



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 19th MARCH 2024 at 7.30pm**

13th March 2024

Andrea Mann, Clerk

Members of the public are welcome to attend or join online

Join Zoom Meeting

<https://us02web.zoom.us/j/84266785073?pwd=NnFuUXZqb1ZSVE80L0RBeUVXbTNpQT09>

Meeting ID: 842 6678 5073

Passcode: 510211

-
- 284/23 To receive apologies for absence**
- 285/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 286/23 Approval of minutes**
To approve the minutes of the Council Meeting held on 20th February 2024 (256-283/23).
- 287/23 Chair's announcements**
- 288/23 Rural Electric Vehicle (EV) Charging**
To receive a presentation from Rural EV Charging [Home | Rural EV Charging](#) (maximum 15 minutes).
- 289/23 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

- 290/23 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 291/23 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 292/23 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 293/23 Communications (pages 6-9)**
- i) To approve the new Communications Strategy, drafted by the Communications Working Group (circulated to members separately).
 - ii) To review the Social Media and Electronic Communications Policy (pages 6-9).



- 294/23 2023-27 Business Plan**
To approve OPC's Business Plan for the 2023-27 election term (circulated to members).
- 295/23 Odiham Consolidated Charities**
To consider the proposal from the charity that three trustees who are due to retire on 30th April are re-appointed (names are provided in the email to Councillors).
- 296/23 Hart Countryside Service – memorandum of understanding (pages 10-11)**
To considers signing a memorandum of understanding with Hart District Council for a shared vision for the management of Odiham and Broad Oak Commons.
- 297/23 Letter from the Odiham Society regarding The Parish Room (page 12)**
i) To consider correspondence from The Odiham Society.
ii) To re-consider a quote to repair the roof and re-point the lower section of the car park wall previously rejected by the Council (to be forwarded to councillors separately with explanation).
- 298/23 Community Emergency Plan (pages 13-34)**
To consider correspondence from Hart District Council offering a Community Emergency Plan template.

Financial Matters

- 299/23 Insurance for Chapels**
To consider a reduced fee proposal for insuring North and South Chapels in the value of £2,889, as proposed by Access Insurance (circulated to members).
- 300/23 Payments Listing (to follow)**
To approve the payments listing for the period 21st February-19th March 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.
- 301/23 Subscriptions and contracts (pages 35-40)**
To carry out an annual review of OPC's current subscriptions and contracts.
- 302/23 Spooktacula (page 41)**
To consider correspondence from the Hook & Odiham Lions regarding the 2024 Spooktacula event.

Planning Matters

- 303/23 Planning & Development Committee held on 11th March**
i) **Ratification of planning decisions made by the informal meetings of the**
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/Notes-240311-DRAFT.pdf>
iii) Consideration of correspondence relating to the Hook Road development (circulated to members).



304/23 Neighbourhood Plan review

- i) To receive a verbal update from the Chair of Planning & Development.
- ii) To consider further quote from Troy Planning for additional days for meeting document accessibility requirements of Hart District Council.
- iii) To consider responses to consultation of review of Neighbourhood Plan and decide on further action (to follow).

305/23 Affordable Housing (page 42)

To consider correspondence from Action Hampshire.

306/23 To confirm date of next meeting

16th April 2024.

Traffic & Transport

307/23 Bus shelter, Alton Road

To receive an update from the Clerk (report to follow).

308/23 RAF Odiham/B3349 junction

To discuss correspondence from Cllr Tate, receive an update on the Clerk's research and agree any actions.

Confidential Matters

309/23 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

310/23 Bridewell security (pages 43-60)

