



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON 20 JULY AT 7.30PM**

Present: Cllrs McFarlane (Chair), R Coleman, W MacPhee (from 51/21), J Raw, D Stewart and P Verdon.

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

Also present: Hart DC Cllr Kennett and one member of the public.

- 48/21 To receive and accept apologies for absence**  
Apologies were received and accepted from Cllrs Fraser and Hart DC Cllrs Crookes and Dorn.
- 49/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**  
Cllrs Coleman and Stewart declared an interest in agenda item 64/21 arising from their membership of the grant applicant organisations.
- 50/21 Approval of minutes**  
RESOLVED  
The minutes of the previous full Council meeting held on 15<sup>th</sup> June were agreed as a true record of the meeting and signed by the Chair.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 4 in favour).
- 51/21 Chair's Announcements**  
The Chair welcomed everyone to the Bridewell library room as the new home for OPC's Council meetings.  
  
The Chair reported that two grant applications made to Hart DC for funding from the Welcome Back fund had passed the first round and had been passed to MHCLG for approval. The applications were for updating the Visit Odiham leaflet and temporary picnic benches over the Summer months.
- 52/21 Public Session**  
Mr Fleming, on behalf of the Odiham Society, introduced and explained a community grant application towards the costs of producing a map to support the national Heritage Open Day. The theme was food and drink and the application requested use of the Parish map which would be revised to show the local food and drink venues. Mr Fleming explained that the application was for £270, not £399 as stated on the agenda, plus permission to use the Parish map.
- 53/21 Councillor Co-option**  
i) Charlie Brown was co-opted a Councillor to the Odiham Ward.  
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, all in favour).



- ii) Following co-option it was also agreed to grant dispensation to Charlie Brown to allow signature of his Acceptance of Office and Disclosable Pecuniary Interest declaration forms in September or upon his return to UK. Hart District Council Committee and Members Services had confirmed prior to the meeting, “although it is a legal requirement to declare DPIs with 28 days, under the circumstances described they would not raise the matter until the co-opted Councillor returns from deployment”.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- iii) Following co-option, Councillors noted the remaining position would be filled by co-option at an extraordinary full Council meeting on 3<sup>rd</sup> August.

#### **54/21 Previous Committee Minutes**

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

- Planning & Development Committees held on 1<sup>st</sup> and 22<sup>nd</sup> June 2021.

#### **55/21 Matters Arising from the Minutes not elsewhere on the agenda**

32/21 – Crownfields parking plans – Cllr McFarlane asked Hart DC for support to achieve the best use of this land.

#### **56/21 The Bridewell Working Group**

- i) It was agreed to set up a Bridewell Working Group to:
  - a) Oversee the freehold transfer process.
  - b) Oversee repairs and maintenance during year one, making recommendation to full Council and/or the Finance Committee.
  - c) Research and develop a Business Plan setting out a future vision which aspires to reaching a cost neutral management position.
  - d) Oversee OPC’s request to HCC to extend management of the front curtilage.(Proposed by Cllr McFarlane, seconded by Cllr Raw, all in favour).
- ii) Terms of reference was agreed as presented with the agenda.  
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, all in favour).
- iii) Membership including Cllrs Coleman, McFarlane, Raw and Verdon and Leo Cornall, a local architect who had expressed an interest in supporting the project, and other non-Councillor members were permitted in accordance with the Terms of Reference.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

#### **57/21 Hampshire County Council Grant**

The Chair reported Hants CC grant award in the value of £10,000 towards the cost of building repairs for The Bridewell. This was the maximum level of grant available.

#### **58/21 Odiham Book Exchange**

- i) The Deputy Clerk’s progress report on the Odiham Book Exchange since opening on 14<sup>th</sup> June was noted. The Deputy Clerk was thanked for her work. The Clerk’s agenda report was considered which set out a proposed governance structure for Odiham Book Exchange to take effect from 1<sup>st</sup> January 2022, as proposed by the Working Group.



**RESOLVED**

To accept the governance structure as presented with the agenda with OPC appointing a representative to the board.

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

- ii) It was further agreed to extend the Working Group Terms of Reference to cover the setting up for a Community Interest Company with appointed Directors.

**RESOLVED**

To accept revisions to the Working Group Terms of Reference, as presented with the agenda.

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

**59/21 Appointment of the Internal Auditor for 2021-22**

**RESOLVED**

Lightatouch was agreed as OPC's Internal Auditor for 2021-22.

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

The Clerk was asked to source alternative quotes in time for the 2022-23 appointment.

**60/21 Suggestions from the Community Committee meeting held on 15<sup>th</sup> June**

**RESOLVED**

- i) The draft Community Award sub-committee terms of reference were revised to remove section 6 then approved.

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

- ii) Two small revisions were made to the draft Grant Giving Policy presented with the agenda then approved

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

**61/21 Queen's Platinum Jubilee**

**RESOLVED**

- i) OPC agreed to be the lead organiser of a community event to commemorate the Queen's Platinum Jubilee in 2022.

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

- ii) A Queen's Platinum Jubilee Working Group was agreed with terms of reference as presented with the agenda with membership including Cllrs MacPhee, McFarlane and Verdon.

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

All Councillors were reminded they could join at any time and newly co-opted Councillors would also be invited to join.

**62/21 Composting in Odiham & North Warnborough**

Further to a presentation to the Amenity Areas Committee, Cllr Stewart reported he had met with the resident who was campaigning for a composting facility in the parish and asked Councillors to consider a project which provided a composting facility in the Parish.



Cllr Stewart explained that Rachel Goude had canvassed local opinion and received approx. 70 positive responses to her proposal. He had considered two sites and concluded that Cemetery Meadow was the most appropriate site for vegetable based composting bins and fruit trees.

