



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE
MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN
THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 21st MARCH 2023 COMMENCING AT 7.30pm**

15th March 2023

Andrea Mann, Clerk

Members of the public are welcome to attend in person or watch online:

<https://us02web.zoom.us/j/88665668787?pwd=ZTcvVk1vRVU1RnJ2czMxMWdBQUt3Zz09>

Meeting ID: 886 6566 8787

Passcode: 480440

- 256/22 To receive apologies for absence**
- 257/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 258/22 Approval of Minutes**
To approve the minutes of the meeting held on 21st February 2023 (230-255/22).
- 259/22 Chair's Announcements**
- 260/22 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.

Councillor Reports

- 261/22 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 262/22 Reports from other Councils**
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

General

- 263/22 To consider Matters Arising from the Minutes not elsewhere on the agenda (page 4)**
- 264/22 The Greening Campaign Phase 2 – thermal imaging cameras**
To receive a verbal report from the Chair on the thermal imaging project.
- 265/22 Annual review of OPC's subscriptions and contracts (page 5-10)**



266/22 OPC logo/badge (pages 11-19)

To consider the refreshed OPC logo from the design agency to provide OPC with a fit for purpose digital image.

267/22 The Bridewell (page 20)

- i) To receive a verbal progress report from The Bridewell Working Group.
- ii) To note the new toilet works are scheduled to take place between 11th-23rd April and building users have been notified.
- iii) To note correspondence from the Hart Planning Team (circulated to Councillors) and confirm works date.
- iv) To note the £10,000 grant award from the HCC Leaders Grant for repairs to the north facing wall and general grounds maintenance on the south eastern boundary.
- v) To note correspondence from OPC's Solicitor regarding the Land Registry title and asset of community value transfer (circulated to Councillors).
- vi) To agree concept plans for developing the upstairs space (page 22).
- vii) Refer to exempt agenda item 280/22 for quotes for the new storage area and repairs to the north facing wall.

268/22 The Bridewell Business Plan (separate attachment)

To review and consider adoption of the second Bridewell Business Plan covering short to medium term priorities.

269/22 Funding for floral displays (separate attachment)

To consider the response from InOdiham and whether to grant fund the floral displays using the £800 earmarked reserve.

270/22 Proposed road names for the Crownfields NP development site (page 21)

To consider the road names proposed by the developer and agree OPC's preferred name.

271/22 Parking in The Bury (details circulated to Councillors separately)

Following reports to the previous meeting, to consider whether OPC supports a resident's request for improved parking enforcement in The Bury by supporting the referral to HCC.

272/22 Tennis Club floodlighting (circulated to Councillors)

To consider the request from the Tennis Club asking for OPC's agreement in principle to support an application to vary the planning permission to switch to LED bulbs.

273/22 Coronation Events Working Group

Verbal update from the working group and consideration of any matters arising.



Planning & Development Committee

274/22 To ratify the responses proposed by the Planning & Development Committee
held by Zoom on 6th March <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/03/Notes-230306-draft.pdf>

275/22 To consider new applications received which are due to be determined before the next Planning & Development meeting

OPC ref: 122/22 Hart ref: 23/00534/HOU
Address: St Helens King Street Odiham Hook Hampshire RG29 1NF
Details: Insertion of double french doors within the existing ground floor rear elevation bay window
[Link](#)

OPC ref: 123/22 Hart ref: 23/00506/HOU
Details: Replacement front door
Address: 1 Fleurs Cottages, Broad Oak, Odiham, Hook, Hampshire RG29 1AH
[Link](#)

Financial Matters

276/22 Payments Listing (to be circulated to Councillors separately)
To approve the payments listing for the period 22nd February to 21st March and appoint 2 Councillors to complete the payment approval process for outstanding payments.

277/22 To noted date of next meeting - 18th April (location to be confirmed)

Confidential Matters

278/22 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.

