



**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 16th APRIL 2024 at 7.30pm**

10th April 2024

Andrea Mann, Clerk

Members of the public are welcome to attend or join online

Join Zoom Meeting

<https://us02web.zoom.us/j/81457409681?pwd=Zi9Ka203UDIKU3Fsbm1OQnA4QzRmQT09>

Meeting ID: 814 5740 9681

Passcode: 280891

- 311/23 To receive apologies for absence**
- 312/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 313/23 Approval of minutes**
To approve the minutes of the Council Meeting held on 19th March 2024 (284-310/23).
- 314/23 Chair's announcements**
- 315/23 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

- 316/23 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 317/23 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 318/23 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 319/23 Communications (pages 6-9)**
To review the Social Media and Electronic Communications Policy.
- 320/23 Rural Electric Vehicle (EV) Charging**
Following presentation from Rural EV Charging at the previous meeting, members are asked to consider whether OPC can offer any suitable sites.



- 322/23 Community Emergency Plan (draft circulated to members separately)**
To consider the draft Community Emergency Plan prepared by Cllr Bell, based on the Hart District Council template, to receive comments and consider how to complete the Plan.
- 323/23 Tree planting in the Hart District – “Shoots Along the Routes”**
To consider promotional material prepared by Cllr Bell, receive comments and agree whether OPC is ready to start promoting the project.
- 324/23 Future management of The Basingstoke Canal**
To consider papers relating to the future management of The Basingstoke Canal (emailed to councillors separately).

Community Committee

- 325/23 Business Forum (page 10)**
To consider the Clerk’s report suggesting a meeting and whether the group should set clear aims & objectives.
- 326/23 All Saints Church fete**
To consider the invitation from All Saints to run a stall to promote OPC’s activities. The date is Saturday 13th July, 1.30pm at Hatchwood House.
- 327/23 New defibrillator**
To agree North Warnborough Village Hall as the location of the new defibrillator. Other OPC managed units are located at the Co-op on the High Street, Leapfrogs at the Recreation Ground, Esso Garage on the Hook Road and Cottage Hospital.
- 328/23 Grant request from the Hook & Odiham Lions (page 11)**
To consider a request from the Hook & Odiham Lions towards the cost of running a PSA blood screening event. Note that this request falls outside of the community grant application process and members may wish to defer their decision to the July meeting.
- 329/23 Community Award Sub-Committee Terms of Reference (page 12)**
To consider a proposed revision, shown in red.

Financial Matters

- 330/23 Payments Listing (to follow)**
To approve the payments listing for the period 20th March – 16th April 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.
- 331/23 Subscriptions – Institute of Cemetery and Crematorium Management**
To consider a request from the Parish Office to apply for membership @ £100 per annum for the purposes of accessing training and advice
<https://www.iccm-uk.com/iccm/membership/corporate-membership/> .
- 332/23 Water heater in public toilets**
To consider a quote to replace the water heater in the public toilets (quote and research to be circulated to members separately).



Planning Matters

333/23 Applications due for consideration before the next Planning & Development Committee meeting

99/23 – 24/00517/OUT

101-102 Bel & Dragon At The George High Street Odiham Hook Hampshire RG29 1LP
Outline Planning permission with appearance and landscaping reserved for the erection of 4 two bed and 2 one bed dwellings and associated works

<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=relatedCases&keyVal=SA121IHZI9L00>

Deadline: 23rd April.

334/23 Neighbourhood Plan review

- i) To receive a verbal update from the Chair of Planning & Development.
- ii) To consider draft aims and proposals to be included in the final Plan (circulate to councillors separately).

Traffic & Transport

335/23 Bus shelter, Alton Road

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

336/23 RAF Odiham/B3349 junction

- i) To receive any progress reports since the previous meeting.
- ii) To agree OPC's representatives to attend related meetings.

337/23 To confirm date of next meeting

Monday 20th May 2024.

Confidential Matters

338/23 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

339/23 2024 Community Award winners (pages 13-14)

