**

At the full council where the budget was approved, it was acknowledged that (as with the rest of the country) the financial landscape is particularly challenging for local government with uncertainty about future funding. A transformation programme (TC25), which has already identified immediate savings, has been launched to address a future funding gap challenge. Included within it are plans to improve customers' access to the council by improving the council's online services.

### **Bushfield Camp – new survey by developers**

A new survey has been launched by the Bushfield developers that focuses on "safeguarding" "legacy land", which asks for views to *"understand how the Church Commissioners for England will commit to safeguarding a very large proportion – and in fact the majority – of the site as accessible, green open space. Through our online survey, we would like to understand how we can work together to maximise the potential of the legacy land as part of Bushfield's future redevelopment."*

The questions focus on awareness of the status of the site at present in terms of accessibility, preferred uses, perception of safety when accessing the site. The presentation of the survey has a clear angle (e.g., stating a commitment to "provide... over half the whole site for use as a new, publicly accessible open space" and "goal to deliver better access to Drovers Field". To view and respond to the survey visit: <https://bushfieldcampregeneration.co.uk/legacy-land/>

### **Winchester Repair Café receives Mayor's Community Award**

One of the ward's most inspiring volunteer groups – the Winchester Repair Café – which meets at the Badger Farm Community Centre – is being honoured with a Mayor's Community Award in recognition of its contribution to the community. The team from the group will be attending an awards ceremony hosted by WCC on 7<sup>th</sup> March.

### **Fly-tipping prosecutions**

Winchester City Council is pursuing a zero-tolerance approach to fly-tipping by prosecuting offenders. It has recently reported a third successful fly-tipping prosecution in four months (following fly-tipping prosecutions have also been achieved by Winchester City Council in November 2023 and January 2024). By prosecuting in this way, offenders risk a prison sentence of up to five years and receive a criminal record. To report fly-tipping to WCC, residents can use the Your Winchester app or report form - [Fly-Tipping - Winchester City Council](#) - or call via Customer Services Team on 0300 300 0013.

### **Wellbeing Walks**

WCC is running weekly Wellbeing Walks across the district to help people get out and about safely in the fresh air whilst also meeting friendly people. The walks are run by qualified leaders: Winchester City, Wednesdays, 9:15am (approx. 60 minutes); Kings Walk (Outside The Nutshell, SO23 8AF); Colden Common, Wednesdays, 10:30am (approx. 60 minutes) Colden Common Community Centre (SO21 1UU). More details of how to join a walk at: <https://www.winchester.gov.uk/sport/active-lifestyles-scheme/health-walks>