279/22 The Bridewell proposed contract awards (pages 22-32)

- i) To consider proposals for the new storage area.
- ii) To consider quotations received for the north facing wall including removing non-porous paint, repairing and repointing the wall and re-painting with a lime based product.
- iii) To note the conclusion of the working group regarding business related discussions.
- iv) To note the financial implications of awarding the above contracts.

280/22 Cemetery Chapels' gates (pages 33-38)

To consider proposals and quotations received to install gates at the porches of the North and South Chapels.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Jan-23	205/22	Clerk	Change previous minutes from draft and add to website.	Complete
	209/22	Cllr Hale	Forward details re lifting of DPA restrictions on Crownfields site.	
	210/22i	Clerk	Correspondence to 112 High Street.	Referred to Planning & Development
	210/22ii	Clerk	Research permanent solution for fencing around Chapels.	On agenda
	213/22	Clerk	Add annual risk assessment to web & prepare for audit.	Complete
	214/22	Clerk	Respond to Hart re OPC's confirmation to revise wording in S106 agreement to correctly allocate S106 funds in Dogmersfield.	Complete
	215/22	Clerk	Refer OPC's agreement to proposed HALC Articles of Association.	Not possible
	216/22i	Clerk/Deputy Clerk	Report grant to Vicitim Support and transfer funds.	Complete
	216/22ii	Clerk/Deputy Clerk	Report grant to Odiham Society and transfer funds.	Complete
	216/22iii	Clerk/Deputy Clerk	Complete research on new SID, liaise with Speedwatch group and purchase.	Ordered
	217/22	Clerk/Deputy Clerk	Progress plans for APA at Robert Mays with guest speakers and community stands.	Complete
	218/22ii	Clerk/Deputy Clerk	Book furniture for Street Party.	Complete
	219/22iii	Clerk/Deputy Clerk	Hold Coronation working party meeting and progress planning.	Complete
	222/22	Clerk/Chair	Submit precept notification form to Hart as charging authority.	Complete
		Clerk	Add budget and precept decisions to website.	Complete
		Clerk	Set up 2023/24 budget on Scribe.	Complete
	224/22	Clerk	Accept Zurich insurance new policy proposals.	Complete
		Clerk	Pay year 1.	Hold until end March. Due 1st April.
	227/22	Clerk/Amenities Officer	Seek structural surveyor's professional advice on Chapel Cottage chimney and rectify any faults found.	Inspection date 21st March.
		Clerk/Amenities Officer	Arrange for repointing sections of lower wall.	" "
	228/22ii	Clerk/Cllr Cornall	Submit listed building application for new toilet location.	Complete
	228/22iii	Clerk/working group	Progress Bridewell timeline.	In progress and on agenda
Feb-23	231/22	Clerk	Change previous minutes from draft and add to website.	Complete
	235/22i	Clerk	Add parking in Bury to future agenda.	On agenda
	237/22	CllrAMc	Attend HALC AGM and pass vote on new Articles of Association.	Not possible
	238/22	Clerk	Respond to InOdiham re hanging baskets and refer floral displays proposal to future agenda.	On agenda
	240/22	Clerk	Add Business Continuity Plan to website.	Complete
	241/22	Deputy Clerk	Publish 2023-24 meeting dates on website.	Complete
	242/22	Clerk	Add revised Standing Orders to website.	Complete
	243/22	Clerk	Add revised Asset Register to website.	Complete
	244/22	Clerk/AO	Place order for new photocopier and complete installation.	Ordered. Delivery estimated May.
	245/22	Clerk	Award contract for OPC and Bridewell branding and refer concepts back to Council.	Work in progress
	247/22	Clerk/Deputy Clerk/CllrSB	Print and deliver Conserrvation Volunteer letters to residents and update website with Google form.	Complete
	250/22	Clerk/Cllrs HT/PV	Set up payments and complete the payment approval process.	Complete (PV/Amc)
	254/22ii	Clerk	Award contract for new toilet.	Complete
	254/22iv		Meet with Bridewell Working Group, revise business plan and continue research.	Complete
			Refer business plan to next meeting.	Complete
	255/22	CllrPV	Respond to OCC re affordable housing proposals in parish.	Complete



