



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE  
MEETING OF ODIHAM PARISH COUNCIL TO BE HELD AT  
THE OLD SCHOOL, 37 LONDON ROAD, ODIHAM, RG29 1AJ  
ON TUESDAY 18th APRIL 2023 COMMENCING AT 7.45pm**

12<sup>th</sup> April 2023

*Andrea Mann, Clerk*

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

<https://us02web.zoom.us/j/85869648990?pwd=UWNVcDZIMFN4UFI5Y1ZZSkZJYTM2Zz09>  
Meeting ID: 858 6964 8990      Passcode: 214499

---

- 281/22      To receive apologies for absence**
- 282/22      To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 283/22      Approval of Minutes**  
To approve the minutes of the meeting held on 21st March 2023 (256-280/22).
- 284/22      Chair's Announcements**
- 285/22      Notice of uncontested election (pages 5-7)**  
i)      To note the notices of uncontested elections for the Odiham, North Warnborough and RAF Station wards.  
ii)     To give thanks to outgoing Councillors.
- 286/22      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***

- 287/22      Meeting reports from Councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 288/22      Reports from other Councils**  
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

***General***

- 289/22      To consider Matters Arising from the Minutes not elsewhere on the agenda (page 8)**
- 290/22      The Bridewell Community Hub (pages 9-23)**  
i)      To receive a verbal progress report on the new toilet building works.



- ii) To note the building works to repair the north facing wall are estimated to start in June, subject to the Hart's approval of the works method statement.
- iii) To consider the revised draft Bridewell logo from the design agency (pages 9-12).
- iv) To consider the draft hiring agreement (page 13), terms & conditions (pages 14-20) and venue brochure (pages 21-22).
- v) To confirm the proposal from The Bridewell Working Group that the Library Room be promoted for public hire from 1<sup>st</sup> June, subject the new toilet being installed.
- vi) To consider whether to hold a small launch event and start research.
- vii) To note correspondence from Hart District Council following Hampshire County Council's notification of intention of dispose of The Bridewell and formally minute OPC's statement of intent (page 23).

**291/22 Stripe online payments** <https://stripe.com/gb/payments>  
To consider allowing online payments for Bridewell bookings using the payments platform suggested by Scribe, OPC's finance package, which incurs a charge of which incurs a charge of 1.5% + 20p per transaction for UK cards <https://stripe.com/gb/pricing>

**292/22 Parish Room (pages 24-33)**  
i) To note correspondence from the Odiham Society giving notice of their intention to submit a planning application and listed building consent to Hart District Council for the provision of disabled access facilities.  
ii) To consider granting permission for the provisions, as required under Odiham Society's Licence with OPC.  
iii) To note water ingress reported by the Odiham Society and consider a quotation received (to follow) to repair roof flashing following a site inspection between a contractor, representative from Odiham Society and the Clerk 29<sup>th</sup> March.

**293/22 Website back-ups (page 34)**  
To note correspondence from OPC's website provider and confirm whether weekly back-ups are sufficient.

**294/22 Crownfields Neighbourhood Plan Development Site**  
i) Following notification from the developer that "Hawthorn Rise" had been rejected by the Post Office, "The Meadows" and "Maple Rise" were suggested as alternatives. Due to short timescales, the Planning & Development Committee considered these on 4<sup>th</sup> April and preferred Meadow Rise.  
ii) To receive a verbal report from Cllrs Verdon and Cornall from a meeting with the developer Shanly Homes on 5<sup>th</sup> April regarding landscaping of the 0.25 hectares of pre-school land due to be transferred to OPC under a S106 agreement.  
iii) To review and accept Shanly Home's proposed landscaping plan for the 0.25 hectares spare (if received in time for the meeting).

**295/22 Annual review of the Odiham Book Exchange Licence (page 35)**  
To receive a verbal report from Cllr McFarlane, Cllr Verdon and the Clerk on the annual review meeting with the Odiham Book Exchange and consider the proposed new plan which will apply after the new toilet is installed.

**296/22 Review of OPC's Strategic Priorities agreed June 2022 (pages 36-37)**  
i) To review the progress report on strategic priorities agreed June 2022.  
ii) To review the progress of OPC's list of projects suitable for S106/CIL expenditure.  
iii) To agree how to report progress to residents.



**297/22 Parish Lengthsman's Scheme (pages 38-42)**

- i) To consider the 2023-24 Parish Lengthsman's contract and agree an OPC representative to sign the contract.
- ii) To note the Lengthsman's rate will be increasing to £30 per hour in line with all associated costs. This results in the £1,000 parish allowance giving 33.5 work hours. Note that green waste removal is charged to OPC separately.

**298/22 King Charles III Coronation Events**

To receive a progress report from the working group and consider any matters arising.

**299/22 Structural Surveyor's report for properties in Odiham Cemetery (circulated to Councillors by email)**

To receive and note the Structural Surveyor's email report following visual inspection of North Chapel, South Chapel and Chapel Cottage.

***Planning & Development Committee***

**300/22 To ratify the responses proposed by the Planning & Development Committee held by Zoom on 4<sup>th</sup> April – <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/03/Notes-230404-draft.pdf>**

**301/22 To consider new applications received which are due to be determined before the next Planning & Development meeting**

130/22 Hart ref: 23/00684/AMCON

Address: Queensmead 140 High Street Odiham Hook Hampshire RG29 1LT

Details: Removal of Condition 4 attached to Planning Permission 22/02132/HOU dated Date 08/12/2022.

Expiry date: 19.04.23 [Link](#)

131/22 Hart ref: 23/00686/LBC

Address: Marycourt 43 High Street Odiham Hook Hampshire RG29 1LF

Details: Repair two areas of garden wall, where collapse has occurred, on a like-for-like basis, and add additional buttresses (matching existing) to avoid further collapse. All proposed repair works are to the old red-brick garden wall on the East boundary

Expiry date: 21.04.23 [Link](#)

132/22 Hart ref: 23/00676/LBC

Address: PharmAxis 51A High Street Odiham Hook Hampshire RG29 1LF

Details: Change of use from office to flexible use comprising two independent studio flats and/or office units (Units 2 and 3) and one office unit (Unit 1) and associated internal alterations and parking

Expiry date: 21.04.23 [Link](#)

133/22 Hart ref: 23/00773/LBC

Address: Kings Cottage Buryfields Odiham Hook Hampshire RG29 1NE

Details: Replace existing back door with new back door. Repair dislodged tiles on the section of the roof of the outbuilding.

Deadline: 27.04.23 [Link](#)



134/22

Hart ref: 23/00772/HOU

Address: Kings Cottage Buryfields Odiham Hook Hampshire RG29 1NE

Details: Replace existing back door with new back door. Repair dislodged tiles on the section of the roof of the outbuilding.

Deadline: 27.04.23

[Link](#)

Trees

Hart ref: 23/00785/CA

Details: T1. Reduce silver birch by approx 3m to leave a finish height of 12-13m with a lateral spread of no more than 4.5m work to be completed due to low light levels and unbalance crown due to neighbours laylandii hedge. Lift of 4m from ground level

Address: The Elms West Street Odiham Hook Hampshire RG29 1NS

<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?keyVal=RSC43EHZJ5Q00&activeTab=summary>

Hart ref: 23/00801/TPO

Address: 20 Oak Tree Close Odiham Hook Hampshire RG29 1FT

Details: T6- Oak. (Growing towards house 20) - . Snapped out branch on limb growing towards building. Cut back limb to fork to prevent any future snap outs near building. Cutting 3 branches by up to 3m from tips. See edited image attached

<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?keyVal=RSFCKUHZJ6M00&activeTab=summary>

### ***Financial Matters***

302/22

#### **Payments Listing (to be circulated to Councillors separately)**

To approve the payments listing for the period 22<sup>nd</sup> March to 18<sup>th</sup> April and appoint 2 Councillors to complete the payment approval process for outstanding payments.

303/22

#### **To confirm dates of next meetings**

16<sup>th</sup> May (Annual Council meeting) and 20<sup>th</sup> June.

### ***Confidential Matters***

304/22

**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.**

305/22

#### **Rough Sleeper, Odiham Cemetery (emailed to Councillors separately)**

To consider all research received and consider whether OPC should take further action.



# Notice Of Uncontested Election

## Election of Councillors for Odiham Ward of Odiham Parish Council

on  
Thursday 4 May 2023

I, Daryl Phillips, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for Odiham.

Name of Candidate (surname first)	Home Address	Description (if any)
Cornall Leo James	(address in Hart District)	
Seabrook Caro	(address in Hart District)	
Stewart David Elliot	(address in Hart District)	
Tyler Helen Melosine	(address in Hart District)	
Verdon Pamela	(address in Hart District)	
Woods Henry Lloyd James	(address in Hart District)	

Daryl Phillips  
Returning Officer

Dated Wednesday 5 April 2023

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

# Notice Of Uncontested Election

## Election of Councillors for North Warnborough Ward of Odiham Parish Council

on  
Thursday 4 May 2023

I, Daryl Phillips, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Councillors for North Warnborough.

Name of Candidate (surname first)	Home Address	Description (if any)
Bell Steven David	(address in Hart District)	
McFarlane Angela Elizabeth	Barley House, Hook Road, North Warnborough, RG29 1EU	
Sanger David John	14 Buffins Road, Odiham, RG29 1NZ	

Daryl Phillips  
Returning Officer

Dated Wednesday 5 April 2023

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

# Notice Of Uncontested Election

## Election of a Councillor for R A F Station Ward of Odiham Parish Council

on  
Thursday 4 May 2023

I, Daryl Phillips, being the Returning Officer at the above election, report that the person whose name appears below was duly elected Councillor for R A F Station.