To consider the Clerk's report.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Nov-23	168/23	Clerk	Change previous minutes from draft and add to website.	Complete
	170/23	Clerk	Add presentation and responses to website.	Complete
	175/23	Clerk	Update website for councillor co-option.	Complete
		CllrMT	Complete acceptance of office and DPI form before joining first meeting.	Complete
		CllrMT	Specify chosen committees.	Complete
	176/23	Clerk	Update website with new committee memberships.	Complete
	177/23iii	Clerk/Bridewell WG	Respond to conditions in Bridewell listed building permissions.	Complete
	177/23iv	Clerk	Order new noticeboard.	Complete
		Clerk/AO	Arrange installation.	Complete
	178/23	Clerk	Circulate Staff Handbook.	Complete
		Clerk	Add H&S Policy review to next agenda.	Complete
	179/23i	CllrSB	Hold first meeting for the "shoots along the routes" tree planting project.	Complete
	179/23ii	CllrAMc	Arrange for hedgehog highway surrounds to be distributed as per decision.	Complete
	179/23iii	Clerk	Add biodiversity legislation declaration to website.	Complete
	180/23	Clerk	Make enquiries to re-instate work on installing a bus shelter on the east side of Alton Rd.	Enquiry sent
	181/23	Clerk	Notify OCC of CllrPV's nomination and support for business plan for affordable homes.	Complete
		CllrPV	Report back from first OCC meeting following appointment as trustee.	
	182/23	Clerk/CllrSB	Continue research on heritage trail app.	Project discontinued.
	184/23	Clerk	Respond to OdSoc accepting request to work together to improve signage from High St to Bury & consider early next financial year.	Complete
	185/23	Clerk	Send letter of support to The Cross Barn in support of a Lottery heritage grant application.	Complete
	186/23	Deputy Clerk	Arrange process of displaying and rotating SIDS.	Complete
		Deputy Clerk	Update webpage and promote.	Complete
	188/23	Clerk	Complete admin for pledging support for bronze award of the Armed Forces Employers' Recognition Scheme.	Complete
	189/23	Clerk/CllrSLC&AMc	Set up payments online and complete payment approval process.	Complete
	190/23	Clerk/Finance Com	Refer interim internal audit report to Finance Committee.	Complete
	191/23	Clerk	Instruct new contract for IT support.	Complete
	192/23	Clerk	Make investment to the CCLA public sector deposit fund.	Complete
	193/23	Clerk	Offer G Rothery bequest funds to RAF Air Cadets, explaining terms of request.	Complete
	194/23	Clerk/CllrCG	Confirm numbers for RAF gifts and make BACs payment to CllrCG.	Complete
		CllrCG	Arrange for vouchers to be sent.	Complete
	195/23	Clerk	Submit OPC's response to the Farnborough airport extension proposals.	Complete
	196/23	Clerk	Add TOR and appointment of Tree Warden to next agenda.	Complete
	198/23i	Clerk	Complete admin for accepting Locality grant.	Complete
	198/23ii	Clerk	Award contract to planning consultant for supporting OPC with NP review.	Complete
	201/23	Clerk	Implement decision relating to staffing matters.	Complete
	202/23	Clerk	Notify lettings agency of extension to tenancy agreement and price increase.	Complete
Dec-23	205/23	Clerk	Change previous minutes from draft and add to website.	Complete
	211/23	Clerk	Update website with Cllr Tate's committee selections.	Complete
	212/23iii	CllrLC/Clerk	Submit planning condition application for Bridewell kitchenette.	Complete
		Clerk	Submit covering letter urging Hart to stick to statutory timescales in order to meet grant condition.	N/A
	212/23iii	Clerk	Add revised Bridewell WG terms of reference to website.	Complete
	212/23iv	Deputy Clerk	Arrange for "no parking signs" at front of Bridewell.	Complete
	213/23i	Clerk	Add revised Safeguarding Policy to website.	Complete
	213/23ii	Clerk	Add revised Disciplinary and Grievance policies to website.	Complete
	213/23iii	Clerk	Add revised Training Policy to website.	Complete
	214/23i	Clerk	Add revised H&S Policy and Statement to website.	Complete
	214/23ii	Clerk	Award contract for Fire Risk Assessment and refer report to H&S working group.	Complete
	214/23iii	Clerk/CllrLC/CllrAMc/CllrDS	Arrange working group meeting to draw up process for reviewing OPC's H&S.	
	215/23	CllrSB/Clerk	Arrange expenditure of grant for conservation hand tools and first aid training.	Tools purchased, Training bookings in progress
	216/23i	Clerk	Set up working group to consider a project plan for the war memorial and Remembrance statues.	
	216/23ii	Clerk	Send holding email re offer of poppies and statues.	Complete
	216/23iv	AO/Amenities	Arrange for poppy seeds to be placed at war memorial.	
	217/23	Clerk/DepClerk/Comms WG	Place order for comms strategy support, complete questionnaire and hold first meeting.	Complete
			Draft comms plan and return to council for adoption.	On agenda
	218/23	Deputy Clerk	Confirm OPC's agreement for records to be included in HCC's digitalisation project.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	219/23	Clerk/Deputy Clerk	Add community event dates to website, revise 24/25 budget as required and book distributor for newsletter.	Complete
	220/23	Deputy Clerk/Clerk	Notify Mayhill of grant decision and make payment.	Complete
	221/23	Clerk/CllrsLC&PV	Set up payments online and complete payment approval process.	Complete
	222/23	Clerk	Add revised Financial Regulations to website.	Complete
	224/23	Clerk	Add Tree Warden terms of reference to website and promote appointment.	Complete
	226/23	Clerk	Submit planning comments to Hart.	Complete
	227/23	Clerk	Continue research on professional planning support and refer to next agenda.	
Jan-24	231/23	Clerk	Change previous minutes from draft and add to website.	Complete
	237/23ii	Clerk	Add February agenda item to review OPC's asset portfolio.	Complete
		Clerk/Bridewell working group	Meet to agree next steps in delivering The Bridewell business plan.	Complete
	238/24	Clerk	Draft 3 year business plan by compiling OPC's adopted strategic plan, statement of commitment and emerging comms plan.	On agenda
		All	Review draft with members before adding to April full Council agenda.	Complete
	239/23	Clerk	Add annual risk assessment to website and make available for auditing purposes.	Complete
	240/23	Clerk/CllrAMc	Draft letter of support to "Saving The Bell" campaign group as support for funding applications to be signed by the Chair.	Complete
	241/23	CllrsAM&DS	Respond to HDC's draft Trees and Woodland Strategy.	Complete
	242/23	Clerk	Circulate HCC's future services consultation to councillors for completing individually.	Complete
	243/23	Deputy Clerk	Notify successful grant recipients and make payment.	Complete
	245/23	Office	Arrange for staging to be disposed off if no home found by Easter.	In progress
	246/23	Clerk	Publish 24/25 budget on website.	Complete
	247/23	Clerk	Submit 24/25 precept request to HDC.	Complete
		Clerk	Add 24/25 precept details on website.	Complete
		Clerk	Prepare public statement for 24/25 precept for publication (method tbc).	Included in Spring newsletter
	248/23	Clerk/CllrsLC&PV	Set up payments online and complete payment approval process.	Complete
	249/23	Clerk	Award contract for laying weed suppressant and slate on gargen of remembrance beds.	Complete
			Complete works and promote.	
	250/23	Clerk	Award one year extension contract for the main grounds contract.	Complete
	252/23	Clerk/CllrPV	Publish and circulate NP consultation docs in accordance with Reg 14.	Complete
	255/23	Office	Order heras fencing and arrange installation.	Complete
		Office	Source further quotes and progress listed building consent for metal gates on chapels.	
Feb-24	258/23	Clerk	Change previous minutes from draft and add to website.	Complete
	261/23ii	Clerk	Circulate HDAPTC minutes to councillors.	Complete
	264/23i	CllrLC/Clerk	Prepare pre-app for Bridewell future vision.	
		Clerk	Submit application to Lottery Awards for All.	Complete
	264/23ii	Bridewell WG	Meet with architectural design agency re Bridewell future vision plans.	On hold until pre-app submitted.
	265/23i	Clerk	Make small revision to Standing Orders and add to website.	Complete
	265/23ii	Clerk	Add Complaints Procedure to website.	Complete
	266/23	Clerk/Deputy Clerk	Add 24/25 meetings dates to website.	
	267/23	CllrAMc/Clerk	Send response to MP re solar farm policy.	Complete
	269/23	Deputy Clerk	Order SID solar panel and arrange installation.	Complete
	270/23	Clerk	Forward OPC's decision re trustee to Odiham Consolidated Charities.	Complete
	271/23	Clerk	Add Cllr McFarlane's rep position for flood related matters to website.	Complete
	272/23i	CllrAMc/Deputy Clerk	Arrange H&IoWWT event at Cross Barn 08.04.24 and promote.	In progress
	272/23ii	Clerk/AO	Arrange energy audits for Bridewell and King St toilets.	Scheduled 19.03.24
			Report findings to Council and consider future actions.	
	273/23	CllrCG/CllrSB/CllrAMc/Office	Liaise with RAF Odiham and RAF Cadets re involvement in 80th anniversary of D-Day beacon lighting.	In progress
	274/23	Deputy Clerk	Notify Leapfrogs of grant decision and make payment.	
	275/23	Clerk	Add Asset Register to website ready for audit purposes.	Complete
	276/23i	Clerk	Award new broadband contrant and complete transfer.	Complete
	277/23i	Clerk	Instruct new insurance policy and arrange payment.	On payments listing
	277/23ii	Clerk	Source alternative insurance quotes for Chapels and refer to Council.	On agenda
	278/23	Clerk/CllrLC/CllrPV	Set up payments online and complete payment approval process.	Complete
	283/23	Clerk	Arrange structural surveys of North Chapel, South Chapel and Chapel Cottage.	
			Report findings to Council and consider future actions.	



SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

Adopted on 16th June 2020

Reviewed on ?

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables Odiham Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages intends to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council; Please confirm if this text is sufficient?
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
Please confirm if this text is sufficient?
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.
- The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.
- Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.
-

We retain the right to remove comments or content that includes:

- Obscene or racist content

- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Odiham Parish Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Odiham Parish Council email

The Clerk to the council has their own council email address (clerk@odiham[parishcouncil.gov.org-uk](mailto:clerk@odihamparishcouncil.gov.org-uk)) The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate. The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk.

Any emails copied to the Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

Emails containing personal data may be passed on within the Council where the processing is necessary for OPC to perform its tasks in compliance with its legal obligations, statutory powers and functions (refer to OPC's Data Protection Policy). OPC does not forward personal

information on to other people or groups outside the Council without prior consent (including names, addresses, email, IP addresses and cookie identifiers).

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

WhatsApp messaging

The Council manages a WhatsApp group for councillors and the Clerk and Deputy Clerk. This groups is for important messages only and does not discuss council business. OPC is aware that this policy applies to WhatsApp messages.

Video Conferencing e.g. Zoom

~~If this medium is used to communicate please note that this policy also applies to the use of video conferencing.~~

OPC uses Zoom for full Council, the Planning & Development Committee and working groups. This policy applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Memorandum of Understanding between Hart District Council (HDC) and Odiham Parish Council (OPC)

The purpose of this MoU is to build a strong partnership between our two organisations, working towards a common vision, while respecting each other's points of view. It is an equal partnership for the mutual benefit of both organisations.

Partnership Aims

- To build a strong, positive relationship between HDC and OPC.
- To work together to conserve and enhance the open spaces that we manage.
- To have open, honest and effective communication, to better serve our communities.
- To share communications to reach a wider portion of the local community.
- To support and respect each other.

Commons and Green Spaces managed by HDC in the parish of Odiham

- Odiham Common SSSI
- Broad Oak Common

Countryside Vision - Biodiversity, Sustainability and Community.

Our Vision will support the delivery of the Hart Corporate Plan by providing countryside spaces rich in biodiversity, supporting varied habitats, and a future for our precious wildlife.

We will take firm steps towards becoming a carbon-neutral district by 2040 by providing opportunities for sustainable communities and carbon offsetting.

We will provide countryside sites that provide a safe and welcoming facility for the local community and promote opportunities for health and wellbeing.

Site Management

A management plan for Odiham and Broad Oak Commons will be agreed in cabinet. Management proposals and projects will be discussed with OPC in twice yearly engagement meetings, one prior to and one after winter works have taken place.

Management of Odiham and Broad Oak Commons will be in line with the agreed management plan as well as any stewardship agreements with Natural England or the Forestry Commission.

Climate Mitigation and Biodiversity Enhancement

HDC has declared a [climate emergency](#) and intends to undertake management of its countryside sites to optimise climate mitigation and biodiversity enhancement opportunities in line with its climate commitments and biodiversity duty.

Consideration will be given to management options that provide the most potential for carbon sequestration and biodiversity optimisation, where these are not conflicting, and also provide other natural capital benefits such as for health and wellbeing.

Volunteering

HDC has its own [volunteering policy](#). HDC will run volunteer tasks on the commons but will also work with OPC to run volunteer sessions as required on areas leased/owned by the parish.

Communications

HDC and OPC will work together to share communications on projects that will affect the local community. Relevant social media posts will be liked and shared and HDC will utilise the parish magazine where appropriate.

Partnership Governance

Biannual parish engagement meetings will be held between the HDC site ranger and representatives from OPC.

The following topics will be discussed:

- Wash up of recently completed projects
- Current 'live' projects
- Future plans
- Complaints/enquiries from the local community
- Communications and engagement with the local community

Disclaimer

This MOU is not a legally binding document; it is a statement, agreed voluntarily by equal partners, of the commitment to work together for the benefit of our communities.

Signing this MOU does not constitute the creation of a legal entity or give anyone within the partnership the authority to make binding commitments on behalf of the other organisation.

Signed on behalf of HDC

.....

Date

.....

Signed on behalf of OPC

.....

Date

.....

THE ODIHAM SOCIETY



Protecting the character and heritage of Odiham and North Warnborough

secretary@odiham-society.org
www.odiham-society.org
Please reply to:

The Parish Room, The Bury.
Odiham, HOOK, Hampshire,
RG29 1NB

1st March 2024

PR/DFB

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

Dear Andrea,

The Parish Room

Since taking over occupation of The Parish Room, to house village archives of many books and historic papers, The Society has become aware of the consistently damp atmosphere within the building and which may cause damage to publications and documents.

The Society has undertaken some measurements which reveal a level of up to 75% humidity for much of the time. Taking advice to reduce this humidity, we propose to install continual low-level heating and a de-humidifier, the capital cost of which will be approx. £275.00. There will of course be a resulting increase in our annual electricity costs.

Because of the urgency needed to address this problem, it would not seem to be prudent to wait until we are able to apply for a grant from OPC and we are therefore seeking OPC agreement to incur the necessary cost, for which we would then apply for financial support, when the six-monthly grant committee meeting occurs".

Whilst we appreciate your efforts in keeping clear the main drainage gully in the NE corner of the adjacent car park, the grating of the drainage channel protecting the South wall of the building remains blocked and in need of attention. We did speak last year of executing remedial works to a) the brickwork adjacent to the car park gully and b) to the roof slope between the boundary wall and front dormer. I would suggest that item a) (Replace missing brickwork jointing and form waterproofed rendered plinth) be carried out in the first instance and at the earliest opportunity.

Yours sincerely,

Derek Begent
Secretary
The Odiham Society.

Member and supporter of:
The Basingstoke Canal Society
Hampshire Archives and Hampshire Buildings Preservation Trust
The Campaign to Protect Rural England
The Hampshire Field Club

Registered Charity Number 277285

Clerk

Subject: FW: Community Emergency Plan
Attachments: Community Emergency Plan template - 2024.docx

From: Alex Jones <Alex.Jones@hart.gov.uk>
Sent: Monday, March 11, 2024 3:03 PM
Subject: Community Emergency Plan

Good afternoon,

I hope this email finds you well. I am getting in touch from Hart District Council in partnership and on behalf of Hampshire County Council's Emergency Planning and Resilience Team. We are getting in touch with an opportunity to make your community more resilient to a host of emergencies – such as extreme weather, loss of utilities and flooding.

