

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

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

**In attendance:** County Cllr Jan Warwick; District Cllr Hannah Williams; District Cllr Brian Laming; District Cllr Eleanor Bell (to 19.15); 1 Parishioner, Clerk

1. **Declaration of Interest:** None.
2. **Apologies for Absence:** None
3. **Minutes of Meetings**  
– to approve the Minutes of the Parish Council meeting 19 May 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:  
14. a) iii) Pavilion – the electrical work for the EICR had been completed.  
12. c) ii) 75th Anniversary of VE Day – agreed to return to when conditions permit.  
15. Height Restriction barrier ASDA incident – payment in full £114.00 received.  
6. Priority Cutting Routes – submitted and accepted by CAT for cut back by end of July.  
11. 12. 13. Website update – all matters actioned.  
15. b) ii Cranbourne Drive car park sign – installed.  
16. a) iii) CCFC letter re CCTV – issued to CCFC for response.  
17. b) Notice of Public Rights for Inspection of Accounts – actioned on website and boards.  
18. Pavilion Legionella testing – actioned, Legionella not isolated, CCFC informed.
5. **County Councillor’s Report**  
As attached.
6. **District Councillors’ Report**  
As attached. Cllr Stafford enquired about changes proposed to Green Waste collections. Cllr Bell advised that a new household bin would be introduced from 2021 as the green waste bags were expensive to replace. There would be a charge for the bin or the option to retain the green waste bag, both with annual collection charge.
7. **Local Crime Report**  
11 crimes reported for May in or within 1 mile of Otterbourne: 6 anti-social behaviour; 1 burglary; 1 criminal damage/arson; 1 other theft; 1 public order; 1 violence/sexual offence.
8. **Open Session for Parishioners – meeting closed by the Chairman for this item**  
There were no items raised.
9. **Vacancy for a Councillor**  
There were three vacancies. One expression of interest has been received from Amber Reed whose detail had been circulated to all Councillors. Proposed for co-option by Cllr Stirrup; seconded Cllr Lansdown-Bridge and unanimously agreed.

To follow up with Ms Reed and WCC.	Clerk	asap
------------------------------------	-------	------

**10. Report of Representatives to Various Bodies**Allotments

Water Meter: the common bund had eroded exposing the meter at the roadside. A meeting with WCC had taken place following which a resident had agreed to maintain a boundary hedge tightly clipped, WCC would request a smaller collection vehicle, the meter had been painted blue to highlight, an estimate from Southern Water had been received should it be necessary to move in the future. Trees/hedge: SSE had agreed to reduce the trees to 10 feet high. When completed a quote would be needed for reducing the width. Garage/Store: Ron Emery had obtained one quotation for repair and was obtaining a second.

To follow up with quote for tree/hedge width reduction.	Clerk	upon SSE completion
To receive quote from Ron Emery to present to Council	Clerk	15 Sept

Parish Police Partnership

PCSO Darcy Gore had been made aware of the continuing anti-social behaviour and was monitoring the village Facebook. Patrolling to increase Police presence was being looked at for the recreation ground, common and reservoir. Speed monitoring checks had been carried out along Main Road on 15 July, resulting in no offenders. Future checks had been requested and reinstatement of the Police Beat Surgeries.

Conservation Group

Following a resident's report, members had removed a large quantity of Himalayan Balsam at Sponder's Mede to prevent seed from spreading as the plant was an invasive non-native species. There was more Himalayan Balsam on the adjoining landowner's bank to be removed. Repair of the sign at the old churchyard on Kiln Lane had been carried out.

To approach landowner for removal	Conservation Group	asap
-----------------------------------	--------------------	------

Sparrowgrove and Oakwood Copse Conservation Trust (SOCCT)

The fencing had been reinstated between the Copse and field to the agreement of SOCCT Trustees. New Trustees were still sought.

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

i) Applications and Decisions – as the attached Schedule.

ii) Southampton Airport Runway Extension – Second Public Consultation.

