

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
17 SEPTEMBER 2024 AT 7.30 PM IN OTTERBOURNE VILLAGE HALL**

Present: Cllrs Moody; Gilbert; Green; Herring; Sinclair (to Item 11 ii); Vainorius;
Attending: Cllr B Laming (to Item 12 b); Mark Piper (for Item 13 b); Clerk.

1. **Declaration of Interest:** Cllr Moody for Item 13 d) iii)
2. **Apologies for Absence**
Cllrs Stansbury and King. County and District Cllr Warwick, District Cllr Brophy.
3. **Minutes of Meetings**
– to approve the Minutes of the Parish Council meeting 16 July 2024.
The Minutes having been circulated prior to the meeting were taken as read and were agreed as a true record for signing by the Chair.
4. **Action Points and Matters arising from Minutes**
All items had been actioned or would be reported on in the meeting, except for:
 - Receipt with thanks for the grant towards ‘Save Bushfield Camp’ campaign received.
 - Community Emergency leaflets – Cllr Moody agreed to enquire about distribution via the Otterbourne Life magazine.
 - Red Lane – Cllr King had responded to the residents.
 - Horse Chestnut tree – Cllr Green to approach WCC following advice from Cranbury Estate that the tree was part of Otterbourne Common west side.
13. b) CCFC – taken early on the Agenda
Tim Piper attended the meeting on behalf of Colden Common Football Club. The Parish Council raised the following matters: training days should be checked to align with the Lease; the equipment behind the pavilion would need removing to enable hedge cutting; an understanding of the Club’s intention to renew the Lease in January 2027 would be helpful. Mark Piper acknowledged the first two items to take forward. He advised that: residents had been complimentary regarding condition of the pitch area; parking problems were being addressed by members using Williams Garage and coning off the closest areas; the problem of dog mess on the pitch had increased. It was the Club’s intention to renew the Lease, however a request to consider an amendment to include affiliated member clubs would be made (prior to renewal) which would not increase overall usage of the ground as per current lease. Council agreed to look at more signage and village Facebook options for preventing dog mess which was considered to have increased over the whole ground. Council asked for the amendment to include affiliated member clubs in writing in order to consider. The Southern Water pipeline proposal was raised and it was advised this would not impact on the football pitch. See Agenda Item 13 a) i) for further information.

To look at dog signage and use of Otterbourne Village Facebook	Cllr Gilbert	19 Nov
To report to Council re. proposed affiliated member clubs	Cllr Gilbert	19 Nov
5. **Vacancy for a Councillor**
One vacancy for a member remained. Notices were on the boards and website publicising, however there had been no interest received.
6. **County Councillor’s Report**
The Report as attached had been circulated prior to the meeting. No matters raised.

7. **District Councillors' Report**

The Report as attached had been circulated prior to the meeting. No matters raised.

8. **Local Crime Report**

Ten incidents reported July: 2 anti-social behaviour; 2 shoplifting incidents under investigation; 6 violence/sexual offences under investigation. PCSO Michelle Wilkinson had been contacted for further information and a more recent report.

9. **Open Session for Parishioners**

There were no parishioners in attendance.

10. **Report of Representatives to various bodies**

Otterbourne School: The school wanted to be involved in the Tribute garden maintenance.

Footpaths and Rights of Way

Footpath 2: four water breaches had occurred and HCC had initiated repairs to the bank and infilling which had improved it.

Footpath 3: parts were still covered with thick mud and water. As the area was part of the flood plain and could not be blocked off, a further boardwalk would probably be needed.

Footpath 6: an email 16 September had been received from the land owners advising that an annual cut of the land would continue and that 'fire risk' signage would be erected.

To write thanking the land owners for their co-operation	Clerk	19 Nov
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11. **Community Projects and Events**

D-Day 80 Event: the celebrations had been shortlisted for the Event of the Year taking place on 26 September.

i) Otterbourne & Allbrook Climate Solutions (OACS)

The Home Energy Event had included information on WinAcc trusted installers and grants available from HCC and WCC. A Future Energy Workshop was planned for 5 October. Southern Water and WCC had responded to attend. Registration for the Energy Learning Network was not approved due to the commitment for meetings and future participation.

ii) VE Day 2025

Allbrook Parish Council had proposed a joint event on the common similar to the D-Day 80 theme. The matter was carried forward pending discussion with Cllr King.

To confirm proposed date with Allbrook PC and report to Council	Cllr King	19 Nov
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iii) Village Litter Pick

Cllr Moody proposed a date of Saturday 19 October 2024.

To print off posters and publicise on notice boards and website	Clerk	asap
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12. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcement Cases, Appeals

As attached. One Enforcement Case had closed, six others were ongoing with WCC.