Attached to this email is a Community Emergency Plan template. This has been created to help you while preparing for emergencies in your area. We would encourage you to complete this template, and consider the risks, assets and vulnerabilities in your area, and review how you can support them if there were an emergency in your community.

Once you have completed this template, we would ask you to share it with us. If you do so, we will hold your plan and contact details on file. Using this we can get in touch with opportunities for training, exercising and funding (when it is available) to make your community more resilient. Also, when responding to incidents in your area we can use your plan, and your team, to provide better support to your community.

We would also ask you to forward this email onto any Flood Action Groups or Emergency Response Groups in your area which you know of. If we are aware of these groups and have their contact details and copies of their plans, we can provide them with the same support, and work with them during an emergency.

You do not have to follow the template directly. It is important that this plan suits your community, so feel free to add or delete sections as you see fit. You can also use your own format, but we encourage you to review the template provided for inspiration and considerations.

Alternatively, if you already have a current Community Emergency Plan, we ask that you to review it, and share an up-to-date version with us. Please note – the email address community.resilience@hants.gov.uk is no longer active, so existing plans should remove references to it. Instead, please use the email address emergency.planningteam@hants.gov.uk. Please also use this email address in place of email addresses of members of the Emergency Plan and Resilience Team, as they may no longer be in the team.

If you encounter any challenges or have questions, please contact the Hampshire County Council Emergency Planning team via emergency.planningteam@hants.gov.uk.

We look forward to receiving your updated emergency plan and working with you to make your community more resilient to emergencies.

Thank you,

Hart District Council and the Hampshire County Council Emergency Planning and Resilience Team

Alex Jones

Flood Risk Management Officer

Hart District Council : Civic Offices : Harlington Way : Fleet : GU51 4AE

Web: www.hart.gov.uk | **X:** [@HartCouncil](https://twitter.com/HartCouncil) | **Facebook:** [/HartDistrictCouncil](https://www.facebook.com/HartDistrictCouncil)

Hart District Council has updated its privacy policy, [find out more](#) about how we take care of your information.



[Insert Community Name]

Community Emergency Plan

Helping your community to:

- Prepare for
- Respond to
- Recover from

Emergencies in your area

Last updated: DD/MM/YYYY



Local Resilience Forum
Hampshire & Isle of Wight

Introduction

Key information		
Community name		
Date of last review		
Date of next review		
Point of contact	Name	
	Email address	
	Phone number	
Secondary point of contact	Name	
	Email address	
	Phone number	

IF YOU ARE IN IMMEDIATE DANGER – CALL THE EMERGENCY SERVICES ON 999

How to use this plan

This is a template created by the Hampshire and Isle of Wight Local Resilience Forum, to support communities of all shapes and sizes across Hampshire to prepare for emergencies.

The details in grey are designed to show you how to complete the template – replace this information with your own.

You do not have to follow this template exactly – feel free to add or delete anything to make it fit for your community. Or you can use this as inspiration, and create your own template.

Once completed, please share it with us at emergency.planningteam@hants.gov.uk. We will use this information while planning for emergencies, and may get in touch with your team during an incident to coordinate support for your local area. By sharing this template you are agreeing that you are happy for us to make contact with the sites and individuals listed in the plan – please ensure they are aware of this.

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Emergency Checklist – what to do in an emergency	
1	<p>Get in touch with your team, and come together</p> <p>It is better to meet in-person, but you can meet online if that is easier.</p> <p><u>Do not put yourself in danger to meet in-person.</u></p> <p>Use the contacts/call tree section - How will you respond to the emergency?</p>
2	<p>Gather information</p> <p>Find out what is going on. Use a range of sources, including local contacts, the news, alerts like those from the Met Office and Environment Agency and social media.</p>
3	<p>Assess risks</p> <p>What are the impacts of the situation on your community. Consider your vulnerable areas, and vulnerable people.</p> <p>Use the Local vulnerabilities section - Local vulnerabilities</p>
4	<p>Consider powers, policies, and procedure</p> <p>Think about what is, and is not, your responsibility. Some things, such as evacuations and rescue, are the sole responsibility of emergency responders. However, you do have the ability to support with welfare, and help your community where you can.</p>
5	<p>Identify options</p> <p>Use the action cards, and determine how you can help. Consider your local assets. Agree the best course of action.</p> <p>Use the Action cards - Action cards Use the Local Assets - Local assets</p>
6	Take action, and review what has happened
7	Repeat this process

How will you respond to the emergency?

Emergency Coordinators

Consider who from your community would work together to manage a response in your area.

Name	Mobile number	Home number / email	Address	Other key information
Jane Smith	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX		19 School Lane	
Martha Jones	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX		22 Church Street	
Ryan Stevens	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX		42 Pine Avenue	

Emergency Activation

In an incident, think about how would you be notified, and how would you stand up your team? Consider using a WhatsApp group to share information and make contact, alternatively consider using a call tree.

Who receives the initial notification?	
Jane Smith	Martha Jones
Who will they notify?	
Ryan Smith	Maryam Cohen

Muster Point

There may be an emergency where usual methods of communication are impacted. Consider having a backup muster point, where you can assemble if there is an emergency, but you cannot get in contact with each other.

	Address	Keyholder	Keyholder contact details
Muster Point	Community Centre	Steve Smith	0794 XXXX XXX

Local vulnerabilities

Vulnerable sites

There may be sites within your community which support people who are less likely to be able to help themselves in the circumstances of an emergency. For example, an assisted living facility.

Vulnerabilities to consider:

- Those that might find it difficult to understand emergency information
- Those who may have trouble moving around
- Those who are frail, and more susceptible to health impacts of cold and hot weather

Name	Vulnerability	Contact details	Address	Other key information?
Sunflowers Assisted Living	Supported housing for adults with mental illness	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	42 Pine Avenue	
Bluebells Care Home	Care Home	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	85 Smithson Avenue	

Finding out about vulnerable people in an incident

Vulnerability is flexible and changes regularly, it also depends on the incident. For example, a healthy person who breaks their leg, may become vulnerable. Similarly, someone on a dialysis machine may not be vulnerable to flooding, but would be at risk in a power outage. In an incident you should take steps to identify anyone who may need support, that you might not already be aware of. There are numerous ways to do this:

Ask local charities or groups

Get in touch with local charities, who will have up to date information on vulnerable people in the area. Record the charities you may contact in an incident below.

