



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE
FULL COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN THE
LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 15th MARCH 2022 COMMENCING AT 7.30pm**

9th March 2022

Andrea Mann, Parish Clerk

Members of the public are welcome to attend.

- 208/21 To receive apologies for absence**
- 209/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- 210/21 Approval of Minutes**
To approve the minutes of the full Council meeting held on 15th February 2022 (179/21-207/21).
- 211/21 Chair's Announcements**
- 212/21 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.
- 213/21 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Planning & Development Committee held on 16th February 2022.
- 214/21 To consider Matters Arising from the Minutes not elsewhere on the agenda (pages 4-5)**
- 215/21 Question from a co-option candidate regarding the process of selection**
To consider correspondence from a candidate considered at the February meeting and agree a response (documents circulated to Councillors only).
- 216/21 Two Councillor Co-option**
To co-opt Helen Tyler and David Sanger to fill the two vacant positions; one covering the Odiham ward and one covering North Warnborough.
- 217/21 Parking Charges in Odiham**
To receive a verbal update from the Chair following representation to the Hart DC budget setting meeting.



- 218/21 Update on the status of changes in OPC's Property Portfolio**
To note the following updates and consider any matters arising:
- The Bridewell freehold transfer was completed on 1st March.
 - The Odiham Society will be vacating upstairs office space at The Bridewell on 23rd March and moving into The Parish Room on a new Licence commencing 1st April.
 - All Saints Church started hiring the Library room on 6th March.
 - A Listed Planning application has now been submitted to Hart DC which includes building repairs and the installation of a new toilet.
 - An application to register Chapel Cottage land has been submitted to the Land Registry.
- 219/21 Policy Review (page 6)**
To review and note the schedule of OPC's policies and proposed review dates, noting a review of communication policies is overdue.
- ~~Agenda item cancelled due to feedback since agenda publication~~
220/21 Odiham & North Warnborough Conservation Area Appraisal (page 7)
~~To consider adopting the updated Appraisal including the revisions set out in the attached report. The full draft Appraisal is available at~~
~~<https://odihamparishcouncil.gov.uk/council/planning/conservation-areas>~~
~~Agenda item cancelled due to feedback since agenda publication~~
- 221/21 Odiham Village Centre Area Action Plan (pages 8-25)**
To consider adopting the final draft following community consultation, consultation with the working group and presentation to the High Street businesses.
- 222/21 The future of public toilet provision in the Parish (pages 26-27)**
To consider a proposal from Cllr Stewart.
- 223/21 Neighbourhood Plan Monitoring Group**
To consider a question and agree a response regarding representation on the Group, custom built homes and housing mix (documents circulated to Councillors only).

Financial Matters

- 224/21 February to March 2022 Payments**
To approve the payments listings for 16.02.22-15.03.22 and appoint two Councillors with signatory rights to complete the payment process.
(This listing will be circulated to Councillors by email before the meeting).
- 225/21 Asset Register (page 28-29)**
To review and accept OPC's 2022 Asset Register which will be included in the 2021/22 Annual Return.



- 226/21 Subscriptions and Contracts (pages 30-35)**
To review and accept the annual list of OPC's subscriptions and contracts.
- 227/21 Biodiversity Audit and Management Plan (page 36)**
To consider contract award to Arcadian.
- 228/21 Insurance (page 37)**
To review the Clerk's report and consider any next steps.

Councillor Reports

- 229/21 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 230/21 Reports from other Councils**
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.
- 231/21 Date of next meeting**
19th April 2022 – to be discussed and agreed.

Confidential Matters

- 232/21 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.**
- 233/21 MP's Lease for office space in The Bridewell (pages 38-64)**
To consider entering into a new lease with the MP under the same terms as a previous lease held with Hampshire County Council which expired 2020.
- 234/21 Friends of Odiham Book Exchange Licence for use of the Library room and associated equipment in The Bridewell (pages 65-72)**
Following agreement of a Heads of Terms, a draft Licence is presented for consideration.
- 235/21 The Crownfields development S106 agreement**
To receive a progress report and advice from OPC's solicitor (report to follow).
- 236/21 Rural Exception Site – Warren Andrew Drive**
Verbal update on the allocation of a property.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Jan 22	155/21	Clerk	Change previous minutes from draft and add to website.	Complete
	160/21	Clerk	Notify applicants of co-option decision.	Complete
			Provide introductory information to LC and arrange for forms to be signed.	Complete
			Notify Hart DC and update website.	Complete
	161/21	Clerk	Update positions on website.	Complete
	162/21	Clerk/Deputy Clerk	Update website to reflect change in committee structure.	Complete
	163/21	Clerk	Add revised Scheme of delegation to website.	Complete
		Clerk	Circulate Staff Handbook to staff.	Complete
	164/21	Clerk/PV	Present Crownfields S106 to next meeting.	
	165/21	Clerk	Notify OdSoc of OPC's agreement to issue Licence for Parish Room & forward documentation.	Complete
		Clerk/AMc/PV	Receive signed Licence and arrange for Cllrs AMc & PV to sign on behalf of OPC.	
		Clerk	Update website to reflect change.	
		Clerk/Amenity Officer	Arrange for equipment/furniture/artifacts to be moved in accordance with schedule.	In progress
		Clerk	Ensure utilities & Hart DC are notified for billing purposes.	
	166/21	Clerk	Return signed LR Transfer papers to Solicitor and request completion date 1st March.	Complete
		Clerk	Notify HCC.	Complete
		Clerk	Award contracts in accordance with schedule.	Complete
	167/21	Clerk	Submit planning decisions to Hart DC.	Complete
	168/21	Clerk	Submit precept form to Hart DC.	Complete
		Clerk	Update website.	Complete
	169/21	Clerk	Submit budget information to Hart DC.	Complete
		Clerk	Update website.	Complete
		Clerk	Input 2022-23 budget information to Scribe.	Complete
	170/21	Clerk	Add revised Risk Assessment to website and make available to Internal Auditor.	Complete
	171/21	Deputy Clerk	Notify Community Grant applicants of OPC's decisions and obtain payment info.	Complete
		Clerk	Arrange payments.	Complete
		Deputy Clerk	Update website with change in grant information.	
		Clerk	Vire unspent 2022-23 budget to new EMR in Scribe.	Complete
	172/21	Deputy Clerk/Amenity O	Order tables.	Complete
	173/21	Clerk	Research alternative AV equipment for livestreaming and refer to next meeting.	On agenda
	176/21	Clerk	Instruct Solicitor to register LR title plan.	Complete
		Clerk	Establish whether Red Book valuation required.	Complete - not required.
		Clerk	Once LR title registered, refer back to Councillors with valuations.	
	177/21	Clerk	Forward Heads of Terms to OBE CIC.	Complete
		Clerk	Once received, draft Tenancy at Will and liaise with working group as required.	On agenda
	178/21	Clerk	Respond to resident re Cemetery Meadow land.	Complete
		Clerk	Respond to resident re access from Cemetery driveway.	Complete
Feb-22	179/21	Clerk	Change previous minutes from draft and add to website.	Complete
	187/21	Clerk	Add committee changes to website and update distribution lists.	Complete
	188/21	Clerk	Revise Traffic Partnership positions on website.	Complete
		Clerk/Deputy Clerk	Co-ordinate and publish precis of Traffic Partnership meetings.	Underway
	189/21	Clerk	Add revised Standing Orders on website.	Complete
	190/21	Clerk	Publish 2022-23 meeting dates on website.	
	192/21	Clerk	Add Environment and Climate Change Policy and Action Plan to website and promote.	Complete
	193/21	Deputy Clerk	Advertise for Town Crier and manage process through Jubilee working group.	Underway
	194/21	CllrAMc	Make representation to Hart DC budget setting meeting on increased parking charges in Odiham.	Complete
	197/21	Clerk, Cllrs RC & DS	Set up payments and complete payment approval process.	Complete
	199/21	Clerk	Place orders for AV equipment and arrange installation.	Complete
	200/21	Clerk/CllrPV	Instruct and set up Office 365 account.	Complete
	201/21	Clerk	Award 2022-23 Internal Audit contract to Do The Numbers.	Complete
	202/21ii	Clerk	Arrange payment for logs in Tunnel Lane.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	202/21iii	Clerk/Deputy Clerk	Follow up with NW Village Hall on the location of the new defibrillator and answer questions.	On Community Committee agenda
	203/21	Clerk	Contact Hook Parish Council re promotion of bid to improve Hook Railway Station.	
	206/21	Clerk	Award cemetery grounds maintenance contract from 1st April and notify other interested parties of decision.	Complete
		Clerk	Award cemetery bin emptying contract.	Complete
	207/21	Clerk	Implement new Library room hire agreement for All Saints.	Complete