Appeal by Springbridge Farm, Highbridge Road: Public Enquiry conclusion that the agricultural nature of the land should be restored and all other items removed.

Appeal by Highbridge Farm, Highbridge Road: Public Enquiry in progress.

b) Strategic Planning

Bushfield Camp: the developer's policy was being tested for soundness under six different sections. Cllr Green had attended the 'Save Bushfield Camp' meeting advising support from Otterbourne in principle and that the Parish Council would make its own submission in relation to matters impacting the village such as increased traffic and congestion. Input from Highways England awaited.

To draft submission for Council approval	Cllr Green	13 Oct
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WCC Local Plan Regulation 19: The public consultation extended to 13 October. Notices publicising were on the parish boards and website. Council agreed that Regulation 19 proposals aligned with Regulation 18 regarding proposal for 55 dwellings on Land east of Main Road (part site). A potential windfall of 20 additional dwellings was noted. The Local Plan would be reassessed in 2024/25 as part of Central Government policy.

To draft approval for submission to WCC	Clerk	13 Oct
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c) Parish Online

The trial period had ended and Council approved continuation of the parish online software and licence. The Tree Warden had been asked to add the Tree Management Plan.

d) Highways

Parishioner requests received: cut-back of the low vegetation obstructing the pavement on the north east corner of Poles Lane/Main Road; cut back of vegetation on verge obstructing the pavement opposite The Old Parsonage; Main Road gully drains to be cleared by HCC.

To report to HCC or add to Lengthsman's worksheet	Cllrs King, Vainorius, Green	asap
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13. **Report of the Recreation and Amenities Committee**a) Oakwood Park Recreation Groundi) General

Council had received Notice under the Water Industry Act 1991 of intention to undertake works on the recreation ground. The pipeline was proposed through the northeast corner of the ground: Oct/Nov hedgerow removal; Feb/Mar area of 40 m x 50 m fenced with removal of topsoil; Apr/Jun tunnelling and pipework; Jun/Jul/Aug topsoil reinstatement and replanting hedge areas. Compensation for impact and loss of use would be assessed.

ii) Play and Youth Facilities

There were no matters arising.

iii) Pavilion

Council approved the final Invoice for payment of the replacement pavilion doors.

To submit the WCC grant monitoring report	Cllr Stansbury/Clerk	3 Oct
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b) CCFC

Item taken forward in the Agenda and follows Item 4.

c) Common

Cllr Moody and the Clerk had attended a meeting with WCC Officers on 16 September regarding the 2018 works to improve and extend the banks and ditches. WCC Legal Services had advised that retrospective permission from the Planning Inspectorate should be applied for in order to ensure compliance. The application could be by the Parish Council as Landowner or WCC under its responsibility for the Schedule of Management for the Common. Council agreed WCC should submit the retrospective application.

To write to WCC agreeing way forward.	Clerk	asap
To draft letter to resident advising the way forward	Clerk	asap

d) Open Spaces

i) Cranbourne Drive

The east verge and access to the car park had been strimmed. Planting specification c/f.

ii) Sponder's Mede and the Bourne stream

The Environment Agency report included that the creation of a bunded flood storage area could be investigated by a surveyor specialising in flood risk management.

To contact EA for recommended surveyors.	Clerk	19 Nov
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iii) Rose Cottage – item added after Agenda publication

An email 12 September in response to the Parish Council's letter 13 August had been received raising various matters which would be investigated.

To send holding reply and review the documentation prior to further response	Cllrs Green/ Gilbert/Moody	19 Nov
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14. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments, Receipts, 1/4ly Budget Analysis

Schedules attached. 2nd half of Precept received. Budget Analysis on target for end of year.

b) External Audit

The conclusion report for the AGAR 2023/24 had been received. Publication had taken place on the parish notice boards 12/08-11/09 and was recorded on the website.

c) Annual Parish Insurance

Council approved the annual insurance with Zurich UK: part of a 5-year LTA which had increased £253 (ex IPT) including 5% index linking of all assets, a small increase for the Tribute Area and the remainder attributable to the £41.5k claim in 2023.

To ensure annual premium is paid.	Clerk	30 Sept
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d) Councillor Allowances

WCC Democratic Services had responded that 'The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 5% of the recommended Basic Allowance for Winchester City Council'. It was agreed to discuss at the Working Party meeting 15 October and c/f to next Agenda.

e) Budget 2025/26

Councillor Proposals put forward for consideration currently un-costed:

Pavilion – i) four remaining changing room doors and soffits; ii) installation of solar panels

Councillor Allowances – introduction of Parish Basic Allowance

Sponder's Mede – earth works for improvement against flooding (pending land survey)