Council had lodged Objection to the first Consultation in November 2019 on the grounds that it failed to include protection (beyond the boundary with EBC) against noise and air pollution via a Noise Reduction Preferred Route (NPR) along the river valley, failed to address wider implications for the local highway network and excluded detail on how noise generated by older (pre 2006) aircraft would be mitigated. The airport had considered comments, revised its submission and the application was now subject to a 2nd Public Consultation with comment by 10 August. Cllr Stafford had examined the resubmission and consulted Dr Keith Smith, determining that the revised application still failed to satisfy the grounds on which the initial Objection had been made. The strategic importance of the airport was recognised and Council was not against the airport expansion, but it was seeking to safeguard the position of local residents who would be adversely affected if a binding NPR, with involvement by WCC, was not implemented. Similarly, the implications for the local highway network needed to be taken into consideration. Councillors approved a draft response for submission to EBC with further Objection and encouraged residents to view the submissions online and to register their views on the [website link](#) by 10 August 2020.

To submit letter of Objection and distribute	Clerk	asap
--	-------	------

b) Highways

## i) Pedestrian crossing on Main Road – to receive update report

The WCC Transport Planner, Ben Brooks-Martin had spoken to the Highway Engineer, Jessie Mugford, who was undertaking the study. Some amendments had come forward which would require Road Safety Audits within HCC and statutory undertaker information i.e. the mapping of cables and pipes beneath the road surface.

To continue to liaise with HCC, Cllr Warwick and report back	Cllr Stafford	15 Sept
--	---------------	---------

ii) Boyatt Lane – to report on meeting with HCC for increasing white line restrictions. Cllr Stirrup had established that whatever had been there prior to resurfacing, the current request was for the white lines on the northern side to be joined up preventing parking close to the junction with Otterbourne Hill. Cllr Warwick agreed to forward with HCC.

## iii) Speed Sign – to receive update

Cllr Gilbert was meeting with the contractor for installation on 23 July.

To work with contractor to maximise set up	Cllr Gilbert	15 Sept
--	--------------	---------

iv) Lengthsman's Visit 29 July – to receive proposed worksheet and any other requests. A draft list had been prepared and other requests would be considered for inclusion.

To submit worksheet	Cllr Stirrup/Clerk	22 July
---------------------	--------------------	---------

## v) Other Matters – to receive any matters reported

Cllr Lansdown-Bridge reported that the cutting schedule for hedges and verges had been requested from WCC. A particular concern was the hedge on the corner of Poles Lane north side which had previously been maintained by WCC and needed to be clarified.

To liaise with residents and WCC	Cllr Lansdown-Bridge	15 Sept
----------------------------------	----------------------	---------

c) Community Projects

## i) Otterbourne in Bloom – to receive update

The three beds had been prepared for floral displays and watering arrangements made.

## ii) Village Litter Pick – to update on date and arrangements.

In line with the National event 11-27 September, the dates 19-20 September were proposed. Cllr Moody had contacted the Otterbourne School co-ordinator and was assessing the requirements for equipment, a risk assessment and sign-in forms for participants.

To forward and report at next meeting	Cllr Moody	15 Sept
---------------------------------------	------------	---------

**12. Report of the Recreation and Amenities Committee**a) Oakwood Park Recreation Ground

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

The hedges had been voluntarily maintained by Mr Langford and Mr McDougal and Council wished to thank them for the considerable effort they had put in over many years. It was agreed that future maintenance would be included within the recreation ground contract and a section of the hedge which had died back would be replaced in the autumn.

To receive 2 <sup>nd</sup> quote for hedge replacement and c/f to Agenda	Clerk	15 Sept
--	-------	---------

- Waste removal: ratification of £47 for additional clearance.

