

REPORT ON: Lengthsman
WRITTEN BY: Sarah Weir
MEETING DATE: 11 June 2019
AGENDA ITEM: Amenity 04/19

Parish Lengthsman schemes were deployed in Hampshire until the late 1960s, carrying out routine maintenance works across their allocated parishes. HCC in recent years recognised that through working with the parishes, an opportunity existed to improve local responsiveness, provide added value to the core service and improve the environment with the local communities by the re-introduction of Lengthsman schemes. OPC joined the scheme in 2016.

Basically HCC pay £1000 to the lead parish (+10% admin fee) for the year per parish for us to have work carried out in our parish. Public liability for all parish councils is covered by HCC. 25% of the funding is from the Rights of Way team so OPC will need to consider suitable tasks the Lengthsman can carry out on rights of way as part of their workload.

Works may also include the cleaning of road signs, clearing of ditches, cleaning of bus shelters, strimming around signs, clearing of vegetation/brambles, cutting hedges and leaves, painting of railings, cleaning seats, litter picking.

I have attached the outstanding ideas so far and the committee needs to hopefully add some more ideas.

	<u>Lengthman's projects - 2019/20</u>	NOTES
	New ideas for 2019/20	
	Last years outstanding ideas	
5 - problem solved		
8	Footpath between Reyntiens View and Seymour Place - look at the muddy areas and provide a solution. Clearance of nettles on the footpath that leads to the cricket club alongside Buryfields school	This needs looking at as not clear where exactly this is
10 - leave	Installation of the grasscrete on the hill from the recreation ground to the car park (near Leapfrogs) which the play area contractor has agreed to leave on site	Grasscrete wasn't available on last visit. Grass create has now been stolen.
13	Removal of weeds around the whole area in front of the Church in the Bury	Completed 2/5/19
14	Basic clearance of footpath 71	
15	Clearance of leaves and debris around the stocks and flower beds in The Bury and off the single yellow line markings at Palace Gate	
16	Hammer in the aluminium strips into the post and rail fence at Priors Corner and the Peace Garden	Completed 2/5/19
17	General tidy up outside the Crown PH	

REPORT ON: Oak tree at Chamberlain Gardens

WRITTEN BY: Sarah Weir

MEETING DATE: 11 June 2019

AGENDA ITEM: Amenity 05/19

Last month due to the snow OPC accepted a quote to have an oak tree felled to the ground and works to another that was damaged due to this tree. The committee agreed to seek a quote to plant an oak tree at Chamberlain Gardens to replace this felled tree.

The tree surgeon was actually able to pollard the tree (cut back nearly to the trunk) which will allow it to eventually build up a mass of new shoots. There is now no need to plant a new oak tree at Chamberlain Gardens.

REPORT ON: Tennis club lease

WRITTEN BY: Sarah Weir

MEETING DATE: 11 June 2019

AGENDA ITEM: Amenity 06/19

OPC resolved to approve the signing of the final version of the lease during the meeting on 30 April, where it was also noted that Odiham Tennis Club Ltd did not exist on Companies House, which the tennis club will need to sort out.

The signed lease was given to the chairman of the tennis club on Friday 10 May 2019. On the 11 May the following email was received from her:

I acknowledge receipt of the Lease signed by 2 Councillors following their EGM on 30 April.

Unfortunately the Tennis Club is unable to sign this Lease at this time as there are still clauses within it which are unacceptable to the Tennis Club.

The committee would request a meeting with Councillors to discuss the particular clauses so that agreement can be reached between the prospective Landlord and Tenant.

The points to discuss are:

- 1. There is no Schedule of Condition attached as specified*
- 2. Clause 18.2 last bullet point - the insurance company recommended by the LTA will not offer cover for this.*
- 3. Clause 19.6 - needs to be reworded to reflect actual and anticipated usage*
- 4. Schedule 1 - description of property owned by Landlord should not include floodlights*
- 5. Plan attached is not acceptable, alternative one attached.*

I look forward to hearing from the Council that a meeting can be arranged.