REPORT ON: Subscriptions and Contracts
WRITTEN BY: Parish Clerk
MEETING DATE: 21st March 2022
AGENDA ITEM: 265/22

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
BDO Ltd	External Audit.	£630 per annum (based on £200-300k income & expenditure)	Essential. 5 year period until 2026-27		
BT	Parish Office: - Telephone Cloud Voice - Broadband x 2.	£87.95 per month. £36.45 per month per line.	60 months. 24 months. Contract signed June 2021	Environmental Impact Policy May 2022 online https://groupertranet.bt.com/selling/2bt/downloads/GS13_Environmental_Impact.pdf	
Business Stream	Water supply for The Bridewell	Approx £150 per annum.	To be determined.	Environmental Policy online https://www.business-stream.co.uk/images/uploads/genera/POL-001_Environmental_Policy_v3.pdf	Everflow agreed last year but not possible to switch from HCC contract.
Castle Water	Water supply – • King St toilets • Allotments, Hook Road • Cemetery, King Street.	Variable		Environmental Policy online https://www.castlewater.co.uk/_data/assets/pdf_file/0010/3214/Environmental-policy_V1.pdf	
CJH Cleaning	Cleaning King St toilets.	£415.74 per month	Rolling contract	Environmental Policy provided	
Connect Computers Ltd	IT support and backup.	£135 per month plus extra ad hoc support.	Rolling contract	Local company selected.	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Campaign to Protect Rural England (CPRE)	Annual subscription.	£36 per annum	Annual subscription	https://www.cpre.org.uk/what-we-care-about/climate-change-and-energy/	
Crime Detection Systems	Service and repairs of intruder alarm – Chapel Cottage.	Variable. Less than £100 for annual service.	Ad hoc	Local company selected.	
Do the Numbers	Internal auditor	£700	From 2022-23 subject to annual resolution		
FCS Cleaning & Maintenance	Ad hoc cleaning & handyman services	Minimal		Using current cleaner who is already on site on a self-employed basis.	
Hampshire Association of Local Councils (HALC)		Approx £700 for 2023-24	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 £4,036 per annum.		Local land/water managers used with overarching Hants CC's Environmental pledges: https://www.hants.gov.uk/thingstodo/countryparks/basingstokecanal	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
HCC	Street Lighting.	Variable. Approx £3,500 per annum.		Energy and climate change policies published https://documents.hants.gov.uk/street-lighting/StreetLightingMaintenanceManagementPlan.pdf	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 plus repairs.	12 months.	Environmental Policy provided.	
	Emergency lighting maintenance and servicing for The Bridewell.	£245.00 per annum plus repairs	12 months.	Environmental Policy provided.	
	Fire extinguishers servicing for The Bridewell, Parish Room and South Chapel.	£68.00 per annum plus repairs.	12 months.	Environmental Policy provided.	
Larkstel Ltd	Grounds maintenance + bin emptying.	£10,827.48 per annum plus additional ad hoc work.	3 years from 01.04.21.	Environmental Policy provided.	
	Cemetery grounds maintenance	£11,225 per annum plus additional ad hoc work.	3 years from 01.04.22.	Environmental Policy provided.	
	Cemetery bin emptying.	£6 per bin plus fly tipping or additional green waste.	2 bins, 2 lifts per month.	Environmental Policy provided.	
	Playground inspections	£320 per month.	Rolling contract in line with main contract.	Environmental Policy provided.	
	Waste disposal for The Bridewell	General waste bin £8 per lift, mixed recyclable £6 per lift.	Annual contract awarded March 2023.	Environmental Policy provided.	Previous contracts awarded not able to fulfil contract due to poor access to The Bury.



