

**MINUTES OF THE OTTERBOURNE PARISH COUNCIL MEETING
16 JANUARY 2024 AT 7.40 PM IN THE BIANCHI SUITE, VILLAGE HALL**

Present: Cllrs Smith (C); Stansbury; Green; Moody; Gilbert; King; Sinclair.
In attendance: County and District Cllr Jan Warwick; District Cllr Brian Laming;
Paul Valteris (Otterbourne Allotments); 3 Parishioners; Clerk.

1. **Declaration of Interest:** None received.
2. **Apologies for Absence:** District Cllr Adrian Brophy; Cllr Ian Herring.
3. **Minutes of Meetings**
 - to approve the Minutes of the Finance Meeting 21 November 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.
 - to approve the Minutes of the Parish Council Meeting 21 November 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:

 - 12.a) Extension of 30 mph limit on Poles Lane approaching the village – Personal Injury Accident (PIA) data from the most recently available 5-year period from Hampshire Constabulary displayed 15 PIAs reported along Poles Lane with 3 considered serious.
 - 12 b) Overhanging branch on Main Road: the Tree Warden considered there was up to 30-40% dead wood and the tree carried a TPO. The property owner would be advised.
 - 13. a) ii) Commemorative Bench proposed for Oakwood Park Recreation Ground: a position along the northern boundary of the ground approximately in line with the pavilion had been agreed. Details of the plaque wording and delivery address were awaited.
 - 13. a) v) Youth Facilities rear sleeper wall: a Contractor for repair was still to be found.
 - 13. b) Cranbourne Drive letter to Cranbury Estate: response awaited.
 - 13. c) Otterbourne Common: response from WCC awaited.
 - 13. d) Dual Use Bins: Clerk to confirm bin positions for Cllr Smith to action on Facebook.
 - 14. e) Clerk’s email change: actioned. Website domain change: in progress.

To c/f outstanding matters for action or further report	All Cllrs/Clerk	19 Mar
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5. **County Councillor’s Report**

The Chairman thanked Cllr Warwick for her input regarding the 4 January flood and liaising with HCC and WCC for incident reports. HCC Report attached. Further items: Meals on Wheels – a HCC supported service available 365 days/year for residents needing support on the basis of payment for any number of days per week with meal options available. Contact HCC via 0330 2000 104 (option 4) or use an online referral form on the HCC website for Meals on Wheels. HCC Future Services Consultation ‘Making the Most of your Money’ – open to 31 March to determine savings in the budget of approx. £132M from April 2025. Councillors and the Public may online via hants.gov.uk/future-services-consultation.
6. **District Councillors’ Report**

Report attached. Cllr Laming advised that work had mostly been directed at the loss of water service within the Winchester district.

7. **Local Crime Report**

ASB: two incidents reported; Sexual Offences: one incident reported; Theft from Motor Vehicles and Other Miscellaneous Thefts: several reports in neighbouring parishes. Overall, the number of incidents had reduced from the previous report.

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

- Two Parishioners raised the planning application by Wood Sorrel, Main Road (see Planning Schedule). They had consulted with other local residents and wished to raise their concerns on the grounds of overdevelopment of the site, inadequate parking provision, vehicle numbers using the single-track access, the lack of an ecological survey, proximity to neighbouring properties and loss of privacy. It was also noted that a storage container had been on the site for two years. Council thanked the parishioners for attending and advised that it had concerns regarding the application which would be raised in its response.
- A Parishioner raised the flood on 4 January which had impacted Main Road and some properties in the lower part of the village requesting that the Parish Council formulate a flood risk action plan to help prevent future occurrences. Cllr Sinclair proposed that fire hazard to properties bordering fields should have similar consideration and that expertise in these issues should be sought. The Chairman advised that Councillors had limited time available, however there was support for the community to become engaged and expand volunteer resources in a combined effort. The Parishioner agreed to convene a meeting of affected local residents and set up a flood management group which would draw on expertise from relevant authorities and prepare an annual scheme of flood mitigation measures. The Chairman advised the Working Party on 20 February could enable opportunity for all to meet for further discussion. County Cllr Warwick agreed to approach HCC Emergency Planning Unit to ask for a briefing to all parishes.
- A Parishioner asked for an update of fast (fibre) internet provision to all households in the village. Cllr Warwick advised there was a new contractor for Winchester and she would email the Clerk with details.

