



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD AT ALL SAINTS CHURCH ON 15<sup>th</sup> JUNE 2021 COMMENCING AT 7.30PM**

Present: Cllrs McFarlane (Chair), K Ball (from 43/21), R Coleman, J Raw and P Verdon.

In attendance: Andrea Mann (Parish Clerk) and Sara Jones (Deputy Clerk).

Also present: Hart DC Cllr Kennett.

**22/21 To receive and accept apologies for absence**

Apologies were received and accepted from Cllrs Fraser, MacPhee, Stewart, Hampshire CC Cllr Glen and Hart DC Cllrs Crookes and Dorn.

**23/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

None.

**24/21 Approval of minutes**

RESOLVED

The minutes of the previous full Council meeting held on 4<sup>th</sup> May were agreed as a true record of the meeting and signed by the Chair.  
(Proposed by Cllr Verdon, seconded by Cllr Raw, 3 in favour).

**25/21 Chair's Announcements**

The Chair thanked former Councillors Coffey and Seabrook for their work on the Council following their recent, respective resignations.

Thanks were also given to the Deputy Clerk and volunteers following the Odiham Book Exchange opening earlier that week.

**26/21 Public Session**

No matters were raised.

**27/21 Previous Committee Minutes**

The following minutes, previously circulated to Members, were received and noted:

- Amenity Areas Committee held of 16<sup>th</sup> February 2021.
- Planning & Development Committees held on 21<sup>st</sup> April and 11<sup>th</sup> May 2021.

**28/21 Matters Arising from the Minutes not elsewhere on the agenda**

None.

**29/21 Recommendations from the Staffing Committee**

RESOLVED



- i) To adopt proposed changes to the Staffing Committee Terms of Reference as presented with the agenda.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- ii) To adopt the Training & Development Policy as presented with the agenda.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

### **30/21 Village Gateway Scheme**

The Deputy Clerk's agenda report was considered including a proposal from the Traffic & Transport Committee for village gateways on B3349 for traffic calming purposes. Proposed designs were suggested from a meeting between OPC Councillors, Hants CC Safer Roads Team and RAF Odiham.

Following discussion, it was

#### **RESOLVED**

- i) To extend the project to include the three main entrances to the village:
  - a) B3349 – one set of gates between Alton and RAF Odiham, on the brow of the hill heading before the RAF Odiham junction. This scheme would request S106 funding from the Crownfields development S106 agreement.
  - b) Hook Road – funding to be researched.
  - c) Farnham road – funding to be researched.
- ii) To ask Hants CC to consider extending the 30mph limit on B3349 to the 40mph point.  
(Proposed by Cllr McFarlane, seconded by Cllr Raw, all in favour).

### **31/21 Projects for consideration of Section 106 funds**

#### **RESOLVED**

The list of projects was approved as per Appendix 1 which would be forwarded to Hart DC for consideration of Section 106 funding.  
(Proposed by Cllr McFarlane, seconded by Cllr Raw, all in favour).

### **32/21 Purpose and design of 0.25 hectare space provided with the Crownfields Neighbourhood Plan development site (Policy 2.vii.e) to enable the improvement of pre-school provision**

#### **RESOLVED**

The indicative car park plan presented with the agenda was agreed as OPC's preferred use of land provided to enable the improvement of pre-school provision at Leapfrogs. The plan proposed 36 parking spaces, a herringbone parking layout, green landscaping and the provision of electric vehicle charging points.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

### **33/21 Memorial Testing**

The Clerk's agenda report was considered which recommended a Memorial Testing Policy and a request to delegate authority to the Clerk to award contract for testing.



RESOLVED

- i) To revise then adopt the Memorial Testing Policy presented with the agenda, adding a reference for “topple testing to industry standards”.
  - ii) To delegate authority to the Clerk to award contract to Larkstel Ltd to carry out topple testing of the relevant memorials in Odiham cemetery.
- (Proposed by Cllr Raw, seconded by Cllr McFarlane, all in favour).

**34/21 The Bridewell – costed schedule of works and feasibility study**

RESOLVED

Councillors agreed to the recommendations made by the Strategy Working Group 12.05.21:

- i) To rescind a previous decision made 30.03.21 to appoint The Goddard Partnership to undertake a costing exercise for repairs and maintenance (item 279/20i refers).  
(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).
- ii) To appoint The Goddard Partnership to:
  - a) Provide a costed schedule of works:
    - attend site to mark up some of the areas (up to half day), write a schedule of work, total 3-4 days (£2,500).
    - Write and issue Tender, receive and review responses (£400-500).
    - Draft building contract and hold pre-contract meeting (£400-500).
  - b) Undertake a Feasibility Study for the potential use of The Bridewell (£3,500.00).