Name of Candidate (surname first)	Home Address	Description (if any)
Griffith Tim	(address in Hart District)	

Daryl Phillips  
Returning Officer

Dated Wednesday 5 April 2023

Printed and published by the Returning Officer, Civic Offices, Harlington Way, Fleet,  
Hants, GU51 4AE

<b>Full Council</b>				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>Cllr to action</b>	<b>Details</b>	<b>Status</b>
<b>OUTSTANDING ON-GOING ITEMS</b>				
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 Victim 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.	Product not available. Research continues
	217/22	Clerk/Deputy Clerk	Progress plans for APA at Robert Mays with guest speakers and community stands.	Complete
	218/22i	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.	Complete
	227/22	Clerk/Amenities Officer	Seek structural surveyor's professional advice on Chapel Cottage chimney and rectify any faults found.	Complete
		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
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.	Complete
	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 Conservation 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
Mar-23	258/22	Clerk	Change previous minutes from draft and add to website.	Complete
	265/22	Clerk	Add subscriptions & contracts report to website.	Complete
			Complete actions: code alarm testing to Chapel Cottage, check timer on lights King St toilets, cancel previous website hosting.	Part complete
	266/22i	Clerk	Notify design agency of OPC's agreement of new OPC logo and start to use.	Complete
	266/22ii	Clerk	Ask design agency to revise Bridewell logo and circulate to Councillors by email.	Complete & on agenda
	268/22	Clerk	Publish details of Bridewell business plan on website.	
	269/22	Clerk	Notify InOdiham of grant award for floral displays.	Complete
			Make payment	On agenda
	270/22	Clerk	Notify developer of OPC's decision on road name for Crownfields NP site.	Complete & on agenda
	271/22	Clerk	Notify Cllr Glen of OPC's decision regarding parking in The Bury.	Complete
	272/22	Clerk	Respond to Tennis Club with OPC's agreement re LED bulbs for floodlights.	Complete
	275/22	Clerk	Submit OPC's comments on planning applications to Hart.	Complete
	276/22	Clerk/CllrsRC&PV	Set up payments online and 2 Councillors to approve.	Complete
	279/22i	Clerk	Research and arrange for curtain in Library ante-room to create storage area.	
	279/22ii	Clerk	Award contract for repairs to north facing wall.	Complete. Work estimated June.
		Clerk	Forward method statement to Hart planning in response to condition applied.	
	280/22	Clerk	Refer agenda item adding gates to both chapels to future meeting when structural surveyor's report is available.	On agenda

# **The Bridewell Brand Development**

**30 March 2023**

# The Bridewell Logo



Original



Slightly lighter grey

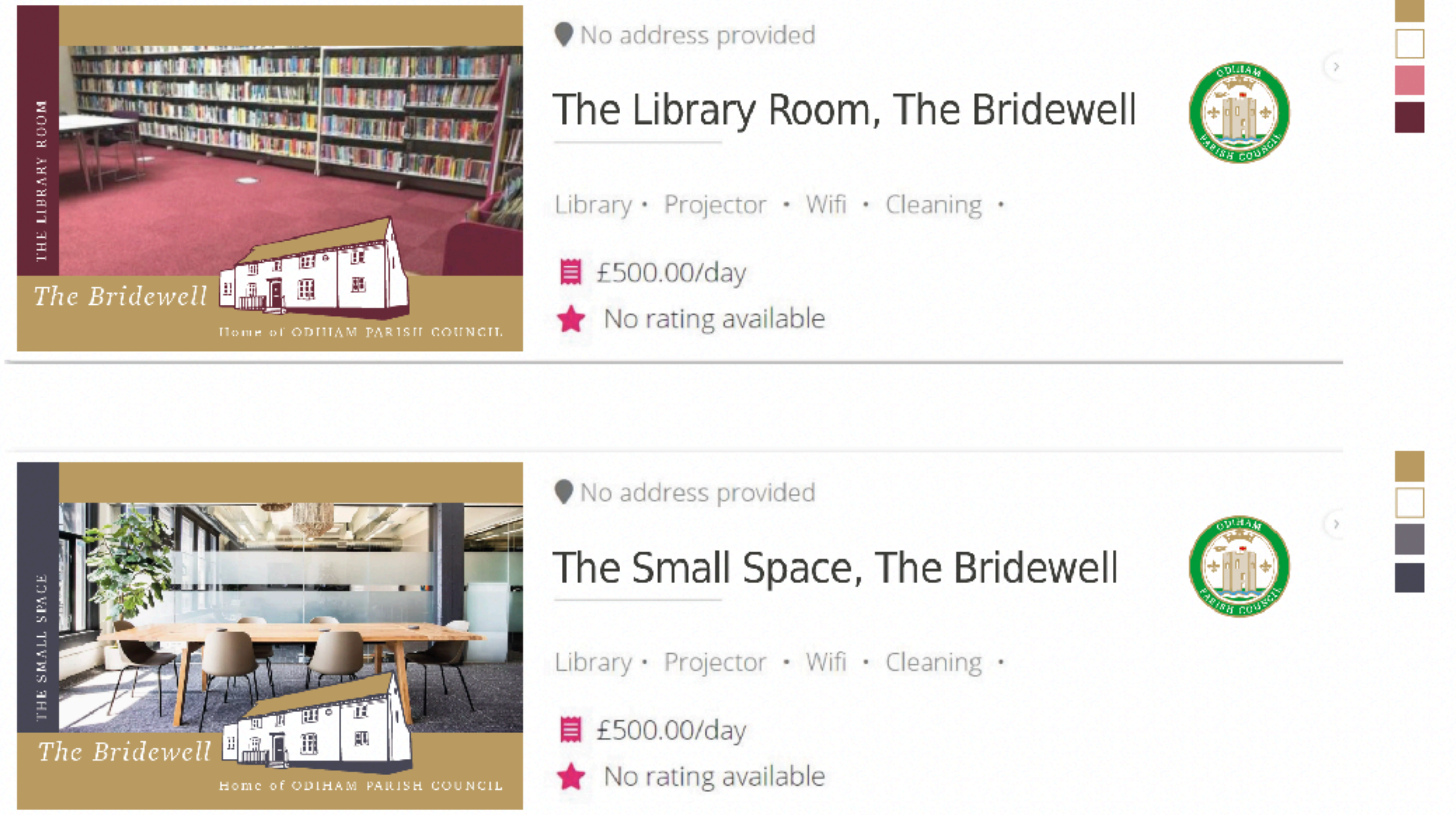


- The Bridewell Logo sits well within the brand architecture of OPC.
- The contrast between grey and gold allows it to be visually very strong as a stand alone brand as well as being able to sit comfortably with the OPC logo or Your Odiham.
- The Gold + Circles give enough connection to the OPC logo without causing confusion.



# The Bridewell Branding

## Building branding



The colour palette can be extended to subtly brand the rooms for hire

**Thank You**



# HIRE AGREEMENT



This HIRE AGREEMENT is made between ODIHAM PARISH COUNCIL, and the HIRER named below. Odiham Parish Council agrees to permit the Hirer to use its Premises – The Bridewell for the purpose, period and fees shown below. GDPR: This data may be stored electronically and will be used purely for the purposes of this Hiring, it will however be retained for Insurance purposes.

<b>Purpose of hire:</b>					
<b>Period of Hire:</b> All hirings are for 3 hour session/s.  AM: 09.30 - 12.30 PM: 13.30 - 16.30 EVEN: 18.30 – 21.30	<b>Date/s</b>	<b>Session/s</b>			<b>Total sessions:</b>
	...../...../.....	AM	PM	EVEN	.....
	...../...../.....	AM	PM	EVEN	.....
	...../...../.....	AM	PM	EVEN	.....
	...../...../.....	AM	PM	EVEN	.....
	...../...../.....	AM	PM	EVEN	.....
	...../...../.....	AM	PM	EVEN	.....
<b>Hire Fee:</b> ROOM HIRE includes access to Kitchen and Courtyard area <b>£24 per Session</b>				<b>£</b>	
<b>Other Facilities:</b>  Please TICK if required	Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Plasma Screen <input type="checkbox"/> Webcam <input type="checkbox"/>			<b>£ No charge</b>	
<b>Total Charge:</b>				<b>£</b>	
<b>The Hirer, Name or Organisation:</b>					
<b>Contact Address:</b>					
<b>Postcode:</b>	<b>Telephone:</b>		<b>Email:</b>		
I have read the Bridewell's Terms and Conditions of Hire and the accompanying information leaflet and agree to observe and perform the provisions of this Hire Agreement and all terms and conditions governing the use of the premises.					
<b>Signed, Hirer:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>For and on behalf of Odiham Parish Council:</b>				<b>Date:</b>	

NB: Full payment is required one week in advance of Hire for all ad hoc / one off bookings. Regular bookings will be invoiced monthly. Cancellation – please see Terms and Conditions of Hire.

Payment by Bank Transfer to Odiham Parish Council    Sort Code 60:83:01 Account No. 20371036

**Keys to be collected from and returned to Odiham Parish Council, The Bridewell, The Bury, ODIHAM RG29 1NB**

**For Parish Council use:** Full payment received: ☐ Confirmation sent: ☐ Initials: ..... Date: .....



# Terms and Conditions for hire of rooms at The Bridewell, The Bury, Odiham

Odiham Parish Council welcomes bookings of its facilities at The Bridewell, a Grade ii listed building in the heart of Odiham. Letting our facilities enables the Parish Council to provide a service to the local community as well as generating income towards the upkeep of this historic building.