Organisation	Vulnerable people they may know of	Point of contact and job title?	Contact number	Address	Other key info
Age UK	Elderly people	Jane Smith - manager	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	19 School Lane	
Meals-on-Wheels	Elderly, and those with mobility issues	Martha Jones - Volunteer	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	22 Church Street	
Shelter	Those experiencing homelessness	Arham Bukhari – Coordinator	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	42 Pine Avenue	
Toddler groups	Parents of young children	Omar Dhanial – group leader	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	73 Main Street	

Ask via your communication methods

During an incident, consider asking those who are vulnerable, or may know of someone who is vulnerable, to get in touch with their details. This can include via social media, noticeboards or any other methods you use to get in touch with your community. Keep a list of these people, and find ways to support them. It's important to delete this data after the incident.

Vulnerable areas

Consider areas within your community which are vulnerable – for example areas at risk of flooding, those who may be cut off if roads become inaccessible, or those who may be additionally impacted by a loss of utilities, such as caravan sites.

Use the maps below to assess areas within your community at risk of flooding

- Check the areas in your community at risk of flooding: [Learn more about flood risk - Check your long term flood risk - GOV.UK \(check-long-term-flood-risk.service.gov.uk\)](#)
- Check for **current** flood alerts and warnings: [Live flood map - Check for flooding - GOV.UK \(check-for-flooding.service.gov.uk\)](#)

Area of concern	Reason	Number of properties impacted?
Neilson Way	Flooding	12
Maddison Avenue	Flooding	150
Kornwestheim Way	Single access route	15
Saddiq Road	Woodland area, at risk of wild fire	17

Action cards

These actions are closely tied to pre-determined triggers, to ensure our response is coordinated. To sign up to receive the alerts, please use the link in the left-hand column. Upon receiving the alert, use the type of alert and the level to determine what action you should take, if any.

You should also monitor social media to find out about emergencies in your area, the details are below

- Hampshire County Council:
 - X: @hantsconnect
 - Facebook: Hampshire County Council
- Hampshire and Isle of Wight Fire and Rescue Service:
 - X: @Hants_fire
 - Facebook: Hampshire and Isle of Wight Fire and Rescue Service
- Hampshire and Isle of Wight Constabulary:
 - X: @hantspolice
 - Facebook - Hampshire & Isle of Wight Constabulary

The action cards below are aligned to risks which may face your community. These are the incidents you should plan for. Do not feel the need to plan for anything beyond these events. In a life-critical situation, the emergency services will coordinate the response, but may get in touch to request your support if required.

An action card on pandemics has been included, in recognition that community support during the COVID-19 pandemic was widespread and effective. Do not feel the need to plan for a pandemic in detail - due to the unpredictable nature of such events, the best course of action is to stay informed and align with national guidelines as they evolve.

Flooding		
Alerting Service	Alert level	Suggested Action (from the Environment Agency)
Environment Agency flood warning Sign up here: Sign up for flood warnings - GOV.UK (www.gov.uk)	Flood Alert	<ul style="list-style-type: none"> - The following can be at risk when a flood alert is in force: <ul style="list-style-type: none"> o Fields, recreational land and car parks / minor roads / farmland / coastal areas affected by spray or waves overtopping - Encourage those in your community to: <ul style="list-style-type: none"> o Ensure any watercourses within your property are flowing freely, in line with your Riparian Duties - https://www.gov.uk/guidance/owning-a-watercourse o Have insurance documents and any medications ready o Avoid walking, cycling or driving through any flood water o Move any livestock, including horses, and farming equipment away from areas likely to flood
	Issued 2-12 hours before flooding Flood warning Issued 30 minutes to 2 hours before flooding	<ul style="list-style-type: none"> - Flooding is expected. Take immediate action. - Avoid walking through flood water it poses many different risks and dangers including: trips, slips, exposed manholes, contamination, drowning and injury from submerged hazards. - Check on known vulnerable people – they need help moving possessions, or deploying their property flood defences - The following can be at risk when a flood warning is in force: <ul style="list-style-type: none"> o Homes and businesses / railway lines and infrastructure / roads / coastal areas affected by spray or waves overtopping / flood plains, including caravans park and campsites - Use your communication assets to encourage those in your community to: <ul style="list-style-type: none"> o Ensure any watercourses within your property are flowing freely, in line with your Riparian Duties: https://www.gov.uk/guidance/owning-a-watercourse o Move loved ones, pets and valuables to a safe place o Create a ‘grab bag’ with anything you may need if you have to leave your property – such as emergency contact numbers, a phone charger or battery pack, a torch, cash/credit card, medication and important documents (such as insurance policies) o Move to higher ground or the upper floor of a building o Turn off the gas, electricity and water in their home if it’s safe o Put flood protection equipment in place – such as sandbags (which can be purchased from a builders merchant), and airbrick covers. If you do not have sandbags, consider using plastic bags filled with soil, and consider using waterproof tape to cover airbricks o Do as the emergency services tell you o Help others if it’s safe to do so o Flooding events can move wastewater up and out of toilets and drains, consider using toilet and drain seals, or deflated footballs to block the toilet and bin bags filled with sand/mud/rags to block indoor drains o Report flooding or drainage problems - https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding o For advice, call Floodline (for free): 0345 988 1188
	Severe Flood Warning Issued when flooding threatens life	<ul style="list-style-type: none"> - Flooding could cause danger to life and significant disruption to communities - Yourself, and your community should <ul style="list-style-type: none"> o stay in a safe place o do as the emergency services tell you o call 999 if you are in immediate danger

Adverse Weather			
Alerting Service	Alert Level		Suggested Action (from the Met Office)
Met Office National Severe Weather Warning Service Sign up here: Guide to email alert service - Met Office (https://www.metoffice.gov.uk/about-us/guide-to-emails)	Extreme heat warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - Consider how you would find and establish a 'cool spot' in your community where vulnerable people can cool down – if it was required.
		Amber Response	<ul style="list-style-type: none"> - Check on vulnerable people who may require extra support – such as older people, or those with additional needs. - Activate the cool spot in your community.
		Red Enhanced Response	<ul style="list-style-type: none"> - Extreme heat may cause a failure of certain systems leading to power cuts, water supply, gas supplies – familiarise yourself with the 'loss of utility' action card. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111.
	Snow or Ice warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - Check levels in any salt-bins you manage. - Considering how you would find and establish a 'warm spot' in your community where vulnerable people can get warm – if it was required.
		Amber Response	<ul style="list-style-type: none"> - Continue to monitor salt-bins you manage to ensure they are well stocked. - Distribute salt to areas in your community which are regularly used. - Activate the warm spot in your community. - Contact vulnerable people in your area, to see if they require any support.
		Red Enhanced Response	<ul style="list-style-type: none"> - Ensure your own safety and only go outside or travel if completely necessary. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111. - Extreme cold can lead to the loss of utilities such as water and electricity - familiarise yourself with the 'loss of utility' action card
	Wind warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - Consider whether there are any temporary structures in your community that may be damaged by strong winds.
		Amber Response	<ul style="list-style-type: none"> - Ensure any temporary structures or loose objects are secured or removed to limit the danger to life and injuries.
		Red Enhanced Response	<ul style="list-style-type: none"> - Ensure your own safety and only go outside or travel if completely necessary. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111. - Very Strong winds can lead to the loss of utilities such as water and electricity - familiarise yourself with the 'loss of utility' action card
	Thunder storm / Rain warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - If safe to do so, check drains and grills are clear of any blockages such as leaves or rubbish. - Familiarise yourself with the 'Flooding' action card
		Amber Response	<ul style="list-style-type: none"> - Prepare a flood kit in case you need to evacuate due to flooding, encourage those in your community to do the same - Contact vulnerable people in your area, to see if they require any support.
		Red Enhanced Response	<ul style="list-style-type: none"> - Ensure your own safety and only go outside or travel if completely necessary. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111. - Heavy rain and flooding can lead to the loss of utilities such as water and electricity - familiarise yourself with the 'loss of utility' action card

