

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING
18 JULY 2023 AT 7.30 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; Green; Moody; Cllr Gilbert; Cllr King.

In attendance: County and District Cllr J Warwick; District Cllr A Brophy; 3 parishioners; Clerk; Police Chief Inspector Korine Bishop (Item 8 only).

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** None received.
3. **Minutes of Meeting:** to approve Minutes of the Annual Parish Council Meeting 16 May 2023. 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.
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:
 7. Action points (from Annual Assembly)
Oakwood Avenue restriction lines: Cllr King advised that there were no plans for the current lines to be extended by HCC.
Speeding in lower part of the village: Cllr Smith had notified concern.
 14. Southampton Airport: Cllr Smith had contacted neighbouring parishes with interest shown from Badger Farm, Hursley and Owslebury; Colden Common and Twyford were yet to respond; Oliver's Battery had expressed concern about complexity. Forward proposal was to arrange an initial meeting between parishes and Dr Keith Smith.
 - 15b). Coronation Event: Cllr King confirmed submission of the WCC Grant Response Form.
 - 15.c) Village Fete: Cllrs Smith and Gilbert reported that there had not been any significant interest by parishioners in joining the Parish Council to take forward.
5. **Vacancy for a Councillor**
All Councillors had received the resume of the two candidates for co-option.
Ian Herring: proposed by Cllr Smith; seconded Cllr Moody and unanimously agreed.
Kerrie Sinclair: proposed by Cllr Smith; seconded Cllr Gilbert and agreed with 1 abstention.
Both new members signed the Acceptance of Office and joined the meeting.
6. **County Councillor's Report**
Circulated prior to the meeting and as attached. Pan-Hampshire County Deal: to-update the attached report that this would not be going ahead; Park Lane: some new drainage problems had been raised with Highways; Otterbourne Hill loose drain cover: had been reported to Southern Water; Oakwood Avenue parking concerns: the policy was to retain white restriction lines for junction areas and yellow restriction lines only for persistent cases due to the lengthy consultation period and enforcement issues. CCFC had been approached to use Williams Garage and the public car park on big match days and Cllr Gilbert agreed to monitor; Proposed M3 resurfacing between J9-11: Cllr Warwick had forwarded an email from Cllr Green to National Highways requesting inclusion of the length from J11-12 in order to give maximum benefit for residents and schools; Recycling: Cllr Sinclair raised the limited types of plastics recycling undertaken by HCC. Cllr Warwick advised that Hampshire's recycling process dated from the 90's and currently could not take complex plastics or Tetra Pak. Project Integra which includes 11 districts within Hampshire will have a new facility operational next year on a site in Eastleigh following a £32M investment and this would be able to take complex plastics, but not Tetra Pak. Government focus had to be on manufacturers to reduce plastics, especially for non-recyclable materials.

7. **District Councillors' Report**

Circulated prior to the meeting and as attached. The Cabinet had approved a Concept Masterplan planning approach for both Bushfield Camp and Station Approach. The Carbon Neutrality Forum online survey was open.

8. **Local Crime Report (taken early after Item 4)**

Chief Inspector Korine Bishop addressed the meeting. Her career had spanned 26 years in the force, including District Commander of Winchester and six years as Country Watch Inspector. Policing had moved on from focus on high-level crime to include more low-level crime (ASB, burglary, etc). Response times were being worked on in relation to Grade 1 (emergency) and Grade 2 (priority) level calls being improved. Otterbourne was within the northern area for Winchester with response from Alresford for non-emergency calls. Over the last 12 months crime rates showed drop of 4%. Cllr Smith advised that not all crime was reported and that he constantly reinforced the need to report. The Chief Inspector responded that this was always important as, even if not taken forward, it would add to intelligence gaining. Cllr Smith advised that there was still a need for more police officer presence within the community and of investigative awareness. The Chief Inspector responded that the Police and Crime Commissioner, Donna Jones, was trying to get a PCSO for every beat, however, the majority of the workforce had under two years of frontline work and it would take time to gain experience. A Parishioner advised that it would be good to have early interaction with the new private care home for adults 18-25 years due to open shortly at Elderfield and to promote involvement between the community and young people.

9. **Open Session for Parishioners (meeting closed for this item)**

Otterbourne Parish Council website: Cllr Herring advised that this was not currently secure.