All hirings are subject to the following Terms and Conditions which form a part of the formal Hire Agreement. No exclusion or variation of any term or condition can apply unless specifically agreed in writing with a Parish Council official.

## **INTERPRETATION**

In these conditions the following words and expressions have the following meaning

*‘Hirer’* means any person, trustee or other authorised representative of an organisation hiring any part of the Bridewell. No person under the age of 18 will be accepted as a Hirer.

*‘User’* means any person or group of persons whether members of a club or organisation or not, using the facility.

*‘Facility’* means the specific facility specified in the Hire Agreement.

*‘Ad Hoc hire’* means hire of the facility on a one-off basis

*‘Regular hire’* means hire of the facility on a regular weekly / monthly basis

*‘The Council’* means Odiham Parish Council.

## **1. GENERAL CONDITIONS OF HIRE**

These conditions apply to all hirings at The Bridewell.

Hirers must sign the Hire Agreement, in signing the Agreement the Hirer agrees to all the conditions set out in this document.

The Parish Clerk is responsible for overseeing all bookings and ensuring that all conditions of the booking are met.

The Council reserves the right to refuse an application to hire Council’s premises.

## **2. PAYMENT**

For ad hoc hire payment is due one week in advance of the period of hire.

For regular hire payment is due on receipt of an invoice. In accordance with the Late Payment of Commercial Debts (interest) Act 1999 the Council reserves the right to levy an administrative charge of £10 if the invoice is not paid within 28 days of the invoice date, in addition to the application of interest at the statutory rate until payment is made.

## **3. CANCELLATION**

In the event of any breach or non-observance of these Terms and Conditions by the Hirer the Council may revoke with immediate effect the permission to use or have continued use of the facility. In this event any payment made in advance will be forfeit.

The Council reserves the right at its discretion, but for reasonable cause, to cancel any hiring in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- the facility becoming unavailable for use due to a cause beyond its control (including power-cut, fire, flood or event of force majeure).
- an emergency requiring use of the premises as a shelter for the victims of a local disaster.

In any such case the Hirer shall be entitled to a refund of any monies already paid, but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

In the event of cancellation by the Hirer of a regular hire seven days notice must be given. The Council retains the right to charge for cancelled bookings where no such notice has been given.

## **4. PREMISES HIRE**

The Hire Agreement constitutes permission to use only the facilities agreed and confers no tenancy or other right of occupation on the Hirer.

The Council reserves the right at its discretion to refuse admission to the facility to any particular person or persons in the interests of security and/or good management of the facility.

## **5. HIRERS OBLIGATIONS**

The Hirer agrees:

to ensure that the Terms and Conditions of Hire are met during the period of hire, including responsibility for the actions of people in attendance and the maintenance in good order of the building and its contents.

to only use the facility in accordance with the Hire Agreement and not to use the premises for any purpose other than that described in the Hire Agreement.

to recompense the Council for any damage to the premises and its contents howsoever caused.

to arrange the facility such that an escape corridor is maintained between tables/chairs at all times. In particular escape access must be maintained from the entrance door of the Library Room to the rear fire door, as this provides an alternative fire escape route for the remainder of The Bridewell building occupants.

to set gangways at a minimum distance of 750 mm.

at the end of the hire period to leave the facility in a clean and tidy condition, properly locked and secured (unless directed otherwise) and with any contents, including tables and chairs, properly replaced.

at the end of the hire to remove all rubbish and recycling from the facility, to be disposed of by the Hirer.

to ensure that any necessary Licenses required in respect of any activity being carried out in the facility during the period of hire are valid and in place

if serving food, to observe all relevant food health and hygiene legislation and regulations. To serve no hot food. To leave the kitchen clean and tidy.

to make Users aware of the fire safety procedures including those for the evacuation of those with disabilities. In signing the Hire Agreement the Hirer confirms that they have read the Fire Action Plan as set out in Appendix 1

to provide proof to the Council of the Hirer's Third Party Public Liability Insurance for the activities proposed

to seek advice from the Licencing Officer at Hart District Council if proposing to hold a raffle, tombola, film showing, race night (or other similar fund-raising activity) on the premises

to ensure that noise is kept to a reasonable level mindful of the other activities within the building.



to report any failure of equipment belonging to the Council to a Council official as soon as possible

to ensure that any electrical appliances brought onto the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any such appliances must have a current Portable Appliance Test certificate. To not overload individual sockets within the facility.

### *Compliance with the Children Act 1989*

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children. Where children over eight years and vulnerable adults are taking part in activities the Hirer shall ensure that only fit and proper persons shall have access to them. The Hirer shall provide the Council with a copy of their Child and Vulnerable Person Protection Policy on request.

### **The Hirer shall not:**

arrive before the start of the session time or exceed the session time allocated.

exceed the maximum permitted number of people per room including the organiser / leader / lecturer etc.

make alterations or additions to The Bridewell building (internally or externally), nor install any fixtures.

bring highly flammable substances onto the premises, naked flames including candles must not be used

allow smoking on the premises including in the Courtyard and on the front and rear steps

obstruct fire exits, hydrants and extinguishers

except where specifically agreed in advance with the Council, bring any animal onto the premises, apart from assistance dogs

permit any illegal activities to occur during the period of hire

do anything by which the Council may become liable to proceedings under any statute or liable to any other legal process or which may bring the Council's reputation into disrepute

## **6. COUNCIL RIGHTS and OBLIGATIONS**

The Council undertakes to present the facilities and equipment in a safe and fit state for hire

The Parish Clerk will ensure that instruction is made available in respect of all health and safety matters

The Parish Clerk (or any nominated Council Representative) has the right to enter the premises at any time during the hire.

In the event of any serious breach of the Hire Agreement the Council reserves the right to terminate the Hire Agreement with immediate effect. No refund of any hire charges will be made to the Hirer in such circumstances.

## **7. VEHICLE ACCESS and PARKING**

There is no parking associated with hiring The Bridewell. Vehicles may be parked adjacent to the front or rear doors of the property for loading and unloading only. During this time they must not obstruct the Fire Exit or access ramp.

Parking for Users is available free on the street or alternatively in the HDC Car Park opposite, for which payment must be made.

## **8. INDEMNITY and INSURANCE**

Hirers must have Public Liability insurance if they fall into any of the following categories:

- they are a commercial or business organisation, or
- they are an individual, club, organisation, society or group who hire the premises on a regular weekly or monthly basis, or
- they are an individual, club, organisation, society or group who hire the hall intending to make a profit or raise money, or
- they are part of a proper organisation/group

If your organisation falls into any of the categories listed you will be asked to provide a copy of your current PL documents before your event takes place. The Hirer's PL insurance shall indemnify each member of the Council against the cost of repair for any damage done to a part of the premises and all claims in respect of damage or loss of property or injury to persons arising as a result of use of the premises by the Hirer.

Individuals or groups who hire the premises on an occasional basis, for non-commercial activities that are regarded as being for the benefit of the local community and do not fall into one of the categories above may be covered by the Council's public liability insurance and may not need separate cover.

Hirers who hire the premises for the purpose of selling goods must indemnify Odiham Parish Council against any claims made against them. The Council is not liable for the

sale of goods and accepts no responsibility for any products or services sold or supplied by any hirer of the premises whatsoever.

## **9. HEALTH and SAFETY**

In signing the Hire Agreement Hirers agree that they have read and understood the

- Fire Safety Action Plan at Appendix 1
- The Evacuation Procedure for people with disabilities and wheelchair users.

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to a Council Official.

All accidents involving injury to Users must be reported to a Council official as soon as practicably possible. In addition the relevant section in the Council 's accident book must be completed.

The number of Users must not exceed the maximum allowed at any one time.

Library Room – seated at tables	20
Library Room – seated audience / theatre style	30
Library Room – standing	50
Kitchen	2
Courtyard	20

No person under the age of 16 is allowed in the kitchen.

The Hirer is responsible for communicating and implementing any advice and restrictions regarding Covid or similar infections, to their Users.

## **10. DISPUTES**

The Council anticipates that any difficulties in regard to hirings may be overcome following discussion with a Council official, however if this is not possible the Hirer may refer their difficulty for consideration by the Parish Council in accordance with the Council's Complaints Procedure. This allows for escalation to the elected members of Odiham Parish Council whose decision will be final.

Odiham Parish Council welcomes bookings of its facilities at The Bridewell which are provided for the community as a whole. The Council is keen to work with its Users to ensure that its facilities remain available and fit for purpose. To this end your suggestions and comments on the facilities are welcomed.

# Fire Safety Action Plan

## In event of FIRE

- **Activate the nearest fire alarm point (unless this is towards the source of the fire)**
- **Immediately leave The Bridewell building**
- **Call the Fire Brigade**
- **Direct people to assemble in the HDC Car Park (located across the road from The Bridewell).**
- **Ensure the escape route through the Library Room is kept clear.**

*In advance of allowing any persons onto the premises the Hirer shall check and make themselves aware of the following:*

- The location of the Fire Exits, at the front entrance and rear of the building (directly off the Library room).
- The location of Fire Equipment and Fire Call points detailed on the plan available in the Library Room.
- That all Fire Exits are unlocked (or may be opened by a thumb-turn)
- Escape routes are free of obstruction and can be safely used.
- Fire doors are not wedged open.
- Exit signs are illuminated.
- There are no obvious fire hazards NB: the use of candles and naked flames is prohibited.