This had arisen due to the high use during the hot weather and was agreed unanimously. Council wished to thank the volunteer Litter Pickers, Mr and Mrs Ray, who for several years had kept the ground clear of litter and emptied the play park and youth facility bins; also more lately Sharon Ardley, who had helped on particularly bad occasions at the youth facilities.

- to note and agree temporary use by Yoga group.

A small area of the ground was being used whilst the group was unable to access their indoor facility and a number of attendees were local residents. The organisers had been advised of the Parish Council's limitations for insurance. Council agreed as a temporary measure.

#### ii) Play Park and Youth Facilities

A full inspection and risk assessment had been made prior to Opening Up and notices erected to encourage responsible use. A few items of repair had been noted for monitoring on the inspection report. Volunteers had undertaken most of the cleaning and repainting and a day to finalise the painting was being organised.

#### iii) CCFC – to receive update on various items.

CCTV: due to the work involved, the Club had set the matter aside in the short term.

Ropes: a new technique to hold the upright rods supporting the ropes had been designed involving insertion of the rods into short sections of plastic sleeve planted below ground. The ground level holes would be capped when not in use for safety.

Drainage to and paving of pavilion frontage: to help prevent the area flooding, Council had agreed the Club could install a drainage channel to collect the runoff from the path and bank and lay additional paving.

Pavilion interior: Council had agreed in principle the Club's request to make the away team dressing room smaller in order to create a larger lounge area, pending plans being received.

Pitch improvement: a verti drain treatment had been completed in May and the pitch covered with 2 mm of washed sharp sand to help improve drainage and level out divots.

Training sessions: these commenced as agreed on 16 June and there had not been any residents' concerns reported. The Club expected to start matches 12 Sept, depending upon league confirmation. Before commencing, a robust risk assessment would be in place for the players, members of public and use of the pavilion.

Friendly match: a pre-season match had been scheduled for 1 August for the 1<sup>st</sup> and Development teams. The Club proposed to apply for a temporary event licence to enable use of the pavilion frontage and an area of 30 metres to the south east increasing the potential for social distancing. Estimated numbers (including players) attending would be up to 50 during the hours of 1pm – 7 pm and drivers would be asked to make use of alternative parking areas around the village as much as possible.

To liaise with the Club and Councillors on all matters arising	Cllr Stafford	15 Sept
--	---------------	---------

#### iv) WCC Open Space Strategy 2020

An updated submission to WCC had been prepared including some deletions and some additions. It was noted that the parish had good open spaces, but was lacking play area. It was noted that the development of the Coles Mede garages could make some provision. The Cranbury Estate had not permitted a set of goals on the Kickabout in the past. The Cranbourne Drive open space could be considered for low level balancing style equipment, subject to residents' consultation and the Cranbury Estate agreement.

To submit the Open Space Strategy 2020 to WCC	Clerk	31 July
---	-------	---------

**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 was on track for the end of first quarter.

b) Reinvestment of Lloyds 12 month account

It was agreed to reinvest £28,190 (reduced by £1k as the 6 month account had been previously increased) for a further 12 months to July 2021.

c) Financial Regulations – Proposal for amendment to include clauses 6.15 and 6.16. Proposed by Cllr Moody, seconded Cllr Stirrup and agreed unanimously by Council:

*6.15 A Charge Card may be issued to the Clerk/RFO for the purpose of operational expenses. A limit of £500 per month shall be set for expenditure as agreed and reviewed at least annually by the council. All purchases shall be supported by receipts. Expenditure, other than for regular items of stationery, postage stamps and minor purchases shall require authorisation as per Financial Regulations. The expenditure shall be subject to automatic payment in full at each month end and be reported to the council at the next meeting.*

*6.16 The council will not maintain any form of cash float. All cash received must be banked intact.*

Proposed by Cllr Moody, seconded Cllr Stirrup and unanimously agreed by Council.

To amend Financial Regulations on the website	Clerk/Cllr Stirrup	asap
---	--------------------	------

d) Charge Card – to approve authorisation of setting up a new Charge Card.

