



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 15th MARCH 2022 AT 7.30PM**

Present: Cllrs McFarlane (Chair), K Ball, R Coleman, L Cornall
and D Stewart (to Item 222/21).

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

Also present: Hants CC Cllr Glen, David Sanger and Helen Tyler.

208/21 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs Brown, Fraser and Verdon and Hart DC Cllrs Crookes, Dorn and Kennett.

209/21 Declarations of interests and requests for dispensation

Refer to Item 234/21.

210/21 Approval of minutes

RESOLVED

The minutes of the full Council meeting held on 15th February 2022 (179/21-207/21) were agreed as a true record of the meeting and signed by the Chair. (Proposed by Cllr McFarlane, seconded by Cllr Stewart, 4 in favour).

211/21 Chair's Announcements

The Chair formally expressed OPC's support for Ukraine and reported that OPC had been approached by All Saints Church asking OPC and Odiham Consolidated Charities to consider a combined offer of support. Any recommendation would be referred to the April meeting.

The Chair praised Jim Coomber from the Pickled Pepper for stepping in at the last minute to travel to Ukraine to support a Ukrainian family with local connections.

Cllr Coleman said that donations could be made to Jamieson House, Basingstoke.

212/21 Public Session

No matters were raised.

213/21 Previous Committee Minutes

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

- Planning & Development Committee held on 16th February 2022.

214/21 To consider Matters Arising from the Minutes not elsewhere on the agenda

The Clerk reported the dates of the 2022-23 meetings would be added to the website as soon as possible.



215/21

Question from a co-option candidate regarding the process of selection

Councillors considered a question relating to the process of a Councillor co-option made at the January meeting which asked whether the process was fair and a pre-determined decision.

Following discussion, it was **RESOLVED**

To accept the response shown in Appendix 1.

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

216/21

Two Councillor Co-options

Councillors considered two applications received for two vacant positions. In accordance with OPC's Casual Vacancy and Co-option Policy, Standing Orders were suspended to allow each applicant to speak.

Helen Tyler said she had recently moved to the Parish, was a former Fleet Town Councillor and was interested in policy, governance, recreation and leisure.

David Sanger said he had lived in the Parish for 32 years, his children had attended the local schools and was interested in the environment, recreation and facilities management.

RESOLVED

i) Helen Tyler was co-opted as Councillor to the Odiham ward.

ii) David Sanger was co-opted as Councillor to the North Warnborough ward.

(Proposed by McFarlane, seconded by Cornall, all in favour).

217/21

Parking Charges in Odiham

The Chair reported from the Hart DC budget setting meeting where she had made representation on behalf of OPC, as agreed by Councillors at the previous meeting. The Chair's full report is shown in Appendix 2.

The Chair asked Hart DC to consider lowering local parking charges to the 2020 charges as this revenue to date suggests this would raise more revenue for Hart. Hart's response was that the tariffs would not be reduced.

The Chair encouraged Members to read the full minutes on Hart DC's website (page 64).

It was further reported that a meeting between Hart DC and OPC was scheduled to take place on 17th March to discuss the layout of the parking bays on the High St.

218/21

Update on the status of changes in OPC's Property Portfolio

The following updates were noted:

- The Bridewell freehold transfer was completed on 1st March.
- The Odiham Society would 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 had been submitted to Hart DC which included building repairs and the installation of a new toilet.
- An application to register Chapel Cottage land had been submitted to the Land Registry.

219/21 Policy Review

The schedule of OPC's policies was reviewed and review dates agreed.

Councillors noted the communication policies were overdue and suggested a working group could be set up to look at once communications policy and plan for the year ahead, combining 3 current policies.

220/21 Odiham & North Warnborough Conservation Area Appraisal

This agenda item was postponed due to feedback from Hart District Council since agenda publication.

221/21 Odiham Village Centre Area Action Plan

The Chair introduced the Odiham Village Centre Area Action Plan which had been developed over the course of the previous year in consultation with a working group, High Street businesses and a community survey.

RESOLVED

The Odiham Village Centre Area Action Plan was adopted with the following revisions:

1. To remove the words "currently leased" from The Bridewell on the map.
2. To change the order of the sections in line with the priorities identified in the community survey.

