**MEMBERS OF ODIHAM PARISH COUNCIL COMMUNITY COMMITTEE ARE SUMMONED TO ATTEND THE COMMUNITY COMMITTEE MEETING TO BE HELD All Saints Church, THE BURY, ODIHAM. ON 12th July 2022 COMMENCING AT 8.30pm (or following the conclusion of the planning and development meeting commencing at 7.30pm)**

6th July 2022 *Sara Jones* Deputy Parish Clerk

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**CC01/22 To receive apologies for absence**

**CC02/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**

**CC03/22 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

**CC04/22 Approval of Minutes**
To APPROVE the minutes of the Community Committee meeting held on 10th May 2022(CC44/21–CC56/21)

**CC05/22 Community Grants (pages 3-4)**
1. To review the Community Grants applications and agree a recommendation to Council and grants to be awarded.
2. To review the George Rothery grant applications and agree awards.

**CC06/22 Platinum Jubilee Events Review (pages 5-8)**
To review the budget for the Jubilee events and to note the feedback received from members of the public.

**CC07/22 Town Crier**
To consider extending the appointment of Town Crier for the remainder of the civic year and paying for the Town Crier membership fee of £40 to The Loyal Company of Town Criers.

**CC08/22 Odiham Village Fete**
To note the date of the village fete, 10th September, and discuss having an OPC stall and support for advertising the event.

**CC09/22** **Heritage Open Days September 2022**
To note the HOD events coordinated by the Odiham Society and to agree OPC support.

**CC10/22** **The Greening Campaign**
To note the date for the Greening Campaign launch.

**CC11/22** **Autumn Newsletter (Pages 9-10)**
To note key submission dates for the Autumn newsletter and confirm contributors.

**CC12/22** **Christmas 2022 (pages 11-13)**
Review suggested Christmas event and promotional plan and agree:

1. Purchase of large and small Christmas trees and any additional tree lights needed.
2. Promotional ads in The Herald newspapers
3. Discuss a switch on of tree lights community event

**CC13/22** **Christmas gifts to RAF**
To consider Christmas gifts to the RAF from OPC.

**CC14/22** **Chair's Thank You Event**
To note and agree a date for the Chairs Thank You event held for volunteers who have supported OPC events during the year.

**CC15/22** **Defibrillator**
Update on the defibrillator installation and suggested volunteer training.

**CC16/22** **Speedwatch**
To note advertising has started on recruiting more volunteers and work is in progress to secure funding for a second SID.

**CC17/22** **To note the date of the next meeting**
20th September 2022.

**REPORT ON:** **Grant Applications**

**WRITTEN BY:** **Deputy Parish Clerk**

**MEETING DATE:** **12th July 2022**

**AGENDA ITEM:** **CC05/22**

## Introduction

The Earmarked Reserve for Community Grants in 2022 is £3,495.
The George Rothery grants available for 2022 is £300 plus interest accrued.

The deadline for the first round of Community Grant applications was 30th June. Five applications have been received and the total amount requested is £24,908.
Full applications have been forwarded to Councillors separately for Councillors to consider.

No applications were received for the George Rothery Bequest.

## Community Grant Applications

Below is a summary of each application.

| Organisation | Amount requested | Total cost of the project | Grant requested for | How many people will benefit |
|---|---|---|---|---|
| North Warnborough Village Hall | £10,000 | £45,500 | Refurbishment of the ladies toilet and disabled toilet, adding a staircase and refurbishment of the kitchen | '20 different organisations rent the hall space for activities which in total benefits approximately 600 people of which approximately 65% are people who live in the parish.' |
| Voila Odiham Theatre | £3,000 | £4,000 | Start-up costs include £1000 for sound equipment, £1500 advertising including display kit, website, play licences, flyers and merchandise, £500 for Insurance, £1000 for venue hire for rehearsals. | 'All members of the community of all ages who have an interest in amateur dramatics.' |
| Odiham raft Race Committee | £300 | | To support costs for staging the 2022 Raft Race on 4th September. Cost include toilet hire £224, alcohol licence £24, cups and bin bags £17. | 'Last year the event attracted over 1000 spectators. The event supports local businesses who are offered space to sell goods, food and services.<br>The event will be raising money for Accessible Boating and Basingstoke Canal Society.' |
| Buryfields Infant School | £1,608 | £3,217 | To install protective matting and reseed the grass area in the Early Years Playground to enable better all-weather access to a large play area within the Early Years Playground. The total cost of the project is £3217. There has been a single parent donation of £1000 | '70 children each year will benefit with the expected total amount 1400 children over the lifespan of the protective matting which is 20 years.' |

| | | | | |
|---|---|---|---|---|
| | | | and the PTA will match fund other funding received. | |
| Odiham and Greywell Cricket Club | £10,000 | £25,000 | The installation of solar panels on the roof of the club and battery storage to allow use all the electricity, rather than sending it back to the grid, to reduce the carbon footprint and electricity usage by up to 50%. | 'There are more than 350 members of the club who will benefit as the saving of electricity will mean that we can spend this money on cricket and club related benefits rather than electricity' |

## George Rothery Bequest Applications

Consider advertising the George Rothery Bequest again in the Autumn.

