



MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE MEETING OF FULL COUNCIL TO BE HELD VIRTUALLY THROUGH ZOOM ON 20th APRIL 2021 COMMENCING AT 7.30pm

14th April 2021

Andrea Mann, Parish Clerk

Members of the press and public can join the meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/81716383519?pwd=RkpTOXBsL1BHdkdJNUNyM2Uxc21pQT09>

Meeting ID: 817 1638 3519

Passcode: 829394

- 280/20 To receive apologies for absence**
- 281/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- 282/20 Approval of Minutes**
To approve the minutes of the EGM full Council meeting held on 30th March 2021 (270/20-279/20).
- 283/20 Chair's Announcements**
- 284/20 Public Session**
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.
- 285/20 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Planning & Development Committee held on 9th March 2021.
 - Staffing Committee meeting held on 2nd March 2021.
- 286/20 To consider Matters Arising from the Minutes not elsewhere on the agenda (pages 3-4)**
- 287/20 Cllr Fraser's appointments to committees**
To agree Cllr Fraser's appointments to the Planning & Development and Traffic and Transport Committees.



- 288/20 Footpath Improvements, Tunnel Lane (pages 5-6)**
To consider the recommendation from Cllr Stewart to utilise up to £500 from earmarked reserves to deter parking on verges in Tunnel Lane.
- 289/20 To agree the date of the next meeting (pages 7-8)**
- 290/20 To consider OPC's response to the Government consultation on remote meetings (pages 9-14)**
<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence/>
- 291/20 Fleet to Odiham water pipe installation (page 15)**
To review the Deputy Parish Clerk's overview report and agree OPC's lead contact to engage with South East Water on potential impact of the pipe installation on Odiham and North Warnborough. (SE Water's full presentation will be emailed to Councillor separately).
- 292/20 The Bridewell Freehold (pages 16-29)**
- i) To consider whether or not to sign the HCC Heads of Terms showing intent to take over the freehold.
 - ii) Subject to above decision, to consider whether or not to sign a Tenancy at Will to allow the Book Exchange and other OPC activities to take place in the Library space until the freehold transfer is complete.

Confidential Matters

- 293/20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
- 294/20 Consultancy Fees for Montford Place Public Open Space (POS) (pages 30-31)**
To consider a fee proposal to support OPC's research which includes:
- The preparation of a detailed landscape site report based upon our visual inspection.
 - Recommendations of landscape works / operations following our visual inspection.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Dec 20	170/20	Clerk	Change previous minutes from draft and add to website (old & new).	Completed
	174/20	Clerk	Forward OPC logo to Lions for use in Village Connect publicity.	Completed
	177/20	Clerk	Add Safeguarding Children and Vulnerable Adults Policy to the website (old & new).	Completed
	178/20	Clerk	Risk Assessment for King Street toilets.	New key safe in progress
	179/20	Clerk	Pass back to Odiham Consolidated Charities the decision to appoint one of their nominated trustees.	Completed
		Clerk	Add agenda item on next agenda for OPC to appoint the second nominated trustee.	Completed
	180/20	Clerk	Arrange to pay £50 donation to All Saints Church.	Completed
	181/20	Clerk	Notify HCC of OPC's agreement to take ownership of 2 new bus shelters on B3349.	Completed
			Add bus shelter maintenance budget line for 2021/22.	
			Once installed, add shelters to insurance policy.	
			Once installed, arrange cleaning & maintenance regime.	
	182/20	Clerk	Add Publication Scheme to website. (old & new).	Completed
Jan 21	191/20	Clerk	Change previous minutes from draft and add to website (old & new).	Completed
	198/20	Clerk	Notify Odiham Consolidated Charities of OPC's nominated trustee.	Completed
	199/20	Clerk	Add adopted Councillor expenses policy to website. (old & new).	Completed
	201/20	Clerk	Notify grant recipients and arrange payments.	Completed
		Clerk	Promote next round of community grants Apr/May	Completed
	202/20	Clerk	Notify HDC of OPC's decision to develop a Village Centre Strategy/Action Plan.	Completed
		Clerk	Present Village Centre Strategy/Action Plan timeline to next meeting.	Completed
	203/20	Clerk	Complete HCC's questionnaire on the content of their new Rural Update, parish pages.	Completed
	204/20	Clerk	Add OPC's 2021/22 budget to website (old & new).	Completed
			Manage Scribe process for above.	
			Instigate process for permanent Deputy Parish Clerk post.	Completed
	205/20	Clerk	Formally notify Hart DC of OPC's 2021/22 precept.	Completed
			Add OPC's 2021/22 precept to website (old & new).	Completed
	210/20	Clerk	Inform HCC of OPC's current position on The Bridewell.	Completed
		Clerk	Seek legal advice on social enterprises.	Completed
		Clerk	Meet with The Bridewell Working Group to progress research and discussions.	Completed
	211/20	Clerk	Source further information from shortlisted contractors.	Completed
		Clerk	Notify unsuccessful contractors.	Completed
		Cllr Raw/Clerk	Review shortlisted returned information and discuss by Zoom.	Completed
		Cllr Raw/Clerk	Recommend final appointment to next meeting.	Completed
Feb 21	215/20	Clerk	Change previous minutes from draft and add to website (old & new).	Complete
	216/20	All	Note Queen's Platinum Jubilee 03.06.22 and start thinking about celebratory event.	To be discussed by CC 27.04.21
	223/20	Clerk	Initiate Odiham Village Centre Area Action Plan work, invite members and set up first meeting.	Complete
	224/20	Cllr Stewart	Complete HCC Local Transport Plan Consultation.	