REVIEW OF OPC POLICIES - 15.03.22

Policy Name	Creation date	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance				
Code of Conduct	New Nov-21	Nov-21	Essential	Nov 24 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	2008	Dec-20	Essential	Dec 23 - unless change in ICO model scheme.
Standing Orders		Feb-22	Essential	Feb 23 - annual review required.
Scheme of Delegation	Nov-20	Jan-22	Desirable	Jan 24 - unless change in circumstances.
Business Continuity Plan	Sep-18	Mar-20	Desirable	Review before May 2023.
Finance				
Financial Regulations	New Apr-20	Oct 21	Essential	Oct 22 - annual review required.
Statement of Internal Controls	Nov 21	Nov 21	Desirable	Nov 24 - unless change in circumstances.
Claiming expenses by Cllrs Policy	Jan-17	Jan-21	Optional	Jun 23 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils				Jun 23 - new Council.
Investment Policy	Jun-20	Jun-21	Essential	Review before May 2023.
Reserves Policy	Oct-14	Oct-21	Optional	Review before May-23.
Grant Giving Policy	May-20	Jul 21	Essential	Review before May 2023.
Council Strategy				
Strategic Plan		Jul-20	Desirable	Regularly reviewed through committees. Annual review at Annual Parish Assembly.
Statement of Commitment to the Parish of Odiham 2019-23	Feb-20	Feb-20	Desirable	Jun 23 - new Council.
Casual Vacancy and Co-option Policy	Feb-21	Feb-21	Optional	Jun 23 - new Council.
Data Protection				
Data Protection Policy	Mar-15	Nov-19	Essential	Review before May 2023 - unless change in legislation.
Document Retention Policy	May-18	Feb-21	Desirable	Review before May 2023 - unless change in legislation or circumstances.
Consent form for communication with OPC	May-18	Jun-18	Desirable	Review before May 2023 - unless change in legislation.
Privacy Notice - General	May-18	May-19	Essential	Review before May 2023 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	May-18	May-19	Essential	Review before May 2023 - unless change in legislation.
Subject Access Request Policy	May-18	May-19	Desirable	Review before May 2023 - unless change in legislation.
Health & Safety				
Health & Safety Policy	Feb-21	Feb-21	Essential	Mid 2022 unless change in legislation or circumstances.
Tree Policy	Dec-17	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Safeguarding Policy		Dec-20	Desirable	Dec 2023.
Environmental				
Environmental & Climate Change Policy	Feb-22	Feb-22	Desirable	Feb-23.
Communication				
Media Relations Policy and Communication Guidelines	Oct-14	May-19	Desirable	Overdue.
Principles Governing OPC's Engagement and Consultation Process	Oct-17	May-19	Optional	Overdue.
Social Media and Electronic Communication Policy	Jun-20	Jun-20	Desirable	Overdue.
Staffing				
Disciplinary and Grievance Arrangements	Jun-20	Jun-20	Desirable	Review before May 2023 - unless change in legislation or circumstances.
Training and Development Policy	May-19	Jun-21	Desirable	Jun-23.
Staff Handbook	Jan-22	Jan-22	Optional	Jan-24.



REPORT ON: Odiham & North Warnborough Conservation Area Appraisal

WRITTEN BY: Cllr Verdon/Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: 220/21

Introduction

The draft Odiham & North Warnborough Conservation Area Appraisal is presented to Councillors for final adoption. This follows extensive consultation and reviews with Hart DC and the community.

OPC is still waiting for the final draft from the Consultant and the Appraisal circulated to Councillors for approval assumes the following revisions will be incorporated:

Odiham

p11 section 4.1 final bullet point requires the information that the deer park wall forms the boundary of the built-up area

p12 4.2 the penultimate bullet point appears unfinished

p14 second column 4th bullet point requires the words 'but brick is more common'.