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	£9.40 per mailbox.	Rolling contracts.	Environmental Compliance Statement: https://www.microsoft.com/en-us/legal/compliance/environmental-compliance	
National Association of Local Councils (NALC)	Affiliation to national body	Approx £300 per annum	Membership		
Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
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.	£10 per annum	Annual subscription.		
PHS	Hazardous waste bins for The Bridewell	£156 per annum (not yet charged, still under HCC contract)	2 bins, 13 collections per annum.	Environmental statement aimed at reducing to minimise carbon footprint: https://www.phs.co.uk/about-phs/sustainability/	
Redfield Garden Centre	Ad hoc supplies and equipment.	£500	Trade account	Local supplier.	
Ricoh	Office printer and toners.	Rental £104.83 per month, 0.25p per b&w copy and 2.17p per colour copy.	48 months from Feb 2023.	Environmental statement: https://www.ricoh.co.uk/about-us/sustainability/environmental/ Toner cartridges are returned and recycled.	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Safe Data Storage	Weekly server back-up storage.	Approx £500 per annum.			
Screwfix	For general equipment	Ad hoc	Trade account		
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.	
Servio	Boiler servicing and maintenance	£258 annual servicing and gas safety certificate. <ul style="list-style-type: none"> • Mon–Fri 8am to 6pm £45.00 per hour • Mo-Fri 6pm to 8am £54.00 per hour • Saturday £54.00 per hour • Sunday £70.00 per hour • Bank Holiday £92.00 per hour • Minimum call out £135 	3 year		
SLCC	Membership for Clerk.	£351 per annum	Due 1 st April		To be agreed by Staffing Committee 05.04.23.
Somerset Web Services	New website design and host.	£600 hosting & support plus £80 for domain per annum plus ad hoc designs and revisions.			
SSE	Electricity supply – <ul style="list-style-type: none"> • South Chapel • The Bury feeder pillars. • High St feeder pillars. 	Variable		Group Environmental Policy: https://www.sse.com/media/iy4dycv/o/ext-po-grp-007-group-environment-policy.pdf	Utilities broker has been asked to review contracts and environmental declarations.



TSO Host	Old website host	£87.90 per annum			
YBC	Cleaning for The Bridewell	£5,559.72 per annum	3 years from 01.03.22, 3 months termination notice.	ISO 14001;2015 accreditation for Environmental Management systems. Policy statement in contract.	
Zoom	Annual subscription	£159.90 per annum	Due 27.03.23		
Zurich Municipal	Insurance	£6,575.78 per annum	3 years from 01.04.23	Environmental Policy aimed at minimising carbon footprint: https://www.zurich.com/en/sustainability/sustainable-operations	



REPORT ON: OPC logo/badge
WRITTEN BY: Parish Clerk
MEETING DATE: 21st March 2023
AGENDA ITEM: 266/22

Introduction

At the February full Council meeting, Councillors agreed a fee proposal to refresh the OPC logo and produce new branding for The Bridewell. The design agency started work straight away and produced a project timeline which met OPC's timescales for producing Bridewell hiring information.

The current OPC logo below does not show Odiham Parish Council as the owner. It is not available on a transparent background, making it difficult to use on printed material and online and the oval shape doesn't fit on Facebook or the official seal.



- The outer ring represents the Deer Park
- At the bottom are representations of the canal, the Whitewater and the fields in between.
- Odiham Castle with
 - Its English flag
 - Royal Crown
 - Fleur de lys for the Plantagenet family of Eleanor who lived here with husband Simon de Montfort
- The eagle from the RAF insignia.

The design agency started with the OPC logo/badge and forwarded proposed concepts which were circulated to Councillors by email. As anticipated, these concepts pushed OPC's objective of refreshing the OPC logo too far and the design agency was asked to refer back to the original brief. However, Councillors did show support for replacing the eagle from the RAF insignia with a Chinook.

New concepts were presented to the Chair and Clerk which are shown on the following pages.