EO notes to above:

1. It was always the council's intention to take photographs on the day the lease is signed by the Tennis Club.
2. This clause is written by the solicitor. He advised in correspondence dated 25 February 2019 that as the tennis club are providing the insurance policy, it is a matter for them to ensure that the reinstatement value covers these points.
3. This clause has been approved by the council - see the minutes from 4 March 2019 meeting.
4. The solicitor's advice re the floodlights has always been "Once again the Tennis Club needs to be reminded that once chattels have become fixed to the property then unless they are easily removable without damage they become part of the landlord's reversion. I am not sure what the position is with regard to the lamp standards but if they are concerned about

this then I suggest that they are explicitly referred to as removable on termination of the Lease". The council approved the clause during the meeting on 1 April 2019.

5. The chairman of the tennis club was advised by email on 5/4/19 that the solicitor has advised that amending the plan will be quite difficult and proposed that the one sent suffices.

Please remember that the council resolved to approve and sign the lease at the meeting on 30 April 2019 and that to rescind decisions, the process outlined in Standing Orders would need to be followed.

REPORT ON: Meeting with the owner of the Exclusive Rights of the recently installed headstone at the cemetery without OPC's permission

WRITTEN BY: Cllr Raw

MEETING DATE: 11 June 2019

AGENDA ITEM: Amenity 07/19

Present: Cllrs Verdon & Ball

The meeting with the owner of the Exclusive Rights was convened as agreed by the full council during the Annual Meeting of the Council on 13th May 2019 to discuss a respectful way forwards regarding the unfortunate situation of the headstone which has been installed without consent.

The Council had written to the exclusive rights owner recently requesting a number of things, one being a copy of the insurance that the owner has taken out for the memorial which had been received.

It was deemed by the councillors present that this insurance would permit the council to offset to the insurance holder any third party risk, should any health and safety issue arise related to the headstone in the short term

The exclusive rights holder apologised for the transgression of the rules sighting confusion over the rules having changed during the period and extenuating circumstance related to grief of the bereavement, bearing in mind the rules were initially signed within 10 days of the family loss, to allow the interment to proceed.

The exclusive rights holder would like to be compliant with the cemetery rules and agreed to have the headstone inspected by a Namm registered stone mason in due course to issue an installation safety certificate requested by the council, the stonemason to contact the office prior to attending the plot for the inspection.

Currently the headstone finish, etchings on the front and rear, transgress the latest rules.

Next steps

The amenity committee to consider and agree that a consultation with the public about certain aspects of the rules be drafted for approval at the next meeting.

To go through the required process in standing orders for the amenity committee to rescind it's decision made in April 2019 to remove the headstone.

REPORT ON: Toilet refurbishment

WRITTEN BY: Sarah Weir

MEETING DATE: 11 June 2019

AGENDA ITEM: Amenity 08/19

Refurbishment works to the King St toilets are now almost complete.

There was an issue with the cleaning cupboard door and lock which needed to be replaced at a cost of £350 ex VAT. This was approved by the chair of the committee as per the requirement in Financial Regulations and will be taken from the maintenance budget for the toilets.

[illegible]

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REPORT ON: OPC's Facebook page

WRITTEN BY: Sarah Weir

MEETING DATE: 11 June 2019

AGENDA ITEM: Community 04/19

Please re-read the approved Social Media Policy.

Main roles for Facebook are:-

Admin - has overall control of the page and can add and remove other roles. Currently the EO is set up as admin.

The role of the admin is to manage the pages, make edits on the apps and page, delete unwanted posts, start live conversations, send page messages, ban and remove the people, respond and delete the comments and so much more.

Editor – suggest this is another member of staff

The editor also has almost all the functions and permissions that the admin has. However, there is one tiny little exception. The editor will not be able to manage the settings and the roles of the page.