## For Decision

1. Agree to recommend to Council to award the community grants as requested.
2. Agree to advertise the George Rothery Bequest later in the year.

**REPORT ON:** **Platinum Jubilee Events Review 2022**

**WRITTEN BY:** **Deputy Parish Clerk**

**MEETING DATE:** **12th July 2022**

**AGENDA ITEM:** **CC06/22**

## Introduction

OPC organised the following events and activities for the community to commemorate the Queen's Platinum Jubilee:

- The planting of the Community Orchard as part of the Queen's Green Canopy
- The Queen's Platinum Jubilee Commemorative Programme booklet distributed to all households, Buryfields Infant and Mayhill Junior Schools with a digital version sent to Robert May's School.
- The Platinum Jubilee Beacon Lighting civic event on 2nd June
- The Odiham Jubilee Street Party community event on 5th June

## Budget Summary

**Commemorative Booklet**

| Income | | Expenditure | | Net |
|---|---|---|---|---|
| Hart DC funding | 1000.00 | Design costs | 775.00 | |
| Sponsorship | 300.00 | Printing costs | 465.00 | |
| | | Distribution | 161.50 | |
| | 1300.00 | | 1401.50 | -101.50 |

**Beacon Lighting**

| Income | | Expenditure | |
|---|---|---|---|
| | | Town Crier uniform | 70.38 |
| | | Cleaning beacon | 25.00 |
| | | Piper | 180.00 |
| | | Military wives choir | 100.00 |
| | | Bugler | 50.00 |
| | | Bowling Club refreshments | 65.00 |
| | | First aid | 100.00 |
| | 0.00 | | 590.38 |

-590.38

**Street Party**

| Income | | Expenditure | | |
|---|---|---|---|---|
| Lottery Funding | 6495.00 | Tables & Benches - BE Event Hire | 4420.00 | |
| Income from ice cream van | 100.00 | PA system | 1500.68 | |
| Eventbrite net sales | 4598.88 | Bins | 350.00 | |
| Invoiced tables | 250.00 | Portaloos | 375.50 | |
| | | Road closure implementation | 642.50 | |
| | | Road closure signs | 400.00 | |
| | | Site signs and advance road closure signs | 120.00 | |
| | | Insurance (not yet invoiced) | 295.00 | |
| | | First Aid (not yet invoiced) | 368.00 | |
| | | Simple Swing Jazz Band | 1750.00 | |
| | | Cove Brass Band | 250.00 | |
| | | Magician | 250.00 | |
| | | Voila Odiham Theatre | 160.00 | |
| | | Stilt Walkers | 300.00 | |
| | | QPJ Flags | 49.75 | |
| | | Hire of the Cross Barn | 165.00 | |
| | | Cadets packed lunches (for 50 cadets) | 250.00 | |
| | | Cadets juice/snack | 47.54 | |
| | | Street Party Poster and stationery | 63.88 | |
| | | Donation | 20.00 | |
| | | Staffing Costs | 750.00 | |
| | 11443.88 | | 12527.85 | -1083.97 |
| | | | | |
| Total 3 events | 12743.88 | | 14519.73 | -1775.85 |

| | |
|---|---|
| OPC budget 21/22 | 4000.00 |
| OPC budget 22/23 | 1500.00 |
| Spend from OPC budget | 1775.85 |
| Unspent OPC Budget | 3724.15 |

**Key Learnings:**

These Jubilee events were the first large events for the current administration, planning started before Christmas 2021 and formed a huge part of the OPC workload. Overall, the celebrations were a huge success and OPC should be proud.

