

**MINUTES OF THE ODIHAM PARISH COUNCIL MEETING HELD AT
THE OLD SCHOOL, 37 LONDON ROAD, ODIHAM, RG29 1AJ
ON 18th APRIL 2023 COMMENCING AT 7.50pm**

Present: Cllrs A McFarlane (Chair), K Ball, R Coleman, L Cornall, T Griffith,
D Sanger, C Seabrook and P Verdon.

In attendance: Hampshire CC Cllr Glen, Andrea Mann (Parish Clerk) and Bridie Tate (Deputy Clerk).
Cllr S Bell and Mary Harris joined by Zoom.

281/22 Apologies for absence

Apologies were received and accepted from Cllr Bell.
Apologies were also received from Hart DC Cllrs Kennett and Hale.

282/22 Declarations of interests and requests for dispensation

Cllr Cornall declared an interest in planning application number 130/22 because the applicant's architect was known to them.

Cllr Griffith declared an interest in agenda item 294/22 due to living close to the development site.

Dispensations were granted to both Councillors.

283/22 Approval of minutes

RESOLVED

The minutes of the meeting held on 21st March 2023 (257-280/22) were agreed as a true record of the meeting and signed by the Chair.

(Proposed by Cllr Verdon, seconded by Cllr Cornall, 5 in favour).

284/22 Chair's Announcements

The Chair circulated a thank you card from King Charles III which thanked OPC for the letter of condolence. The Chair reported that a meeting had taken place between Swish Fibre, the Chair and the Clerk regarding future plans in the Parish.

285/22 Notice of uncontested elections

- i) Notices of uncontested elections for the Odiham, North Warnborough and RAF Station wards were noted.
- ii) The Chair gave thanks to outgoing Councillors Ball and Coleman and thanked them for their work over the last 4 years.

286/22 Public Session

There were no members of the public present.

Councillor Reports

287/22 Meeting reports from Councillors

None.

288/22 Reports from other Councils

- i) HCC Cllr Glen's written report had been circulated to Councillors prior to the meeting (Appendix 1). Cllr Glen further reported that sections of the B3349 in Hook and Newham were still not open.

289/22 Matters Arising from the Minutes not elsewhere on the agenda

The list was reviewed as presented with the agenda.

290/22 The Bridewell Community Hub

- i) Cllr Cornall reported on the progress of the new toilet building works and presented a revised plan for the new toilet. A meeting was held with the Hart DC case officer and conservation officer before Easter where Hart explained they would support the revised plans under a variation on the current application. The changes related to the soil pipe route, ventilation and orientation of the sanitary ware. This would delay works until after 7th May. It was agreed to explain this to the Book Exchange and ask them to decide whether or not to open in the interim.
RESOLVED
The revised plan was accepted (Appendix 2).
(Proposed by Cllr McFarlane, seconded by Cllr Sanger, all in favour).
- ii) It was noted that building works to repair the north facing wall were estimated to start in June, subject to the Hart's approval of the works method statement. Cllr Cornall confirmed the method statement should be submitted through the planning portal.
- iii) A revised Bridewell logo from the design agency was considered for adoption. The design agency had explained the green outer ring would not work next to the new OPC logo. Councillors put forward differing views; some liked the new designs and others felt it was too urban and uninviting, royal blue was suggested as an alternative to the green. Following debate it was
RESOLVED
To respond to the design agency asking for new colours which were less urban. It was agreed that Cllr McFarlane would speak to the design agency directly.
- iv) The following hiring documentation was considered and it was
RESOLVED
 - a) To accept the hiring agreement as presented with the agenda.
 - b) To accept the terms & conditions as presented with the agenda.
 - c) To accept the venue brochure as presented with the agenda.(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

All documents would be reviewed annually.
- v) It was **RESOLVED** to defer a decision on The Bridewell Working Group's proposal to promote the Library Room for public hire from 1st June until the May meeting.
- vi) It was **RESOLVED** to defer a decision on whether to hold a small launch event until the May meeting.
- vii) Correspondence from Hart District Council was noted. This detailed Hampshire County Council's formal notification of intention of dispose of The Bridewell.
RESOLVED
To formally write to Hart District Council declaring OPC's expression of interest, as advised by the solicitor.