The duties of the editor are editing of the Page and adding the apps, deleting or creation of posts. Start live streams, send messages to the people as the Page, make responses to the comments or delete some and create promotions and ads.

Moderator – suggest this is a Cllr on the community committee

The role of a moderator is to manage the Page. They will be allowed to ban people, delete the comments and send a message as the Page.

At each meeting the committee will agree on page content, which can be suggested by any Cllr/committee. Ad hoc content can be added with email majority approval. The office will add relevant content when updating the website.

REPORT ON: AFD
WRITTEN BY: Sarah Weir
MEETING DATE: 11 June 2019
AGENDA ITEM: Community 07/19

Out of the grant that the MOD have approved, was the allowance of £750 for crowd barriers. The working party has requested the purchase of 30 of the following at a cost of £599.70 ex VAT. The committee needs to agree on this expenditure please.

<https://safefence.co.uk/plastic-crowd-control-barrier.html>

Budget details so far are attached.

The Chairman of Hart DC has been invited to the day, so arrangements need to be in place for this and also for the MP attending.

Armed Forces Day Report for OPC Community Committee

5/6/19

Author: Jon Hale

Summary

Preparations for Armed Forces Day is well in hand, covering the parade, box cart race and bands in the bury. The costs for the entire day are within the budget set by OPC and additional funds secured from the MOD and Hart. The majority of provisions have been secured, however the key safety barriers are outstanding.

This report summarises the status of key items – and outstanding actions. As a couple of key resolutions re required to ensure the event continues, I have highlighted them in red.

Actions required by OPC

The following have already been discussed with Kathryn as Chair of committee:

- Urgent - OPC to transfer £1k as budgeted for InOdiham to cover the cost of the bands.
- Urgent - OPC to purchase safety barriers as covered by MOD grant. The barriers are crucial to secure netting the length of the High street and keep the crowd the necessary distance from the Hay Bales.
- OPC to install AFD flags along high street (as discussed with Kathryn).
- OPC to provide parade tankards and Scrolls and it is traditionally for Cllrs to hand them out to the parade (will need at least 2 cllrs).
- OPC to provide Community awards for afternoon presentation.

Status

- Road closures – confirmed and covers the whole day.
- Insurance - confirmed
- Risk assessment – approved.
- St John Ambulance – booked.
- Hay Bales to prevent impact – cost previously agreed. Ford farm are supplying.
- Safety netting has been secured – however the barriers need to be purchased (to keep the netting in place (as covered above)
- Parade and fly past – arranged for 10 am as advertised.
- High Street security / road block will be arranged by RAF.
- MP – Ranil has accepted invitation (as agreed earlier in the year) to address the parade on behalf of the community.
- Promotional material – all live and distributed
 - o 20 X posters (shops / notice boards / RAF base)
 - o 4 x road side banners
 - Two installed on OPC Aframes (Thanks Kathryn!!)
 - One at RAF base
 - Once outside library

- 2000 leaflets distributed
- Ongoing social media promotion
- Stage will be set up on Friday 28th June (I have booked a day off work and have a couple of volunteers to help me collect and set up. More help would be very much appreciated though). Note – we are able to borrow a trailer to retrieve the stage on Friday, however the person with the trailers is away for two weeks from then. We will pack down the stage for collection, however it would be good if OPC can confirm a way of getting the stage collected / returned from Sunday. I will continue to look for volunteers and advise if I find someone!
- Myself and another volunteer will cone off the parking bays along the High Street from 5pm on Friday to ensure no cars remain.
- InOdiham will cone off opposite the fire station (traditionally an issue for parking blocking the entrance
- There is a working party of volunteers in place from 8am on Saturday to set out barriers, mesh and hay bails. These will be collected after the race has finished. Any extra hands would be appreciated.
- High Street Sound system – we have two volunteers to set up the Parish system on Saturday morning.
- Bury sound system – ordered by InOdiham with cost to be covered by MOD grant.
- Community awards – advertised to be presented in the afternoon. Proposed time is 1pm after first band. Assumption is that Angela will present them, however if Hart's Chairman has been invited (as they have contributed) then they could assist (as per RAF100).
- InOdiham will likely need to borrow the litter pickers to keep the church grave yard and bury litter free.