To contact the webmaster to action re. security issue	Cllr Smith	asap
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10. **Representatives to Various Bodies**

OVHC: The Committee was waiting on the result of its submission for a WCC CIL grant. Many of the lettings recently lost had been replaced.

Footpaths and Rights of Way: Countryside Access had undertaken considerable work on the Itchen Navigation path. Colden Common PC were thanked for use of their Lengthsman's time to trim the vegetation.

Southampton Airport: Two parishioners had made complaints regarding noise and low flying aircraft and directed to lodge complaint at SIA community@southamptonairport.com

SOCCT: To record thanks from the Trust for the recent Parish Council grant.

Other: To record thanks from the Winchester Citizen's Advice Bureau for the recent grant.

11. **Community Projects and Events**

Tribute to the Late Queen Elizabeth – to receive update.

Approval to use the name 'Queen Elizabeth Memorial Garden' had been received. The opening date had been re-scheduled for 6 April 2024, the village hall had been booked and the Lord Lieutenant of Hampshire or his Deputy had agreed to attend. An approach from the Otterbourne WI had been made regarding planting of a tree to mark its centenary year and, as the Late Queen had been patron of the WI, an offer had been made and accepted to include the WI tree within the tribute site. Three sites had been considered: the area cleared east of the access to Cranbourne Drive public car park; the area cleared along the east side length of the car park; an area west of the car park access to include space on both sides of the footpath to the school/church. The latter site was approved by Council to progress being visually well positioned, without problem of underground drains, able to accommodate two

trees and benches and providing safe meeting place for parents/carers waiting to collect children from the school. The proposal included removing two existing trees which were in poor condition and installing a wooden sleeper wall to enclose the right-hand space, planting shrubs and re-seeding, followed by tree planting in late autumn. It was anticipated that the costs could be achievable within the budget set aside (£2,000 + £600 for a bench as grant received from Cllr Warwick + WI input for one tree) including re-positioning of the notice board and dog bin, however, this would be re-assessed at the October budget meeting.

To take forward project and arrange site meeting for layout	Cllr Green	19 Sept
To email Councillors with tree removal quotations for approval	Clerk	asap

12. **Report of the Planning and Highways Committee**

a) Planning Applications, Decisions, Enforcement Cases

Schedule as attached.

b) Strategic – to report on revised SHELAA document showing new and removed sites. It was confirmed that there had been no changes to the eight sites, except for OTO4 Land north of Kiln Lane at Park Farm which showed the Elderfield property removed from site.

c) Highways – to receive any matters arising.

Lengthsman: the next visit was scheduled 2 August. A request for the upper part of the Jubilee Path to be strimmed of nettles was noted and work would focus on areas not completed from the previous worksheet at the Poles Lane end of the village.

Kiln Lane: A request for the hedge to be cut back enabling walkers to use the verge between the Old Churchyard and the gate to the footpath north to The Old Forge was noted.

To prepare Lengthsman's Worksheet	Cllr Green	26 July
To report Kiln Lane hedge cut-back to WCC	Cllr King	asap

13. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) General Matters.

Wildflower areas: there was discussion about potential areas, concern raised about dog fouling in longer grass, visual appearance and reduction of the play area. District Cllr Brophy advised that Badger Farm had trialled a similar scheme.

Southern Water pipeline borehole survey: approved for area close to the youth facilities.

To contact Badger Farm for information on wildflower scheme	Cllr Smith	19 Sept
To return paperwork and confirm £200 compensation received	Clerk	asap

ii) Play and Youth Facilities – to receive update.

Play Park: Cllr Gilbert reported that the contractor was due on site to repair the path shortly. Quotations had been received for the activity tower to tighten a number of fixtures, paint lower horizontal beams, replace wetpour edging and replace lower-level wooden slats.

Youth Facilities: Quotations had been received to replace the swing rubber matting, re-paint the youth shelter and pressure wash the tarmac base, replace damaged picnic table top.

To assess quotations and email Councillors for approval	Cllr Gilbert/Clerk	19 Sept
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iii) Pavilion – to receive report on final account from Loss Adjuster.