**The Bridewell** is a Grade II Listed building situated in the Bury, Odiham. At the heart of the community it was formerly the Library (now the Odiham Book Exchange) and prior to that the local Police Station and prison! The home of Odiham Parish Council it currently provides an office for the local Police Community Support Officer and the constituency office for the local MP.

After taking on the freehold of the building from Hampshire County Council in 2022 the Parish Council is committed to creating a Community Hub that provides facilities and services for the whole Parish of Odiham.

### OUR EXCITING NEW VENTURE

#### Work from The Bridewell Community Hub!

Odiham Parish Council has plans to develop a co-working space with hot-desking and meeting room facilities. To register your interest e-mail: [deputyclerk@odiham.org.uk](mailto:deputyclerk@odiham.org.uk)

### Odiham Book Exchange is open at The Bridewell Community Hub



Monday and Thursday 2-4.30pm

Saturday 10—12.30pm

Bring up to 6 books to exchange for the books of your choice. No due dates and no fines!

### Need advice but can't get to our office?



Hart

We're now running outreach services at **The Bridewell**. Contact us on 01252 878435 email [outreach@citizensadvicehart.org.uk](mailto:outreach@citizensadvicehart.org.uk) or see [www.odihamparishcouncil.gov.uk](http://www.odihamparishcouncil.gov.uk)



# The Bridewell Community Hub



A unique facility for everyone  
in the heart of Odiham

**Hire our facilities!**  
**Work from here!**

Owned and operated by Odiham Parish Council  
The Bridewell, The Bury, Odiham RG29 1NB  
[www.odihamparishcouncil.gov.uk](http://www.odihamparishcouncil.gov.uk) 01256 702716



## Hiring the Library Room - £24 per session

This comfortable and well provided room caters for 20 seated at tables, 30 seated theatre style and 50 standing.

Suitable for club and business meetings, talks and lectures, film shows and training. Each letting is for a minimum of one 3 hour session.

**Morning 9.30—12.30**

**Afternoon 13.30—16.30**

**Evening 18.30—21.30**



Set up and take down time is included within the session time, which must not be over-run.

**Facilities include:** Access to a small kitchen for drinks only (no food preparation) and a garden Courtyard. In addition there 5 x 1.8m tables, 4 x 1.2m tables, 30+ chairs, a Plasma Screen, Webcam & WiFi. **ALL at no extra cost to the hirer.**

**NB: Due to the nature of the building and its current use some activities are forbidden; these include -**

Parties, activities for under 5s, sport and dancing, music, messy craft, gaming, sale of alcohol and ticketed events. This list is not exhaustive. Hirers are encouraged to contact the Council to check in advance that their proposed activity is acceptable.

## To Hire at The Bridewell

Access The Bridewell Community Hub on the Parish Council website [www.odihamparishcouncil.gov.uk](http://www.odihamparishcouncil.gov.uk) or call 01256

## Regular bookings and occasional hirers are welcome.

### Access

All bookings are provisional until confirmed by the Parish Office. Once booking is confirmed you may collect your key for access from the Parish Office. You are advised to phone first on 01256 702716 to check that the office is open. Keys should be returned as soon as possible after the booking as agreed with OPC prior to the session. Regular hirers may keep a key subject to a £25 deposit.

### Location and Parking

**The Bridewell** is a short walk from Odiham High Street. There is some free on street parking in the area and a paid car park with spaces for blue badge holders immediately opposite the Hub. Hirers are however encouraged to come by bicycle or to walk where feasible.







Matt Harris – Planner  
Hart District Council  
Harlington Way  
Fleet  
GU51 4AE  
planningpolicy@hart.gov.uk  
6 April 2023

Ms Andrea Mann – Parish Clerk  
Odiham Parish Council  
The Bridewell  
The Bury  
Odiham  
RG29 1NB

Dear Ms Mann,

**Assets of Community Value – NOTIFICATION OF DISPOSAL**

**The Bridewell, The Bury, Odiham, RG29 1NB**

Please take this letter as written notification that the owner of the above property, as per their obligation under the Localism Act 2011, Part five, Chapter three, Section 95, has notified the Council of their intention to dispose of this asset.

The Parish Council, or any other community interest group, now has a period of six weeks (i.e., by 18 May 2023), called the Interim Moratorium Period, to inform the Council in writing that they want to submit an Expression of Interest to bid for this asset.

Once a group has submitted an Expression of Interest the Council will inform the owner in writing that such group should be seen as a potential bidder. The community interest group then has a six-month Full Moratorium Period starting from the date of this letter (i.e., by 6 October 2023) to prepare and submit a bid to the owner.

If no Expressions of Interest are received during the Interim Moratorium period (i.e., by 18 May 2023) the Council will notify the owner that they are then free to dispose of the asset at any time during a set 18 month Protected Period, which starts from the date of this letter (Protected Period ends on 6 October 2024).

Please note that the legislation does not restrict in any way who the owner of a listed asset can sell to, or at what price. It also does not confer a right of first refusal to a community interest group.

I would be grateful if you could send this notification of disposal to any other community interest groups that you think it would be relevant to.

Yours sincerely,

Matt Harris – Planner at Hart District Council

.  
21<sup>st</sup> March 2023

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

Dear Madam

**The Parish Room, The Bury, Odiham**  
**Application ref PP-12001432**

I hereby give you Notice under the Town and Country Planning Act 1990 and the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 of my submissions today, on behalf of The Odiham Society, to Hart District Council as the Local Planning Authority, for Full Planning and Listed Building Consents for the provision of Disabled Access Facilities at the above property, being in your ownership.

The application is based on the attached plans and documents.

Yours faithfully

Derek Begent

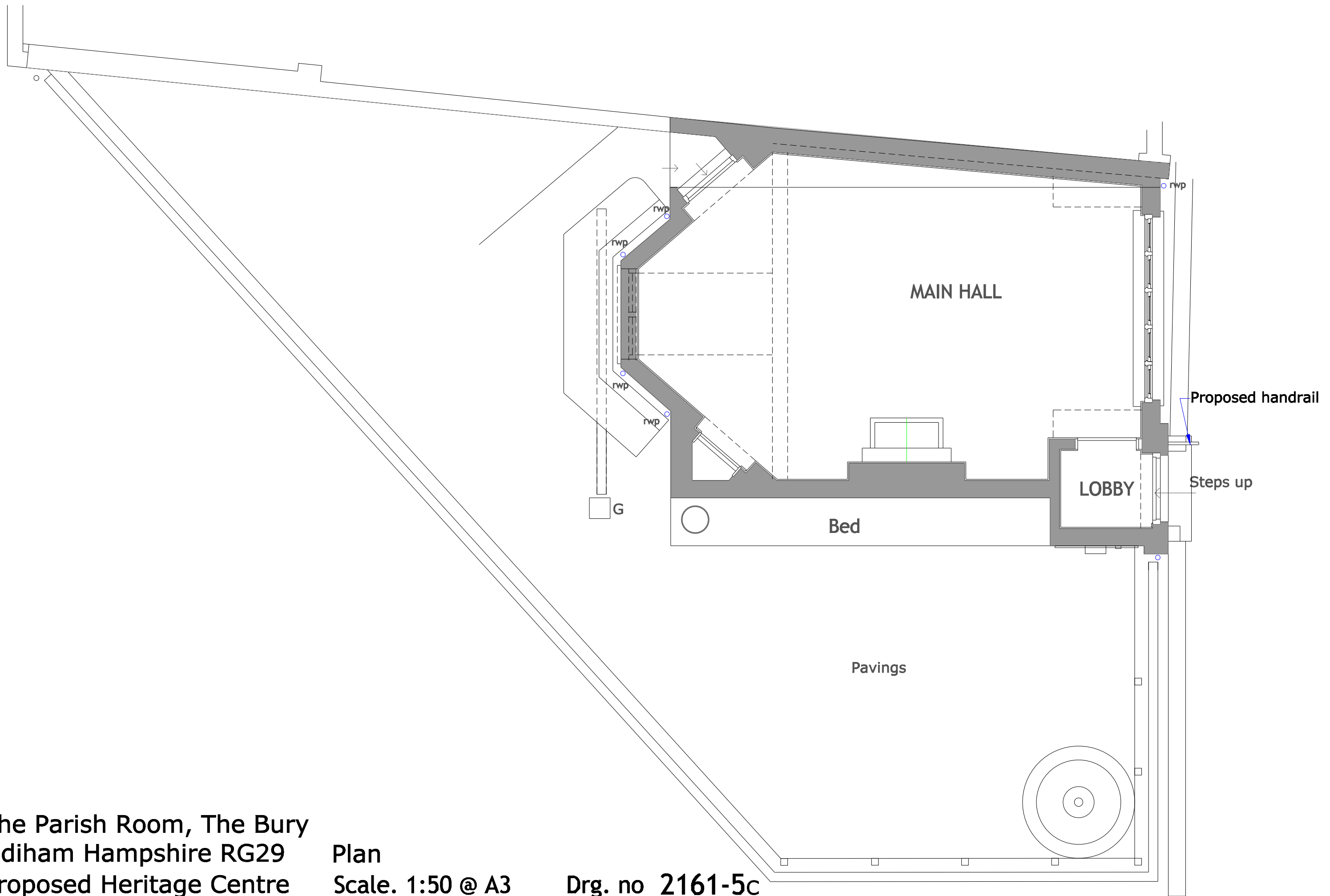
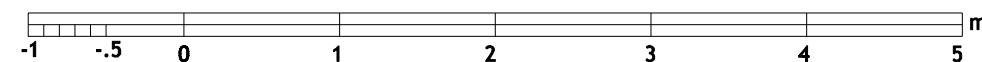
Attachments  
Drgs nos 2161-5C, 6B, Site and Location Plans and Heritage, Design and Access Statement.