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	225/20	Clerk	Add Finance Committee 30.11.21 and publish annual calendar of meetings on website.	Complete
	226/20	Clerk	Book Cross Barn 13.04.21.	N/A
			Liaise with Councillors re APA agenda.	Complete
			Publish details to community.	Complete
	227/20	Clerk	Publish H&S Policy Statement on website	Complete
		Clerk	Circulate H&S Policy to staff.	Complete
	228/20	Clerk	Publish Standing Orders on website.	Complete
	229/20	Clerk	Public Document Retention Policy on website.	Complete
			Circulate Policy to staff.	Complete
	230/20	Clerk, Cllrs RC & PV	Set up payments and complete payment approval process.	Complete
	231/20	Clerk	Prompt Councillor representatives to provide reports to full Council, at least once per annum.	
	232/20	Cllr KC/Clerk	Share information on OPC funded work by Hart DC Ranger at Broad Oak and Odiham Common.	Complete
	235/20	Clerk	Award grounds maintenance contract.	Complete
			Notify unsuccessful contractors.	Complete
	236/20	Cllr AM	Speak to Cllr Glen re Bridewell & other matters.	Complete
		Clerk	Circulate HCC model Heads of Terms.	Complete
Mar 21	250/20	Clerk	Change previous minutes from draft and add to website (old & new).	Complete
	252/20	Clerk	Invite Mr Champion to Odiham Village Centre Area Action Plan Steering Group meeting.	Complete
	254/20	Clerk	Progress enquiries for a key safe box to house the King Street toilets key fob.	In progress
	255/20	Chair/Clerk	Call EGM for 30.03.21.	Complete
	256/20	Clerk	Notify Lions of OPC's request to arrange Spooktacula 30.10.21.	Complete
		Clerk	Arrange transfer of Spooktacula grant to Lions (after mid-April).	
	257/20	Clerk	Notify Leapfrogs of OPC's decision to install defibrillator at Recreation Ground.	Complete
		Clerk	Arrange purchase and installation.	Purchased, installation in progress
	258/20	Clerk	Respond to Farnham Infrastructure Programme consultation.	Complete
	259/20	Clerk	Revise website to list Cllr McFarlane as Community Committee Chair.	Complete
		Clerk	Notify InOdiham of above appointment.	Complete
	260/20	Clerk, Cllrs AMc & PV	Set up payments and complete payment approval process.	Complete
	261/20	Clerk	Update Asset Register with property re-valuation figures before including in Year End.	Complete
			Once revised, add to website.	Complete
	262/20	Clerk	Revise full list of contracts and subscriptions and add to website.	Complete
	263/20	Cllr RC/Clerk	Seek legal advice on North Warnborough Village Hall constitution re representative members.	Underway
	264/20	Working Group/Clerk	Follow up The Bridewell curtilage with HCC.	Underway
		Working Group/Clerk	Ensure community are consulted on The Bridewell future.	Underway
	265/20	Clerk	Notify HCC that OPC agree to Tenancy at Will for the Book Exchange.	Complete