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, 3 in favour, 1 abstention).

**35/21 Noticeboards and Benches**

The Clerk’s agenda report gave examples of the backlog of routine maintenance on OPC’s street furniture. The report included quotations received for replacement noticeboards showing the potential impact on reserves for replacing the damaged noticeboards.

The report suggested voluntary support may be available to assist with repairs and asked Councillors whether they were happy to take this approach?

RESOLVED

- i) To make a plea to the local community for voluntary, carpentry/ handyman help.
  - ii) To contact the Church Crookham Mens’ Shed.
  - iii) To contact Terrific Camaraderie.
  - iv) To provide budget provision for materials.
- (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

Cllr Verdon offered to review the bench audit last carried out in 2015.



**36/21**

**Review of Consultant's Report on Montfort Place Public Open Space**

The Clerk's agenda report was discussed to agree how OPC would respond to a Consultant's Site Visit Report and recommendations on the Public Open Space at Montfort Place.

RESOLVED

- i) To share Fabrik's report with Hart DC including a suggested course of action proposed by the consultant (item 3.4, final page of the report).
- ii) To redact personal information then share the report with Montfort Place Residents Association, suggested 2.1 to 2.17. The Clerk should explain this report was commissioned by OPC and residents would need to take responsibility for any further enquiries they wished to raise about the report.
- iii) To respond to Persimmon Homes explaining that OPC had commissioned its own report on the landscaping and would not be accepting the POS at the current time.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

***Financial Matters***

**37/21**

**June 2021 Payments**

The payments listing previously circulated to Councillors was approved. Cllrs Coleman and Raw were appointed to complete the online payment process.  
(Proposed by Cllr Coleman, seconded by Cllr Raw, all in favour).

**38/31**

**Annual internal audit report for 2020/21**

RESOLVED

The 2020/21 Annual internal audit report was received and noted. There were no recommended actions.

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).

**39/31**

**2020/21 year end accounts**

RESOLVED

The 2020/21 year end accounts were accepted as presented with the agenda.

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).

**40/21**

**Annual governance statement for 2020/21**

RESOLVED

The Chair read out each question in Section 1 of the 2020/21 Annual Governance Statement and the Council declared yes to each question. The statement was then signed by the Chair and Parish Clerk.

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).

**41/21**

**2020/21 accounting statements**

RESOLVED

The 2020/21 accounting statements were approved and signed by the Chair.

(Proposed by Cllr McFarlane, seconded by Cllr Coleman, all in favour).



## **Councillor Reports**

### **42/21 Meeting reports from Councillors**

The Chair and Clerk had attended a very positive meeting with the Chief Officer of Hart Citizens Advice who are looking to have a presence in The Bridewell.

The Deputy Clerk, on behalf of Cllrs McFarlane and Verdon, had attended the InOdiham committee meeting where it was reported that the 2021 Bands in the Bury was unlikely to go ahead.

Cllrs Verdon and Clerk had met with Hart DC to seek guidance on the Montford Place POS. Hart DC had also reported a site visit had taken place at the Alpaca Farm and expected a survey report shortly.

Cllr Coleman updated Councillors on the SE Water pipeline replacement and raised concerns on the impact to Bagwell Lane residents during a six month road closure. Residents had asked for support in their plea to SE Water asking for the road closure to be downgraded to traffic lights but this had been unsuccessful due to Bagwell Lane's narrow lanes. Cllr Coleman suggested OPC should be concerned about the potential damage to highway verges.

Cllr Ball joined the meeting.

### **43/21 Reports from other Councils**

Hart DC Cllr Kennett reported on the following planning matters:

- Decisions on the solar farm applications were expected in July.
- The Hook Road NP site application had been refused.
- Shapley Heath was very much a live project and a further survey of public opinion had been drafted which he felt better reflected local views.
- Subject to survey once the site was made safe, the Swan Public House development was likely to be 3 houses; 2 in the main building 1 in the outbuilding. The finished homes were likely to be added to Hart's housing register.
- Hart DC was very concerned to receive reports that the oak tree at Danetree House had been intentionally destroyed.

Hants CC Glen had provided a written highways report prior to the meeting which had been circulated to Councillors. The report would be appended to the minutes.