291/22 Stripe online payments

RESOLVED

To allow online payments for Bridewell bookings using Stripe, the payments platform suggested by Scribe which incurs a charge of which incurs a charge of 1.5% + 20p per transaction for UK cards <https://stripe.com/gb/pricing>
(Proposed by Cllr McFarlane, seconded by Cllr Griffith, all in favour).

292/22 Parish Room

- i) Correspondence from the Odiham Society was noted, giving notice of Odiham Society's intention to submit a planning application and listed building consent to Hart District Council for the provision of disabled access facilities.
- ii) As required under Odiham Society's Licence with OPC, it was
RESOLVED
To grant permission for the works, on the following conditions:
 - a) That the required permissions are sought from Hart District Council and Hampshire County Council. OPC has no powers to grant consent for installing the handrail onto the highway.
 - b) To note that the main entrance corner of the building is a known risk with several recent vehicle collisions. Should any future collisions result in damage to the building then Odiham Society will be liable for repair.
- iii) A quotation was considered in response to water ingress reported by the Odiham Society and it was
RESOLVED
To obtain a comparative quote and the Clerk would research available budgets.

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

293/22 Website back-ups

Correspondence from OPC's website provider was noted which asked whether a switch to weekly back-ups was sufficient.

RESOLVED

No action required, weekly back-ups are sufficient.

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

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 "Meadow Rise" were suggested as alternatives. Due to short timescales, the Planning & Development Committee had considered these on 4th April and preferred Meadow Rise.
- ii) Cllrs Verdon and Cornall reported from a meeting with the developer Shanly Homes on 5th April regarding landscaping of the 0.25 hectares of pre-school land due to be transferred to OPC under a S106 agreement. The developer indicated agreement for the following landscaping plans:
 - A third of the land closes to the Recreation Ground would be fenced.
 - The car park would be tarmacked with painted lines.
 - The remainder of the site would be grassed with some wild meadow planting.
 - Bollards/or similar to prevent unlawful vehicular access to the site.
 - There would be a pathway from the car park leading to Recreation Road.
- iii) It was not possible to consider Shanly Home's proposed landscaping plan for the 0.25 hectares spare as it had not be received in time for the meeting.
- iv) Members discussed a complaint received regarding site traffic using Recreation Road to access the site. The Clerk was asked to contact the developer and the Hart planning officer.

- 295/22 Annual review of the Odiham Book Exchange Licence**
Cllr McFarlane, Cllr Verdon and the Clerk reported on the annual review meeting with the Odiham Book Exchange. The only proposed change to the Licence was to amend the plan to reflect the new toilet location.
RESOLVED
To accept the revised plan as presented with the agenda which would apply when the new toilet was installed. This plan would need to be revisited once the new storage plan was agreed.
- 296/22 Review of OPC's Strategic Priorities agreed June 2022**
i) The progress report on strategic priorities agreed June 2022 was reviewed and accepted as presented with the agenda.
ii) The progress of OPC's list of projects suitable for S106/CIL expenditure was reviewed and accepted as presented with the agenda.
- Both documents would be reviewed by the new Council as soon as possible after May.
- iii) Members agreed that the recent newsletter provided adequate reporting to residents.
- 297/22 Parish Lengthsman's Scheme**
RESOLVED
The 2023-24 Parish Lengthsman's contract was agreed which would be signed by the Clerk. The new Lengthsman's rate would be increasing to £30 per hour in line with all associated costs, resulting in the £1,000 parish allowance giving 33.5 work hours with green waste removal charged to OPC separately.
(Proposed by Cllr McFarlane, seconded by Cllr Seabrook, all in favour).
- 298/22 King Charles III Coronation Events**
The Deputy Clerk reported on the progress of Coronation event plans:
- 8 tickets remained for the Street Party.
- The Rotary Club had offered to provide a "Corn Hole" game at Beacon Field.
- Rooms had been booked at the Bel & Dragon for the first aid and Simply Swing.
- The Cross Barn had been booked for Cove Brass Band and other entertainers.
- Hart District Council had awarded a grant of £350. A grant application to HCC was in progress.
- It was agreed to hold the VIP invite list open until 22nd April, then release remaining tickets on Eventbrite.
- 299/22 Structural Surveyor's report for properties in Odiham Cemetery**
A report from a Structural Surveyor's on their visual inspection of North Chapel, South Chapel and Chapel Cottage.
- Councillors agreed the "tell tales" should be installed and recorded by the Structural Surveyor and officer's should obtain a quote for repointing the Chapel Cottage chimney, to the full height of the chimney. The quote would be referred to a future meeting.