REPORT ON: Footpath Improvements, Tunnel Lane

WRITTEN BY: Parish Clerk

MEETING DATE: 20th April 2021

AGENDA ITEM: 288/20

Background

Residents in Tunnel Lane have been raising concerns of double parking for some time to all levels of local authority. OPC discussed by the Traffic & Transport Committee on 16th September 2020 (report attached for information).

Cllr Stewart has since met on-site with Cllr Crookes and a resident and suggests installing some large logs at the swing bridge end of Tunnel Lane to deter parking on the verges and footpath 13.

For Decision

Cllr Stewart proposes expenditure of up to £500 from the Footpaths Improvements earmarked reserve to acquire logs and install them as suggested.



REPORT ON: Parking in Tunnel Lane

WRITTEN BY: Parish Clerk

MEETING DATE: 16th September 2020

AGENDA ITEM: TT28/20

Introduction

In addition to the parking report (TT24/20) OPC has also received complaints that parking in tunnel lane is becoming difficult for residents and preventing access to emergency vehicles. The photos below were provided to OPC:



For Decision

To receive and acknowledge residents' concerns and agree to refer the matter to the Traffic Partnership meeting for further discussion.



REPORT ON: Next (Annual) Council Meeting

WRITTEN BY: Parish Clerk

MEETING DATE: 20th April 2021

AGENDA ITEM: 289/20

Background

As reported by email, Government has made the decision **not** to extend the virtual meeting regulations, granted as part of the Coronavirus Act 2020, to allow Parish and Town Councils and Parish Meetings to meet remotely.

This means face to face meetings will recommence as from 7th May 2021 as previously thought. Remote meetings will no longer be allowed. Hybrid meetings will not be allowed, although some sector guidance suggests this is the only feasible option.

The Hampshire Association of Local Councils (HALC) recommends council meetings are kept to a minimum from 7th May until 21st June, ie the date when Government's Covid Road Map will allow gatherings of more than 6 people. HALC also recommend Councils review their scheme of delegations but this won't cover signing the Annual Governance Audit Return (AGAR) – OPC's internal audit is 21st May so the AGAR will be presented to full Council in June, currently 15th June.

Should Government guidelines or decisions change before this period, HALC will provide further guidance accordingly.

OPC's Annual Council Meeting is scheduled for 18th May and The Cross Barn has been provisionally booked for this. It will be possible to set up a socially distanced meeting room, live stream to residents (although OPC's technology is limited). Councillors are welcome to join electronically but I don't believe it will be possible for them to participate in any voting.

As OPC doesn't have elections this year, the Annual Council Meeting must be held on any date in May.

For Decision

- To consider whether to move the Annual Council and Amenity Areas Committee meetings from 18th May to between 1st & 6th May, to be held via Zoom? Please note Cllr McFarlane is unavailable from 1st to 6th May.
- To consider moving the June full Council and Community Committee to after 18th June?

OPC's 2021/22 meeting schedule is attached for information.



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

2021/22 Meeting dates

All meetings, unless otherwise stated, are held on a Tuesday in The Parish Room, The Bury, Odiham, at 7.30pm.
The agenda for each meeting will be posted on the council's noticeboards and at www.odiham.org.uk giving the required 3 clear days' notice.
Members of the press and public are invited to attend all meetings, unless stated on the agenda.

	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22
Full Council	18 th (Annual)	15 th	20 th	17 th	21 st	19 th	16 th	21 st (inc planning applications if required)	18 th	15 th	15 th	19 th	17 th (Annual)
Planning & Development Committee	11 th	1 st 22 nd	13 th	3 rd 24 th	14 th	5 th 26 th	17 th	7 th	4 th 25 th	16 th	8 th 29 th	20 th	10 th
Traffic & Transport Committee		22 nd (After Planning)			14 th (After Planning)			7 th (After Planning)			8 th (After Planning)		
Finance Committee			20 th (After full Council)			19 th (After full Council)			18 th (After full Council)			19 th (After full Council)	
Amenity Area Committee	18 th (After full Council)			17 th (After full Council)			16 th (After full Council)			15 th (After full Council)			17 th (After full Council)
Community Committee		15 th (After full Council)			21 st (After full Council)			21 st (After full Council)			15 th (After full Council)		
Staffing Committee						6 th 10am						6 th 10am	

Changes in Covid legislation & guidelines may have an impact on the ability to hold face-to-face meetings. Details will be published on each agenda.