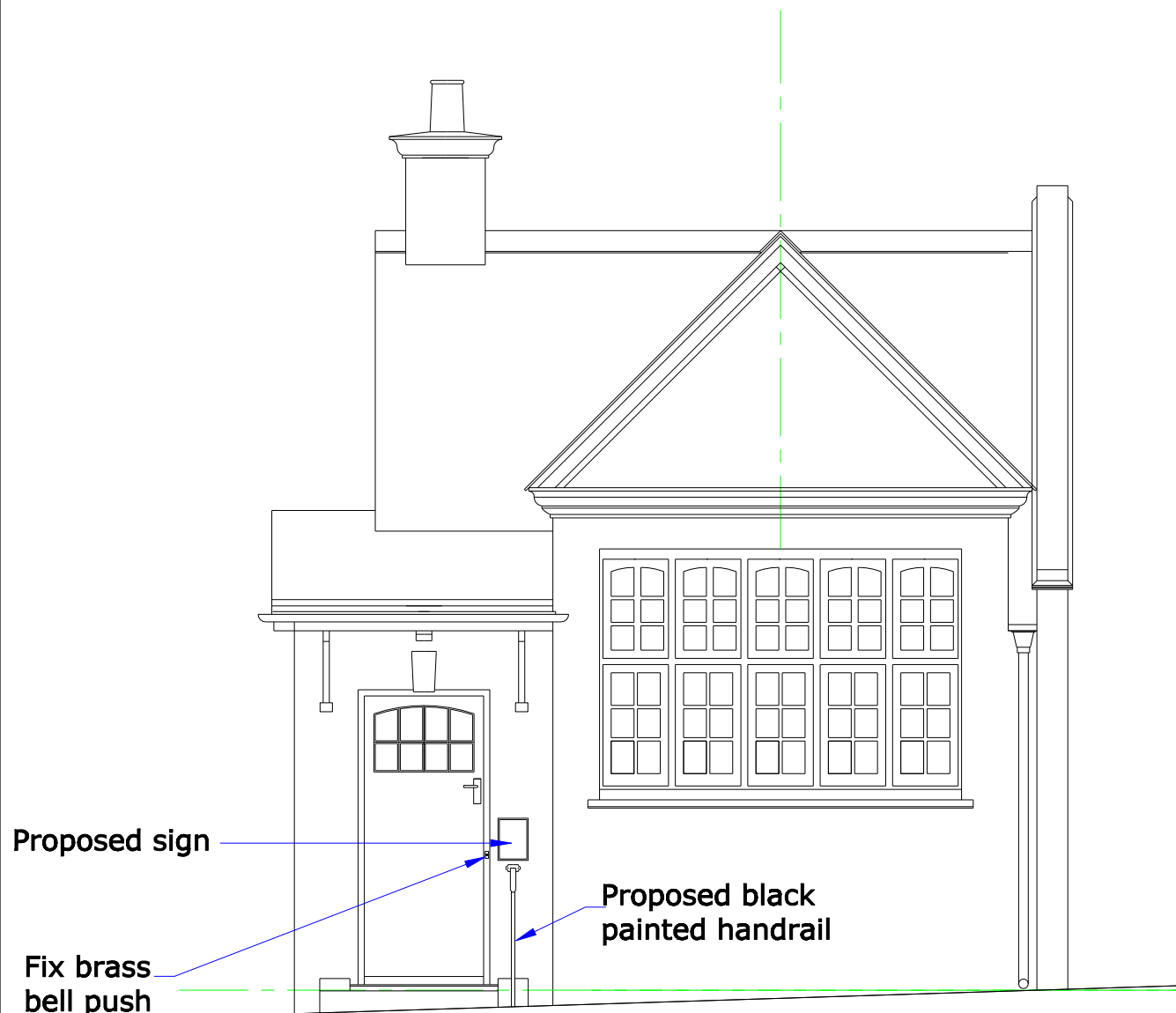
The Parish Room, The Bury  
Odiham Hampshire RG29  
Proposed Heritage Centre  
Disabled access provisions

