



**MEMBERS OF ODIHAM PARISH COUNCIL COMMUNITY COMMITTEE
ARE SUMMONED TO ATTEND THE COMMUNITY COMMITTEE MEETING
TO BE HELD IN THE LIBRARY ROOM,
THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 15th March 2022 COMMENCING AT 8.30pm (or following the conclusion of the full
council meeting commencing at 7.30pm)**

9th March 2022

Sara Jones Deputy Parish Clerk

Members of the public are welcome to attend and are asked to adhere to all Government Covid guidelines which are still in place at the time of this meeting.

- CC30/21 To receive apologies for absence**
- CC31/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- CC32/21 Public Session**
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2021/03/Standing-orders-revised-February-2021.pdf>
- CC33/21 Approval of Minutes**
To APPROVE the minutes of the Community Committee meeting held on 21st September 2021(CC15/21–CC29/21).
- CC34/21 Events Calendar (page 3-4)**
To review the events calendar and events OPC would like to manage or support.
- CC35/21 Platinum Jubilee Update (pages 5-7)**
1. Review progress report.
 2. To note the Street Party ticket sale process and agree ticket cost.
 3. Decide on Plan B expenditure for Street Party tables and benches.
- CC36/21 Community Orchard**
To note the following:
1. Update on interpretation board and posts
 1. Official Opening on 28th March at 10.30am.
 2. Attendance to the event including guest of honour the Lord-Lieutenant of Hampshire to open the Community Orchard.



CC37/21

Spring Newsletter (page 8)

1. Review progress report.
2. Overview of content.
3. Note request for the newsletter to be emailed rather than residents receiving a paper copy.

CC38/21

Community Awards (page 9)

1. Review report.
2. To note the presentation of the Community Awards at the Jubilee Street Party by the Deputy Lord-Lieutenant of Hampshire

CC39/21

Annual Parish Assembly (page 10)

Agree draft agenda and meeting details.

CC40/21

Armed Forces Day 25th June 2022

To confirm OPC's support of Armed Forces Day and raising of Armed Forces flags on the High Street.

CC41/21

Picnic Benches (page 11)

1. To acknowledge the Welcome Back Fund received from Hart District Council and to DC.
2. To agree the location of 10 picnic benches for 15 weeks from May to the end of August.

CC42/21

Village Centre Action Plan Working Group

Agree to recommend to Council establishing a working group to devise an action plan to take forward the community aspects of the VCAP.

CC43/21

To note the date of the next meeting

10th May 2022.



REPORT ON: Jubilee Events Update

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: CC35/21

Lighting the Beacon 2nd June 9pm-10pm

Completed actions:

Activity	Cost
Piper	£180
Bugler	Donation tba
Odiham Military Wives Choir	Donation tba
St John's Ambulance	£100
Refreshments (Odiham Bowling Club)	N/A
Beacon construction (Odiham Fire Station)	N/A

Timings:

The national timings are as follows:

Time	Activity	
2pm	Proclamation on Odiham High Street	Town Crier
9.30pm	Proclamation	Town Crier
9.35pm	Music: Diu Regnare	Piper
9.40pm	Music: Majesty	Bugler
9.45pm	Music: A Song for The Commonwealth	Odiham Military Wives Choir
9.45pm	Beacon is lit	Chair of OPC

Outstanding actions:

1. Appoint Town Crier and acquire outfit.
2. Agree level of donations requested.
3. Confirm VIP invitation list
4. Confirm hospitality
5. Advertise event



Street Party 5th June 12-4pm

Completed or partially completed actions:

Activity		Cost
Music including Jazz Band and Brass Band	Confirmed	£2000 net
Insurance, Risk assessment, Event Plan	Partially completed	£250
Road Closure Notice and Marshalled	Application submitted. Traffic management company Confirmed	£643
St John's Ambulance	Partially confirmed	£150
Volunteers (RAF Cadets)	Confirmed	N/A
Street table plan	In progress	
Ice Cream Van	Confirmed	

Timeline:

Time	Activity
8.30am	Road Closure
9am	Set up tables, gazebos,
12pm	Seated at tables
12-12.30	Brass Band
12.30pm	Opening Welcome Speech
12.40-1.25pm	Jazz Band
1.30	Community Awards and speeches
2pm	National Anthem
2-2.30pm	Brass Band
2.30pm-4pm	Jazz band
4pm- The End	
4pm-7pm	Tables and gazebos away, litter pick

Outstanding Actions:

1. Agree plan B for the tables and benches
The cost of hiring 220 tables and benches:
Quote 1: £10,305 Delivery and collection on Sunday 5th
Quote 2: £4,095 Delivery on Tuesday 31st May and collection on Tuesday 7th June. Enquiries have been made with the RAF to see if they can help by taking delivery, storage and transporting on day.
Quote 3: £7,400, Delivery and collection on Sunday 5th
Or wait for confirmation (beginning of May) to borrow the tables from the RAF
2. Confirm PA system
3. Set up Eventbrite for ticket sales
4. Continue advertising plan including letter to residents on Odiham High Street in addition to social media, Parish News, OPC Spring Newsletter and noticeboards
5. Confirm VIP list
6. Confirm with local restaurants.