Payment from the insurers for settlement of HP Contracts invoice covering the major repair work had been received. All other invoices submitted by the Parish Council had been agreed

for payment. Business interruption covering partial loss of CCFC rent had been agreed. Parish Council costs for the emergency pipework repair, plastic pipework replacement, and insurance excess amounted to £5,436 of which £3,150 had been drawn from the CIL fund. Cllr Stansbury and the Clerk were thanked for their input.

To finalise with the Loss Adjuster	Clerk	19 Sept
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b) Open Spaces – to discuss land boundary around Cranbourne Drive car park.
Footpath to the school and church: the hedge along this length was documented as the boundary of the Parish Council’s land, however further discussion with HCC would need to take place with regard to ownership and maintenance of the footpath.
East of access to Public Car Park: the area recently cleared of the laurel hedge required further examination to confirm the boundary regarding the s52 agreement.

To take forward meetings with relevant parties	Cllr Green/Clerk	19 Sept
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c) Common – to decide way forward re. complaint about short length of bank and ditch. Cllr Moody and the Clerk had attended an informal meeting with the complainant and an advisor on 2 June. The complainant had reported that the bank and ditch replacing the former posts did not have proper consent from the Secretary of State and that the new walkway had not reduced footfall which was still channelled through the gap to the front of the property. Hampshire Legal Services (HLS) had provided advice to the Clerk that consent was required due to the Commons Act 2006 coming into force before the work was done. Former understanding of works on the common pre-2006, the input and advice from WCC that planning permission was not required had not been considered material. With the understanding that the former Council undertaking the work had unintentionally exceeded its powers in respect of not gaining approval, Councillors unanimously agreed the course of action was to retrospectively apply for consent in order to remove the ongoing, open risk of a Judicial Review or other complaint in the future. It was agreed that no further work should take place until consent had been received.

To write to the complainant re. the Council’s findings and action	Clerk	asap
To commence the process for approval	Clerk	19 Sept

d) Street Amenities – to receive any matters arising.
Public bins on Park Lane: the two broken bins had been reported and advised as replaced.
Bus Shelters: wooden side panels to shelters without glass would be considered next budget.

14. **Report of the Finance and Administration Committee**

a) Parish Accounts, Payments and Receipts, Reconciliation, Budget Analysis

As attached schedule. Re-investment of £30,000 approved for 6 months.

b) Notice of Public Rights and Publication of Unaudited Accounts

Publication confirmed from 3 July – 10 August on the notice boards and website.

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

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

Cllr Moody proposed an Autumn Litter Pick on Saturday 30 September 2023.

17. Date of next Parish Council meeting – 19 September 2023 at 7.30 pm.

Meeting Closed 9.50 pm

Planning Report June and July 2023

Applications Received

- Case No. 23/01244/TPO Arnage, Norlands Drive, Otterbourne
To cut back sprouting shoots at ground level creating pavement obstruction and remove ivy. **No comment**
- Case No. 23/01075/FUL Riverside, Highbridge Road, Highbridge, Eastleigh
Replacement day room/accommodation building, new double car shelter and widening of access gates.
Neutral: request that the list of conditions issued in 2019 should be restated and an additional condition added preventing the proposed car shelter being replaced by accommodation in any future application.
- Case No. 23/01079/FUL Land to south-west of Woodlands Park, Poles Lane, Otterbourne
Construction of flexible incubation space for new businesses within a two storey, BREEAM Excellent, office building.
Neutral. Some concern that there will be additional traffic, however the major concern is the site access and speed of traffic. Requires Highways consideration for sight lines; the 30-mph restriction sign is east of the access and traffic from the west may pass at a speed of up to 60-mph; many complaints from residents of Poles Lane about the speed of traffic approaching the village. If the Case Officer is minded to approve the application, request it with Condition that the 30-mph restriction sign is moved westwards prior to the bend at 'Sandhill Farm' or to the 'Veolia' site entrance.

Decisions Received

- Case No. 23/00326/HOU Myrtle Cottage, Main Road, Otterbourne
Case No. 23/00327/LIS 1.6m rear extension creating an enlarged kitchen and utility room. A dormer structure with a Sussex hip creating a Master en-suite. Change of roof from concrete tiles to a plain clay tile. Plus, two conservation roof lights, and associated works. **Application permitted.**
- Case No: 23/00734/FUL Southern Water Services Ltd, Southern House, Otterbourne
To install an abstraction wells Motor Control Centre (MCC) kiosk and a pre-sodium hypochlorite dosing kiosk. **Application Permitted**
- Case No. 23/01075/FUL Riverside, Highbridge Road, Highbridge, Eastleigh
Replacement day room/accommodation building, new double car shelter and widening of access gates. **Application Permitted**

Enforcement Cases

Four open cases in the parish.