6.1 needs as additional threat of impact on setting and views from new development and the development of back gardens in zone 2.

North Warnborough

suggest the following recommendations are carried forward from the previous CAAMP as more specific guidance:

- resist new buildings in The Street
- redevelopment of existing properties should not result in an increased footprint or reduced garden
- subdivision of existing properties should not result in additional driveways, parking areas and boundary divisions

Plus some minor map corrections.

For Decision

Councillors are asked to consider adopting the Appraisal with revisions as the final Appraisal.

Hart DC plan to present the Appraisal to Hart DC Councillors for adopting in April.

Your 
Odiham

**Odiham
Village
Centre
Area
Action
Plan**

2021-2026



ACTION PLAN

ODIHAM VILLAGE CENTRE AREA ACTION PLAN

This Village Centre Action Plan has been developed with a working group commissioned by OPC and drawn from the wider community. It uses a template that is common in the sector and addresses a range of key areas of local council activity and influence. It is divided into 9 areas and within each there is a range of projects relevant to Odiham and North Warnborough, some of which are underway or planned. The plan was drafted and published for consultation in 2021 and finalised in early 2022.

The Village Centre Action Plan sets out a vision for the centre of Odiham and a five-year Action Plan which aims to protect and enhance what is important to residents.



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ACTION PLAN

1. INTRODUCTION

The Odiham Village Centre Area Action Plan sets out a vision for Odiham centre.

This Plan aims to capture what is important to residents, what they like, what they don't like and what should be improved, listing projects and objectives for a five-year period. It will inform strategy for OPC over that time and will evolve as circumstances change and opportunities arise. It provides a benchmark against which the community can assess the performance of the OPC.

The Action Plan is a working document which guides a coordinated delivery of improvements:

- For direct project delivery by Odiham Parish Council or other Steering Group partners
- To secure external funding
- To influence other local authority strategic spending or plans
- To identify, protect and invest resources in the things which are important to the community.

This plan is not just about future improvements. By recognising what is valued locally, it can help to protect and preserve what the community values through local campaigning, grant funding and strategic spending, underpinning longevity for the future.

All objectives and project actions aim to:

- Create a stronger and more cohesive community
- Support local business, especially those operating in the High Street
- Support local schools and community interest groups
- Support efforts to improving people's health and wellbeing
- Support development of a stronger cultural identity and sense of belonging

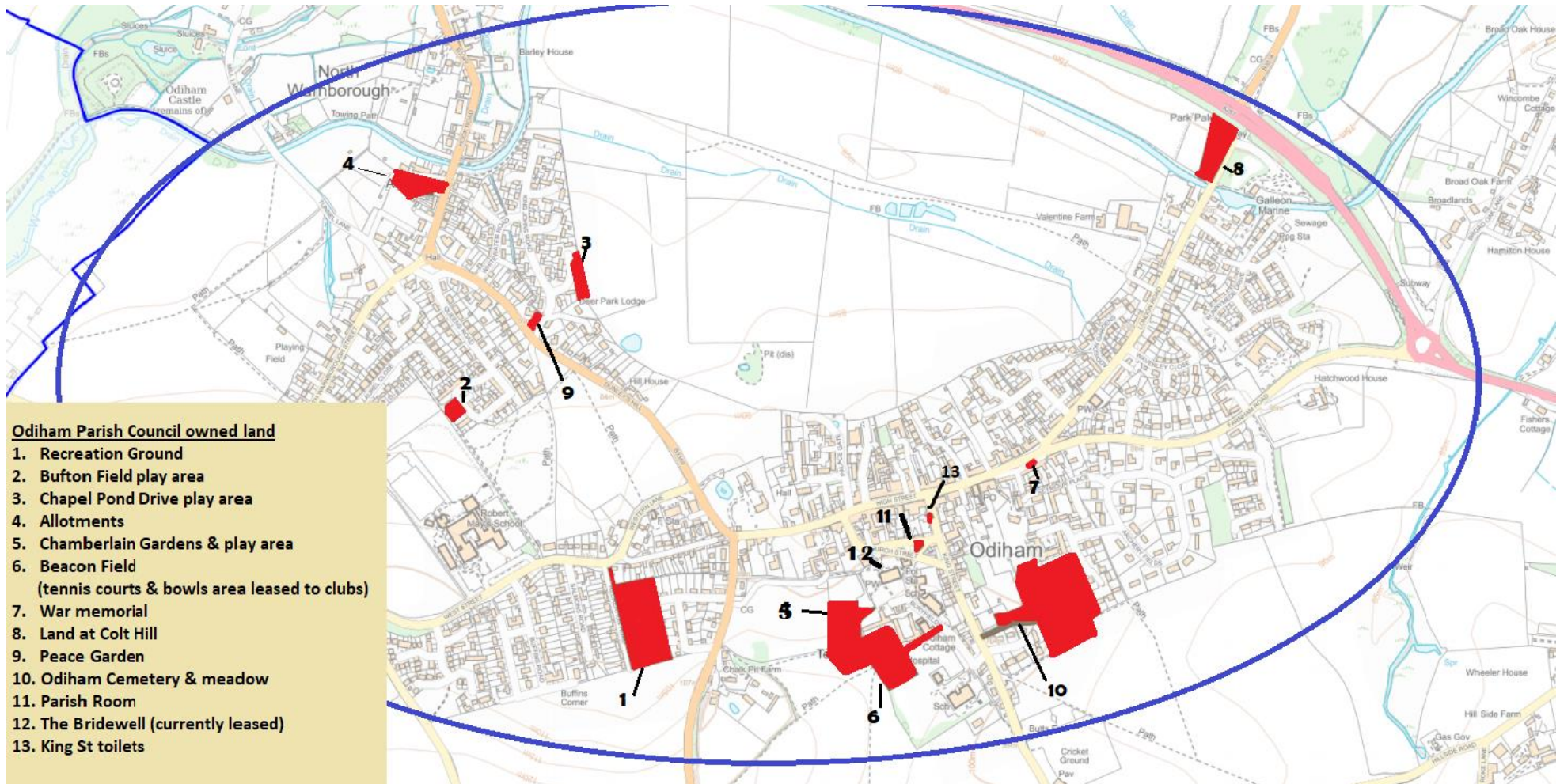
Statement of Community Involvement

The Odiham Village Centre Area Action Plan was developed in 2021/2 in partnership with Hart District Council and the Odiham and North Warnborough community; residents, businesses and community organisations.