Planning & Development Committee

- 300/22 Ratification of the responses proposed by the Planning & Development Committee held by Zoom on 4th April**
RESOLVED
The responses proposed by the Planning & Development Committee members were agreed.

301/22 New applications received

- 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.
Decision: No objection.
- 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
Decision: No objection.
- 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
Decision: No objection.
- 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.
Decision: No objection.
- 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.
Decision: No objection.
- 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 un balance crown due to neighbours laylandii hedge. Lift of 4m from ground level
Address: The Elms West Street Odiham Hook Hampshire RG29 1NS
Decision: No objection.
- 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
Decision: No objection.

(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).

Financial Matters

302/22 Payments Listing

RESOLVED

The payments listing for the period 22nd March to 18th April was agreed as shown in Appendix 2 and Cllrs Coleman and McFarlane were appointed to complete the payment approval process.

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

303/22 Dates of next meetings

16th May (Annual Council meeting) and 20th 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

RESOLVED

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

305/22 Rough Sleeper, Odiham Cemetery

Members received an up-to-date report on the current position and considered all the research obtained. Following discussion it was

RESOLVED

- i) To remove heras fencing to avoid further costs.
- ii) To investigate listed building consent for steel gates to both Chapels fixed to gate posts.

There being no further business the meeting closed at 21.25pm.

Signed..... Date.....

Subject: FW: Highways update

Dear Resident,

You may already be aware of the recent Government announcement that an extra £200m has been allocated to local highway authorities to repair potholes and other road defects. Hampshire received an additional £5.954m and I wanted to provide you with more information of how this will be spent over the coming months. I should firstly make it clear that the extra money is ringfenced to be spent on this activity only and will enable our winter recovery programme to continue, at pace, with additional resources.

The primary objective of the expanded repair programme will be deploying more smaller patching teams that can focus on fixing potholes and other localised defects across our road network. We will also continue to utilise the existing 'Dragon Patchers' and other established repair techniques. I estimate that the extra money – which comes on top of our existing block funding budget allocation from the Department for Transport - should enable us to repair up to 40,000 more potholes with work expected to start during April. The Highways team is currently assessing the road condition data that we hold, which includes online reports received, to prioritise and plan the repair programme, which will need to remain dynamic as we are still receiving reports of new road defects. Our highways contractor partner, Milestone, has already started dialogue with their primary supply chain to increase the number of patching teams on Hampshire's roads.

As you will already be aware, over the winter period extra resources had already been secured to repair more road defects following the sharp and sustained increase in reported road issues as a consequence of the cold and wet weather. At this stage I anticipate that the additional funding will enable approximately six months of increased repair activity.

Finally, please can I ask that you continue to report highway issues online.



Clerk

Subject: FW: Highways - Potholes update

COUNTY MATTERS
MAY 2023 ISSUE
CLLR JONATHAN K GLEN
HCC MEMBER for HOOK, ODIHAM
and THE WESTERN PARISHES

Dear All,

I hope you enjoyed your Easter weekend.