9. **Representatives to Various Bodies**

OVHC: A £12-£13k WCC CIL grant had been approved for installation of the new toilets. The Pantomime was proving successful and two more events were planned.

Otterbourne School: The school was considering reintroducing the voluntary one-way system around Cranbourne Drive at key times..

Allotments: Ron Emery had stood down as Chairman. Cllr Smith recorded the Parish Council's thanks for his long and outstanding service to the Allotments Assn and former Top of the Hill Cricket Club. A quotation for a new gate to the northern boundary footpath was being obtained. A bollard at the access gate required re-setting. A request was made for an additional Sunday bonfire session to add to permitted days of Wednesday and Saturday.

To obtain quotation for new/re-set of the bollard	Cllr Smith to advise Clerk	20 Feb
To report on Sunday bonfire request/decision	Cllr Moody	20 Feb

Footpaths and Riparian Matters: The Itchen Navigation was being monitored around the flooded length with view to request a long-term repair plan by HCC Countryside Access. The Bourne was free-flowing, however following the flood, potential clearing of some lengths would be examined and the Wednesday Club contacted to see if they could help.

To check length west of Main Rd through Sponder's Mede/Williams Garage and contact Wednesday Club.	Conservation Group	20 Feb
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10. Community Projects and Events

i) Tribute to Queen Elizabeth – to receive update on project and costing.

The latest update on costing was within budget for the purchase and installation of two benches plus a plaque with the Otterbourne logo and HCC logo (acknowledgement for the £600 grant). Further site preparation would occur late March. Cllrs Green and King agreed to progress the opening event on 6 April with budget of £200. The input of Otterbourne schoolchildren was suggested for planting summer bedding.

To advise Clerk for purchase of benches and contact Paul Simmons for installation.	Cllr Green	20 Feb
To take forward project and opening event.	Cllrs Green and King	19 Mar

ii) 80th Anniversary of D-Day – to receive update on the planned event on the common. Arrangements for the 6 June 2024 were progressing with Allbrook Parish Council.

To take forward project and report to Council	Cllrs Green and King	19 Mar
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iii) Energy Efficiency and Renewable Energy Projects – to receive update on events.

A meeting on 7 January had taken place to progress the Climate Café preparations for Saturday 27 January between 11 am – 1 pm in the village hall. Posters had been displayed around the village and four hosts arranged for the table themes of Food, Energy, Transport and Health. A follow-up meeting on the evening of 6 March had been planned.

To progress project and event on 27 January and 6 March	Cllr Sinclair	ongoing
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11. Report of the Planning and Highways Committee

a) Planning Applications, Decisions, Appeals, Enforcement Cases

Schedule as attached. Several applications were due for comment.

Wood Sorrel: Cllr Green noted his concern about the number of vehicular movements on the access road and inadequate parking for the proposed properties.

Kiln Lane: planning permission was not required for polytunnels for agricultural use.

Enforcement Case: Springbridge Farm had lodged appeal to WCC Enforcement Notice.

To submit comments to Cllr Green for submission by due dates	All Cllrs	ongoing
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b) Highways – to receive matters arising incl: Boyatt Lane, Kiln Lane, flood report.

Boyatt Lane: A resident had raised that vehicles parking on the northern side of the bend were creating congestion and hazard, requesting that double yellow lines replace the single white line restriction. Cllr King had submitted a report and photos to HCC.