Commemorative Booklet

Completed actions:

Activity	Cost
Book design agency, printers and distributor	£1,410
Confirm grant from HDC (awaiting final confirmation)	£1,000
Liaison with the schools and local organisations	

Timeline:

Time	Activity
29 th March	Content and imagery to the designer
1 st April	Front cover design approved by OPC to be used on Facebook and posters
20 th April	First proof circulated
25 th April	Booklet approved
29 th April	Print ready
2 nd May	Send to printer for proof
6 th May	Collect copies
WC 9 th May	Distribution

Outstanding Actions:

1. Confirm photographs and content
2. Seek sponsorship (two confirmed sponsors so far in addition to Hart Funding)
3. Consider requesting input from other community representatives.

Budgets

	Table Quote 1	Table Quote 2	Table Quote 3	
TOTAL cost of Street Party	16851	10641	13946	includes VAT on ticket sales and eventbrite charges based on selling 220 tables.
Cost of Beacon Lighting	630	630	630	
TOTAL FOR BOTH EVENTS	17481	11271	14576	
Income from Ticket Sales	6600	6600	6600	based on selling 220 tables at £30 per table.
Funding from District Council	1000	1000	1000	
OPC Budgets	5500	5500	5500	£4,000 2021-22, £1,500 2022-23
Income from sponsorship	tbc	tbc	tbc	investigate sponsorship for commemorative programme
Total	13100	13100	13100	
Final Balance	(4381)	1829	(1476)	



REPORT ON: Spring Parish Council Newsletter

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: CC37/21

Introduction

The newsletter will be 12 pages, the same format as the Autumn newsletter and using the same printer and distributor, noting that approximately 150 households will have the newsletter posted to them.

Content

1. Save the Dates for the Jubilee events and Annual Parish Assembly adverts
2. Community Orchard
3. The Bridewell and public consultation event
4. Planning and Development Committee
5. Traffic and Transport, Speedwatch and Finance
6. Amenity Areas Committee
7. Village Centre Action Plan
8. Environment and Climate Change Action Plan and Greening Campaign
9. Book Exchange and Community Grants
10. Community Awards and Town Crier Competition
11. Chair's message and information on Councillors
12. Platinum Jubilee Events in Odiham

Timeline

21st March - submission of articles to Clerk

29th March – send newsletter to printers

4th-7th April – distribution to households in Parish.



REPORT ON: **Community Awards 2022**

WRITTEN BY: **Deputy Parish Clerk**

MEETING DATE: **15th March 2022**

AGENDA ITEM: **CC38/21**

Introduction

The Community Awards Subcommittee met in November to discuss the nomination process, key dates and to agree the presentation of awards.

Nomination Process

Works has been completed with OPC's web designers to make the nomination form an online submission form in addition to a downloadable word document.

It was agreed the awards would be advertised not only through the organisations represented on the subcommittee but also via social media, the parish noticeboards, OPC website, OPC Spring Newsletter and Parish News.

The subcommittee would meet in early May to review applications and make recommendations to Full Council on 17th May.

It was agreed that the awards would be presented at the Platinum Jubilee Street Party on Sunday 5th June. The Deputy Lord-Lieutenant of Hampshire has agreed to attend the Street party to present the awards.

Timeline

	Mar	Apr	May	Jun	Notes
Advertise Awards in Parish Newsletter and on Social Media					OPC to produce article in Parish Newsletter and submit article for Parish Magazine. OPC to share on social media Committee members to advertise through their organisations
Deadline for nominations					30 th April
Meet to review nominations					Nominations to be sent to members to review. Subcommittee to meet to make recommendation to Council
Full Council to agree awards					Full Council meeting 17 th May
Award Recipients contacted					Following Full Council meeting
Award presentation					At Queen's Jubilee Street Party Sunday 5 th June



Odiham Parish Council
The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**Notice is hereby given that the
Annual Parish Assembly
will be held on
Tuesday 26th April 2022, 6.30pm–8.30pm
at All Saints Church, The Bury, Odiham**

All residents are invited to attend

Agenda

1. Chairman's welcome including Town Crier (5 minutes)
2. Signing of the minutes of the meeting held on Tuesday 13 April 2021
3. Presentation from a representative from the Odiham Health Centre Patient Group. (15 minutes)
4. Council highlights of the year – Cllr McFarlane (10 minutes)
5. Reports from Council committee chairs
 - Planning & Development Committee – Cllr Verdon (5 minutes)
 - Traffic & Transport related matters – Cllr Stewart (5 minutes)
 - Community Committee – Cllr McFarlane (5 minutes)
 - Amenity Areas Committee – Cllr Stewart (5 minutes)
6. The year ahead – Cllr McFarlane (10 minutes)
7. Questions (30 minutes) - residents can ask questions by submitting them to deputyclerk@odiham.org.uk by 9th April

Angela McFarlane

Chair, Odiham Parish Council
16th March 2022



REPORT ON: Picnic Benches

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 15th March 2022

AGENDA ITEM: CC38/21

Introduction

In 2021 the Clerk secured Welcome Back Funding from Hart District Council to provide 10 picnic benches for use in open public spaces for ten weeks over the summer. The Clerk has secured repeat funding for the initiative.

Summer 2021

The benches were placed as follows:

3 in Beacon Field

3 in Chamberlain Gardens

4 at the Recreation Ground.

Positive feedback was received and a request that if the initiative was planned again that it be considered to locate a bench in North Warnborough.

Decision

To agree location for 10 picnic benches.