Footpath No 6 Old Forge to Kiln Lane – improvement of path at access gate

15. Risk Assessment and Management – there were no matters arising.

16. Notification of events and to raise items for the next meeting
OACS event 5 October at 10 am; Working Party 15 October at 7.30 pm;
Finance Committee Meeting 19 November at 7 pm

17. Date of next Parish Council meeting – 19 November 2024 at 7.45 pm.
Meeting closed 9.50 pm.

Planning Report – August and September 2024

Applications

- Case No. 24/01493/FUL Wood Sorrel Main Road Otterbourne
1 detached dwelling to the rear of the site. Alterations to access.
Comment: the applicant has made significant design changes in this proposal that address the reasons for rejection of the previous planning application as well as the recommendations in the planning officer's report.
- Case No. 24/01612/HED Southern Water Services Ltd New Southern House, Otterbourne
The temporary removal of hedgerows to allow for the installation of critical public infrastructure essential for public health. The route of the project has been chosen to avoid sensitive ecological, heritage and public infrastructure sites in order to reduce delays to the scheme and avoid disturbance to land owners and neighbours. **No comment.**
- Case No. 24/01802/TPO 4 Oakwood Close, Otterbourne
G1, Beech (x2) -Reduce and reshape by approximately 1.5-2M height, 2M width and crown lift to highways specification to maintain trees size in relation to situation, buildings, road and reduce over extended, slender limbs.
Comment: Only the lower branches overhanging the pavement should be pruned on this occasion. The Otterbourne Tree Warden would be pleased to offer advice on the health of the tree as well as the pruning involved.
- Case No. 24/01729/TPO Hecton Cottage, Main Road, Otterbourne
No1 Field Maple: ref 2176T1 - Reduce crown to previous reduction points (3-4 m) to prevent tree from coming into contact with house. No1 Beech: ref 2176T2 - Reduce Crown to previous reduction points (3 m) to prevent tree coming into contact with house. **No comment.**
- Case No. 24/01949/TPO Yellow Dot Nursery Otterbourne Hill Otterbourne
G1 Common Ash Bay Laurel and butterfly bush, prune clear of building by 1m to prevent damage occurring to 3rd party properties. T1 Cherry Species dismantle to ground level, tree dead and target area includes toddlers play area. T2 Cherry species dismantle to ground level, tree dead and target area includes toddlers play area. T9 London Plane dismantle to ground level, dead tree and target area includes area used for forest school.
Comment: No objection to removal of the dead trees, however should consent be granted, OPC requests that replacement trees are planted in this prominent part of the village.
- Case No. 24/01983/TPO Arnage, Norlands Drive Otterbourne
Lime tree: cut back sprouting shoots causing obstruction to pedestrians 2 metres from ground level; also remove ivy growing up the trunk.
No comment.

Enforcement Cases

One case closed. There are six open cases within the parish.

Appeals

Appeal Ref: APP/L1765/W/24/3347988 Highbridge Farm, Highbridge Road, Eastleigh.
Proposed Change of Use from Agricultural Building to a Single Dwelling House (Amended Description)
Case Ref: 23/02808/PNACOU. Appeal in progress.

Appeal Ref: APP/L1765/C/23/3334938 Springbridge Farm, Highbridge Road, Eastleigh. **Conclusion:** the appeal succeeded in part. Planning permission granted for the chicken sheds, polytunnels, access and hardstanding. Remainder of the notice upheld with refusal to grant permission in respect of the other matters.

Finance and Administration Report 17 September 2024

Lloyds Treasurer's account	12,946.48
12 month investment account to 24/01/25 @ 3.60%	30,000.00
6 month investment account to 10/10/24 @ 3.50%	<u>14,500.00</u>
	57,446.48

Payments

Payments from Lloyds Treasurer's Account August 2024

OB Glasdon UK – commemorative bench recreation ground	£ 1,600.55
OB Go South Gas Ltd – pavilion boiler call-out/repair	£ 182.40
OB Mrs J Ayre – salary July	£ 943.94
OB NEST – pension employer and employee	£ 80.26
OB WCC – dog bin emptying April/May/June	£ 65.00
OB Grass & Grounds – June open spaces maintenance	£ 189.60
OB Green Smile Ltd – monthly recreation ground maintenance	£ 634.50
OB OVHC – Otterbourne Theatre Group contribution for D-Day	£ 87.50
OB Winchester Citizens Advice Bureau – s137 grant	£ 150.00
OB Melon Engineering – SLR movement	£ 141.67
OB Glasdon UK – recreation ground posts x 3	<u>£ 539.71</u>
	£ 4,615.13

Lloyds Business Charge Card July 2024 Statement

Shotbowl.com – Chain of Office Engraved Chairman's Bar	£ 24.94
County Supplies – Box of copier paper	£ 27.08
Less Cashback	<u>(£ 0.27)</u>
	£ 51.75
Total August	£ 4,666.88