Other considerations / outstanding actions:

- We have some marshals – however on the assumption we have a couple of Cllrs join the working party, more help would be greatly appreciated throughout the day (box cart and bands). Please do advise who is free!
- Post box cart event there will be straw on the High Street. It was proposed last year by Hart that a street cleaner machine could be deployed. This would be ideally arranged by the Parish Office. Est time would be 11.30 before cars park back in bays.
- We need to distribute a letter to all households along the High street, to reconfirm road closure and parking suspension. Previously this has come from OPC. Please confirm if this can happen?
- As mentioned above, there will be the need to return the stage to the chapel after then event. This will require a trailer.
- The toilets will be open, however as per previous community events members of the community committee should ideally check toilet rolls / soap supplies a key points during the day. This will require the stock cupboard key (access in the ladies toilet). Please confirm if a Cllr is able to undertake this as per previous events.

I hope that helps. I will try and attend the meeting to go into any more detail, if not I have offered to meet with Angela or Kathryn. And if I think of anything else I will contact the office / Kathryn.

AFD and box cart race 29 June 2019
Budget tracker

Income

OPC budget for AFD
OPC budget for Box cart race
Armed Forces Day grant from Hart DC
MOD Armed Forces Day grant* - for
specific items across event groups
to be claimed via OPC

*note, required a level of match funding from OPC

Budget	Allocated
1500	£ 1,573.85
1500	£ 1,264.73
1000	£ 662.00
1500	£ 1,475.34

Balance
£ 524.08

Total budget £ 4,975.92

Date

Expenditure

Details	Estimate	Invoice	VAT	TOTAL	Funding source
InOdiham OPC grant for bands	£ 1,000.00			£ -	OPC AFD budget
Insurance premium for box cart		£ 151.20		£ 151.20	OPC Box Cart budget
Tankards x 64	£ 369.85			£ -	OPC AFD budget
Scrolls x 40	£ 204.00			£ -	OPC AFD budget
hand flags				£ -	OPC AFD budget
hay bales to prevent collision pre agreed cost to be ordered via Ford Farm	£ 600.00			£ -	OPC AFD budget
Certificates/prizes/printing	£ 200.00			£ -	OPC Box Cart budget
Street cleaning				£ -	OPC Box Cart budget
Siren (to be used at future box cart events)		£ 110.24	£ 22.05	£ 132.29	Hart DC Budget

Tuesday, May 21, 2019

The Pdgroup - banners		£ 570.00	£ 92.00	£ 662.00	Hart DC Budget
The Pdgroup - Promotional material				£ -	
St Johns Ambulance		£ 480.00	£ 96.00	£ 576.00	MOD Grant
Crowd control Safety barriers - required to secure netting along high street and used for future box cart events (covered by MOD)	£ 599.70			£ -	MOD Grant

Wednesday, May 29, 2019

8 AFD flags		£ 32.32	£ 6.48	£ 38.80	MOD Grant
Hazard tape		£ 8.32	£ 1.67	£ 9.99	OPC Box Cart budget
gaffa tape		£ 11.00	£ 2.20	£ 13.20	OPC Box Cart budget
AFD bunting		£ 102.40	£ 20.50	£ 122.90	MOD Grant
chalk		£ 10.24	£ 2.05	£ 12.29	OPC Box Cart budget
AFD large flag		£ 15.00	£ 3.00	£ 18.00	MOD Grant

cable ties	£	8.98	£	1.80	£	10.78	OPC Box Cart budget
Marshal overalls to ensure crowd visibility x 6 (to be used at future box cart events)	£	93.27	£	18.66	£	111.93	OPC Box Cart budget
mesh fence (note requires safety barriers to attach to)	£	99.96	£	19.98	£	119.94	MOD Grant
air horns - for marshals to alert of crash / crowd issue	£	14.66	£	2.94	£	17.60	OPC Box Cart budget
batteries	£	5.45	£	-	£	5.45	OPC Box Cart budget