Council unanimously approved the application for a Lloyds Bank Charge Card for use by the Clerk/RFO governed by Financial Regulations 6.15 in item 13. c) above.

To draft letter for application with signatories as per Mandate	Clerk/RFO	15 Sept
---	-----------	---------

e) Website – to report on new accessibility requirements.

New EU requirements were due for implementation by 23 September 2020. An assessment of what was required to comply had been sought from ex-Cllr Calliste and Cllr Lansdown-Bridge agreed to help with the implementation also.

To liaise with ex-Cllr Calliste for implementation	Cllr Lansdown-Bridge	15 Sept
--	----------------------	---------

f) Communication – to adopt new Mailchimp policy.

The proposed Policy for use of Mailchimp had been circulated to all Councillors. Adopted 5 votes in favour: 1 abstention.

To place onto the website	Cllr Stirrup	asap
---------------------------	--------------	------

**14. Risk Assessment and Management**

The height restriction bar had been damaged again by unknown vehicle.

To approach PHS for repair and WCC to ask that the refuse collection team were made aware of the appropriate clearance.	Clerk	asap
---	-------	------

**15. Notification of events and to raise new items for the next meeting:** Nothing raised.**16. Date of next Parish Council meeting** – 15 September 2020 commencing 7.30 pm  
Meeting closed 7.45 pm.

## Schedule of Planning June and July

### Planning Applications

- Case. PLAN/DS/WR018 Veolia Environmental Services Ltd, Poles Lane, Otterbourne  
Variation of Condition 10 of Planning Permission 15/02090/HCS to amend lighting on site. To be determined by HCC. **No comment.**
- Case No. 01195/TPO 1 Oakwood Close, Otterbourne  
Sycamore (T1) fell because of excessive shading resulting in loss of other trees and shrubs in the vicinity. Do not want to replant due to close proximity of Yew tree (T2).  
**Objection: The application provides little detail with no supporting arboricultural evidence. The tree is a fine example of a Tulip tree (not a Sycamore) situated on a westerly aspect close to the applicant's boundary. The perceived shade issues will thus be minimal as the tree is situated away from the house and only evening sun is affected. The tree is a fine "maiden", largely untouched to date, so ideally no pruning should take place. Some "crown lifting" works would be acceptable and offer more usable garden space.**
- Case No. 20/02383/LDC Highbridge Farm, Highbridge Road, Highbridge  
27 July Application for Lawful Use of Building as Class B1 (a) offices Listed Building Grade 2. **No comment.**
- Case Ref: F/19/86707 Southampton International Airport, Eastleigh  
10 August Construction of a 164-metre runway extension at the northern end of the existing runway, associated blast screen to the north of proposed runway extension, removal of existing bund and reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide an additional 600 spaces. This application is available for comment on Eastleigh Borough Council's web page <https://www.eastleigh.gov.uk/planning-and-building/southampton-airport-planning-application>. **Letter of Objection agreed for submission – see Agenda Item 11. a) ii).**

### Decisions Received June and July

- PLAN/DS/WR215 Four Dells Farm, Poles Lane, Otterbourne  
1 no production / storage building for recovery of waste CHP heat and production of 'AdBlue' - with installation of 7no. external storage tanks and bund. **Application permitted with restrictions on 2 no HGV movements in/out per day and hours of movements.**
- Case No. 20/00163/FUL Land east of Main Road, Otterbourne  
Change of use agricultural land to pony paddock with new stable block  
**Permission granted by WCC Planning Committee.**
- Case No. 20/00576/FUL Riverside, Highbridge Road, Highbridge  
Replacement utility and day room. **Application permitted.**

**Statement of Parish Accounts at 30/06/20**

	£
Lloyds Treasurers account	19,905.32
Lloyds 12 month account to 24/07/2020 at 0.15%	29,190.00
Lloyds 6 month account to 22/12/2020 at 0.15%	<u>11,000.00</u>
	60,095.32