Loss of Utilities	
Incident	Suggested Action
Loss of electricity	<ul style="list-style-type: none"> - Call 105 (or use the PowerTrack App) to find out the scale of the power outage, it may be your house, your road, your community or wider. - Ensure vulnerable people in your community are signed up to the Priority Services Register (PSR) - Priority Services Registration Form - SSEN. - Ensure members of your community have a grab bag ready, with essentials to hand - Check on known vulnerable people in your community. - Remind those in your community to avoid using candles – the increased risk of fire is not worth it. - Use a battery-operated radio (or a car radio) to receive information.
Loss of water	<ul style="list-style-type: none"> - Ensure vulnerable people in your community are signed up to their water providers Priority Services Register (PSR) – those on the register should have water delivered. - Check on vulnerable people in your community. - Receive updates from your water providers social media channels – share them with members of your community. - Encourage those in your community to not stockpile water (such as filling your bath), as this will increase demand.
Loss of gas supply	<ul style="list-style-type: none"> - Ensure vulnerable people in your community are signed up to the Priority Services Register (PSR) Priority Services Register SGN Your gas. Our network. - Check on vulnerable people in your community. - Receive updates from your gas providers social media channels – share them with members of your community. - Consider activating a warm space, or helping by cooking meals for members in your community, if you have the capability to do so.

Human Health	
Incident	Suggested Action (From Hampshire County Council Public Health)
Pandemic	<ul style="list-style-type: none"> - Follow UK National government guidance: <ul style="list-style-type: none"> o Follow UK national guidance, which will be made available on gov.uk o Follow local guidance, available on Hampshire County Council's social media pages - on X (@hantsconnect) and Facebook (Hampshire County Council) - Maintain personal hygiene. - Check on known vulnerable people via telephone. - If you cannot check on vulnerable people via phone, consider checking on them in-person while remaining outside their door, keeping a safe distance, and following national guidance. - If you know of vulnerable people who may need assistance getting food or medication, consider ways to support them, while maintaining personal space and following national guidance.

Local assets

Before an incident, consider individuals and resources in your area that may be helpful responding to an incident.

Things to consider:

- Community Hubs
- Vehicles available (e.g., 4x4s, tractors, minibuses)
- Ways of communicating with your community – such as Facebook/WhatsApp chats, social media pages, websites, noticeboards
- Machinery and tools (e.g., generators, spades, sandbags, grit spreaders, garden machinery)
- Medical resources (trained first aiders in your community, local pharmacies, defibrillators, those who can assist with welfare)
- Volunteers, including groups who may be able to support
- Sources of food and drink (e.g., Lunch Clubs, supermarkets or local restaurants who may be willing to donate food) – consider discussing with them in advance of an incident
- Locations you could use as a warm or cold space in heatwaves or cold snaps – those with air conditioning, or heating
- Businesses that may be able to support – e.g., taxi companies or mini bus companies

Asset	Who	Contact details	Location	Other key information?
Trained first aider	Jane Smith	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	19 School Lane	
4x4 owner	Martha Jones	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	22 Church Street	
Chainsaw owner/tree surgeon	Ryan Stevens	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	42 Pine Avenue	

Your Community Emergency Hub(s)

In your community, you should consider preparing an Emergency Community Hub.

This is a location where members of the public can come together in an emergency. This should be a location that is well known within the area, and ideally one that people will navigate to naturally for information, or to find other people – this can include a Community Centre, a church, a library or even a pub or café. At this hub you can provide welfare and emotional support, or just come together to talk. This is also where people in your community can come if they want to volunteer to help.

This building does not need to have specific resilience equipment (such as sandbags, overnight facilities or a generator), however this may be beneficial. Record these under 'Resilience Equipment'.

This hub will be run by the community, for the community – as responders we cannot guarantee any support with this, but your community can come together and raise issues to your local council.

Your Community Hub(s)					
	Address	Capacity	Keyholder	Keyholder 24/7 contact details	Resilience Equipment
Primary	Community Centre	c.40	Steve Smith	0794 XXXX XXX	<ul style="list-style-type: none"> • Generator • Sandbag supply
Secondary	St Michaels Church	c.200	Malcolm Jenkins	0794 XXXX XXX	<ul style="list-style-type: none"> • Sleeping bags and beds available

Contacts and escalation

Use the table below to keep track of key contacts you may need in an emergency. Your primary point of escalation for issues (which are not life threatening) should be your local council. Fill the empty columns with details specific to your area, like doctors surgeries.

Name	Purpose	Contact number	Comments
Points for escalation and advice			
Local Council	Point of escalation		Find your local council here: https://www.gov.uk/find-local-council
Hampshire County Council Emergency Planning and Resilience Team	Non-urgent source of information and advice	emergency.planningteam@hants.gov.uk	
Hampshire Highways	Report problems impacting highways managed by Hampshire County Council	Report online via https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/roads If a highways emergency poses an immediate risk to the public call 03005551388 (08:30am – 17:00 Monday to Friday) or the police non-emergency line if out of hours (101)	
Report Flooding	Report Flooding	https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding	Use this site to determine which agency you should report the flooding to
PowerCut 105	Determine scale and duration of power outages Report a power cut	105	
National Grid Emergency Helpline	Reporting emergency electrical hazards	0800 40 40 90	For reporting dangerous emergency hazards (such as fallen electricity pylons only – not reporting outages)

National Gas Emergency Helpline	Report major gas leaks, or damage to gas pipelines	0800 111 999	
Water companies			Find your water supplier here: https://www.water.org.uk/customers/find-your-supplier
Police non-emergency line	Requesting non-urgent advice, or reporting a crime, requesting support	101	
Ambulance non-emergency line	Requesting non-urgent medical advice	111	
Fire and Rescue non-emergency line	Request non-urgent advice relating to fire and rescue	023 8064 4000	
Maritime and Coastguard Agency non-emergency line	Request non-urgent advice relating to the Coastguard	023 9255 2100	
Floodline	24/7 advice line for flooding	0345 988 1188	Typetalk (for the hard of hearing): 0345 602 6340
Emergency Services	Report all life-threatening situations immediately to the Emergency Services	999	
Key contacts in your community			
Doctors Surgery		02380 XXX XXX	

Appendix 1 - How to prepare for an emergency?