Residents were consulted on the draft in Autumn 2021 through an online survey. The survey responses informed a final revision which was then presented to the working group and High Street businesses before being adopted by Odiham Parish Council on XXXXXX.

ACTION PLAN

2. MAP OF AREA COVERED



ACTION PLAN

3. BACKGROUND

Odiham Civic Parish encompasses the villages of Odiham and North Warnborough. Commercial activity focusses around Odiham High Street which runs from east to west through Odiham and has direct links to surrounding green spaces, largely to the north and south. The High Street itself has a mix of residential, retail, hospitality and service businesses, predominantly accommodated in buildings of heritage importance.

The High Street attracts residents and visitors to its local shops and services and is an important meeting place for socialising and events. The High Street area is a focal point for visitors providing access to local walks, heritage routes including the listed Parish Church and access to green spaces such as the Deer Park and Basingstoke Canal.

The High Street is the main route between the B3349 and A287. Free parking is available on the High Street for up to 2 hours and there are two pay and display car parks; the medium sized Deer Park car park to the north and a small car park in The Bury to the south. Many of the residential and business properties do not have dedicated parking.

The Odiham Conservation Area sits wholly in the village centre area and its character is defined in the Odiham Conservation Area Character Appraisal. The picturesque, historic buildings and landscape are valued by residents and visitors alike but are also seen as barriers to the development of businesses. Planning restrictions and the cost of maintaining heritage buildings are challenges. The age and style of infrastructure also poses limitations on accessibility improvements.

This Plan supports and aligns with the Odiham & North Warnborough Neighbourhood Plan which states the following objectives:

“The character and vitality of Odiham’s village centre will be maintained or enhanced, providing an attractive and interesting place for people to meet. Existing and new businesses and services will be encouraged, whilst retaining the special historic and rural character of the area but with traffic and car parking managed more effectively.”

“To maintain and enhance the character and vitality of Odiham High Street, and the Parish’s ability to attract visitors.

- To seek to strengthen and support the economic activity of retail units and commercial premises in and around the High Street.
- To encourage Odiham High Street to continue to provide an attractive environment and a good place for residents and visitors to shop, eat, drink and socialise.”

This plan does not make proposals which contravene Neighbourhood Plan Policy 9, by excluding:

- any change of use to ground floor properties.
- any proposals which alter shop fronts
- conflicts with the Odiham Conservation Area Character Appraisal

This Plan includes infrastructure projects listed in the Neighbourhood Plan.

ACTION PLAN

1 PUBLIC SPACES AND SERVICES – this ranked as the top priority in the community consultation

Objective	Action)	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Retain rural public services	Establish Odiham Book Exchange to retain free access to high quality books.	Social. Educational. Health & wellbeing.	OPC	Friends of the Odiham Book Exchange CIC	May 2021	Handover to CIC April 2022	HCC Ongoing through Friends of the Odiham Book Exchange CIC	1
	Maintain public service presence in centre by taking on The Bridewell.	Social. Health & wellbeing. Community cohesion.	OPC	Community organisations	May 2022	Ongoing	HCC OPC	1
	Develop The Bridewell into better utilised community hub.	Social. Health & wellbeing. Community cohesion.	OPC	Community organisations	Christmas 2022	Ongoing	OPC Community fundraising External funding	1
	Provide public support to access principal authority, online services.	Health & wellbeing.	OPC	Hart DC OPC Hook and Odiham Lions	January 2023	Ongoing	IT equipment OPC Training for volunteers Hart DC, HVA, Lions	2
	Be open to devolution of public services from principal authorities.	Social. Health & wellbeing. Environmental.	OPC	Hart DC HCC	Ongoing	Ongoing		5
Make open spaces more attractive (OPC owned but not restricted to)	Make improvements eg improved signage, access, seating, online promotion, walking map, improved biodiversity/ green routes.	Health & wellbeing. Environmental.	OPC	Community organisations	Ongoing	Ongoing	HCC HDC OPC Community fundraising External funding	1
Provide access to public toilets	Retain King St toilets Investigate wider use of business premises	Health & wellbeing.	OPC	Local businesses	Ongoing	Ongoing	OPC	3
Promote heritage	Repurpose Parish Room as Heritage Centre	Social. Educational. Health & wellbeing	OPC	Odiham Society	April 2022	Ongoing	Cost neutral	1

Completed projects - Ongoing projects - High priority

ACTION PLAN

2 STREETScape AND PUBLIC REALM - this ranked as the sixth priority in the community consultation

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Odiham Conservation Area Character Appraisal	Adopt final Appraisal.	To provide clear policy.	OPC	HDC	2020	2022	OPC	Complete
More seating on High St	Provide more, well sited seating on the High St.	Social. Health and wellbeing. Attract visitors.	OPC	HCC	2020	Ongoing	OPC S106/CIL Grant funding	3
Improve signage	Wayfinding – better links to green spaces, walks, local attractions, heritage and links between Odiham/North Warnborough.	Environmental Health and wellbeing. Attract visitors.	OPC	HDC HCC Odiham Society	Ongoing	Ongoing	Grant funding	3
	Digital information board.	Attract visitors.	OPC	Community organisations eg Odiham Society, InOdiham, Lions		Keep under review	OPC Grant funding	5
	Village Centre sign.	Visual.	OPC			Keep under review	Grant funding Developers contributions	5
	Village Gateways (gates & signage at village entrances to encourage reduction in speed).	Safety.	OPC	HCC	Alton Rd – 2022	2025	S106/CIL on an opportunity basis eg Crownfields	2