Plan

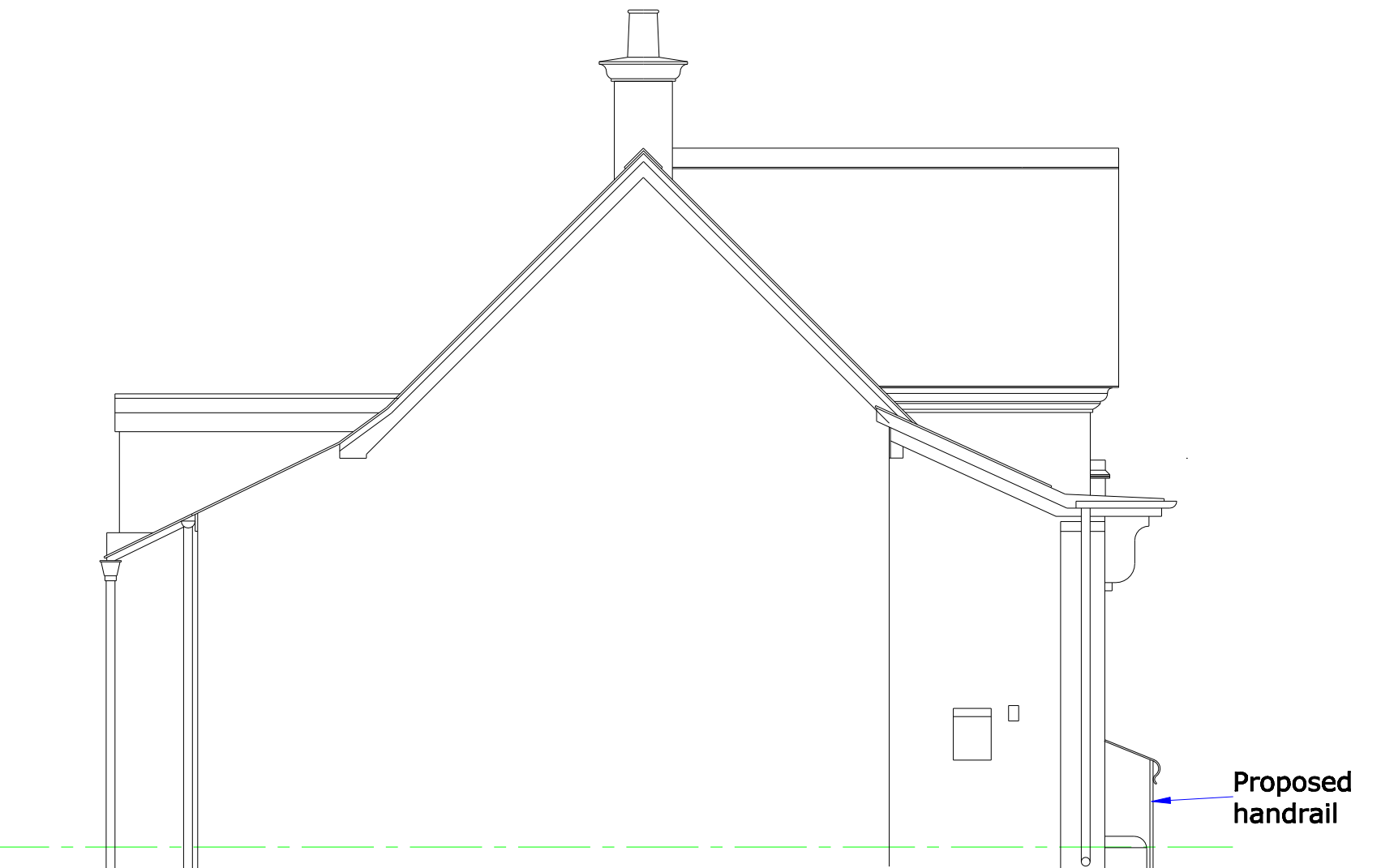
Scale. 1:50 @ A3

Drg. no 2161-5c





**FRONT ELEVATION**



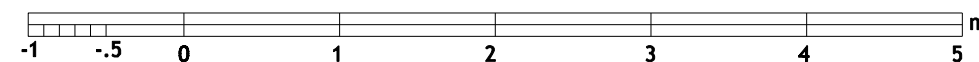
**SIDE (East) ELEVATION**

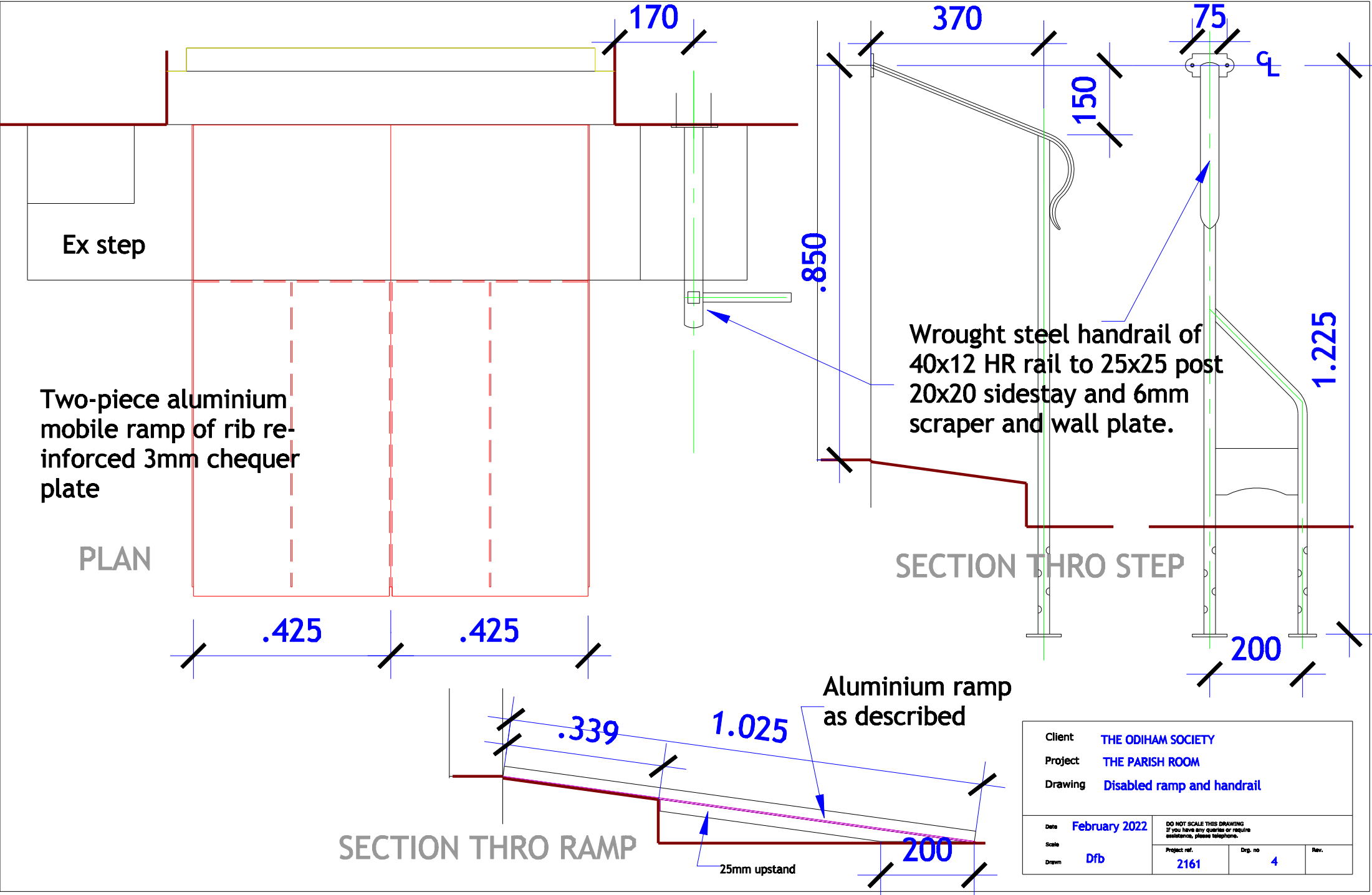
The Parish Room, The Bury  
Odiham Hampshire RG29  
Proposed Heritage Centre  
Disabled access provisions

Plan

Scale. 1:50 @ A3

Drg. no 2161-6B







# THE ODIHAM SOCIETY



This building known as the PARISH ROOM was built in 1904 together with an adjoining community Fire Station. The building is designed in the architectural style known as "Edwardian" and is listed Grade II. The build cost was then £450.00 raised by a 30-year mortgage from the Public Loan Board.

The Fire Station engine shed and a tall hose tower abutted the East side of the building. Both were demolished in the 1960's and the Station relocated to the Alton Road.

The Parish Council, which was formed in 1894, first met here on 19<sup>th</sup> January 1905 and the Room was used by them for regular meetings until 2022.

The Parish Room is now used by The Odiham Society as an archive store and research office and as a local Heritage & Visitors Centre.

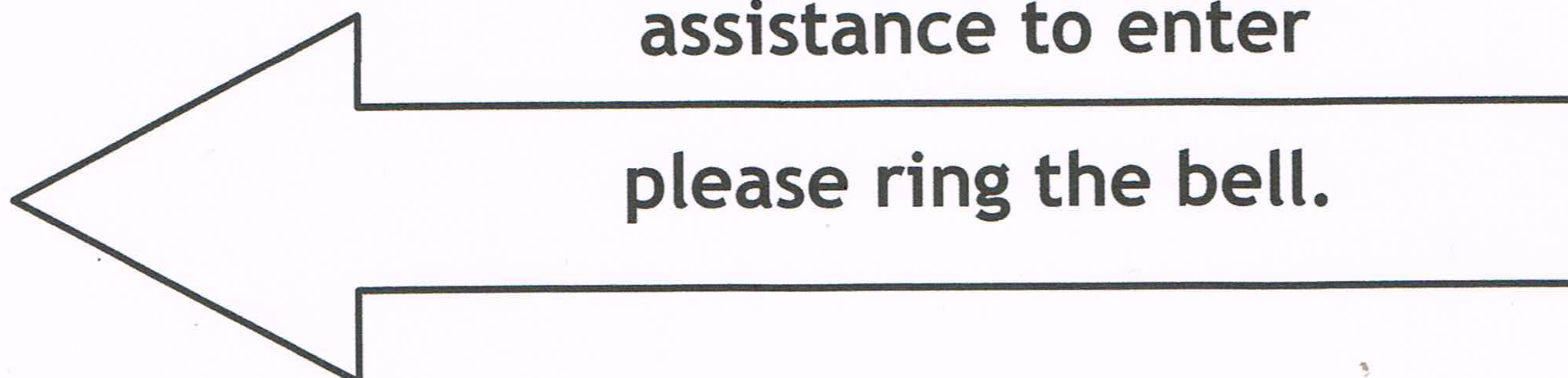
Please visit [www.odiham-society.org](http://www.odiham-society.org) for details of opening times. Otherwise, if the door is open, please enter to look around.

To arrange a personal visit to access the Archives, please contact [archives@odiham-society.org](mailto:archives@odiham-society.org)

The offices of the **Odiham Parish Council** can be found across the Bury, in The Bridewell. (30m) South of here.

**If you have a disability or use  
a wheelchair and require  
assistance to enter**

**please ring the bell.**





**The Parish Room, The Bury,  
Odiham, Hampshire RG29 1ND**

**Heritage, Design and Access Statement**

**Proposed disabled handrails and signage.**



**Heritage**

**Description**

- 1            The Parish Room is a small single-storey detached building standing in the dominant area (known as The Bury) of the historic village of Odiham located in North-East Hampshire.
- 2            The building was originally constructed in 1904 together with an adjoining community fire station and was listed Grade II under the Planning (Listed Buildings and Conservation Areas) Act 1990 ref no 1272690 in June 1987.
- 3            The Fire Station engine shed and hose tower were demolished in 1966.

- 4            The building was designed in the architectural style known as 'Edwardian' and features shallow and steeped pitched roofs finished in natural slate with milled lead flashings and cast-iron rainwater goods. The North and South walls are faced in fine red stock brickwork of English Bond with moulded window cills. The East and West walls are of mid-brown common stock brickwork and the exposed West facing (originally internal) faces of the West walls are finished with white masonry paint. All doors, frames and windows are of painted softwood. There are stone external door thresholds and steps. The external areas are paved with modern coloured concrete blocks. The building is generally plastered internally but with vertical softwood boarding to plate shelf height and has a varnished softwood block floor.
- Brickwork around the front entrance (jamb piers and head/arch has been reconstructed employing modern bricks.
- A plan of the property is given on drawing no 2161-5C.

#### Proposals

- 5            To provide disabled access facilities, i.e. Mobile wheelchair ramp, ambulant disabled handrail and associated advisory notice and call bell.

#### Justification

- 6            To avoid contravention of the Disabled Discrimination Act 2017.

#### Impact

- 7            The proposals will have a low impact on the Heritage Asset and the Conservation Area generally.

## Design and Access

- 8 The building is used by The Odiham Society as an archive store and research office and as a local Heritage Centre.

Given the requirement for public access and to avoid contravention of the Disabled Discrimination Act 2017, it is proposed to improve access facilities at the front door. As described below.

The rear doorway by virtue of its alignment is not negotiable by wheelchair users.

The front entrance has a single door clear width of 880mm, a contrasting colour frame and a total upward step of 150mm, via a sloping single step with a riser of 140mm. With the provision of a grab rail to one side this entrance is considered negotiable by ambulant disabled persons.

The entrance lobby has extreme dimensions of 1.250 x 1.330m with an internal door of 830mm clear width and although not in compliance with the Building Regulations Part M 2010 is considered generous for the Listed Building and considered negotiable by a standard wheelchair user. It is proposed to hold open the external lobby door when the building is open.

It is further proposed to provide:

- a) A mobile chequer pattern aluminium wheelchair ramp 900 x 1.250 O/A.
- b) A Disabled Access advisory sign at the doorway.
- c) An electronic call bell and intercom system to call for assistance.

The sign shall be of printed vinyl faced aluminium, secured into brickwork joints only and with a small black vinyl trim to compliment handrail and other black features of the building.