- All documents and processes were created for the events including the comprehensive event plan, risk assessments, road closure management. These documents and processes, not on file before, will provide useful records for future events.
- The events followed a clear comms plan, drawn up by councillors and staff. By having a clear plan in place, it was possible to think ahead to ensure the publicity reached as many residents as possible and didn't just rely on social media – the thank you correspondence received demonstrated there are many residents not on Facebook. Again, this provides a record and for use and adaptation for future events.
- The events benefited from grants from Hart District Council and the Lottery Communities Fund was of huge benefit enabling OPC to engage the work of professionals to assist with logistics and organisation. It should be possible for parish/town councils to run events without drawing from the parish precept – in fact some councils run an annual cost neutral programme of events.
- This was a true community event which was co-ordinated by OPC but only possible with the support of the 50 RAF Cadets and their supervisors, Odiham RAF, volunteers from Hook and Odiham Lions and Odiham Rotary Club, Odiham High Street businesses, Odiham and North Warnborough Bowls Club, Odiham Fire Service, Odiham Military Wives Choir, Cove Brass Band, Odiham Town Crier and local volunteers was greatly appreciated.
- Successful planning and organisation by OPC enabled a swift response to the unexpected table booking cancellation and with the support of the community and RAF an alternative table hire company was booked.
- The tremendous community spirit at both events was evident and all this could not have happened without the support from Councillors, their families and OPC staff.
- OPC has a clearer understanding of OPC's leading role on civic events. This should be explored by this committee and documented for the future.

**Feedback**

In addition to verbal thanks on the day and following the events, written thanks was also emailed to OPC:

Beacon Lighting:

*'thank you for putting on a fantastic event yesterday, we all enjoyed ourselves as did the rest of Odiham. Thanks again and congratulations on a successful event!'*

Street Party:

*'Congratulations on a truly wonderful event. The planning was very impressive and it all went so beautifully.'*

*'Thank you so much to everyone who helped to make it a perfect day'*

*'Thank you so much for such an enjoyable street party today. It was so well organised, beautifully executed, and fun from start to finish.'*

*'I would just like to thank you and your team of organisers and helpers for such a great day today at the street party.'*

*'Your hard work and organisation meant the day went superbly well and from what I saw everybody had a great time.'*

*'Thank you so much for a wonderful day yesterday and for sorting out our tables together. We really appreciated it.'*

*'great day yesterday and even the weather held out for us - Many Thanks to all for all the work that went into organising the day'*

*'Can I say a big thank you to you all for organising our Jubilee Lunch'*

*'Despite the gloomy weather there appeared to be no gloomy spirits amongst all those attending. The organisation was brilliant and the entertainment was great. We thoroughly enjoyed it.'*

*'I wish to convey my grateful thanks the Parish council and all the volunteers for designing and working to achieve the wonderful celebrations.*
*Many many thanks for your expertise, commitment, and success.'*

*'Thank you for organising and implementing an amazing Jubilee party, that we all thought went like clockwork and there is no doubt that it was probably one of the best in the country.'*

*'Please pass on our thanks to all those that clearly spent an enormous amount of time planning, organising and running the day'*

*'Thank you again from one family, with five Odiham households, plus Gran and an Uncle and Aunt. And I'm sure that my six grandchildren will look back on this 70th Jubilee Street Party in years to come and say proudly 'we were there'.*

*'The Parish Council gave us a fabulous event which even the slight drizzle couldn't spoil.'*

*'Thank you so much for the fantastic organisation of the street party. It was a truly memorable day for us all. Well done to you and the committee responsible. Please pass on our thanks.'*

*'Congratulations and Thank You to all who made the street party such a magical success. Well done! Awesome job. What an excellent event.'*

**REPORT ON:** **Autumn Newsletter Timeline 2022**

**WRITTEN BY:** **Deputy Parish Clerk**

**MEETING DATE:** **12th July 2022**

**AGENDA ITEM:** **CC11/22**

**Introduction**

OPC produces two newsletters per year, in the Spring and the Autumn. The newsletter is A3 folded to A4 and usually comprises 14 pages including the front and back cover.

In Spring 2022, 2200 copies were printed for distribution with a small amount leftover to have as pickups in the Book Exchange and Bridewell and at events. OPC uses IC Printing.

Distribution is in the main by hand. OPC uses The Extra Mile to distribute to all households in the parish except for 100 properties and Broad Oak residents. The properties that the Extra Mile is unable to get to due to remote access have the newsletter posted via Royal Mail and in Broad Oak hand delivered by Cllr Coleman.

**Budget**

| Cost Centre 3010 PR & Publicity | 2022-23 | Spring newsletter expenditure |
|---|---|---|
| **Total Budget for the Year** | 4000 | |
| **Remaining budget** | 2612 | |
| Stamps for newsletter | | 102 |
| Printing Newsletter 2200 copies | | 764 |
| Newsletter distribution | | 166 |
| **Total Spend** | | **1032** |

**Timeline**

Aim to have the newsletter distributed to all households in time for October Half Term 24th October.

| | |
|---|---|
| Distribution | 17-21 October |
| Copy to IC Printing | 10th October |
| Proofread of final version | 3-7th October |
| articles to office for proof reading | 19th September |