Tel: 01256 702716

website www.odiham.org.uk

email: clerk@odiham.org.uk



REPORT ON: Consultation on Remote Meetings

WRITTEN BY: Parish Clerk

MEETING DATE: 20th April 2021

AGENDA ITEM: 290/20

Background

In relation to agenda item 289/20, the Ministry of Housing, Communities and Local Government is calling for evidence on Local Authority remote meetings:

<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence/>

(In legislation, remote meetings also refers to hybrid meetings).

As local authorities have now had extensive experience of conducting remote meetings over the past year, this call for evidence is an opportunity to understand these experiences and inform a decision about whether to make these arrangements permanent. Any permanent change would require primary legislation, and such passage would depend on agreement of Parliament and the timetabling and pressures of Parliamentary business.

The Current Arrangements

The Government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the Coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

7. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well
- Well
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure



Permanent Arrangements

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the Coronavirus pandemic, the Government would also like to hear from interested parties about the pros and cons of making express provision permanent, in whole or in part, for local authorities in England.

8. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- Yes
- No
- Unsure

Benefits of Remote Meetings

Beyond having express provision to avoid face-to-face meetings during the Coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

9. What do you think are some of the benefits of remote meetings?

- More accessible for local authority members
- Reduction in travel time for members
- Meetings more easily accessed by local residents
- Greater transparency for meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify below)



Cost of remote meetings

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs. For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

10. [For local authorities only] Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No

Disadvantages of Remote Meetings

Some local authorities have made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

11. What do you think are some of the disadvantages of the remote meetings arrangements?

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify)



Advantages of Physical Meetings

The Government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person. Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

12. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

Please provide your answer in the box below

Constraints on Remote Meetings

If express provision for remote meetings were made permanent, it might be preferable for the Government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place. There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

13. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- I think local authorities should be able to decide for themselves which meetings they should have the option to hold remotely
- I do not think local authorities should have the option to hold any meetings remotely
- Unsure



14. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, Coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

Please explain your answer in more detail.

15. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No
- Unsure

16. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

Please provide your answer in the box below



17. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No
- Unsure

I am aware that some Councils and Clerks have written directly to their MP requesting a change in legislation.

For Decision

To agree a Councillor or member of staff to complete the questionnaire on behalf of OPC and whether to submit a positive or negative experience of remote meetings.



REPORT ON: Fleet to Odiham water pipe installation

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 20th April 2021

AGENDA ITEM: 291/20

Introduction

OPC was invited to attend the stakeholder presentation by South East Water on the planned installation of the Fleet to Odiham water pipe held on Thursday 8th April.

Overview of project:

South East Water plan to install 12 kilometres of water main between Fleet and Odiham starting in June 2021 and completed by April 2023. The new pipe will be laid predominantly along highway but will also pass under North Hants golf course, through Winchfield, under the Basingstoke canal and under the Deer Park at Odiham, finally connecting to the Greywell to Dunley's Hill section of the new pipe which was completed in 2018.

Road Closures:

The pipe installation will minimise disruption to motorists but there will be road closures planned. Road closure and traffic lights on Dunley's Hill will start 20.06.22 for 4 days.

Environmental impact:

The scheme passes through Odiham Common, the Deer Park and Bagwell Green. South East Water is working closely with environmental groups to minimise the environmental impact. Pipe laying will be carried out using standard trenching methods and will follow national guidance on the installation of utilities near to trees.

Site compounds:

Site compounds will be set up in May. The main compound main compound will be installed in the disused park and ride carpark in Elvetham Heath. There will be a further 4 smaller compounds including the Deer Park on the Dunley's Hill side of the park.