The most important thing you can do is get members of your community to consider their own resilience before an emergency.

There are a number of ways members of your community can make themselves more prepared including:

- Create Household Emergency Plans - [Prepare your family | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/community/emergencyplanning/prepareyourfamily)¹
- If you consider yourself vulnerable, join the priority services register to receive additional support in a utility outage [Get help from your supplier - Priority Services Register | Ofgem](https://www.ofgem.gov.uk/information-consumers/energy-advice-households/getting-extra-help-priority-services-register)²
- Preparing 'Grab Bags' – the Red Cross offer guidance here: [Your emergency kit | British Red Cross](https://www.redcross.org.uk/get-help/prepare-for-emergencies/prepare-an-emergency-kit)³
- Store non-perishable supplies such as food, water and medication in their homes (enough to last three days)
- Look into your flood risk, and consider buying flood protection equipment such as sand bags, floodgates and airbrick covers: [Check the long term flood risk for an area in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-long-term-flood-risk)⁴
- Sign up for Environment Agency Flood Warnings: [Sign up for flood warnings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/sign-up-for-flood-warnings)⁵
- Sign up for Met Office Alerts: [Guide to email alert service - Met Office](https://www.metoffice.gov.uk/about-us/guide-to-emails)⁶
- Review guidance produced by the Cabinet Office about preparing for emergencies: [Preparing for emergencies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies)⁷

¹ <https://www.hants.gov.uk/community/emergencyplanning/prepareyourfamily>

² <https://www.ofgem.gov.uk/information-consumers/energy-advice-households/getting-extra-help-priority-services-register>

³ <https://www.redcross.org.uk/get-help/prepare-for-emergencies/prepare-an-emergency-kit>

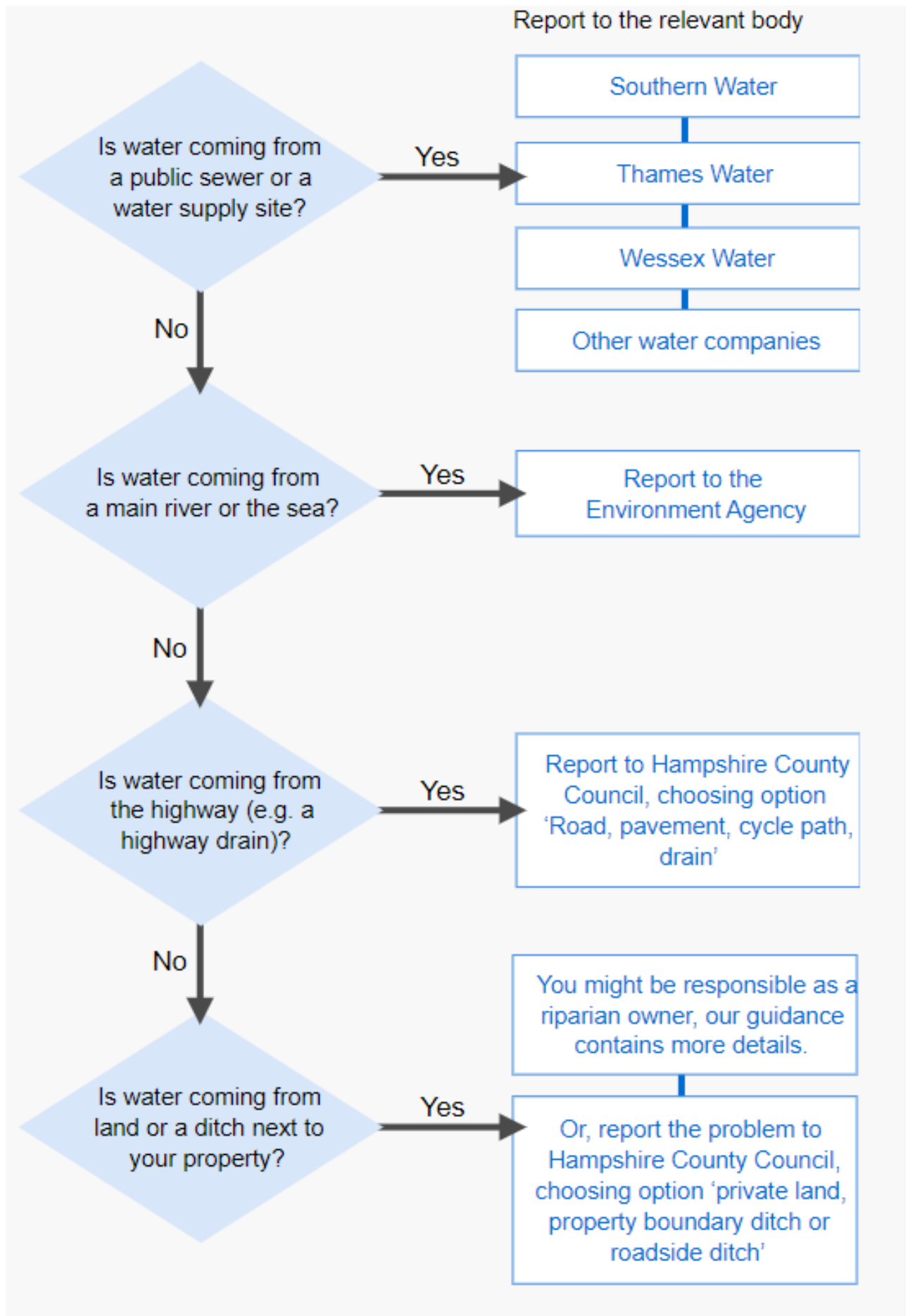
⁴ <https://www.gov.uk/check-long-term-flood-risk>

⁵ <https://www.gov.uk/sign-up-for-flood-warnings>

⁶ <https://www.metoffice.gov.uk/about-us/guide-to-emails>

⁷ <https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies>

Appendix 2 – Who to report flooding issues to, flowchart



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Template provided by



in association with



Emergency Planning and Resilience Team



REPORT ON: Subscriptions and Contracts
WRITTEN BY: Parish Clerk
MEETING DATE: 19th March 2023
AGENDA ITEM: 400/23