I've put together a fresh update on how we are dealing with road defects, which I hope you'll find useful. Do please continue to report highways defects yourselves, encourage your friends to do so and use the HCC Website to see what action is being taken on any particular report.

I hope you find this update helpful.

Jonathan

CLlr J K Glen

HCC member for Odiham and Hook and the Western Parishes

Potholes

Potholes and other road defects remain our biggest issue locally, so please forgive another thread about them.

Background

As I've said before, the weather this winter has been the worst possible combination of prolonged heavy rain and sub-zero temperatures.

Despite last summer's drought, we started the winter season with groundwater levels in Hampshire higher than normal. The repeated cycle of rain > freeze > rain > freeze has created the perfect environment for potholes to form, and in addition the prolonged periods of heavy rain have kept groundwater levels exceptionally high resulting in localised surface water flooding, and this is despite our best efforts to keep roadside grips, gullies and drains clear.

Potholes can form in a number of ways. Aside from general wear and tear, the freeze-thaw action of water when it gets into cracks can rapidly weaken and break open road surfaces, and this is in addition to the hydraulic effect of vehicle tyres constantly going over standing water in cracks and other small surface defects that can also create potholes. This explains why, even though we have now moved into Spring, potholes are continuing to develop and why some of the temporary fixes are beginning to break down.

How potholes form



Temporary vs Permanent Repairs

Given the high number of potholes that have formed this winter, particularly after each of the spells of freezing weather, HCC's Highways team took the decision to carry out more emergency temporary infill repairs to keep roads safe and serviceable, understanding that a follow up visit would be needed in some cases to undertake vastly preferable permanent reinstatement.

In the time taken to undertake a permanent fix between 4 and 7 temporary infills can be completed.



How we are doing

There has been a genuinely unprecedented demand on the highways teams this winter. The number of potholes filled in the financial year that ended on March 31st is more than ever before:

Financial Year	Number of Potholes Filled
18/19	41,371
19/20	27,780
20/21	56,852
21/22	72,610
22/23	120,068

Over 40,000 of these potholes were filled in the three months from December to February.

Inflation for road materials has been running this year at over 20%, which has eaten into our budgets. Through our materials recycling depot at Micheldever we have been able to reprocess much of the material removed from the roads when we repair and/or resurface them, reducing our costs to a degree, and the team will be trialing new innovative ways of re-using this recycled material over the course of this coming year.

Officers have also been significantly stretched. The teams who undertake the pothole repairs are also those who drive the gritters, dig out ditches, clear fallen trees and attend emergency incidents. So, it has been a challenging winter!

Additional Government funding from the budget

The Government has allocated just under £6million to Hampshire for additional pothole repairs. We had some idea additional funding might be forthcoming so had already ordered greater resources for our highway network. We anticipate this money being able to fill approximately 39-40,000 additional potholes over the summer.

Why don't the teams fix other potholes nearby when repairing one?

It may appear wasteful, and I recognise it can be irritating, when teams fill one pothole but ignore other defects nearby.

To be clear, operatives are empowered to attend to other issues if they are able to do so when they come across them. However, the challenge is that the gangs that do the day-to-day repairs normally have a set schedule for a particular day so they may have neither the time, nor the necessary materials, to complete additional repairs that are not already on their list.

Often the additional work has not been reported, or assessed, prior to the work schedule for the day being established.

We will be looking at various operating models over the summer, working closely with our contractors, that will hopefully facilitate a smarter, more flexible approach to work scheduling.