Kiln Lane: HCC Traffic Management Team had agreed to install additional signs at both ends of the two river bridges in order to identify the length as an issue for larger vehicles not to proceed. Flood Report: see also Agenda Item 8. The 4 January flood had been the first major incident recorded in the village for many years due to substantial downpour, the drains being unable to cope and the Bourne flooding its banks. Several properties in the lower part of the village had been flooded with residents needing to vacate. It was agreed to discuss flood mitigation measures and the formation of a flood management group in a combined effort with affected householders at the Working Party meeting on 20 February.

To attend WP meeting and progress with residents	All Cllrs	20 Feb
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- c) HCC Future Services 2025 – Public Consultation 8 Jan – 31 March.
Posters would be displayed on the notice boards and website.

To visit the online consultation and make individual responses	All Cllrs	31 Mar
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- d) Hampshire Minerals and Waste Plan to 2040 Public Consultation 9 Jan – 5 March.
The Plan did not appear to differ from the Draft Plan with regard to Otterbourne which did not show any new development or changes to the facilities recorded in the parish.

12. Report of the Recreation and Amenities Committee

- a) Oakwood Park Recreation Ground

- i) General – to discuss groundwater runoff to neighbouring properties.

Groundwater resulting from the downpour on 4 January had run off the field and play park path to collect at the lowest point on the access road by the height restriction barrier, thereafter continuing to lower level under the fences of neighbouring properties flooding their gardens. It was agreed to approach a land surveyor for professional advice before consideration for any groundwork. It was thought that the drain on the access road at the height restriction barrier had been overwhelmed by the volume of runoff, however it would be checked asap to ensure there was no blockage.

To appoint and meet with a land surveyor.	Cllr Gilbert/R&A Committee	20 Feb
To add drain check to Lengthsman Worksheet	Cllr Green	4 Feb

- ii) Pavilion – to approve up to £5,000 for double-glazed windows and front reception door. Cllr Stansbury had met with contractors to obtain quotations. Council approved up to £5,000 identified from the 2023/24 budget including use of CIL funds. A WCC grant for projects over £10,000 had been identified and this would be progressed if eligible.

To progress and submit grant application(s) by due dates	Clerk	31 Jan
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- to discuss replacement of pavilion shower heads and fixings.

It was agreed that the shower heads and fixings were in very poor condition and needed replacement as a Health & Safety matter. Cllr Stansbury had received one quotation and a second would be sought before decision and agreement to proceed.

To present quotations to R&A Chair for decision to progress	Cllr Stansbury	20 Feb
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- iii) Play Park and Youth Facilities – to approve contractor for annual safety inspection. The Play Inspection Company, facilitated through WCC Open Spaces was approved.

To advise WCC Open Spaces Support Officer	Clerk	asap
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- b) Street Amenities – to ratify new street amenities contract.

The contract had been signed and returned for an initial term until 31 March 2024. The first scheduled clean had been undertaken to an excellent standard.

13. Report of the Finance and Administration Committee

a) Parish Accounts, Payments, Receipts, Reinvestment, Budget Analysis – as schedule. Quarterly reconciliation: approved by Cllr Moody. Reinvestment of £30k account: approved for 12 months. 2023/24 budget: this was forecast to finish very close to provisioned sum. Precept for 2024/25: this had been submitted to WCC at £41,778. Notification of an increase in the Tax Base from 705 to 719 had resulted in a 2% increase on 2023/24.

To reinvest £30k sum at renewal date	Clerk	22 Jan
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b) Website – to approve new ‘Emergency Information and Community Resilience’ page. Council approved the addition to the website. The Community Emergency Plan would be added, together with some information which the Clerk had compiled.

To consider and input material for the new webpage	All Councillors	ongoing
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14. Risk Assessment and Management – to receive any matters arising.
No further matters arising.

15. Notification of events and to raise items for the next meeting:
Climate Café 27 January 2024 from 11 am -1 pm. Working Party 20 February 2024

16. Date of next Parish Council meeting – 19 March 2024 at 7.30 pm

Meeting closed 10 pm.

Planning Report – December 2023 and January 2024

Applications

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.

Objection: The photos show two branches >200 mm diameter being removed and we have concern that removing such major branches will cause medium and long term harm to the tree.