### **44/21 Date of next meeting**

20<sup>th</sup> July 2021.

The Clerk was asked to look into the option of cancelling the August meeting if business allowed.



### **Confidential Matters**

- 45/21** 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.

RESOLVED

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

- 46/21** **The Bridewell – broadband and phones**

Cllr Raw introduced the agenda report summarising products and associated quotes from 5 companies.

Councillors considered the fee proposals and discussed the best option for upgrading OPC's current broadband line and phone system and for providing broadband to the Book Exchange room.

RESOLVED

- i) To upgrade broadband to 2 x BT infinity, Supafast enhanced bundle @ £70.90 per month + delivery.
- ii) To upgrade OPC's office phones to the BT Cloud Voice 5 @ £87.95 per month plus upfront costs of £176.

These upgrades would be funded from a combination of routine budget, the Book Exchange grant and the IT Support and Upgrade earmarked reserve.

(Proposed by Cllr McFarlane, seconded by Cllr Raw, all in favour).

- 47/21** **Review of OPC's Property Portfolio**

The Clerk's agenda report was discussed which summarised the Strategy Working Group's review of OPC's Property Portfolio. The report detailed several recommendations to start initial discussions with interested community organisations and a review of local room hire charges. Discussions would remain exempt due to the contractual nature of the discussions.

RESOLVED

- i) To set up a small Working Group to meet with Odiham Consolidated Charities to hear their suggestions, comprising Cllrs Ball, McFarlane, Verdon and the Clerk with Cllr Coleman as reserve.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- ii) To set up a small Working Group to start discussions with the Odiham Society and U3A regarding use of The Bridewell, comprising of Cllrs Coleman, McFarlane, Verdon and the Clerk.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).  
In relation to the above discussions, OPC would charge room hire rates for the Library Room of at least £7 p/h for charities and education and £10 p/h for other users.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).



There being no further business the meeting closed at 8.59pm.

**Signed**.....

**Date**.....



## Appendix 1

### Projects for consideration of Section 106 funding

Agreed by Odiham Parish Council 15<sup>th</sup> June 2021, minute reference 31/21 refers

<b>Location</b>	<b>Project</b>	<b>Estimated Cost</b>	<b>S106 Category</b>	<b>Potential S106</b>
The Bridewell	Additional toilet provision	£40,000 (estimate to be confirmed at meeting with Architect 16.06.21)	Community facilities	Crownfields
B3349	Village Gateway Scheme	£7,200	Highways	Crownfields

This list will be passed to Hart DC Planning and regularly reviewed by OPC.

# Highways Maintenance Newsletter

May 2021



Since the last edition of the Highways Maintenance Newsletter in March, local elections have taken place and Hampshire Highways welcome those who are new Members to the County Council. We hope that you will find these monthly Highways Maintenance updates helpful.

Some may be aware that there has been a recent name change for our Highways Service Provider following the transfer of Skanska's Infrastructure

Services business to Milestone, part of M Group Services. Other than a name change, it is very much business as usual.

Spring sees the start of our annual programme of surface dressing, to treat 139 miles of Hampshire's roads. This aims is to extend the life of a road surface by maintaining skid resistance and protect it from water damage keeping the road in good condition for as long as possible. This programme

is part of Operation Resilience – our long term strategy to make our roads more resilient to the effects of extreme weather and heavy traffic.

Reactive works, including pothole repairs, continue apace and during the first three months of this year we repaired 6,700 defects. Road defects can be reported online via:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>

## Countywide Statistics for April 2021

231

Emergencies attended

29,332

Square metres of carriageway resurfacing

15

Operation Resilience schemes completed

9,807

Gullies and other drainage cleared

295,590

Square metres of surface dressing and micro asphalt

92

Arboriculture jobs completed

4,254

Square metres of footway repaired/resurfaced

4,784

Potholes repaired (including extra Find and Fix gangs\*)

617

Other Jobs completed (outside of all works shown)

\*These repairs were recorded differently on our system. This is an approximate figure.



# Hart Statistics

for April 2021

**15**

Emergencies attended

**8,625**

Square metres of carriageway resurfacing

**3**

Operation Resilience schemes completed

**103**

Gullies and other drainage cleared



**4**

Arboriculture jobs completed

**92**

Square metres of footway repaired/resurfaced

**169**

Potholes repaired (including extra Find and Fix gangs\*)

**36**

Other Jobs completed (outside of all works shown)



\*These repairs were recorded differently on our system. This is an approximate figure.