Completed projects - Ongoing projects - High priority

ACTION PLAN

3 BUSINESS SUPPORT - this ranked as the second highest priority in the community consultation

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Business support	Develop Business Partnership Forum including WhatsApp group to share business support news and opportunities.	Economic	OPC	Local businesses	Feb 2020	Ongoing	OPC – minimal costs	Complete
	Encourage increased through promotion eg Shop Local, Eat Local, Support Local campaign and support for community events	Economic Attract visitors	OPC	Community organisations Local businesses	Dec 2020	Ongoing	OPC Grant funding	1
Employment	Keep local community informed by signposting to Hart DC Employment and Skills Services -eg local training opportunities and schemes to support job seekers	Economic Health & wellbeing	One of the community services offered in 1 above.	OPC Community organisations High Street businesses Hart Economic Development Hart Voluntary Action	Dec 2022	Ongoing	Cost neutral	2
Banking services	Promote Post Office and other local banking services	Economic Environmental Health & wellbeing		OPC Hart Economic Development	2022	2025	Cost neutral	3
Events/markets which increase footfall on High Street	Install secure fixings for market gazebos in the High St	Economic Health & wellbeing	OPC	inOdiham HCC	2020	2021	Funded by OPC	Complete
	Offer grants to organisations offering not for profit events to the community	Health & wellbeing Community cohesion	OPC	Various including inOdiham Hook and Odiham Lions	Ongoing	Ongoing	Funded by OPC	1

Completed projects - Ongoing projects - High priority

ACTION PLAN

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Better/coordinated use of empty units or under utilised spaces	Eg Airbnb, temporary pop-up-shops, creating online listing of available spaces. To include encouraging new businesses. Further projects to be determined	Economic Social Attract visitors	Poss All Saints	OPC Hart Economic Development Community organisations High St businesses	As High St grants become available		To be developed – this is a very challenging objective for OPC alone, but OPC can act as catalyst, lobbying agent.	1
Support local home working	Stronger support for home working eg survey to identify problems encountered by residents. Establish hot desking offer at the Bridewell.	Economic	OPC		Jan 2023	Ongoing	Possible grant funding to develop Bridewell space.	1

Completed projects - Ongoing projects - High priority

ACTION PLAN

4 IDENTITY AND BRANDING - this ranked as the eighth priority in the community consultation

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Stand out marketing of reasons to visit Odiham	Set up Your Odiham brand.	Economic Attract visitors	OPC				OPC	Complete
	Review purpose and key selling points to ensure correct messages and develop comms plan.	Economic Attract visitors	OPC			Ongoing	OPC	2
	Better promotion of everything on offer in the local area	Economic Attract visitors	HDC Here for Hart	OPC Community organisations High St businesses		Ongoing	Use of OPC communications platforms	2
Protect heritage value	Ensure strong policies to protect & enhance heritage.		OPC Odiham Society	Hart DC		2022	Conservation Action Plan under 2 above	Complete
	Projects and events which protect and improve access to heritage sites and increases visitors – development of heritage centre		OPC Odiham Society	Community organisations		Ongoing	See under 1	

Completed projects - Ongoing projects - High priority

ACTION PLAN

5 PARKING, ACCESS AND TRAVEL – this ranked third in the community consultation

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Address the perceived speed and volumes of traffic (NP Aims & Objectives 4.7)	Establish Community Speedwatch.	Safety.	OPC	Hampshire Police	May '21	Ongoing	OPC, minimal expenditure	Complete
	Support enforceable 20mph campaign in Hampshire	Safety	HCC	HALC Parishes Local campaign groups	2021	Ongoing	Cost neutral	1
Increase parking provision	Investigate layout of parking bays.	Economic.	HDC	OPC HCC	2021	2022	OPC HDC	1
	Campaign for low parking charges	Economic.	HDC	OPC	2021	Ongoing	Part of the negotiation with HDC re parking charges	2
	Investigate options for an additional car park within walking distance of the High St	Economic	OPC	Hart	2021	Ongoing	S106/CIL	1
Encourage more walking and cycling	Further cycle racks.	Environmental.	OPC	HCC	Under review			3
	Engage all sectors of community.	Environmental	OPC	HCC	2022		Within the Greening Campaign objectives see 9.	1

Completed projects - Ongoing projects - High priority

ACTION PLAN

6 COMMUNITY COHESION - this ranked as 5 in the community consultation. Note this is an outcome of much that is covered elsewhere

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Community Hub	Maximise opportunities for all sectors of community to unite and participate in shared activities.	Social. Health and wellbeing.	OPC	Community organisations. HVA.	2022	Ongoing	See under 1 – development of the Bridewell	1
Maximise opportunities for community to come together	Support community events.	Social. Health and wellbeing.	InOdiham.	OPC. Community organisations.	Ongoing	Ongoing	See under 4	1
	Develop The Bridewell into a better utilised community Hub.	Social. Health and wellbeing. Educational.	OPC	Community organisations.	2021	Ongoing	See under 1	1
Communication	Develop OPC website, newsletter and social media presence Improve noticeboards	Social	OPC		2021	Ongoing	OPC	1

Completed projects - Ongoing projects - High priority

ACTION PLAN

7 DIGITAL TECHNOLOGY – this was the lowest ranked in the community consultation.

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Provide current tourist information	Ensure all OPC literature includes links to online content eg OPC's website updated to include Visit Odiham content..	Social. Economic. Attract visitors.	OPC	Hart Economic Development	2020	Ongoing	OPC	1
Superfast broadband	Research possibilities to enhance infrastructure	Economic.	OPC	Potentially providers HCC HDC		2025		3
Public wifi access	Wifi provision to the Bridewell Encourage businesses to provide access.	Social. Economic.	OPC	High St businesses		2021 Ongoing		1