Case No. 23/02647/APN Land South of Kiln Lane, Otterbourne

Proposal for two polytunnels.

Neutral with Comment: Some concerns and would wish the following conditions to be included should the WCC Case Officer decide to approve the application: i) it is made very clear that the poly tunnels and container store are only to be used for agricultural use; ii) that any produce made at the site is not to be sold at the same location. Access to and egress from the site is precarious and presents a road safety concern on this section of Kiln Lane. Kiln Lane is a narrow, windy and busy road at the best of times. We would therefore not wish for a farm shop or similar to be established at the site selling agricultural produce to the public, inevitably swelling vehicle numbers and increasing safety issues on this already busy road. However, a fixed limitation on the numbers of vehicles on site at any given time (e.g. 5) could be imposed to enable commercial buyers to visit and examine produce prior to finalising procurement details off-site.

Case No. 23/02808/PNACOU Highbridge Farm, Highbridge Road, Highbridge.

Development change of motor bike workshop to dwelling.

Objection: • The application for change of use to a dwelling is outside of the Otterbourne settlement boundary for the WCC Local Plan. • The applications in 12/01267/APN and 22/00890/APN received permission for three new barns on this site. It is therefore of concern that following permission just a year ago for the two x 100 feet long barns, a barn on the same site should have an application for removal from agricultural usage. • The site and its curtilage has not been used solely for agricultural purposes as may be noted from previous applications or indeed the barn's current use. • The barn is a conventional steel barn and so skeletal and minimalist as a structure that it would go well beyond the parameters for works which are reasonably necessary for the conversion of the building to a dwelling. It is also of such magnitude that in practical reality what is being undertaken is a rebuild which is not the intention of the permitted development right. Should the Case Officer be minded to approve this application we request that the following actions be taken: • The application is referred to the Planning Committee. • Any approved dwelling on this site has an Agricultural Occupancy Condition.

Case No. 23/02774/FUL Wood Sorrel, Main Road, Otterbourne

Proposed two three-bedroom dwellings to the rear of the site. Two storey front extension to the existing dwelling. Proposed new access and associated works.

Neutral with Comment: Neutral to the development of new build homes in the proposed space. However, reservation about the number of parking spaces and hence cars that can be expected to access and park on the site. This is a small site and the current number of spaces (2 for existing dwelling + 4 for new dwellings) would result in excessive traffic movements on and off the site, impacting poorly on the quality of life of those who would live on the site and those of neighbouring properties.

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.

Neutral. No Comment

Case No. 23/02511/HOU Sunningdale, Main Road, Otterbourne

Replacement of timber gazebo to rear of property.

Neutral with Comment: Should the planning officer be minded to approve this application we would request a condition is applied that the structure remains built of timber unless otherwise approved by the Planning Authority

Case No. 23/02846/HOU Pembury House, 3 Greenacres Drive, Otterbourne

Two storey side extension and single storey rear bay window extension.

Neutral. No comment.

DecisionsCase No. 23/02052/FUL 'Minstrels', Main Road, Otterbourne

Retention of existing house and addition of four new family houses with associated parking and turning area. **Application refused.**

Enforcement Cases

There are four open Cases plus one Enforcement Notice with Appeal lodged by Springbridge Farm.

Statement of Parish Accounts 16 January 2024**Bank Statements at 31/12/23**

£

Lloyds Treasurer's account	22,317.61
6 month investment account to 22/01/24 @ 3.30%	30,000.00
6 month investment account to 04/04/24 @ 3.30%	<u>14,000.00</u>
	66,317.61

Payments from Lloyds Treasurer's Account December 2023

OB Mrs J Ayre – salary November	£ 1,080.03
OB NEST – pension employer and employee	£ 75.71
OB HMRC – 1/4ly tax and NI for employer and employee	£ 219.65
OB Redlynch Leisure – play park maintenance repairs	£ 3,852.00
OB Grass and Grounds – open spaces maintenance	£ 189.60
OB Dek Graphics – posters for climate meeting	£ 7.44
OB Premlex Electrical – pavilion alarm	£ 389.38
OB Melon Engineering – SLR movement	£ 141.67
OB Cllr Smith – Chairman's Allowance	<u>£ 110.95</u>
	£ 6,066.43