Engagement with stakeholder groups:

All South East Water customers affected by the pipe installation will be invited to a public presentation of the project on 19th April and will be written to.

There will be ongoing engagement with all stakeholders including press releases, social media updates, interactive map portal, dedicated web page, stakeholder email updates and direct email to the Communications Officer.

For Decision

To agree OPC's lead contact to engage with South East Water on potential impact of the pipe installation on Odiham and North Warnborough.



REPORT ON: The Bridewell Freehold

WRITTEN BY: Parish Clerk

MEETING DATE: 20th April 2021

AGENDA ITEM: 292/20

Introduction

The future of The Bridewell has been on OPC's agenda for several months. As previously discussed in exempt sessions, OPC must now make a decision whether or not to accept HCC's offer of the freehold for the cost of £1. The decision will include:

- i) Signing a Heads of Terms confirming OPC's intent to take on the freehold.
- ii) Acknowledging a shortfall in expenditure over income, at least for years 1-5, as estimated below:

Year 1	Year 2	Year 3	Year 4	Year 5
5684.35	1767.88	1923.42	2341.12	2771.35

- iii) Acknowledging a backlog of repairs and maintenance, estimated by HCC as over £14,000.
- iv) Accepting transfer and liability for current tenants.
- v) Acknowledging that, by declining this offer, HCC may view the decision as OPC's final intent which could have a detrimental impact on the new Book Exchange and result in additional costs for OPC, should it need to relocate to alternative office premises.

Signing the Heads of Terms will allow:

- i) A separate Tenancy at Will to be granted to OPC for the Book Exchange, or other OPC activities, to use the Library space until the full freehold transfer is complete.
- ii) OPC staff will make a grant application to HCC by 11th May for £10,000 towards the cost of repairs and maintenance identified in 2 Condition Surveys.

Significant research has been carried out by OPC Councillors and staff to support this decision. Until now, discussions have been held in exempt sessions due to the commercially sensitive nature of some of the information. Some of this information remains commercially sensitive but OPC should make the final decision in a public session, in order to demonstrate proper transparency to residents.

Throughout the research process, OPC has secured, produced and reviewed the following list of documents and the documents in bold are included with this agenda for public inspection:

- i) HCC's Condition Survey.
- ii) The Goddard Partnership's full building Condition Review, appointed by OPC.
- iii) **A draft Heads of Terms.**
- iv) **A draft Tenancy at Will for the library space.**



- v) Leases for current tenants.
- vi) The Land Registry freehold title and plan.
- vii) Initial review, shown in a SWOT chart.**
- viii) Budget for years 1-5.
- ix) A business case, paper written by Cllr McFarlane, which will form the basis of a 5 year Business Plan.
- x) Survey Monkey promoted to the community and summary of responses (to be provided at the meeting).**
- xi) Legal advice on community interest companies.
- xii) Reviews of available, local, commercial office space.

<p>HEADS OF TERMS</p> <p>IN RESPECT OF</p> <p>X LIBRARY</p>
<p>Subject to Contract</p>

Seller:	<p>Hampshire County Council Three Minsters House, 76 High Street, Winchester, SO23 8UL Contact: David T. Jones Tel: 0370 779 3466 Email: david.t.jones@hants.gov.uk</p>
Seller's Solicitors	<p>Hampshire County Council, Corporate Services, The Castle, Winchester, SO23 8UJ Contact: Linda Heron Tel: 0370 779 2896 Email: linda.heron@hants.gov.uk</p>
Purchaser:	<p>TBC Contact: TBC Tel: TBC Email: TBC</p>
Purchaser's Solicitors	<p>To be confirmed</p>
Property:	<p>Library at X. The site is shown edged in black on drawing number x</p>
Tenure	<p>Freehold</p>
Third Party Rights	<p>The property is sold subject to:</p> <p>i. The tenancy at will dated xxx to x Community Library</p>
Consideration:	<p>£1</p>
Condition:	<p>The buyer accepts the property in its current condition.</p>
User covenant:	<p>The parties to the transfer will enter into a covenant binding the purchaser and successors in title to use the Property solely for community and ancillary uses. This covenant to be subject to section 33 of the Local Government (Miscellaneous Provisions) Act 1982</p>
Costs:	<p>Each party to bear their own legal and other costs.</p>

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We hereby agree to these Heads of Terms.