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	environmental-report-2021-bdo.pdf	
BT	Parish Office: - Telephone Cloud Voice - Broadband x 2.	£87.95 per month. £37.95 per month per line.	60 months from June 2021. 24 months fixed from February 2024.	Environmental Impact Policy May 2022 online https://grouperxtranet.bt.com/selling2bt/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/general/POL-001_Environmental_Policy_v3.pdf	
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.	£433.06 per month	Rolling contract	Environmental Policy provided	
BV Computers Ltd	IT support and backup.	£135 per month plus extra ad hoc support.	Rolling contract		



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		To be agreed by resolution.
EssentialSkillz	Online training platform	£1,325 initial cost from November 2023. £975 per annual thereafter.			
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)		£1,069 for 2024-25	Membership (includes NALC fee)		
Hampshire Pension Fund	Staff pensions.	No fee due to minimal members. Employer contribution rate for 21.4%	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	
	Premises licence for High St/The Bury	£70 per annum			



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
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	
	Street Lighting.	Variable. Approx £4,800 maintenance & admin plus approx. £4,200 energy costs.per annum. Energy – unmetered non CMS £0.242 and unmetered CMS £0.239 per kWh.		Energy and climate change policies published https://documents.hants.gov.uk/street-lighting/StreetLightingMaintenanceManagementPlan.pdf	See supporting email and consider whether further research is required.
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.	Note high costs of repairs.
	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.	£13,712.16 per annum plus additional ad hoc..	1 year extension from 01.04.24.	Environmental Policy provided.	
	Cemetery grounds maintenance + bin emptying.	£14,322.96 per annum plus additional ad hoc work.	3 years from 01.04.22.	Environmental Policy provided.	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
	Playground inspections	£4,575.91 per annum.	Rolling contract in line with main contract.	Environmental Policy provided.	
Lloyds Multipay	Multipay card	£3 per month			
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	£9.40 per mailbox. Increase to £10.30 from 01.04.24.	Rolling contracts.	Environmental Compliance Statement: https://www.microsoft.com/en-us/legal/compliance/environmental-compliance	
NPower	Electricity supply – King St toilets.	Set under LASER agreement	Under HCC's LASER agreement		Utilities broker has been asked to review contracts and environmental declarations.
	Electricity supply - The Bridewell	Set under LASER agreement	Under HCC's LASER agreement		
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/	Contract still not moved to OPC.
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 and 2.17p per colour.	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.	£475.25 per annum.			
Screwfix	For general equipment	Ad hoc	Trade account		
Scribe	Finance software and support.	£777.60 per annum	Annual subscription.	Cloud package. Minimises use of paper.	
	Cemetery software	£345.60 per annum plus £197 one off set up fee.	To be awarded 01.04.22	Cloud package. Minimises use of paper.	
	Bookings software	£273.60 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. • 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.	£412 per annum	Due 01.05.24		To be agreed.
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 – • 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.



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Stripe	To accept online payments	1.5% plus 20p per transaction.	Rolling		
Suez	Waste disposal for The Bridewell	General waste bin £7.80 plus mixed recyclable £6.70 per lift x 52 weeks + £10 monthly fee = £874.	24 months from contract award October 2023.	SUEZ unveils its new sustainability goals - SUEZ Group	Previous contracts awarded not able to fulfil contract due to poor access to The Bury.
Total Energies Gas & Power	Gas supply - The Bridewell	Set under LASER agreement	Under HCC's LASER agreement		
TSO Host	Old .org domain	£107.88 per annum	Rolling contract		
YBC	Cleaning for The Bridewell	£5,559.72 per annum. 9.3% increase from 01.04.24 to meet national minimum wage.	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	£129.90 per annum	Due 27.03.24		
Zurich Municipal	Insurance	£6,309.17 per annum	1 year from 01.04.24	Environmental Policy aimed at minimising carbon footprint: https://www.zurich.com/en/sustainability/sustainable-operations	

LIONS CLUB of HOOK AND ODIHAM (CIO)

Registered Number 1176812



"We Serve"



King John's Castle – North Wamborough

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

24th February 2024

Thank you for your offer to increase the budget for Spooktacula from £1000 to £1500. It is appreciated.

Unfortunately the club has decided that we are unable to proceed with Spooktacula this year.

Rising costs, as detailed in our earlier letter, make it very difficult for us to raise sufficient funds to make the evening a real success. It takes an awful lot of planning and hard work to run this event, and whilst we know we have provided a service to the community, we now feel that we cannot continue.

The size of Beacon Field also means that we cannot expect to accommodate safely an audience which would mean ticket sales could increase to a more profitable amount.

It has become increasingly difficult to get attractions to attend, which add to the evening, because of the size of the crowd and the length of time for selling goods makes it unattractive to vendors.

We worked very hard to make the event more interesting last year but it did not really work, so regrettably we have taken the decision that we cannot continue this year.

Thank you for your support in the past and hopefully we can work together in the future on another project.

Yours sincerely

[Redacted signature]

President Hook and Odiham Lions Club

[Redacted text]

Clerk

Subject: FW: Affordable housing development in Odiham

From: <XX@actionhampshire.org>

Sent: 12 March 2024 10:43

To: Angela McFarlane <cllrmcfarlane@odihamparishcouncil.gov.uk>; Clerk <clerk@odihamparishcouncil.gov.uk>

Subject: Affordable housing development in Odiham

Dear Cllr McFarlane and Ms Mann,

I am writing to let you know that Action Hampshire has been successful in a bid with central government for funding to carry out rural housing enabling services across Hampshire's rural parishes throughout 2024 until March 2025.

This means we are once again able to support and advise Parish Councils and communities from initial interest in affordable housing, through scheme inception and pre-development phases, right through to completion. We do this by:

- Helping communities to identify local housing need in their area
- Supporting rural communities to choose a delivery option that best suits them
- Assisting communities to identify a suitable site for development
- Support Housing Project Working Groups
- Acting as an honest broker between the different parties, providing informed and impartial advice
- Sharing practical initiatives and good practice to support the delivery of rural affordable housing

In Parish Councils where housing schemes have already begun, we are once again able to help established working groups with progressing their schemes.

I look forward to hearing from you with an update on how your plans are progressing and how you think we might be able to help.

With many thanks and best regards,

Community Projects Specialist

T: 01962 857358 **E:** kevin.sawers@actionhampshire.org **W:** www.actionhampshire.org

Twitter: [@ActionHants](https://twitter.com/ActionHants)

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