Statement of Parish Accounts 18 July 2023

a) <u>Bank Statements at 31/05/23</u>	£
Lloyds Treasurer's account	58,288.34
6 month investment account to 29/09/2023 @ 3%	<u>13,800.00</u>
	72,088.34
 <u>Payments from Lloyds Treasurer's Account June 2023</u>	
OB Mrs J Ayre – salary and office allowance May	£ 1,080.23
OB NEST – pension employer and employee	£ 75.71
OB HMRC– 1/4ly NI and tax Apr-Jun	£ 219.65
OB Melon Engineering – SLR movement June	£ 141.67
OB JPS Fire and Security Ltd – pavilion fire inspection	£ 66.00
OB NET Tree Care – village hall tree	£ 70.00
OB Otterbourne Brass – Coronation Event	£ 300.00
OB Premier Grounds & Maintenance – lengthsman's waste removal	£ 30.00
OB Taylor and Son – bus shelter glass, woodwork, noticeboard	£ 260.00
OB Cllr J Gilbert – padlocks and new keys recreation ground	£ 20.00
OB Martin Farmer – bus shelter cleaning May	£ 90.00
OB Grass and Grounds – open spaces May	£ 189.60
	<u>£ 2,542.86</u>
<u>Lloyds Business Charge Card</u>	<u>£ 0</u>
Total Payments	<u>£ 2,542.86</u>
 <u>Payments from Lloyds Treasurer's Account July 2023</u>	
OB Mrs J Ayre – salary and office allowance June	£ 1,080.03
OB NEST – pension employer and employee	£ 75.71
OB DEK Graphics – OPC printing for village fete	£ 15.00
OB Martin Farmer – bus shelter cleaning July	£ 90.00
OB WCC – dog bins April – June	£ 65.00
OB Tony Taylor – pavilion internal doors (part of claim)	£ 200.00
OB Melon Engineering – SLR movement July	£ 141.67
OB CCFC – reimbursement of services	£ 814.51
OB Business Stream – allotments water charges	£ 9.99
OB phs Greenleaf – recreation ground maintenance	£ 308.95
	<u>£ 2,800.86</u>
<u>Lloyds Business Charge Card</u>	
Amazon 2 x black ink cartridges	<u>£ 35.76</u>
Total Payments	<u>£ 2,836.62</u>
 HP Contracts Invoice for Pavilion repair work	 £52,284.00

Improving Recycling and Reuse at the Household Waste Recycling Centres

From July residents are being asked to separate their waste ahead of a visit to a Household Waste Recycling Centre (HWRC) to reuse and recycle more, and to reduce the amount of material that goes to costly disposal methods such as landfill. By taking a few moments more to sort our waste material, we could save up to £200,000 of taxpayers' money every year. The HWRC teams will be on hand to answer any questions and offer advice. A wide range of waste can be recycled at the HWRCs. In addition, there are fantastic re-sale sections at all sites where reusable items can be left. It's a great place to hand in things you no longer need, or to pick up a bargain.

Most HWRCs in Hampshire will be able to recycle the following materials:

- Garden and green waste
- Metals
- Wood
- Cardboard
- Electrical equipment and appliances
- Batteries, printer cartridges, and light bulbs
- Furniture
- Clothing and textiles
- Paints, chemicals, engine oil and gas bottles

Check the County Council's website to find out what is accepted at your local [Household Waste Recycling Centre](#). Residents need to book an appointment to visit a Household Waste Recycling Centre via the County Council's website.

Government appoints Hampshire County Council to take lead role in local nature recovery

Hampshire County Council has been appointed by our government to prepare a 'Local Nature Recovery Strategy' for Hampshire, including the areas of Portsmouth and Southampton. £388,000 will be provided to coordinate the development of the new strategy in collaboration with key partners. The Strategy will bring together organisations and residents to restore precious habitats, protect wildlife and combat climate change. Hampshire County Council is one of 48 individual local authorities across England designated as leads for the delivery of Local Nature Recovery Strategies and will work with Southampton and Portsmouth unitary authorities, the region's two national parks and all eleven district and borough councils across Hampshire.