Lloyds Business Charge Card November 2023 Statement

Annual Fee for charge card	£ 32.00
Information Commissioner – Data Protection Registration	£ 40.00
Feedwind – OPC website annual fee	£ 7.58
George Beckett Nurseries – Tribute area bark payment	£ 38.00
Amazon – black ink cartridges	£ 32.50
Homebase – Tribute area stain exchange + bus shelter stain purchase	<u>£ 10.00</u>
Total Payments November statement	£ 160.08
<u>Total Payments December</u>	<u>£ 6,226.51</u>

Payments from Lloyds Treasurer's Account January 2024

OB Mrs J Ayre – salary December	£ 1,080.23
OB NEST – pension employer and employee	£ 75.71
OB Otterbourne Conservation Group – Old Churchyard maintenance	£ 500.00
OB PCC – S137 contribution towards 'Otterbourne Life'	£ 120.00
OB PCC – contribution for St Matthew's Churchyard maintenance	£ 500.00
OB Datacenta Hosting – new website and email .gov.uk	£ 210.00
OB Dek Graphics – climate posters	£ 32.40
OB Anthony Platt – new cleaning contractor for street amenities	£ 90.00
OB Taylor and Son – play park maintenance and 2 no bollards installation	£ 355.00
OB WCC – dog bin emptying Oct-Dec	£ 65.00
OB Business Stream – recreation ground standpipes	£ 3.24
OB Business Stream – allotments	£ 23.20
OB Taylor and Son – pavilion door handle	<u>£ 110.00</u>
	£ 3,164.78
<u>Lloyds Business Charge Card December 2023 Statement</u>	£ 0
<u>Total Payments January</u>	<u>£ 3,164.78</u>

Report from Hampshire County Councillor Jan Warwick

January 2024

1. Household DIY waste charges ended.

From 1 January 2024, residents using Hampshire County Council Household Waste Recycling Centres (HWRCs) will no longer be charged for disposing of their DIY waste - in line with the Government policy changes.

Up to two 50-litre rubble bags, or one bulky item such as a sink or toilet pedestal, will be accepted for free, at a maximum frequency of four visits over four weeks. Anything more than this amount will be chargeable at current rates, as permitted by national legislation, to cover specialist disposal costs. DIY waste can be accepted at all HWRCs in Hampshire except New Alresford due to its restricted size. Customers must also be able to lift, carry and empty out their DIY waste.

The Council estimates that the removal of the charges could impose an additional cost to Hampshire council taxpayers of up to £2 million every year. This is because recycling or disposal of DIY waste, such as soil, rubble, asbestos and gypsum board, requires specialist processing and the fees we currently charge help to cover these expenses.

2. Flooding, Storms and Drainage

Groundwater levels continue to rise following the wet autumn and winter with cellar and sewerage system flooding expected in Hursley and other areas across Hampshire. The Environment Agency will meet with the County Council during the first week of January, working with affected District and Parish Council

You can report **flooding and drainage** issues here:

www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding

You can report **fallen trees** here:

www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge

It wouldn't be an email from me about highways if I didn't take the opportunity to remind you to signpost your residents to our online reporting system to tell us about issues on the road network, including potholes at www.hants.gov.uk/transport/roadmaintenance/roadproblemsall

All reported problems are logged, assessed and prioritised and this remains the most efficient way of engaging with the Highways service. The online tools have recently been improved to be more user/customer friendly so please take a look.

Salt Bins are filled by the County Council so please check your bins and ready in case we experience a cold snap. There is useful guidance on spreading salt and refilling bins here:

www.hants.gov.uk/transport/roadmaintenance/severeweather/salting/saltingpolicy

Schools

Parents with children due to start school or move to a junior school in September 2024 are reminded that they have until **Monday 15 January 2024** to submit their primary school applications. Parents will have the best chance of being offered a place at one of their preferred schools by applying on time and naming three preferences on their applications.