**June 2020 Payments from Lloyds Treasurer's account**

Online Payments total	£ 2,681.05
Cheque Payments total	<u>£ 1,765.20</u>
Total payments	£ 4,446.25

**July 2020 Payments from Lloyds Treasurer's account**

Online Payments total	£ 1,748.39
Cheque Payments total	<u>£ 50.00</u>
Total payments	£ 1,798.39

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

## Update from Hampshire County Councillor Jan Warwick, July 2020

**Changes to Road Space:** a range of temporary changes have been made across the county to provide more road space to support social distancing in town centres and for people cycling and walking:

- Waiting times at 166 crossings and traffic signals have been reduced to favour pedestrians
- Work has started across town and city centres to give more space to pedestrians.

Over 2500 schemes have been suggested to date. A [new webpage](#) lists the current schemes and also links to a [map](#) to engage with the community on local priorities, and where organisations and people can make their suggestions, and see what others think.

HCC will bid for further national funding later in the summer and continue to help Hampshire's residents make healthier, greener journeys and support the economic recovery of Hampshire. Schemes will be reviewed for function and performance and will be altered if necessary. Schemes may also be considered for retention, based on feedback and evidence of effectiveness.

**Climate Change Strategy:** One year after declaring a climate change emergency this strategy outlines the actions required across Hampshire County Council to meet the challenging target of carbon neutrality by 2050 and to build resilience to a 2C rise in temperature. A detailed Action Plan will be adopted in September. Three community projects will begin to help reduce residential emissions –the Environment Centre will provide telephone and online advice and support for residents, establishing a Community Energy Network and a targeted Solar buying scheme for 125,000 homes. <https://www.hants.gov.uk/News/07072020ClimateChange>.

**HWRCs:** Due to the high volume of users Hampshire County Council have an online pre-booking system for residents to access Household Waste Recycling Centres (HWRCs) to manage demand and reduce queuing traffic. You can book online here <https://www.hants.gov.uk/wasteandrecycling> or call 02380 179 949. You should also register your car number plate/s for access to the sites by 1<sup>st</sup> August 2020.

**Play to the Crowd (Theatre Royal and Hat Fair, Winchester):** The Theatre Royal has announced an emergency survival appeal alongside the support package announced this month. Further details can be found here:

<https://playtothecrowd.co.uk/support-us/survival-appeal>

Cllr Jan Warwick  
Hampshire County Councillor Winchester Downlands  
Email: [jan.warwick@hants.gov.uk](mailto:jan.warwick@hants.gov.uk) or Telephone 07712 695431



### District Council Report July 2020

Ten Weeks of working remotely and what have WCC achieved by working with our communities and community groups?

- 2027 NHS Volunteers;
- 2100 food parcels delivered
- 10,000 prescriptions collected and delivered
- £990,000 business grants given to 84 local groups
- £23.5m business grants to 1900 businesses
- £37,000 from Sports England for 7 District sports clubs
- 422 vulnerable residents supported by our Local response centre
- 25 safe homes provided
- 1650 reassurance calls to elderly housing tenant
- 108 cleared flytips
- 661,000 bins collected
- Launched virtual public meeting
- Park and ride service continued
- Full planning control services offered remotely

#### **Local Response Centre**

- Part of the County wide network of community support
- Volunteer groups across the district
- next door neighbours
- parish councils
- Round Table, Winchester College, Alresford PIGS and many more
- LRC has provided advice, support and just 'being there' for people with practical needs or just someone to talk to
- 430 cases
- Quick, efficient and well organised – local government at its best

#### **Emerging Financial Pressures**

- Feb 2020 – Balanced budget approved
- Today – Projecting a deficit between £8m- £12m
- How? Car parks are empty Guildhall is closed
- Commercial tenants unable to pay rent
- Economic Downturn