Completed projects - Ongoing projects - High priority

ACTION PLAN

8 DISABILITY ACCESS, HEALTH & WELLBEING – this was ranked seventh in the community consultation

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Accessible toilets	Support “Changing Places” campaign.	Health & wellbeing.	OPC	Cottage Hospital		2025	OPC External funding S106/CIL	2
Improve wheelchair/ buggy accessibility.	Lobby HCC to improve condition of pavements.	Health & wellbeing.	HCC		2020	Ongoing	HCC service provision	2
	Consider limitations on access to The Bridewell.	Health & Wellbeing.	HCC			Ongoing		
Accessibility	Support local awareness through signposting and coordinate training for staff, Councillors and local service providers.	Health & wellbeing.		Right at Home Sunflower Café? HVA		2023		3
	OPC website accessibility for visually impaired readers.	Health & wellbeing.	OPC		2020	Ongoing	OPC	1
	Safeguarding training for community volunteers where appropriate	Health & wellbeing.	OPC	HVA	2021	Ongoing		1
	Promote First aid training	Health & wellbeing.		HVA		2023		3
	Network of defibrillator provision. Encourage partnership working with other community groups and advertise for volunteer co-ordinator.	Health & wellbeing.	OPC	OCC	2019	Ongoing	OPC and grant funding	1
Support groups	Encourage support groups for disabled users and carers at The Bridewell.	Health & wellbeing.	OPC	Community groups	Jan 2023			2

Completed projects - Ongoing projects - High priority

ACTION PLAN

9 ENVIRONMENTAL IMPACT – this ranked fourth in the community consultation

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Clear policy	Develop Environmental and Climate Change Action Plan.	Environmental.	OPC		Summer 2021	March 2022	OPC	Completed
Waste reduction/ better recycling	Campaign for scheme to manage non-food waste.	Environmental.	Hart DC		Ongoing			
	Promote projects which encourage waste reduction and re-use.	Environmental	OPC	Hart DC	2022			
	Campaign for provision of public recycling bins.	Environmental.	Hart DC		2021			
Reduce carbon emissions	Enrol in the Greening Campaign phases 1 & 2	Environmental. Health & wellbeing.	OPC	HCC Greening Campaign	Jan 2022	Ongoing	OPC (subsidised by HCC)	1
	Virtual/live streaming public meetings where possible	Environmental.	OPC		2020	Ongoing		1
	Lobby to allow virtual meetings of OPC to be legally constituted	Environmental	OPC	HALC NALC	2021	Ongoing		1
	Encourage a reduction in travel by promoting 'local'	Environmental Economic	OPC				See 1 and 4 above	
	Campaign for electric vehicle charging points.	Environmental.	Hart DC	OPC			Grant funding	3
Reduce dependency on plastic	The UK Plastic Pact – WRAP and Plastic Free Pledge	Environmental	All organisations		2022		OPC to lobby so cost neutral	2
Reduce litter	Litter picking events	Environmental.	OPC Lions	Lions	2021	Ongoing	Small investment in equipment from OPC	1

Completed projects - Ongoing projects - High priority

ACTION PLAN

Objective	Action	Benefit	Lead Organisation	Partner Organisation	Target Start Date	Target End Date	Funding Sources	Priority
Promote local and organic food sales	Encourage weekly market to offer local and organic produce	Environmental. Economic.	InOdiham		2022			2
	Encourage Flavourfest.to promote local and organic produce	Environmental. Economic.	InOdiham		2022			3

Completed projects - Ongoing projects - High priority

ACTION PLAN

REVIEWS AND REVISIONS

Date		
15.04.21	Draft agreed by Working Group	
21.09.21	Draft agreed by full Council and presented for public consultation	
01.03.22	Revised following consultation and agreed by Working Group	
15.03.22	Revised adopted by full Council	



REPORT ON: The future of public toilet provision in the Parish

WRITTEN BY: Councillor Stewart

MEETING DATE: 15 March 2022

AGENDA ITEM: 222/21

Introduction

OPC acquired the King Street toilets from HDC approximately 20 years ago for the nominal sum of £1, when Hart decided that the running costs were unaffordable at district council level.

Running costs

Since acquiring the toilets, the running costs have fallen to OPC. This year they have so far amounted to £6723.56, broken down as follows:-

Cleaning*	£4680	(total for year)
Rates & Electricity	£1964.56	(to 24 Nov 21)
Repairs	£89	(to 24 Nov 21)

*The toilets are only cleaned Monday to Friday

In addition to these costs an annual provision for refurbishment will need to be factored in. The most recent refurbishment cost over £43,000. Assuming a life of 25 years for this work, this implies an annual sum of £1720 will need to be set aside.

The total annual running costs are therefore approximately £8500.

Usage

Between Tuesday 29 August and Friday 1 September 2017, I undertook a survey to monitor the number of visitors to the toilets. The average number of visitors per day were:-

Male	16
Female	5

I have not conducted a lengthy survey since then but based on casual observation, do not believe that these figures will have changed significantly.

Proposal

I propose that OPC negotiate with pubs and restaurants within the Parish to allow the public to use their toilet facilities in lieu of the King Street toilets for a trial period. I have asked the managers of The Red Lion and George (Bel and the Dragon) whether they would be prepared to let members of the public use their toilets in return for a contribution from OPC towards the cost of cleaning and consumables. They would display a sign advertising the fact that their toilets were available to the public. This idea is already in widespread use in the UK and around the world. See these links for more information.

https://www.richmond.gov.uk/community_toilet_scheme

<https://www.facebook.com/bbcnews/videos/nette-toilette-nice-toilets-everywhere/10155273183962217>

In addition to reducing the running costs (while more directly supporting High Street businesses financially), this proposal would also offer the following benefits:-

- Longer opening hours (8am to 11pm Monday to Saturday, 8am to 10pm Sunday)
- Safer (The King Street toilets give directly out onto a road without a pavement)
- Cleaner (King Street toilets are only cleaned once per day Monday to Friday)
- More convenient location (closer for visitors to the High Street)

Finally, OPC would no longer have to address the potentially expensive issue of damp ingress to the King Street toilet, which is a listed building. It would be able to sell the building (or repurpose it) to provide funds for other projects, for example the Bridewell.

Proposal

I propose that OPC conducts a trial, whereby a scheme to allow the public to use toilet facilities in premises on the High Street is run in tandem with retaining the King Street toilets. Once the Council has sufficient information to assess the trial, it can then decide on a more permanent solution.