Pan-Hampshire County Deal

Hampshire County Council has today welcomed the statement of intention from our government to progress a single County Deal for the area, designed to bring significant investment into Hampshire's economy and devolve other funding and powers currently held in Whitehall Departments. The deal recognises the importance of the whole region to potentially securing an additional £1.14bn of investment for our combined population of 2 million residents. The Leaders of Hampshire County Council, Portsmouth, Southampton City Councils and the Isle of Wight Council will be invited to participate in negotiations with Government to move a potential Pan-Hampshire Deal forward. The Pan-Hampshire area covers Hampshire County Council, Southampton and Portsmouth City Councils, the 11 district and borough councils within the County Council administrative area and the Isle of Wight Council.

Health and Wellbeing Board

In June the board received the Director of Public Health's Hampshire Mental Wellbeing Strategy and Suicide Prevention Plan. The Board were grateful for a moving presentation from Angela Forster, a member of the Voices collection of People with Living Experience of Suicide, who runs the charity Sasha's Project. Angela spoke about her daughter, Sasha, who had died by suicide and about the inspirational work undertaken by Sasha's Project in supporting young people and those affected by suicide. Members held a discussion on the importance of talking, holding difficult conversations and the significance of asking the question, 'Are you ok?' Members were supportive of extending guidance for staff and employees which could be used by all organisations to enable a collective approach to supporting staff on the topic of suicide. For further information:

<https://democracy.hants.gov.uk/ieListDocuments.aspx?Cid=193&Mid=10676>

Winchester City Councillors' Update Report July 2023

Bushfield Camp – masterplan gains Cabinet approval

At WCC's Cabinet meeting on 22nd June, the Cabinet voted to approve officers' recommendation to support the concept masterplan *process* undertaken by the developers. It represents an approval that to date, the developers have prepared their concept in line with the Council's emerging master planning process. This new approach - approved by Cabinet on 21st June - requires developers of significant development sites to create a strategy and proposal following thorough analysis and engagement with communities, stakeholders and the council. Notably this engagement is now expected at an earlier stage than previously required. NB, the outline planning application itself will be submitted in September.

Regeneration of Station Approach

The regeneration of Station Approach is set to move to the next stage: At the next Cabinet meeting Officers will recommend that a concept masterplan should be produced for Station Approach in order to allow residents and stakeholders to determine the vision for the whole area - setting out the priorities and defining the transport hub and public realm strategy.

Exploring renewable energy for Winchester

The city council has plans to be a carbon neutral district by 2030 – renewable energy is likely to be one of the most effective ways to reduce our carbon footprint. Focusing on Renewable Energy, WCC is gathering the public's views on the different types of renewable energy, their pros and cons and the renewable energy choices they'd like to see made in the district. This was subject of WCC's recent Carbon Neutrality Open Forums: You can re-watch an online event on the Winchester City Council YouTube channel or view the exhibition boards from the drop-in event at <https://shorturl.at/pyLU4>. The public is still invited to participate by completing a short survey at <https://winchester.citizenspace.com/policy/winchester-renewable-energy>.

Supporting historic buildings to be more energy efficient

Winchester City Council has released a new guide that will help owners of historic buildings to make their homes or businesses more energy efficient. Energy upgrades to buildings that are listed, or located in a conservation area, can be subject to more complex planning restrictions than modern structures, partly because inappropriate alterations can trap moisture in older buildings, leading to unhealthy living conditions and damage to the buildings. The guide provides an easy reference to the likely planning permissions needed for different types of energy efficiency upgrades, helping owners to understand what measures they may be able to install on their properties.

Download the guide and learn more at: <https://www.winchester.gov.uk/historic-environment/historic-buildings-and-energy-efficiency>

Winchester District Co-Mentor Scheme

The Winchester District Co-Mentor Scheme has now been launched and there is still time for local businesses to get involved. The free scheme matches creative co-mentors with other business co-mentors so that both parties benefit from the co-mentoring relationship. This will help to boost local innovation and productivity in the district. To learn more, contact WCC's Sector Project Officer, Emily Reason at: ereason@winchester.gov.uk.

Cllrs Brophy, Laming and Warwick Badger Farm and Oliver's Battery Ward