#### **What Next?**

- Review and amend forecasts as services return
- Some additional Govt funding - £1.3m so far and ongoing dialogue with ministers
- Specific requirements/support for local councils?
- Review impact of ongoing economic situation? Review of spend/budgets/reserves
- Revised Budget to Cabinet July 2020

#### **Recover, rebuild, reimagine**

- Recover – where COVID-19 has caused damage or delay that we need to address
- Rebuild - retaining and building – where COVID-19 has driven change that we wish to accelerate and develop
- Reimagine – where COVID-19 requires us to rethink the way we do things in the future

#### **Our approach**

- Strategy:
- Cabinet report in May – approved overarching approach
- Key work allocated to lead officers working with cabinet members
- Community impact assessments being carried out across services, and feed into action planning to refine
- Updates to WCC policy committees in June / July Working across the district with local councils critical Principle - what can the council do to help?

#### **Open space**

- Many parks and gardens remained open
- Certain facilities/areas were closed - playgrounds & outdoor sports facilities
- Skateparks re-opened; playgrounds and outdoor gyms remain closed
- Social distancing signs have been displayed
- Some sporting activities are set to resume, such as Crown bowling and football training, with appropriate signing in place and arrangements on site managed by clubs

### **Transport**

- Market towns - establishing requirements to allow for social distancing and encourage active travel. Requests have been received from Wickham, Bishops Waltham and Alresford which are being assessed.
- City Park and Ride service was retained during restrictions and the full timetable resumed 01.06.20
- City Pedestrian access - HCC – first wave schemes
- North Walls – pedestrian scheme  
Jewry Street – pedestrian scheme  
Hyde Street – measures to close road to motor vehicles at one midpoint location
- Cycle and walking initiatives  
Parking – huge reduction, now increasing Parking enforcement - restarting

### **LOCAL PLAN UPDATE**

- Cabinet agreed in March 2020 an updated Local Development Scheme (the timetable for the LP)
- Cabinet meeting on the 22nd July to seek approval to:
  - Publish the SHELAA
  - Agree the Strategic Issues & Options document – consultation in Sept/Oct
- We are very keen to make the LP documents much more accessible and visually interesting
- We are currently preparing a Local Plan Engagement Strategy building on the Statement of Community Involvement that will be used to inform the public consultation – due to go to Cabinet in August
- We recognise the real importance of engaging with the Parish Councils and the Town Forum as part of the Local Plan making process
- We want to work with you to find the best way that we can engage with you and your local residents in the Autumn and throughout journey of preparing a Local Plan for our whole District
- Further details will be included in the Local Plan Engagement Strategy but if you have any ideas please do let us know by emailing [Planningpolicy@Winchester.gov.uk](mailto:Planningpolicy@Winchester.gov.uk)

### **Otterbourne**

It has been great to see the community in Otterbourne working so hard to support the vulnerable and how they have come together during covid-19 to demonstrated was a close community it is. Being able to work with community leaders to connect people and support them has been a key part of ensuring our residents are taken care of.

Also working with parish and making sure that they are given the advice that they need during this confusing and fast changing time. Rules and advice have been changing on a week by week basis and it has been great to have such capable officers at WCC to be able to pass this information on to the Parish and ensure everyone is up to date.

During this difficult time it has been great to work with the Parish Council to ensure that residents across Otterbourne are kept happy. The Otter using the Common at the top of Hill has been welcomed by most residents who are happy for the light relief take-away food and drink in the fresh air and sunshine offers. But balancing this with needs of those surrounding the pub and the Common has been difficult. It has been good to see the proactive response from the Parish Council and how they have worked with the District Councillors and the WCC Licensing Department and the Police to resolve this issue.

Also working with parish and making sure that they are given the advice that they need during this confusing and fast changing time. Rules and advice have been changing on a week by week basis and it has been great to have such capable officers at WCC to be able to pass this information on to the Parish and ensure everyone is up to date.