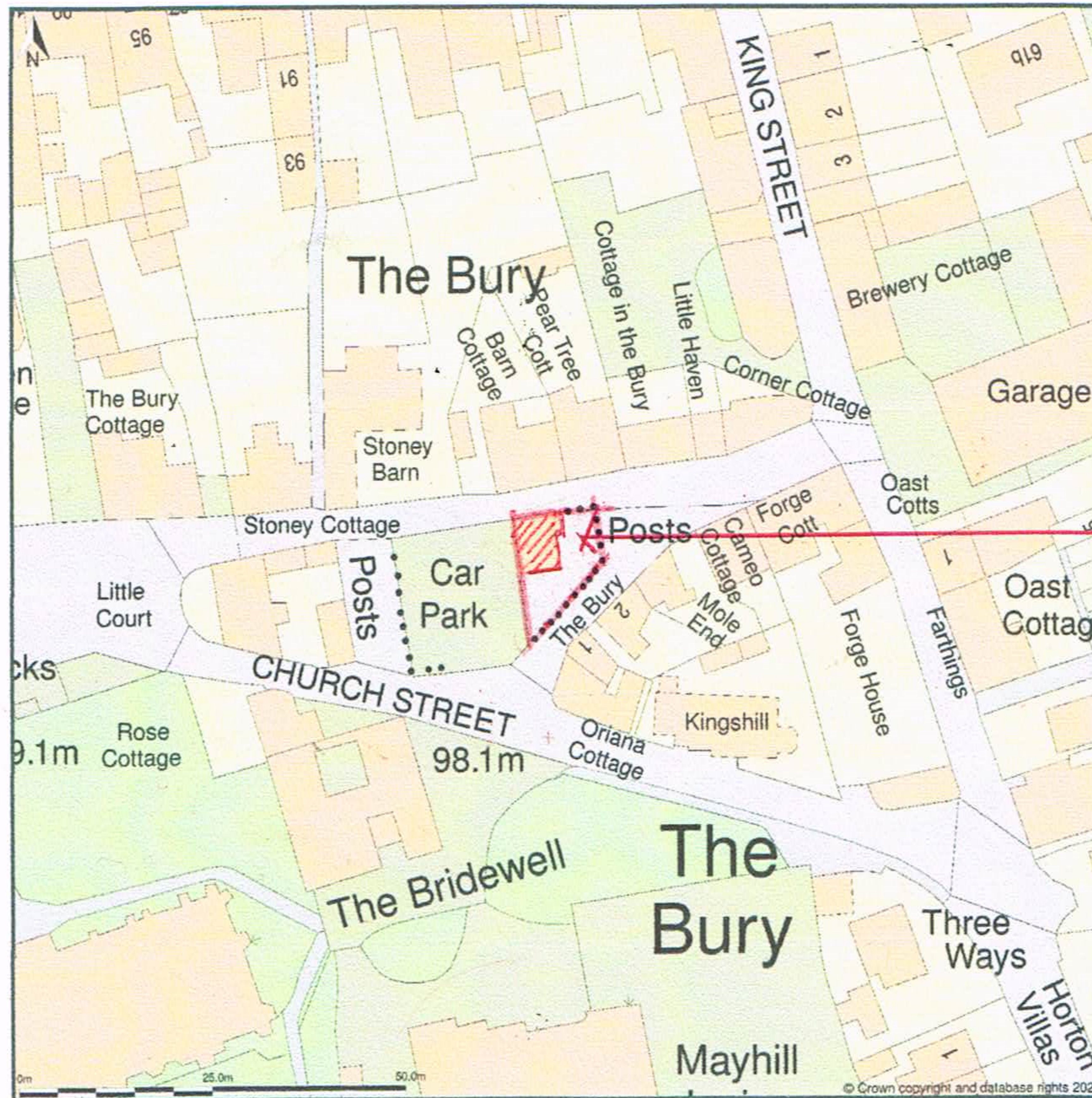
The bell button shall be of brass (fixed at low level for wheelchair use) with wi-fi connection to an internal sounder.

Adequate wheelchair turning space (1.5m diameter) is provided within the building.

The listed provisions are considered to be adequate, given the low expected footfall and the listed status of the building.



The Parish Room, The Bury, Odiham, Hook, Hampshire, RG29 1LY



Site Plan shows area bounded by: 474028.31, 150913.02 474169.74, 151054.44 (at a scale of 1:1250), OSGridRef: SU74095098. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

Produced on 19th Apr 2022 from the Ordnance Survey National Geographic Database and incorporating surveyed revision available at this date. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2022. Supplied by <https://www.buyaplan.co.uk> digital mapping a licensed Ordnance Survey partner (100053143). Unique plan reference: #00725647-03A060

Ordnance Survey and the OS Symbol are registered trademarks of Ordnance Survey, the national mapping agency of Great Britain. Buy A Plan logo, pdf design and the [www.buyaplan.co.uk](https://www.buyaplan.co.uk) website are Copyright © Pass Inc Ltd 2022



The Parish Room, The Bury, Odham  
Proposed disabled handrails and signage.



Message

Insert

Format text

Options



Calibri12

**B***I*U...

To

Bcc

Cc

Fw: Important Updates to our website hosting and support plans

**From:** Tim Church <tim.church@somersetwebservices.co.uk>  
**Sent:** 24 March 2023 11:59  
**Cc:** Info SWS <info@somersetwebservices.co.uk>  
**Subject:** Important Updates to our website hosting and support plans

Dear Customer,

We want to make you aware of some important changes and improvements to our services over the next few months.

**Further automation to our lower package**

To improve and streamline our operations, we'll be moving to **fully automate** the software updates on our lower-level hosting/support package. These will be scheduled weekly.


We encourage you to regularly check your website and let us know if you come across any issues, which will be addressed immediately.

**Reducing to weekly backups**










We will be reducing our backup frequency from daily to weekly on our lower-level hosting/support package.

If you'd like to retain a daily backup plan, we will now be offering this at £5+VAT per month. If you are happy with the new frequency (and you don't make many changes to your website within a week that could affect /break your site) then this will continue to be delivered within your current plan. If you would like to discuss your options please do get in touch.

**Google is retiring your existing website analytics in July 2023**









Calibri12

**B***I*U

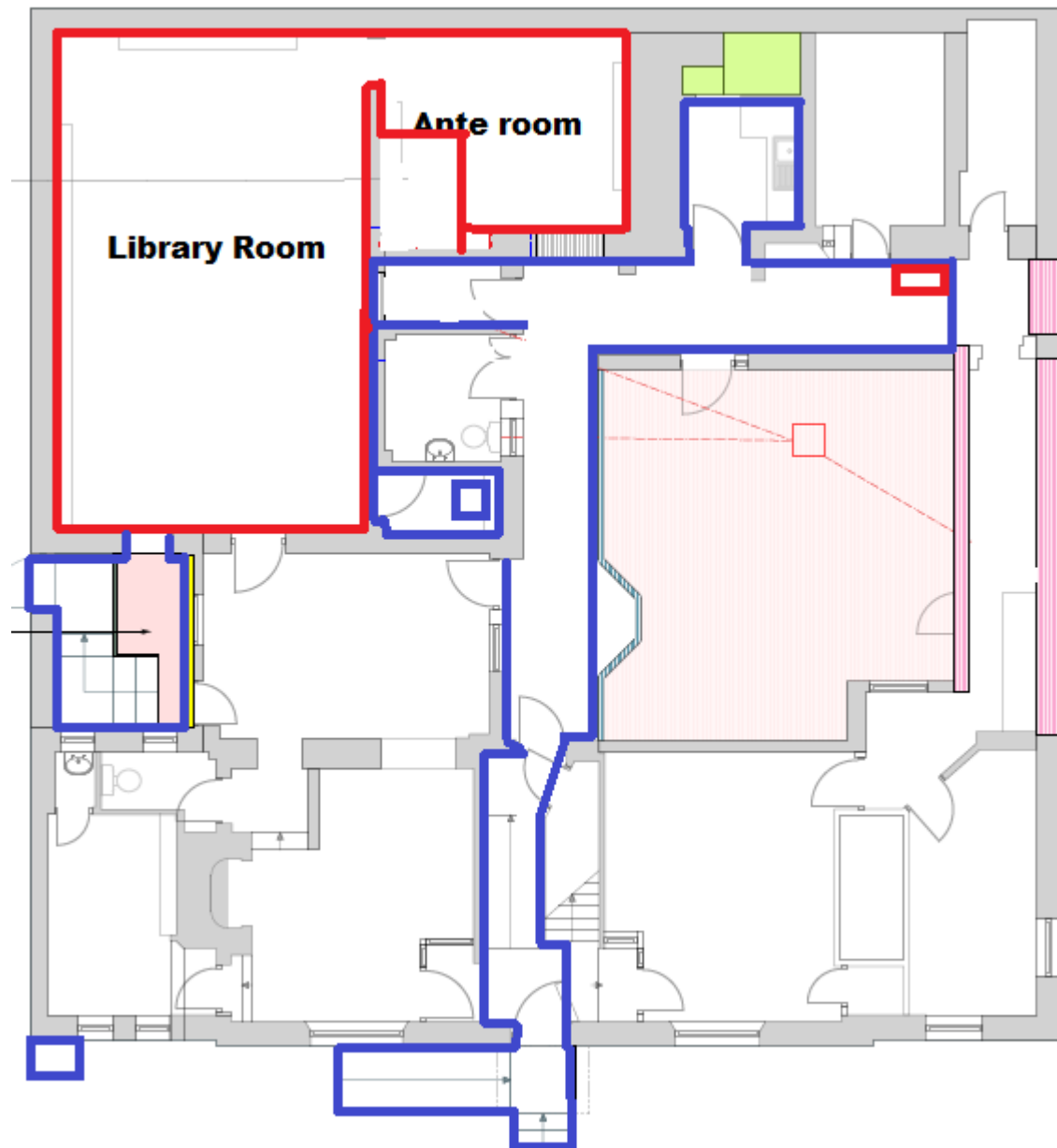
Send

Discard



Draft saved at 11:47





**REPORT ON:** Strategic Priorities  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 18<sup>th</sup> April  
**AGENDA ITEMS:** 296/22