Signed:

Dated:

.....
For and on behalf of x

.....

Signed:

Dated:

.....
For and on behalf of Hampshire
County Council

.....

DRAFT

DATED

2021

HAMPSHIRE COUNTY COUNCIL

- to -

ODIHAM PARISH COUNCIL

TENANCY AT WILL

- for -

The Library Space, (rooms 1,2,3 &19) within Odiham Library

Strategic Manager
HCC Property Services
Three Minsters House
76 High Street
Winchester
Hampshire
SO23 8UL

TENANCY AGREEMENT made theday of2021

1 PARTICULARS

1.1 The Landlord: HAMPSHIRE COUNTY COUNCIL of
Hampshire County Council Property Services ,
Three Minsters House, 76 High Street,
Winchester, Hampshire SO23 8UL

1.2 The Tenant: ODIHAM PARISH COUNCIL

1.3 The
Accommodation: Comprises of the library space, within the
building known as ;The Bury, Odiham, Hook
RG29 1NB
As shown on the attached plan (Rooms
1,2,3&19) Appendix A

1.4 Access to the
Library: The Tenant will be given (and will keep) keys to
access the Accommodation. Responsibility for
security at all times will be the responsibility of
the tenant.

1.5 Permitted Use: Foe the purpose of providing a Community
Library.

2 DEFINITIONS AND INTERPRETATIONS

2.1 "the Tenancy" means the tenancy granted by this Agreement

- 2.2 Words importing one gender shall be construed as importing any other gender
- 2.3 Words importing the singular shall be construed as importing the plural and vice versa
- 2.4 Where the Landlord or the Tenant comprises more than one person the obligations and liabilities of that party under this Agreement shall be joint and several obligations and liabilities of those persons
- 2.5 The clause headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation

3 **TENANCY AT WILL**

- 3.1 The Landlord lets and the Tenant takes the Accommodation on a Tenancy at Will commencing on the date of the agreement.

4 **Utilities**

- 4.1 The Tenant will be responsibility for all the costs in running and managing the Accommodation, including (but not exclusive to) water, refuse collection, cleaning.

The Tenant will be responsible for provision of its own telecommunications links to the Accommodation and associated costs/charges.

5 **THE TENANT'S OBLIGATIONS**

The Tenant agrees with the Landlord

5.1 **Repair**

To keep the interior of Accommodation in good repair and condition

5.2 **Insurance**

- 5.2.1 To insure its own fixtures, fittings, furnishings and equipment and glazing to the accommodation.
- 5.2.2 To indemnify the Landlord against any claims arising from the Tenant's use, same in relation to anything for which the landlord has cover under the insurance.
- 5.2.3 To indemnify the Landlord against any claims arising from the Tenant's use of the accommodation.

5.3 Health and Safety

- 5.3.1 To ensure users of the Accommodation behave in a responsible manner and to ensure compliance with health, safety and welfare legislation

5.4 Security

- 5.4.1 To take all necessary action to ensure the security of the Accommodation and to comply with all reasonable requirements of the Landlord

5.5 Alternative Accommodation

At the determination of this Tenancy, the Landlord will not be responsible for providing any alternative accommodation.

5.6 Entry by Landlord

To allow the Landlord and all persons authorised by the Landlord to enter the Accommodation by prior arrangement and with the prior written notice to the Tenant for the purpose of ascertaining whether the terms of this Agreement have been complied with and of surveying or measuring the Accommodation.

5.7 Statutory Approvals

The Tenant shall be responsible for obtaining any consents and registration of other statutory approvals which may be required in connection with the relevant conditions of any statutory requirements relating to its use of the Accommodation.

5.8 Prohibitions

- 5.8.1 To make any alteration or addition whatever to the Accommodation.
- 5.8.2 To use the Accommodation or any part of the Accommodation otherwise than for the Permitted Use
- 5.8.3 To cause any nuisance or annoyance to the Landlord or to any adjoining owners or occupiers.
- 5.8.4 To release or permit anyone under its control to release balloons, Chinese or sky lanterns (Sky Lanterns) or anything of a similar nature whatsoever at or near the Accommodation.