£	2,973.55	£	1,713.04	£	289.33	£	2,002.37
				Estimated and Actual			
				Cost to budget			
				£			
				£			
				524.08			

MOD GRANT

£1500 was requested directly via Jon Hale and has been given by the MOD to support the Box Cart race and Bands - based on the below approximations that can be claimed back against grant

Safety barriers
promotional material
sound system
St Johns Ambulance
Flags
Bunting

estimated cost
750 OPC
350 OPC
500 Money for InOdiham sound system hire - however OPC will need to claim for them
250 OPC
100 OPC
135 OPC

Note - the approximations can be exceeded, however only £1500 can be claimed
The MOD grant is based on matched funding with total cost of the AFD event exceeding £3k



Odiham
Parish Council

Community Awards Sub-Committee - Terms of Reference

1. The Community Awards sub-committee is constituted to assist Odiham Parish Council's Community Committee in providing an award for residents of Odiham and North Warnborough to recognise outstanding service to the community.
2. The sub-committee is made up of representatives from the Community Committee, All Saints Church, The Odiham Society, InOdiham, Neighbourhood Watch, RAF Odiham, RAF Fire Station, and the Head teacher of Mayhill School.
3. The Chair of the Community Committee will Chair the meeting of the sub-committee.
4. Each year, OPC will request nominations in the spring newsletter and give the details of where to send the nominations to (currently admin.officer@odiham.org.uk). This will also be detailed on social media and in our noticeboards.
5. A maximum of three awards per year will be given out. This will be reviewed in future years if a large number of nominations are received.
6. Posthumous awards will only be given out to nominated persons who were alive during the previous 12 months.
7. The sub-committee will meet after the closing date for nominations to review the nominations and agree on a recommendation to be given to the Community Committee.
8. The final decision for nominations will be made by the Community Committee.
9. Nominations for Cllrs or representatives on the sub-committee will be discarded.
10. The Community Committee will include the expenditure for the awards in its budget.
11. These terms of reference will be reviewed annually by the Community Committee.



Spooktacula Working Party - Terms of Reference

1. The Spooktacula working party is constituted to assist Odiham Parish Council's Community Committee and Hook & Odiham Lions bring together an annual Spooktacula event.
2. The working party will remain in existence until disbanded on agreement by the Community Committee.
3. The working party is to be comprised of representatives from OPC's Community Committee and Hook & Odiham Lions. The Community Committee will approve the membership.
4. Other members of the community may be engaged by the working party to assist in specific tasks. This must be agreed by the working party, with names and specific responsibilities recorded in the meeting reports.
5. A Chair will be appointed at the first meeting of the working party and a member of OPC will be in attendance at all meetings.
6. The working party will not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct will still apply.
7. The working party holds delegated authority from OPC to collect data, request input from other agencies and organisations. OPC is the data controller and all data will be held in the parish office only.
8. The working party does not hold executive powers to commit to any resources without the prior approval from the Community Committee. Confirmed resources include OPC's PA equipment, the stage and banner A Frames.
9. Meetings will be held when necessary and a member of the working party will be appointed to take the notes and to report back to the Community Committee.
10. The Spooktacula event is now self-funding but following a year compromised by weather, future financial support may be requested from OPC. A financial report will be submitted for the Community Committee to review after the event.
11. All volunteers will be covered by OPC's insurance when working on behalf of the working party as long as the appropriate policy and health and safety guidelines have been followed.
12. The working party will ensure that the required risk assessments are sent to the Executive Officer in time to submit to the insurance company to ensure that the event is covered by OPC's insurance.

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