3. Hampshire Minerals and Waste Plan consultation

The consultation on the updated plan is expected to start during the week beginning **8 January 2024** and to last for eight weeks. Details can be found at <https://www.hants.gov.uk/minerals-waste-update>

4. Climate change and nature recovery

The Council has published its [Climate Change Annual Progress Report](#) which highlights the progress of council backed community initiatives and its own efforts to tackle climate change. One example is the Solar Together scheme - over the past two years, 2,100 households have purchased competitively priced solar panels, resulting in the installation of 7,400kw of rooftop solar power, which has the capacity to save an estimated 46,000 tonnes of carbon emissions.

HCC is also launching a survey asking residents where they would like to see improvements for nature recovery, their views on nature priorities and what action they may be taking locally to help nature in their area. Gathering this information is an important first step in the development of a Local Nature Recovery Strategy which aims to ensure Hampshire's natural environment is protected for future generations.

Here is a link to the [online survey](https://lnrs-hampshireonline.hub.arcgis.com) or visit <https://lnrs-hampshireonline.hub.arcgis.com>

5. Roads

The County Council's Highways Service Annual Review [or visit https://documents.hants.gov.uk/highways/HampshireHighwaysAnnualReview-2022-2023.pdf](https://documents.hants.gov.uk/highways/HampshireHighwaysAnnualReview-2022-2023.pdf) for 2022/23 summarises the Highways team's activity over an exceptionally busy and challenging period. There is a continuing intensive focus on fixing potholes and other road defects following confirmation of the 3-year Stronger Roads Today campaign. This has enabled the deployment of significantly more repair teams and specialist equipment with the primary aim of making our roads better, fixing defects more quickly, and addressing the widespread deterioration from last winter's wet and freezing weather.

6. Happy New Year My best wishes to everyone for 2024, I look forward to working with you in the year ahead.

Cllr Jan Warwick

Jan.warwick@hants.gov.uk

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Winchester City Council parish update January 2024

Nominations open for Mayor of Winchester's Community Awards

Nominations for the annual Mayor of Winchester's Community Awards are now open, offering an opportunity to recognise and celebrate individuals and organisations who have made a real difference in the Winchester district.

The closing date for nominations is Sunday 18 February. The awards will take place on Thursday 7 March in Guildhall Winchester. To nominate a person or organisation, complete the online form at www.winchester.gov.uk/mayorsawards24.

Cost of living support at Unit 12 Community pantry

WCC and the Community Hub at Unit 12 are offering informal drop in sessions to provide friendly advice, information and sign-posting around the cost of living. Winchester City Council Officers and experts from partner organisations are on hand to answer questions on issues including increasing income, reviewing benefits, relieving debt, keeping your private or council tenancy. Residents don't need to book and can bring babies/ children along too.

Every 3rd Thursday of the month | 10.30am - 12.30am, Unit 12 Community Food Pantry, Winnall Valley Rd, Winchester SO23 0LD

Free solar panel support for Winchester community organisations

Community organisations in the Winchester district will be able to get free advice and guidance around upgrading their facilities with solar panels thanks to a new scheme from Winchester City Council in partnership with local climate charity Winchester Action on the Climate Crisis (WinACC). The council's Community Solar Support Scheme, funded by the UK government via its UK Shared Prosperity Fund, will provide community organisations with an easy, hassle-free route to installing solar panels on community buildings.

This scheme, which is part of the local authority's Carbon Neutrality Action Plan, will not only help organisations reduce their carbon footprint, it will help reduce running costs too. Through the initiative, community organisations can benefit from WinACC's support from start to finish - from finding suitable locations and reputable installers, obtaining necessary permissions and identifying funding sources, through to the installation itself. Organisations can get involved by emailing solar@winacc.org.uk.