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

222/21 The future of public toilet provision in the Parish

Cllr Stewart introduced his agenda report, explaining the background behind his proposal to trial a local scheme which allowed members of the public use of business toilets. OPC's annual cost of running the King Street toilets was estimated at 4% of the precept and the trial would allow OPC to consider the best cost effective option for public toilet provision.

Councillors expressed concern that the survey of King St toilet users was carried out prior to the refurbishment and before they were open at weekends, and suggested two surveys were needed; one to record current users and one to record users of alternative premises when King St toilets were closed. Councillors also asked what would happen to the King St premises?

Following debate, Cllr Stewart's agenda motion was considered for a trial offering the public use toilets in 2 High St businesses. This would include adequate advertising and keeping the King Street toilets open. The motion was not seconded.



A revised motion was proposed and **RESOLVED**:

To investigate options further and return a more detailed proposal back to a future meeting.

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

Following the decision, Cllr Stewart said that this matter was of great importance to him and tendered his resignation. He thanked Councillors for their support, wished the newly co-opted Councillors well and left the meeting.

223/21 Question relating to the Neighbourhood Plan Monitoring Group membership and housing mix

Councillors considered a question from a member of the public on the membership of the Neighbourhood Plan Monitoring Group and the housing mix specified in the Plan.

A draft response had been proposed by Cllr Verdon and circulated before the meeting. Cllr Fraser had offered further comments and a member of the public had also written to OPC on this matter.

RESOLVED

It was agreed to defer the response to the Planning & Development Committee on 22nd March.

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

Financial Matters

224/21 February to March 2022 Payments

The payments listing for 16.02.22-15.03.22 was approved and Cllrs Coleman and McFarlane were appointed to complete the payment process.

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

225/21 Asset Register

RESOLVED

The draft Asset Register presented with the agenda was approved for inclusion in the 2021/22 Annual Return. Following several questions and a suggestion to consider including depreciation for the 2022/23 return it was

RESOLVED

The Asset Register presented with the agenda was approved.

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

226/21 Subscriptions and Contracts

RESOLVED

The list of subscriptions and contracts presented with the agenda was approved and would be published on the Council's website.

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



227/21 Biodiversity Audit and Management Plan

RESOLVED

Arcadian, the trading arm of the Hampshire and Isle of Wight Wildlife Trust, was appointed to carry out a biodiversity survey and produce an action plan in the value of £1,160.

RESOLVED

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

228/21 Insurance

The Clerk's report was reviewed and noted including:

- 2022/23 insurance costs were estimated to be £2,880 over budget due to the £1.45m valuation of The Bridewell.
- Zurich no longer offered insurance cover for unoccupied buildings which would affect the North and South Chapel.

The Clerk was asked to research alternative insurance providers when the current policy expired in 2023.

Councillor Reports

229/21 Meeting reports from Councillors

- i) Cllr McFarlane reported from a meeting with Hook Parish Council and Hartley Witney Parish Council introducing The Greening Campaign. Both Councils had shown an interest in working with OPC on a combined promotion.
- ii) Cllr McFarlane had also met with Robert Mays and Buryfields Schools to introduce The Greening Campaign with positive outcomes. A meeting with Mayhill will take place on 17th March.
- iii) Cllr Coleman had attended a Zoom meeting of the Calf Lane Quarry Liaison Panel, on behalf of Cllr Verdon. Cllr Coleman reported that positive steps had been taken aimed at reducing noise nuisance to nearby properties.

230/21 Reports from other Councils

Hampshire CC Cllr Glen – Cllr Glen's written report had been circulated to Councillors prior to the meeting. Cllr Glen further reported:

- Cllr Glen thanked Cllr Coleman for attending the Calf Lane Quarry Liaison Panel and echoed Cllr Coleman's view that the Panel was having a positive impact. He urged OPC to continue representation at the meeting.
- Cllr Glen intended to join the meeting with Hart DC Parking officers on 17th March and the Clerk was asked to forward the invitation.
- HCC was taking the position of unrest in Ukraine very seriously and was making plans to manage refugees. Many people in Hampshire had signed up to the scheme offering accommodation, Cllr Glen believed the Government funding would be distributed through the district/boroughs. HCC's focus was education.
- The first meeting of the 20mph working group was scheduled the same week and the first report was expected in 6 months. It was suggested that OPC should write to Steve Philpott, expressing support from OPC.