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
1000 - General Account							
Parish Room		232,714.00	123,000.00				
Chapel of Rest (South)		232,714.00	282,000.00				
Chapel of Rest (North)		232,714.00	278,000.00				
Chapel Cottage & 2 sheds		279,258.00	490,000.00				
War memorial, Gospel Green		1.00					
Office Equipment		5,081.00					
General Contents		7,030.00					
The Bridewell	01.03.22	1.00	1,443,000.00				
4 x Gopak tables	02.03.22	684.66		Library room			
5 x Gopak tables	01.01.21	1.00		Library room			
Logitech Meetup camera	27.02.22	550.00		Library room			
Viewsonic CDE6250 & mobile stand	27.02.22	1,350.00		Library room			
The Bridewell furniture & equip	01.03.22	1.00		The Bridewell (attached li			
		992,099.66	2,616,000.00				
2000 - Amenity Areas							
Public toilets, King Street		1.00	123,000.00				
Sports pavilion CG				Leased to Bowls Club			
Odiham Recreation Ground	20th May 1921	1.00					
NW Rec Ground (Allotments)		1.00					
Colt Hill Amenity Area		1.00					
The Firs Amenity Area		1.00					
Land adjacent to Cemetery		1.00					
Buften Field Play Area	2013	1.00					
Chapel Pond Drive Play Area	2013	1.00					
Street Furniture		41,968.00					
Play Equipment, MUGA & Trim Tr		197,000.00					

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Tarmac paths to play areas, Re	17.11.20	4,880.00		Recreation Ground	15 years		
Defibrillator	30.03.21	1,390.00		Leapfrogs, Recreation Gr			
Lockable bollard	01.10.21	165.00					
Fruit trees	30.11.21	1,435.00		Community Orchard			
Interpretation boards	04.03.22	1,293.94		Community Orchard			
		248,139.94	123,000.00				
3000 - Community							
Defibrillator	2015	1,382.00		Co-op, High St			
Library stock	24.05.21	1.00	37,500.00	The Bridewell, Library Ro			
3 x noticeboards	01.01.21	2,070.87		2 High St, 1 NW verge			
Public access PC	25.02.22	735.00		Library room			
Book shelves	01.03.22	1.00		Library and ante room			
		4,189.87	37,500.00				
5000 - Traffic and Transport							
Speed Indicator Device (SID)	2015	3,290.00					
Broxap shackles	18.02.21	3,504.00		High Street parking bays			
		6,794.00					
Grand Total:		1,251,223.47	2,776,500.00				



REPORT ON: Subscriptions and Contracts

WRITTEN BY: Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: 226/21

Introduction

As required by the Internal Auditor, this list of annual subscriptions and contracts is presented for approval.

Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Benchmark Environmental	Waste disposal for The Bridewell	General waste bin £8 per lift, mixed recyclable £6 per lift.	Weekly lifts. 3 years from 09.03.22.	Local company selected. Smaller, 4 wheeled refuse vehicles used. Zero to landfill policy. https://benchmarkenvironmental.co.uk/about-us/	Note: contract with Chambers was not possible due to accessibility concerns. This annual contract is £728 as opposed to the £960 Chambers quote and can request larger bins if demand requires.
BT	Parish Office: - Telephone Cloud Voice - Broadband x 2.	£87.95 per month. £36.45 per month per line.	60 months. 24 months.	Environmental Policy March 2022: https://www.bt.com/bt-plc/assets/documents/digital-impact-and-sustainability/our-approach/our-policies-and-reports/bt-environmental-policy.pdf	
Castle Water	Water supply – • King St toilets • Allotments, Hook Road • Cemetery, King Street.	Variable		Environmental Policy: https://www.castlewater.co.uk/_data/assets/pdf_file/0010/3214/Environmental-policy_V1.pdf	Utilities broker has been asked to review contracts and environmental declarations.



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
CJH Cleaning	Cleaning King St toilets.	£390 per month	Rolling contract?	Local company selected.	Staff to review cleaning materials and methods.
Connect Computers Ltd	IT support and backup.	£135 per month plus extra ad hoc support.	Rolling contract	Local company selected.	
Campaign to Protect Rural England (CPRE)	Annual subscription.	£60 per annum	Annual subscription	https://www.cpre.org.uk/what-we-care-about/climate-change-and-energy/	Last paid Jan '21. Should this be renewed?
Crime Detection Systems	Service and repairs of intruder alarm – Chapel Cottage.	Variable. Less than £100 for annual service.	Ad hoc	Local company selected.	
Everflow	Water supply for The Bridewell				New contract in progress.
FCS Cleaning & Maintenance	Cleaning – Parish Room.	£15 p/h, two hours per month.	Notice given to end March 2022.		
Hampshire Association of Local Councils		Approx £990 2021 membership fees for 2022 not yet published.	Membership.		
Hampshire Pension Fund	Staff pensions.	No fee due to minimal members.	Membership.	Pension Fund Responsible Investment statement: https://www.hants.gov.uk/hampshire-services/pensions/responsible-investment	
Hart District Council	Ranger services for: <ul style="list-style-type: none"> Odiham Common Broad Oak 	£1,000 £500		Local Rangers used with overarching Hart DC's Environmental pledges: https://www.hart.gov.uk/countryside-nature	
HCC	Contribution towards the Basingstoke Canal Authority.	Variable. Approx £4,000 per annum.		Local land/water managers used with overarching Hants CC's Environmental pledges: https://www.hants.gov.uk/thingstodo/counyparks/basingstokecanal	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
HCC	Street Lighting.	Variable. Approx £3,500 per annum.		??	Staff to make enquiries and review contract during 2022.
ICO	Data protection registration.	£40 per annum.	Essential annual registration.		
KBO	Fire alarm maintenance, servicing and monitoring for The Bridewell.	£1,000 per annum.	12 months.	Environmental Policy provided.	
	Emergency lighting maintenance and servicing for The Bridewell.	£245.00 per annum.	12 months.	Environmental Policy provided.	
	Fire extinguishers servicing for The Bridewell, Parish Room and South Chapel.	£68.00 per annum.	12 months.	Environmental Policy provided.	
Larkstel Ltd	Grounds maintenance + bin emptying.	£10,827.48 per annum.	3 years from 01.04.21.	Environmental Policy provided.	
	Cemetery grounds maintenance	£11,225 per annum.	3 years from 01.04.22.	Environmental Policy provided.	
	Cemetery bin emptying.	£6 per bin.	2 bins, 2 lifts per month. Purchase order from 15.02.22.	Environmental Policy provided.	
	Playground inspections	£320 per month.	Agreed in 2022-23 budget.	Environmental Policy provided.	
Lightatouch	Internal Auditor.	£800.	Fees dependant on hours and precept.		Do The Numbers Ltd from 01.04.22.
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	£9.40 per mailbox per month for staff + CllrPV and £4.50 Business Basic for Councillors.	Rolling contracts.	Environmental Compliance Statement: https://www.microsoft.com/en-us/legal/compliance/environmental-compliance	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Nigel Jeffries Landscapes	Grounds maintenance – cemetery.	£9,622 per annum plus adhoc work.	Contract ends 31.03.22.		
NPower	Electricity supply – King St toilets.	Variable			Utilities broker has been asked to review contracts and environmental declarations.
Open Spaces Society	Annual subscription.	£45 per annum	Annual subscription.	Mission to protect future of green spaces: https://www.oss.org.uk/need-to-know-more/strategic-plan-2019-2024/	Subscription due.
PCC Odiham	Parish News subscription.	£9 per annum	Annual subscription.		
PHS	Hazardous waste bins for The Bridewell	£156 per annum	2 bins, 13 collections per annum.	Environmental statement aimed at reducing to minimise carbon footprint: https://www.phs.co.uk/about-phs/sustainability/	
PKF Littlejohn	External Audit.	2022 fees not yet published.	Essential.		
Redfield Garden Centre	Ad hoc supplies and equipment for the Amenity Officer for OPCC owned land.	£500	For invoicing purposes only.	Local supplier.	
Ricoh	Office printer and toners.	Rental £32 per month, 1.37p per b&w copy and 6.31p per colour copy.	36 months, expires February 2023.	Environmental statement: https://www.ricoh.co.uk/about-us/sustainability/environmental/ Toner cartridges are returned and recycled.	
Safe Data Storage	Weekly server back-up storage.	Approx £500 per annum.			