5.8.5 To do or permit anything on the Accommodation in breach of any statute or byelaw or any order or regulation thereunder.

5.8.6 To permit the Accommodation or any part of the Accommodation to be occupied by any person other than the Tenant and the Tenant's employees, volunteers, servants, and clients

6 THE LANDLORD'S OBLIGATIONS

6.1 External Decorations

The Landlord will be responsible for the exterior decoration, as determined necessary by the landlord only. Tenant to be notified in advance of any works.

6.2 Insurance

In event that the Accommodation is damaged by fire explosion or other normal insurable risks against which the Landlord has cover and the insurer and or insurance policy fails to pay out to enable carrying out of rebuilding and or repair works, the Landlord is under no obligation to repair or replace the Accommodation and the Tenancy at Will shall cease forthwith.

6.3 Repairs and Maintenance

The landlord will be responsible for all repairs and maintenance to the external parts of the Accommodation during the tenancy. For the avoidance of doubt the landlord will be responsible for maintaining and repairing all of the structural and service elements of the building such as the roof, floor, foundations, wall structures, and surfaces, hot and cold water supply systems, central heating boilers or electric heating and external lighting, electrical systems, all fire detection and alarms, foul drainages systems.

AGREEMENTS AND DECLARATIONS

- 7.1 This Tenancy at Will is personal to the Tenant and non-assignable
- 7.2 This Tenancy at Will may be determined at any time by either party giving notice to the other
- 7.3 The Tenant hereby acknowledges that this Tenancy at Will has been granted at the Tenant's request and on the express understanding that the Landlord may require possession of the Premises at any time.

- 7.4 On termination of the tenancy the Tenant shall restore the Premises to the layout and condition they were in at the date hereof unless and to the extent that the Landlord waives the condition in writing
- 7.5 The Tenant agrees at all times to indemnify the Landlord and keep the Landlord indemnified against all losses claims demands actions proceedings damages costs or expenses or other liability arising through any default in compliance with this agreement or arising from any other act or default of the Tenant its agents and invitees.
- 7.6 The occupation of the Accommodation by the Tenant shall be at the will of the Landlord and shall not be protected by Part II of the Landlord and Tenant Act 1954 (as amended) nor shall the Tenant be entitled on vacating the Accommodation to any compensation under Section 37 of that Act