- Cllr Glen welcomed newly co-opted Councillors to the Council.
- A recent Cabinet meeting included agenda items: Living with Covid, local generation and growth partnerships, Levelling Up and a scheme to trial closing certain roads around some of Hampshire's schools at key times of the day.
- Cllr Glen asked OPC to support an application for accessibility improvements at Hook Station and asked OPC to contact Hook Parish Council through John Orchard.

231/21 Date of next meeting

Agreed as 5th April 2022, in order to avoid Councillor and public holidays.

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.

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

233/21 MP's Lease for office space in The Bridewell

Councillors considered entering into a new lease with the MP under the same terms as a previous lease held with Hampshire County Council which expired 2020. A draft lease was presented for consideration.

RESOLVED

To accept the lease with two revisions and offer this to the MP for consideration.
(Proposed by Cllr McFarlane, seconded by Cllr Ball, all in favour).

234/21 Friends of Odiham Book Exchange Licence for use of the Library room and associated equipment in The Bridewell

Following agreement of a Heads of Terms at the previous meeting, a draft Licence was presented for consideration.

As there were only 4 Councillors remaining in the meeting, it was agreed that Cllr McFarlane did not have a disclosable pecuniary interest in this item and was permitted to take part in the vote. Cllr McFarlane clarified there were no material changes proposed to the draft agreement prepared by the Clerk. Furthermore, the final agreement would be referred to a future meeting for signature.

It was noted that the Licence agreement would start on 1st April but this did not mean The Bridewell was ready to open up to increased users. Councillors agreed a meeting between OPC and the Friends of Odiham Book Exchange would be useful to help clarify expectations.

RESOLVED

The draft Licence was approved and would be forwarded to the Friends of Odiham Book Exchange for consideration at their meeting on 30th March.
(Proposed by Cllr Ball, seconded by Cllr Coleman, all in favour).



235/21 The Crownfields development S106 agreement

The Chair explained that OPC had received the latest draft S106 agreement but there were still outstanding questions plus two new significant changes causing concern.

The S106 agreement allowed for OPC's legal costs to be covered by the developer and Surrey Hills Solicitors had estimated this between £800-£1,000.

It was agreed that legal support was required and the Clerk was asked to clarify whether the developer would cover costs retrospectively if OPC sought advice prior to signing the S106 Agreement.

236/21 Rural Exception Site – Warren Andrew Drive

Hart District Council had reported that two rented properties had been allocated to families with local connections.

There being no further business the meeting closed at 9.17pm.

Signed.....

Date.....



Agenda item 215/21

Appendix 1

Response

The process of co-option

OPC followed its Casual Vacancy and Co-option Policy when co-opting a Councillor to the Council: <https://odihamparishcouncil.gov.uk/wp-content/uploads/2021/03/Casual-Vacancy-and-Coooption-Policy-February-2021.pdf>

Following the retirement of a Councillor from the Parish Council, the Clerk informs HDC and there is a notice issued so that any residents who require an election can make their wishes known. If fewer than 10 electors request an election within 14 days, the process becomes one of co-option. This process was undertaken to fill a vacancy, with notices issued on 9th December.

Three applications were received from eligible candidates before the deadline for entries on 7th January. This deadline referred to nominations for considered at the full Council meeting on 18th January. Each applicant was invited to attend a Zoom meeting to “speak to Councillors directly and have the opportunity to elaborate on your application”. This was offered as an alternative to attendance at a face to face meeting as a concession to the restrictions relating to Covid 19 in place at the time. Two candidates chose to take up this opportunity.