Regards,
Jonathan

Cllr J K Glen

HCC member for Odiham and Hook and the Western Parishes

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Insurance	01/04/2023		Unity Trust	1	Annual insurance	Zurich Municipal	Z	6,575.58		6,575.58
2	Rates	01/04/2023		Unity Trust	2	Parish Office Rates	Hart DC	Z	2,122.00		2,122.00
3	Rates	01/04/2023		Unity Trust	3	Bridewell rates	Hart DC	Z	3,615.25		3,615.25
4	Cemetery rates and water	01/04/2023		Unity Trust	4	Cemetery rates	Hart DC	Z	1,996.00		1,996.00
5	Coronation	18/04/2023		Unity Trust	5	Bouncy castle hire	JV Hire Services Ltd	Z	335.41		335.41
6	Coronation	18/04/2023		Unity Trust	6	Hire for Coronation performers	The Cross Barn	Z	180.00		180.00
7	Coronation	18/04/2023		Unity Trust		Coronation Street Party 07.05.	Simply Swing	Z	1,850.00		1,850.00
8	Toilets - Power and rates	18/04/2023		Unity Trust	8	King St Toilets electricity	nPower	L	59.57	2.98	62.55
9	The Bridewell - cleaning & m	18/04/2023		Unity Trust	9	Bridewell cleaning	YBC	S	463.31	92.66	555.97
10	Toilets - cleaning	18/04/2023		Unity Trust	10	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
11	Subscriptions	18/04/2023	Agreed by Staff	Unity Trust	11	Clerk's membership	SLCC	Z	351.00		351.00
12	Benches	18/04/2023		Unity Trust	12	Picnic benches	Wells Timber Products	S	625.00	125.00	750.00
13	Subscriptions	18/04/2023		Unity Trust	13	HALC & NALC fees	HALC	Z	999.06		999.06
14	Climate Action Plan	18/04/2023		Lloyds/Unity Multipay	14	Whips for orchard	Scots Plants Direct	Z	167.70		167.70
15	PR & Pub inc newsletter	18/04/2023		Lloyds/Unity Multipay	15	Stamps for newsletter	Post Office Counter	Z	102.00		102.00
16	APA	17/04/2023		Lloyds/Unity Multipay	16	Refreshments for APA	Tesco	Z	17.30		17.30
17	Caretaking Equipment	18/04/2023		Lloyds/Unity Multipay	17	Green waste bags	Amazon	Z	51.96		51.96
18	Subscriptions	18/04/2023		Lloyds/Unity Multipay	18	Zoom subscription	Zoom	Z	143.88		143.88
19	Bank Charges	18/04/2023		Lloyds/Unity Multipay	19	Card fee	Lloyds/Unity Multipay	Z	3.00		3.00
20	Telephone and internet	18/04/2023		Unity Trust	20	Phones & broadband	BT	S	179.64	35.93	215.57
21	The Bridewell - electricity	18/04/2023		Unity Trust	21	Bridewell electricity (Mar)	nPower	S	326.43	65.29	391.72
22	Postage and consumables	18/04/2023		Unity Trust	22	Toner delivery	Ricoh	S	25.00	5.00	30.00
23	Staff Salaries	18/04/2023		Unity Trust	23	April '23 salaries	April '23 salaries	Z	4,334.28		4,334.28
24	Staff Salaries	18/04/2023		Unity Trust	24	April '23 PAYE & NI	HMRC	Z	819.28		819.28
25	Staff Salaries	18/04/2023		Unity Trust	25	April '23 employee cont	Hampshire Pension Fund	Z	353.05		353.05
26	Employers' NI	18/04/2023		Unity Trust	26	April '23 employer NI	HMRC	Z	761.79		761.79
27	Pension Contribution	18/04/2023		Unity Trust	27	April '23 employer cont	Hampshire Pension Fund	Z	1,178.41		1,178.41
28	Floral displays	18/04/2023		Unity Trust	28	Grant for floral displays	InOdiham	Z	800.00		800.00
29	Bands in the Bury	18/04/2023		Unity Trust	29	Grant for Bands in the Bury	InOdiham	Z	1,000.00		1,000.00
Total									29,851.64	410.01	30,261.65