Payments from Lloyds Treasurer's Account September 2024

OB Mrs J Ayre – salary August	£ 943.94
OB NEST – pension employer and employee	£ 80.26
OB HMRC – 1/4ly tax and NI employer and employee	£ 842.43
OB Mrs J Ayre – 1/4ly expenses broadband/telephone/travel	£ 125.57
OB Zurich UK – annual parish insurance	£ 1,564.42
OB Taylor and Son – play park and recreation ground post installation	£ 515.00
OB Grass and Grounds – Cranbourne Drive open space	£ 284.40
OB Go South Gas Ltd – pavilion boiler call-out/repair	£ 76.80
OB Dek Graphics – printing including 250 emergency flyers	£ 73.80
OB Aspect Home Improvements Ltd – pavilion front reception door	£ 6,950.00
OB Green Smile – recreation ground maintenance	£ 634.50
OB Geosphere Ltd – Parish Online annual licence fee from 10 September	£ 96.00
OB Melon Engineering – SLR movement	£ 141.67
OB Cllr Gilbert – reimbursement of padlock for recreation ground	<u>£ 9.00</u>
	£12,337.79

Lloyds Business Charge Card August 2024 Statement £0

Total Payments September £12,337.79

Hampshire County Councillor Report September 2024
Cllr Jan Warwick

Local Plan

Although the local plan is a District responsibility a sudden change in housing allocations has a significant impact on infrastructure planning (roads, schools, flood drainage etc) that would be the responsibility of the county council.

You can comment on the Labour government planning policy changes and new housing targets up until 24th September here:

<https://www.gov.uk/.../proposed-reforms-to-the-national...>

The final draft of the Winchester local plan will be open for public comment until 13th October before submission to the inspector here:

<https://www.localplan.winchester.gov.uk/home>

Solar Together

Hampshire's solar energy group-buying scheme, offered by independent experts iChoosr and promoted by Hampshire County Council, enables residents to invest in solar panels for their homes, fitted by pre-vetted installers, to reduce reliance on the national grid and lower their energy bills, as well as boost local renewable energy generation.

Through Solar Together, over 28,400 solar panels have already been installed in Hampshire – it is estimated that these installations alone will reduce carbon emissions by 59,205 tonnes over 25 years – equivalent to taking over 32,600 cars off the road during the same period.

Those interested need to register online at www.hants.gov.uk/solartogether by 18 October for a free and without obligation quote.

Devolution

An expression of interest in a regional political agreement (combined authority) was submitted on 30th August by Hampshire County Council and the three Solent unitary authorities (Portsmouth, Southampton and Isle of Wight). The agreement would respect existing boundaries and could attract additional powers and economic funding.

Children's Services

Hampshire's Children's services were rated outstanding by Ofsted this summer. The timely and robust practice of social workers ensure vulnerable children are kept safe and families receive appropriate and effective support.

Cllr Jan Warwick

Deputy Leader Hampshire County Council

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Hampshire County Councillor Report September 2024

Cllr Jan Warwick

Winchester City Council September parish report

Winchester District Local Plan 2040 – Consultation on ‘Proposed Submission’ Local Plan (Regulation 19: Publication of a Local Plan)

Winchester City Council has published a ‘Proposed Submission Winchester District Local Plan 2040’ for a period of 6 weeks from 29th August 2024 until 23:59 hours on 13th October 2024.

This Local Plan consultation invites you to comment on whether this version of the Plan, which the Council wishes to adopt, complies with all relevant legislation (‘legal compliance’) and meets the tests of soundness set in the National Planning Policy Framework (NPPF). The NPPF ‘tests of soundness’ are:

- a. Positively prepared – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b. Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c. Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d. Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.

The consultation documents and associated evidence documents can be viewed online on the City Council’s website: www.localplan.winchester.gov.uk. The following link and QR code go directly to the consultation: www.winchester.gov.uk/Reg19

All responses should be received by 23:59 hours on 13th October 2024.

New waste collection routes and days

Winchester City Council and their waste partner Biffa have undertaken a review of waste and recycling collection routes. As a result, from 7 October, there will be some changes to bin collections for residents, which could mean their bins are collected on different days.

The route changes coincide with the issue of the new bin calendar to every household across the district and are part of preparations for increasing recycling in the district, such as the introduction of a food waste collection. With 35,000 fewer miles needing to be driven each year the new routes are more efficient and cut carbon emissions.

Residents in the Winchester district will receive their new waste and recycling bin calendar through the post before the end of September, along with a letter highlighting any changes in their area.

Community Grants

WCC currently has four different community grants schemes that not-for-profits in the district may be able to benefit from – to learn more visit the grants pages at <https://www.winchester.gov.uk/grants-for-not-for-profit-organisations>