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Scribe	Finance software and support.	£648 per annum	Annual subscription.	Cloud package. Minimises use of paper.	
	Cemetery software	£288 per annum plus £197 one off set up fee.	To be awarded 01.04.22	Cloud package. Minimises use of paper.	
	Bookings software	£228 per annum plus £147 one off set up fee.	To be awarded 01.04.22	Cloud package. Minimises use of paper.	
SLCC	Membership for Clerk.	£344 per annum	Due 1 st April		To be agreed by Staffing Committee 06.04.22.
	Monthly magazine	£35 per annum			To be agreed.
Somerset Web Services	New website design and host.	£600 hosting & support plus £80 for domain per annum.			
SSE	Electricity supply – <ul style="list-style-type: none"> Parish Room (until 31.03.22). South Chapel The Bury feeder pillars. High St feeder pillars. Chapel Cottage currently leased). 	Variable		Group Environmental Policy: https://www.sse.com/media/iy4dycvo/ext-po-grp-007-group-environment-policy.pdf	Utilities broker has been asked to review contracts and environmental declarations.
TSO Host	Current website host	£87.90 per annum			
YBC	Cleaning for The Bridewell	£5,559.70 per annum	3 years from 01.03.22, 3 months termination notice.	ISO 14001;2015 accreditation for Environmental Management systems. Policy statement in contract.	Staff to discuss further green initiatives and review administration operations in line with Environmental & Climate Change policy.



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Zoom	Annual subscription	£119.90 per annum	Due 27.03.22		
Zurich Municipal	Insurance	Approx rates per annum: £3,225 general £200 book stock £2,800 to include Bridewell.	3 year contract expires 31.03.23.	Environmental Policy aimed at minimising carbon footprint: https://www.zurich.com/en/sustainability/sustainable-operations	



REPORT ON: Biodiversity Audit and Management Plan

WRITTEN BY: Cllr McFarlane/Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: 227/21

Introduction

As part of the Environment and Climate Change Action Plan, £2,000 was allocated from the 2022/23 budget for producing a biodiversity report for Odiham setting out local baseline data and action plan.

Councillors are asked to consider awarding contract to Arcadian Ltd, as recommended by the Hampshire and Isle of Wight Wildlife Trust, for a report including the following:

1. Introduction - providing the context of the surveys
2. Biodiversity and Legislation - linking to local and national policy and legislation.
3. Current biodiversity status – results of the background data search and phase 1 habitat survey – classifying the habitats and indicative species recorded, along with features of interest and photos where appropriate (a species list for each site will also be included in the appendices)
4. Action table – actions separated into either site specific or parish-wide actions that will create, restore or enhance areas for people and wildlife. Indicative timescales/targets and methods of monitoring will be included.
5. Appendices - Additional sources of information and/or methods of habitat creation for recommendations within the action plan will be included within the appendices where appropriate”

On the following timetable:

- Background data search: early May
- Extended Phase 1 habitat survey: w/c 23rd May
- Report: June
- Draft report submission: w/c 11th July.

Contract total: £1,160



REPORT ON: Insurance

WRITTEN BY: Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: 228/21

Introduction

In 2019, OPC entered into a 3 year contract with Zurich (Item 288/19 refers). The agenda report included quotations from 3 separate companies and read:

“The local authority insurance market is unique, having to cover a diverse range of risks for a small organisation, often where there is only one employee. The policy must cover public liability, employer’s liability, property, business continuity, fidelity, legal cover, events as well as covering the unforeseen emergencies such as damage from storms and flooding and personal injury at a Council owned facility. Needless to say, there are only a few companies who specialise in policies tailored to the local authorities’ needs.”

Year 1 costs were £3,151.53

Year 2 costs were £3,224.21 + £193.94 for Library books’ cover + £244.62 1 month’s cover The Bridewell = £3,662.77.

Year 3 budget provision is £4,600 to include The Bridewell.

The 2022-23 invoice is expected soon and payment due 1st April but recent correspondence with Zurich relating to The Bridewell has raised two issues:

- The Bridewell insurance is likely to add £2,880 on to the annual premium. £1,104 was included in the budget. This is due to the recent £1.45m valuation figure.
- Zurich will no longer insure unoccupied buildings so, in effect, The North and South Chapel will not be covered from 1st April. Zurich *may* offer cover for “fire, aircraft and explosion” but this will add a further estimated £2,900 on to the policy.

This report is intended for information only but Councillors may want to request further research.