At the OPC meeting on 18th January 2022, Councillors voted to use a secret ballot to vote for their chosen candidate. The Clerk distributed slips with the names of each of the candidates. These were collected and tallied by the Deputy Clerk and the result handed to the Chair of the Council. She announced that there had been a clear majority in favour of one candidate, Mr Leo Cornall. In fact each candidate had received at least one vote although this was not reported at the meeting. The Standing Orders indicate that in such an event the candidate receiving a clear majority of votes is elected. However, for the purpose of clarity, Councillors were asked to vote on whether they accepted the outcome of the ballot and were happy to accept Mr Cornall as the successful candidate. It was this vote that was unanimous.

The Chair had remarked at the outset that the Council was fortunate in having three excellent candidates who had come forward. At the close of the process she remarked that Mr Cornall’s experience as an architect would be very valuable to the Council in the development of the Bridewell which is a major risk for the OPC currently as it takes on the freehold. This was the view of the Chair, not of the Council.



Agenda Item 217/21

Appendix 2

Dr Angela McFarlane asked:

In 2021, Hart DC imposed a new schedule of tariffs for off street parking in Odiham. This was to bring all rural car parks under the same tariffs. Comparing income from 2019 and 2021 (pre and post Covid) there has been a significant drop in income from parking - approximately 30% across Hart. Analysis of the figures for Odiham shows that there has been a significant drop in users of the car parks for extended stays which has led to a drop in footfall on the High St and reduced revenue overall for Hart. We note that the Hart budget for 22/23 allows for an anticipated reduction of 22% in parking revenue due to Covid. We suggest this is likely to be more due to the additional impact of higher pricing for parking longer than 2 hours - the all-day charge has risen from £2 to £4. My question is therefore this:

Will Hart consider reverting to the previous pricing point of £2 for more than two hours which attracted more customers to our High St and raised more revenue for Hart? Asking Odiham Parish Council to subsidise a less productive tariff is not the answer.

Councillor Oliver responded:

I refer you to the email sent to Odiham Parish Council by the Head of Environment and Technical Services (Mr Elson) dated 31 January for further information to this answer. As a consequence of the Covid pandemic the District Council has seen an overall reduction in car park income across all of its car parks in 2021/22 when compared with 2019/20. As you have pointed out this has been factored into revenue projections for 22/23 within the draft budget. It is worth noting that the percentage reduction in income from the Odiham car parks in 2021/22 is significantly less than the percentage reduction in income from all other Hart off-street car parks.

When considering the amended car park charges in Odiham it is worth noting that the short stay charges for visits of up to 2 hrs were not altered when the new charging structure was agreed. It is generally accepted that most people who are visiting to shop or eat in local restaurants during the day do not stay longer than 2hrs, so I do not agree with your suggestion that the increase in charges for stays over 2hrs has led to a drop in footfall on the High Street. This is supported by the relative volume of tickets sold for 2hrs or less or over 2hrs across Hart. However, it does suggest that if there has been a reduction in footfall on Odiham High Street then this is as a consequence in changes in people's behaviour and shopping patterns rather than the change to the all-day car parking charge.

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Before agreeing on implementation of the of the amended car park charges the District Council consulted all affected parish councils on the proposals and offered them the opportunity to fund an alternative charging structure. This offer was not taken up by Odiham Parish Council but was taken up by Hartley Wintney and Hook Parish Councils, and the initiative is proving very popular in both parishes.

When agreeing changes to the car park charges it is important that an equitable and consistent approach is applied, and the offer for Odiham PC to subsidise a charging structure in the same way as has been agreed by the other parishes is still available should the Parish Council wish to accept this provided the parish agree to fund the reduction in income.



Therefore, in summary, for the reasons given above the answer to your question is: No, Hart will not consider reverting to the previous pricing point of £2 for more than two hours unless the Parish Council agrees to fund the loss of income and pay Hart's reasonable costs for amending the car park charges.

Dr Angela McFarlane asked a supplementary question:

Looking at the last ten months of Odiham income it has taken ten months to generate the same income as 6 months in 2019, we do think the pricing is hitting your revenue, we would ask that Council Officers meet with Odiham Parish Council representatives to develop a more commercially effective strategy?

Councillor Oliver responded:

Officers met with Odiham Parish Council on car parking last week, we are always open to have a discussion, but your interpretation of the data is significantly different to the Officers interpretation, we are always happy to talk to Parishes, but not in producing agreements non-equitable with agreements already reached with other parishes.