For decision

Councillors are asked to review the proposed concepts, specifically the last proposed design (shown on page 20) which:

- Will result in a circular badge which is much easier to use on printed materials and online. Other parish council badges are shown on page 21.
- Retains all original elements but replaces the eagle with a Chinook, thus acknowledging strong links with RAF Odiham which makes up a third of the Odiham Parish.
- Is the most similar design to the original badge.







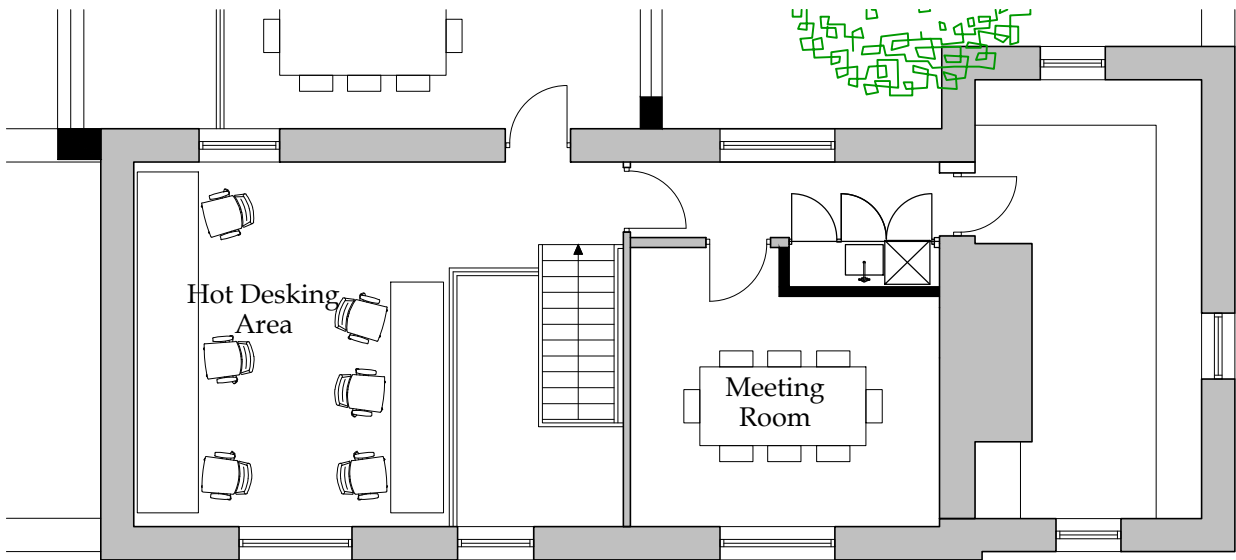




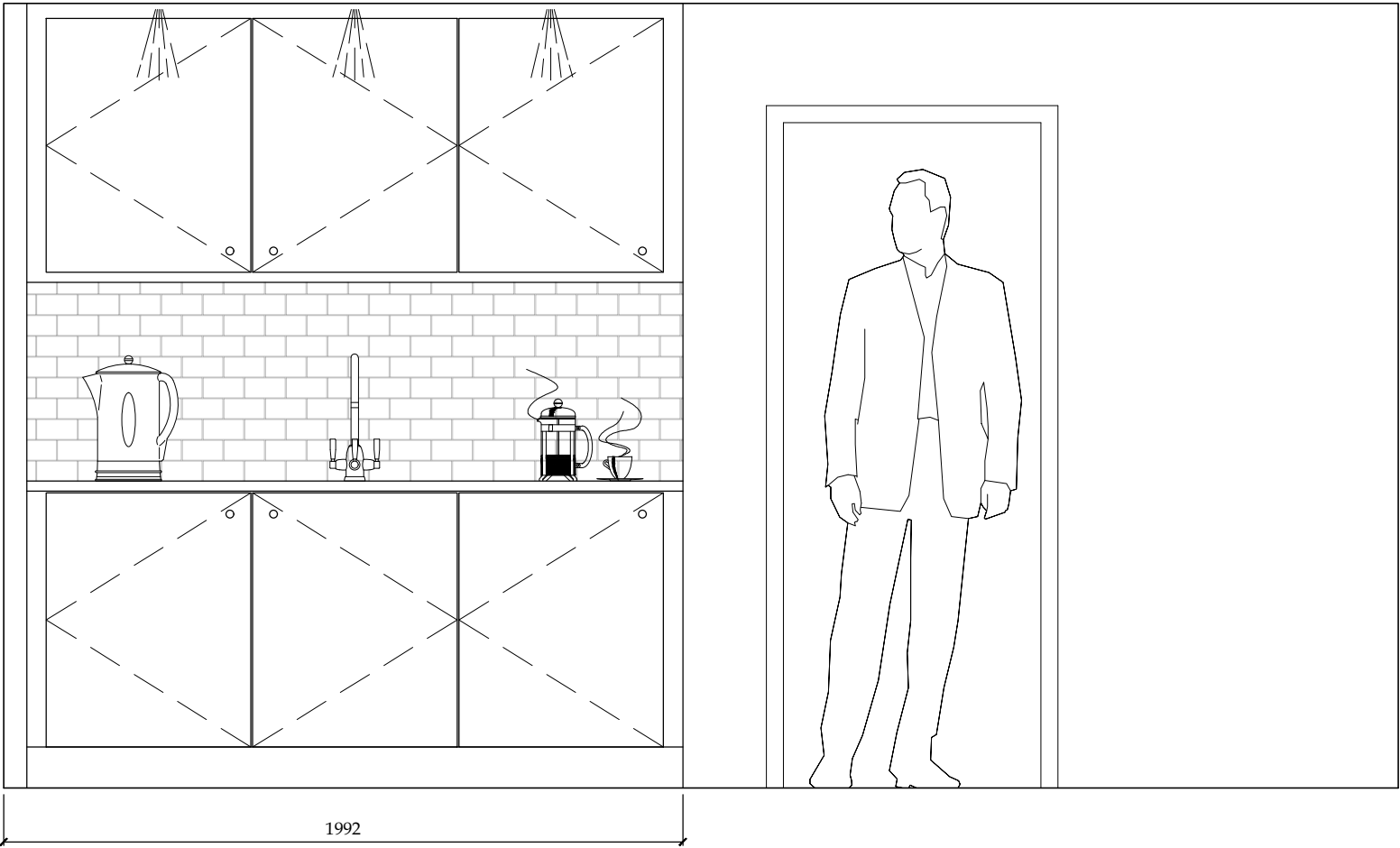




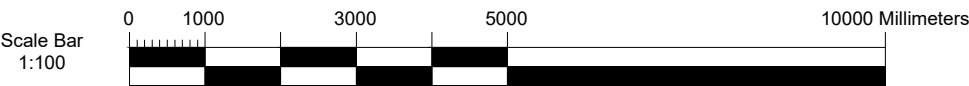




Bridewell First Floor Plan



Kitchenette Elevation



Clerk

Subject: FW: Land Adjoining Crownfield, Alton Road, Odiham RG29 1PJ_NEW POST ADDRESSES/ROAD NAME

Sent: 08 March 2023 08:04

To: Clerk <Clerk@odiham.org.uk>

Subject: Land Adjoining Crownfield, Alton Road, Odiham RG29 1PJ_NEW POST ADDRESSES/ROAD NAME

Dear Sirs/Madam,

We have been advised by Hart District Council to contact you for your input on a new road name at the above current address currently a vacant land which we will be developing into 30 units.

We have a name for the road which is **Hawthorn Rise**. Can you please let us know your preference for the District Council to acknowledge and provide Postal Addresses.

We may have an alternative name we would like to put forward and try to submit this as soon as possible before your meeting on 21st March.

May thanks.

Kind regards,

Shanly Homes (Southern)

www.shanlyhomes.com

www.shanlyfoundation.com

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