### Introduction

The table below reports progress on OPC's agreed, annual strategic priorities as agreed by full Council meeting in June 2022:

Committee/ Working Group	Project	Priority	Progress Report
The Bridewell WG	The Bridewell		
	<ul style="list-style-type: none"> <li>- Phase I works, utilise HCC grant.</li> <li>- Phase II vision, continue work.</li> </ul>	<p>High</p> <p>Medium</p>	<p>Complete. Phase II in progress.</p> <p>In progress</p>
Amenities Areas	- Play Review of play areas and Focus on highest priority site.	High	Complete
	- War memorial - phase 2 works.	High	Complete
	- Continue work identified in bench audit.	Medium	Research in progress
	- Review biodiversity surveys with main grounds contractor to identify what can be achieved within current contract.	Medium	High priority items complete. Work continues.
Planning & Development	- Neighbourhood Plan Review (note funding will need to be spent by end of financial year).	Medium	Review complete. Some changes to be implemented in 23-24.
	- Negotiation on ownership of land at Montford Place.	Medium	
Community	- Supporting High St including Christmas.	High	Agreed to defer to 23-24.
	- The Greening Campaign – Phases I (launch end Sept) & 2.	Low	Watching brief. Hart DC has not issued certificate of practical completion for landscaping.
	- Speedwatch – recruitment drive and funding for 2 <sup>nd</sup> SID.	High	Tree & lights erected. Tree lighting event organised. Online advertising.
	- Flags and flagpoles.	High	Phase I launch complete. Phase II started. Successfully thermal imaging of local properties.
		Medium	More volunteers signed up & trained. Agreed expenditure for new, lighter weight SID. Research in progress.
		Medium	Routinely displayed throughout the year. No progress on obtaining listed building consent for more flag holders.

Traffic Partnership (Note meetings are suspended)	<ul style="list-style-type: none"> <li>- Sustainable transport – progress report from HDC on EVCPs.</li> <li>- 30mph signs on Dunley's Hill</li> </ul>	High Medium	<p>Positive progress report from Hart DC.</p> <p>Lines painted on road.</p>
Finance	<ul style="list-style-type: none"> <li>- Continue research on potential disposal of asset.</li> <li>- Ensure robust budget provision for 2023/24 administration.</li> </ul>	High  High	<p>Research complete which can be considered by next Council if required.</p> <p>Achieved with 0.08p increase per band D property</p>

The list below updates on the projects identified for S106/CIL expenditure in June 2022:

Location	Project	Estimated Cost	S106 Category	Potential S106	Status
The Bridewell	Additional toilet provision	£40,000	Community Facilities	Crownfields	£5,000 secured from Crownfields developer, transfer of funds expected early 23-24. Sufficient funding secured £8,250 for toilet only and works scheduled.
B3349	Village Gateway Scheme	£7,200	Highways	Crownfields	£4,000 confirmed from Crownfields developer, transfer of funds expected early 23-24.
The Bridewell	Renovation of building to enable increased community usage.	Awaiting quotes	Community facilities	All sites	The 2 <sup>nd</sup> project business plan has been adopted which aims to produce fully costed schedule of works in 2024.
Hook Road	Village Gateway Scheme	£4,000	Highways	Land off Hook Rd.	Positive early discussions with developer for land off Hook Rd NP development site.
Farnham Road	Village Gateway Scheme	£4,000	Highways		No specific development identified.
Priority sites tbc	Play area replacement	Up to £100k per site	Parish Leisure		No specific development identified.
Car parks and High St	Electric Vehicle Charging Points (EVCP)	Tbc	Environment	All sites	No specific development identified.

THIS AGREEMENT is made the 17 day of March 2023

Between

NEWNHAM Parish Council hereinafter called the “Lead Parish” of the one part

and

ODHIHAM Parish Council (hereinafter called the “Associate”) of the other part

WHEREAS

- 1) The Lead Parish, under an agreement made with Hampshire County Council has agreed to undertake the duties of lead parish in a Parish Lengthsman scheme (referred to here as “The Scheme”).
- 2) The Scheme will include The Lead Parish and up to 14 other parish councils (the “Associates”) and will operate for one year from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 under this agreement (“Agreement”).
- 3) Hampshire County Council will provide funding to the Lead Parish, which will arrange for the works and services to be provided for the Scheme by a contractor (“Parish Lengthsman”).
- 4) The Lead Parish Council has agreed to fulfil certain obligations to Hampshire County Council and to procure that the Associates shall fulfil those same obligations, insofar as it concerns the activities of the Scheme within the Associate’s parish.

NOW IT IS HEREBY AGREED

**1. Operational Matters**

- 1.1. The Lead Parish and the Associate will agree a schedule of dates when the Parish Lengthsman will work at the parish of the Associate. The time of the Parish Lengthsman will be allocated to the Associate in proportion to the number of Parishes in the Cluster.
- 1.2. In the event that the Associate requires a level of service above that which is funded under the Scheme, the Associate shall meet any such cost.
- 1.3. The Lead Parish will make the following funding available for the Scheme:  
One thousand pounds (£1,000) per annum per Associate.
- 1.4. While the duties of the Parish Lengthsman will be performed under contract with the Lead Parish, the Associate will be responsible for the allocation of tasks, supervision of work, confirmation of hours worked and approval of any expenses incurred in carrying out of duties while at the parish of the Associate.

- 1.5. The Associate undertakes to remit any records of work carried out under this Agreement in a timely fashion.
- 1.6. The Associate undertakes that it will ensure that the Parish Lengthsman carries out those duties in accordance with the practices and procedures prescribed by the Lead Parish.
- 1.7. The Associate will allocate tasks that are included in Schedule 1 to this Agreement only and will not allocate tasks set out in Schedule 2 to this Agreement.
- 1.8. In providing the services and works under this Agreement the Associate shall conform to policies, specifications, procedures, standards and directions provided by the Lead Parish on behalf of Hampshire County Council
- 1.9. Where common forms or documents have been agreed by the parties the Associate shall use such forms and documents.
- 1.10. Under the Health and Safety at Work Act 1974, The Lead Parish and the Associate have a duty to ensure the Health, Safety and wellbeing of the Parish Lengthsman. This will include training in basic highway safety and the provision of safe working practices and procedures.
- 1.11 The Lead Parish may instruct the Associate to undertake Further Works as defined in Schedule 1). The costs for any Further Works shall be assessed and agreed between the Parties in writing.
- 1.12 The Associate will keep records of spend and works undertaken and will be remitted to the Lead Parish on a regular basis but at least every 3 months.

## **2. Insurance and Claims**

- 2.1. The Associate shall take out and maintain Public Liability insurance, which shall, for any one occurrence or series of occurrences arising out of one event, be not less than £10,000,000 from a reputable insurer
- 2.2. The Lead Parish and the Associate acknowledges that claims and proceedings against the highway authority in respect of the provision of the Scheme by the Associate under this Agreement (other than claims under contracts undertaken by the Associate) shall be handled by Hampshire County Council.
- 2.3. Any such claims or other intimation of such proceedings received by the Associate shall be referred by the Associate to the Lead Parish and Hampshire County Council as soon as possible but in any event within 7 days of receipt of the claim together with all supporting information.

2.4. The Associate shall provide to Lead Parish and Hampshire County Council any witnesses, information, evidence, documents or other material necessary to enable Hampshire County Council to conduct or settle any subsequent proceedings.

2.5 This Agreement shall be governed by English Law and the parties submit to the exclusive jurisdiction of the English Courts.

**IN WITNESS** whereof the Lead Parish and Associate have executed this Agreement and delivered the same on the day and year first before written

Signed on behalf of

NEWNHAM Parish Council (Lead Parish)

.....

Date 17 March 2023

ODHIHAM Parish Council (Associate Parish)

.....

Date .....



## **SCHEDULE ONE**

### **DUTIES OF PARISH LENGTHSMAN**

This schedule lists the duties the Parish Lengthsman may undertake.

#### **1 Drainage**

- Clearing existing drainage grips
- Maintaining ditches
- Cleaning channels
- Clearing outfalls
- Rodding pipes (off highway)
- Flood prevention works (as specifically directed by the Parish Council as “Further Works”)

#### **2 Signage**

- Cleaning (non illuminated)
- Minor repairs

#### **3 Other Minor Works**

- Remove soil/detritus
- Cutting back vegetation overhanging the road or footway
- Clearing footways of weeds/moss
- Removing vegetation from parapets or fences
- Grass strimming
- Reporting defects
- Sweeping
- Litter picking
- Removing flyposting
- Unauthorised sign and graffiti removal
- Cleaning street name plates
- Cleaning bus shelters
- Minor repairs to street furniture
- ‘Village upkeep’

## **SCHEDULE TWO**

### **EXCLUDED WORKS**

This schedule lists the duties the Parish Lengthsman may not undertake.

**1 Cleaning, repair or any work on:**

- Street Lighting
- Illuminated signs and bollards (i.e. any street furniture with an electrical connection)
- The live road, unless the approved traffic management course has been passed
- and, Patching and structural repairs (no excavation due to possibility of underground apparatus)
- Emergency call-outs to highway incidents