SIGNED by

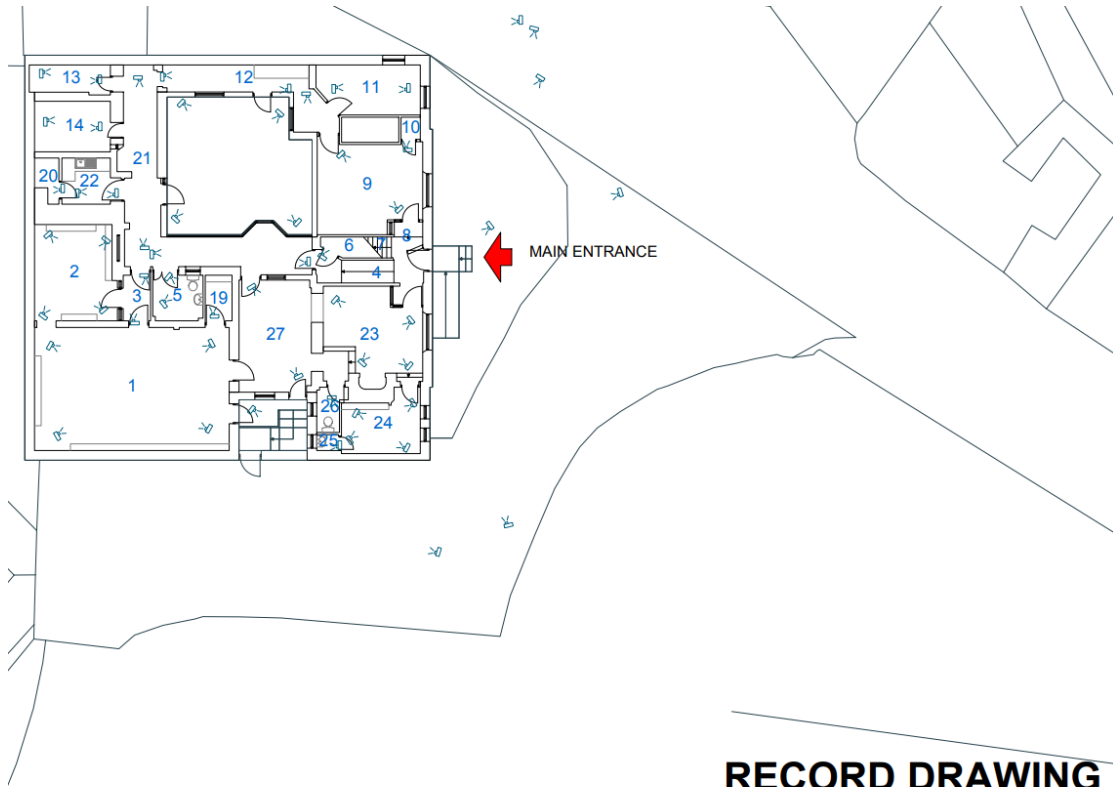
On behalf of Odiham Parish Council

SIGNED by


On behalf of HAMPSHIRE COUNTY COUNCIL

by its Authorised Signatory

Appendix A. Tenancy Plan
(rooms 1, 2, 3 & 19)



RECORD DRAWING

Ordnance mission of of the stationery authorised Copyright or civil 2011)	REV	DESCRIPTION	DATE	BY	PROJECT Odiham Library and Offices Odiham RG29 1NB 10008000802	SHEET CONTENTS				
	A	Initial Supply	08/12/11	CC		Property Records				
	B	Specification Update	30/01/12	CC		Ground Floor				
	C	HSS Amendments, properties merged.	12/04/16	dhw		Page 2 of 3				
D	Childrens centre removed from plan title block.	27/03/17	dhw	SCALE	DATE	DRAWN	CHKD.	DRAWING No.	REVISION	
					1:100@A1	30/01/12	CADCAP	ARB	01_Rec/002	D
					1:200@A3				FILE REF: 10008000802-OdihamLibrary&Offices.dwg	

DRAFT

Bridewell SWOT Analysis – completed by staff & Cllrs MacPhee, McFarlane & Verdon 09.10.20

<p>Strengths</p> <ul style="list-style-type: none"> • OPC gives the best long term security to the building remaining a community asset. • An existing community resource • Existing tenants who pay rent • Good voluntary use from Odiham Society(OdSoc) and others. (U3A) • OdSoc maintain the courtyard garden. • Key Mechanical/electrical items eg. Boiler, distribution boards replaced within the last 5-10years. • Location within the heart of the community • Support from the community to retain the building already • OPC already in situ • OPC has existing premises management systems eg. Accounting, contracts, HR • Listed building • An asset of community value • Helps to build a strong community • Keeps the local services in a rural community. • Social cohesion and a meeting point. • Potential for income generation 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Increased premises costs including inspections • Cost of facilities management service level agreements. • Building maintenance costs • Only one accessible toilet • A mix of old and new mechanical/electrical fittings. • Increase staff costs for OPC to manage the premises, organisation, lettings etc • Unknown community support for a long term financial spend. • Listed building • Security of the building use in the evenings and weekends • A number of attractive spaces already available in the village for room hire. • The current kitchen space is too small.
<p>Opportunities</p> <ul style="list-style-type: none"> • Transform into a community hub • Multi use of space in the building • Use of Library room eg. evening meetings, • Available for Community hire for organisations to use eg, local groups for activities, support groups and training sessions. • Free the parish room for more community use. • Potential for income generation 	<p>Threats (separate)</p> <ul style="list-style-type: none"> • If OPC do not take it on who will be the landlord and what impact could that have on OPC after 2026 (when the current OPC lease term ends). • If the library closed who would be the additional tenant in the building and would that be appropriate for the community? • Loss of a public service as there is a chance the library service would be lost. • Unknown Long term maintenance (HCC Condition Survey did not report further than Year 2) • HCC Condition Survey costs – how accurate? • If the MP plans not to stay in the Bridewell, loss of tenant. • The cost of renting space, high commercial rents if OPC was to move out.