Councillors asked how the scheme would work and raised concerns on access, how the composting material would be controlled and whether the waste would attract vermin and create a smell to surrounding properties? Councillors also asked what control methods would be used to ensure the facility didn't generate too much compost.

It was noted that the scheme would be added to OPC's Strategic Plan for research if Councillors approved the concept.

**RESOLVED**

To ask Rachel Goude to provide more detail on how the site will be managed and monitored before making a decision on adding the scheme to the Strategic Plan.

**63/21 Hampshire County Council Consultation on "Serving Hampshire – Balancing the Budget"**

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/balancing-the-budget>

Councillors noted the above consultation relating to Hampshire's future services. Due to the closing date falling before the Council meeting, Councillors had been encouraged to respond to the consultation before the meeting, as elected representatives. The Clerk encouraged Councillors to read page 41 of the consultation document which set out the County Council's policy position on reorganisation plus the 2016 report which led to this decision.

**64/21 Grant Applications**

The Deputy Clerk's report summarising community grant applications was reviewed. Cllrs Coleman and Stewart abstained from the vote.

It was agreed to remove the Citizens Advice application from the list of items to be considered because budget provision of £1,500 to Citizens Advice was already available.

**RESOLVED**

To award community grants totalling £3,070 as follows:

- i) £2,300 to The Old School towards a refurbishment project to fund the item listed as new blinds.
- ii) £500 to the Basingstoke Canal Society towards the cost of running the annual Basingstoke Canal Raft Race.
- iii) £270 to the Odiham Society towards the cost of producing a walks leaflet. Permission was also granted to use the parish map.



- iv) No award was made to Buryfields School for laptops as Councillors considered this expenditure should be met by the County Council and granting an award would represent double taxation.  
(Proposed by Cllr McFarlane, seconded by Cllr MacPhee, 2 in favour, 2 abstentions).

**65/21 West St Development Road Names**

Following Hazel Developments' request for Councillors to comment on proposed road names for 16 new homes on West Street, Odiham, planning reference: 19/02541/FUL. It was

RESOLVED

To respond to Hazel Developments as follows:

OPC prefers Maplefields and raises concerns that the road name May Fields could be confused with the property of the same name.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 5 in favour, 1 abstention).

**66/21 Request from Leapfrogs Pre-School**

Councillors considered the request from Leapfrogs Pre-School for a temporary amendment to their lease which increased their numbers from 30 to 40 children.

The Clerk explained the history of the site and the limit on numbers as recorded in the documents available in the office.

Following discussion it was

RESOLVED

To respond to Leapfrogs as follows:

OPC is sympathetic to the request but would like assurance that the increased numbers won't increase traffic and further impact on a congested road and small car park. Please provide a clear policy explaining how Leapfrogs allocate pre-school places and mitigating measures to reduce traffic congestion.

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

**67/21 To consider the Boundary Commission's Proposals for new Parliamentary Constituency Boundaries**

<https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/initial-proposals-for-new-parliamentary-constituency-boundaries-in-the-south-east-region/>

The consultation was noted. No further comments were made.

**68/21 Planning & Development Committee Decisions**

RESOLVED

The decisions made by the Planning & Development Committee meetings held by Zoom on 22<sup>nd</sup> June 2021 and 13<sup>th</sup> July 2021 were ratified.

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



**Financial Matters – none – the Chair reported that financial matters would be covered by the Finance Committee meeting.**

### **Councillor Reports**

#### **69/21 Meeting reports from Councillors**

Cllr Stewart reported that he had met with Hart DC Cllr Crookes regarding signage at Tunnel Lane. Two new signs would soon be installed to discourage parking beyond a certain point. Logs would also be installed within a few days aimed to prevent parking on verges.

#### **70/21 Reports from other Councils**

Hart DC Kennett reported on Hart DC planning matters:

- Several members of staff had left or were due to leave.
- He expected the Cholsey Farm solar farm application to be considered in August, noting that it was unlikely Hart DC would object to all solar farm applications currently under consideration.
- Cllr Stewart raised concerns that Hart DC was not implementing its own Parking Guidance when determining applications. Cllr Kennett agreed to take up OPC's concerns with Hart DC.

#### **69a/21 Date of next meeting**

Extraordinary full Council on 3<sup>rd</sup> August then a full meeting on 21<sup>st</sup> September 2021.

### **Confidential Matters**

#### **71/21 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).

#### **72/21 Correspondence to the Hart DC Planning Team**

RESOLVED

An email previously sent to the Hart DC Planning team regarding the Crownfields and Montfort Place Section 106 agreements was explained and ratified. The email questioned Hart's expectations of OPC when liaising directly with developers and asked for Hart's support.

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

#### **73/21 The Bridewell**

The Clerk's progress report was reviewed and discussed providing detail on the freehold transfer, curtilage, discussions with current users and expressions of interest from new hirers. Research was ongoing.



The Clerk was asked to write to Hart DC reporting concerns that the increase in parking charges in The Bury public car park had exasperated the problem of parking on The Bury roads.

**74/21 Review of OPC's Property Portfolio**

The Clerk's agenda report was discussed including a summary of research carried out, an update from a meeting with the Odiham Consolidated Charities and suggestions on next steps.

**RESOLVED**

- i) OCC's expression of interest – To respond to the Odiham Consolidated Charities (refer to exempt file note).
- ii) To continue researching details on a second site (refer to exempt file note).
- iii) A small working group comprising Cllrs Ball, Coleman, McFarlane and Verdon was agreed to continue research and liaising with 3<sup>rd</sup> parties.  
(Proposed by Cllr McFarlane, seconded by Cllr Stewart, all in favour).

There being no further business the meeting closed at 9.19pm.

**Signed**.....

**Date**.....