**Content**

Councillors have previously written sections of the newsletter which is welcomed.
Suggested content could include:
Review of the Year - AMcF
The Bridewell Consultation and building progress - LC
Planning & Development Committee – PV
Amenity Committee – RC & DS
Community Committee – AMcF
Finance - RC
Future events incl, Spooktacula, Remembrance, Christmas High Street event, Extravaganza.
Community Grants Deadline
The Greening Campaign - AMcF
Update on the Community Orchard AMcF
Introduction to new Councillors

**REPORT ON:** **Christmas 2022**

**WRITTEN BY:** **Deputy Parish Clerk**

**MEETING DATE:** **12th July 2022**

**AGENDA ITEM:** **CC12/22**

**Introduction**
To agree to the OPC led Christmas activities for 2022.

**Budget**

Last Year:

| Cost Centre 3035 Christmas Trees and Lights | 2021-22 | 2021 expenditure | 2022-23 |
|---|---|---|---|
| **Budget** | 750 | | 900 |
| Trees | | 291 | |
| lights | | 115 | |
| Large tree installation | | 250 | |
| Licencing & incidentals | | 74 | |
| **Total Spend** | | 730 | |

**Christmas Trees**
In 2021 Odiham purchased 1 x 15ft Premium Norway Spruce and 16 x 4ft Standard Norway Spruce from Oxenford Farm in Elstead.

Larkstel installed the main tree, volunteers from The Lions with Councillors strung up the lights. Brand new tree lights were purchased and will be tested for this year with the hope that there will be no need to purchase new lights for the main tree.

Small trees:
For the past 10 years volunteers (in memory of Peter Fountain) installed all the small trees and used the OPC supplied battery lights. There were four trees left over from the High Street due to the narrow flagpole holders. These trees were donated to the Alms Houses.

**Decision:**

1. How many and what size trees to buy for 2022
2. Whether to formally request Larkstel to install **all** the trees
3. Agree to purchase new battery lights for the small trees.

**Christmas Ad Campaign**

The objective of the Christmas ad campaign in 2021 was to attract visitors to shop and eat out in Odiham High Street, an initiative from 'supporting the High Street' objective in OPC's Village Centre Action Plan.

In 2021, OPC had a full page in the Herald on Thursday 25th November and on Thursday 2nd December which included a half page advert (example below), photos of recent activities and text. The cost for both adverts was £600 which was met by Hart DC Welcome Back grant funding. The design work was carried out by The Langtons at a cost £160 which was covered by the Promotion of The Village Budget. The Promotion of the Village Budget for 2022-23 is currently £1,000.

This year the Herald are offering:
18th November - Christmas in Surrey and Hampshire feature
Full page - £300 + VAT
Half page - £150 + VAT
+ 200 words editorial and extra photo at no extra charge.

25th November - Christmas in Surrey and Hampshire feature
Full page - £300 + VAT
Half page - £150 + VAT
+ 200 words editorial and extra photo at no extra charge.

1st December - Christmas Gift Ideas feature
Full page - £300 + VAT
Half page - £150 + VAT
+ 200 words editorial and extra photo at no extra charge.

The Basingstoke Gazette is offering:
During November:
Quarter Page: one edition £181 +VAT, two editions £277 +VAT
Half Page: one edition £262 +VAT, two editions £411 +VAT
Full Page: one edition £397 +VAT, two editions £630 +VAT

**Redesign of the 2022 advert.**
The Langtons have asked if OPC would like to commission Holly Langton, as part of her Year 10 work experience, to produce any design work needed. (Holly produced the illustrations for the Community Orchard interpretation board). A redesign of the Christmas advert and promotion of an event could be given to Holly to produce free of charge as part of her work experience.

**Community Tree Lighting Event**
Feedback from the retailers last year was that late night shopping did not really work in Odiham, hence no late-night shopping was promoted by OPC.

A suggestion is to hold a Christmas tree lighting event during the week before the INOdiham Extravaganza so that the lights are on for that event. The tree lighting event could be a community initiative involving the Voila Odiham Theatre, the local schools, Lions and Rotary clubs, All Saints Church and The Vine Church to create a short programme of entertainment including singing around the Christmas Tree on the High Street before the switch on of the tree lights.

The event would not be in competition with the Extravaganza, more a small 'support local' event held at 5pm so that it would be getting dark but not too late and retailers would still be open. Perhaps people could then be encouraged to eat out afterwards at the local restaurants and eateries.

**Decision:**
1. To consider an ad campaign in the Herald and/or Basingstoke Gazette and how to fund it.
2. To consider commisioning Holly Langton to revise the art work for the Christmas adverts.
3. To consider OPC to organise a community event to switch on the Tree lights.
4. To consider commissioning Holly Langton to design the advert to promote the event.