To consider recommendations from the Community Awards sub-committee.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
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.	Complete
	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.	Complete
	272/23ii	Clerk/AO	Arrange energy audits for Bridewell and King St toilets.	Complete
			Report findings to Council and consider future actions.	Awaiting reports
	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.	Complete. Payment held until full funding secured.
	275/23	Clerk	Add Asset Register to website ready for audit purposes.	Complete
	276/23i	Clerk	Award new broadband contract and complete transfer.	Complete
	277/23i	Clerk	Instruct new insurance policy and arrange payment.	Complete
	277/23ii	Clerk	Source alternative insurance quotes for Chapels and refer to Council.	Complete
	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.	See below
			Report findings to Council and consider future actions.	See below
Mar-24	286/23	Clerk	Change previous minutes from draft and add to website.	Complete
	287/23	Chair	Report from wildlife corridor event 08.04.24.	Verbal report 16.04.24
	288/23	Clerk	Add EVCP agenda item to next meeting to consider whether OPC can suggest suitable locations.	On agenda
	292/23	Clerk/AO	Request quotes for structural survey of South Chapel, North Chapel, Chapel Cottage, Parish Room and car park wall.	
			Report findings back to Council/Amenities.	
	293/23i	Clerk	Circulate final comms strategy to all.	Complete
	293/23ii	Clerk	Add Social Media and Electronic Communications Policy review to April agenda.	On agenda
	294/23	Clerk	Add Business Plan to website.	Complete
		Clerk	Report in newsletter.	Complete
		All	Report at APA.	
	295/23	Clerk	Notify Odiham Consolidated Charities of Council agreement to support re-appointment of 3 trustees.	Complete
	296/23	Clerk/AMc/PV	Arrange for Hart Countryside Service memorandum of understanding to be revised and Cllrs McFarlane and Verdon to sign.	Complete
	297/23i	Clerk	Make £275 grant payment to Odiham Society.	Complete
	297/23ii	Clerk	Confirm ownership of car park wall.	
		Clerk	Award new contract for Parish Room roof and wall repairs.	
	298/23i	CllrSB	Review draft community emergency plan and report back to Council.	On agenda
	298/23ii	Clerk	Email Hart officer re Hart's statutory responsibility for emergency planning, request copy of Hart's plan, will parish plan become appendix of main Plan?	Complete
	299/23	Clerk	Instruct new policy for Chapels insurance and make payment.	Complete
	300/23	Clerk	Set up payments on Unity Trust.	Complete
		CllrsLC/AMc	Login to Unity Trust to authorise payments.	Complete
	301/23	Clerk	Add subscriptions and contracts review to website.	Complete
	302/23	Clerk/Cllrs	Liaise with the Lions to agree Spooktacula comms message.	
	303/23i	Clerk	Confirm draft P&D comments from meeting 11.03.24.	Complete
	303/23ii	CllrPV	Confirm whether comment on Hook Road development was referred directly to Hart.	Complete
	304/23ii	Clerk	Award contract for additional work on Neighbourhood Plan review.	Complete
	304/23iii	NP review group	Progress research in identifying greenspaces as part of NP review.	In progress
	305/23	CllrPV	Make enquiries with Action Hampshire for affordable housing and report back to Council.	
	307/23	Clerk	Notify HCC of OPC's decision to progress research for bus shelter on Alton Road.	Complete
		Clerk	Report back to Council for final decision.	
	308/23i	Clerk	Respond to RAF Odiham agreeing to join road safety group.	Action tbc
			Add appointment of representative to the next agenda.	On agenda

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	308/23ii	Clerk	Forward any supplementary info re RAF/B3349 junction to Cllr Glen.	Ongoing
	308/23iii	Clerk	Ask HCC to expenditure extension of 30mph zone to south of RAF/B3349 junction.	
	310/23i	Clerk	Award contract for 2 x ring doorbells and complete installation.	Received
	310/23ii	Clerk	Request meeting with MP re security proposals.	Requested



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~~ Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- ~~Alleges~~ 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@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.

REPORT ON: Business Forum
WRITTEN BY: Parish Clerk
MEETING DATE: 16th April 2024
AGENDA ITEM: 325/23

Background

Odiham High Street is a much valued local asset. This local opinion was evidenced in a community consultation in 2019 and confirmed through several further networking and projects since. The original consultation led to OPC setting “re-generating the High Street” as a strategic priority which was later revised to “supporting the High Street” to better reflect OPC’s influence and resources. More recently “supporting the village centre” is an agreed priority in the new Business Plan <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/OPC-business-plan-adopted-March-2024-2.pdf>

In 2020, the Parish Council set up the Odiham business forum. This has never been a formally constituted group, it is more of a networking opportunity for High St businesses and an opportunity for Odiham Parish Council to share news and seek feedback on Council projects. We held 2 successful networking meetings – one prior to Covid and a second in 2021.

We set up a retailers’ WhatsApp group in 2020 to stay in touch with retailers and share business related news and this is proving to be a strong communication method.

We developed the Village Centre Action Plan in partnership with representatives from community groups and businesses which sets out ways of improving the village centre. As with most OPC activities, this includes direct delivery of projects and things which OPC can only campaign for or attempt to influence. (<https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/05/Odiham-Village-Centre-Area-Action-Plan-adopted-15.03.22.pdf>)

We also try to include the businesses in our projects and activities and support other community groups in doing the same – eg InOdiham run events, promotional material to encourage increased footfall on the High St and involvement with community and national events eg treasure hunts and shop window themes.

We are in regular contact with the retailers and they are keen to meet again.

The group includes representatives from other community organisations such as InOdiham and The Cross Barn but it is only currently promoted to High Street businesses.

For discussion

How can OPC enhance the group to offer more than just networking opportunities?

Should the group have clear aims and objectives and how can OPC agree a clear structure?

Is the name “Business Forum” suitable?

Should the group be promoted further than the High Street businesses?

Should The Bridewell co-working space be linked to this work and how?

Note that I have sent enquiries to the Hart District Council Economic Development team and the local Federation of Small Businesses representative asking for advice and await responses.

For decision

- i) Should OPC organise, host and fund a meeting of the Business Forum?
- ii) To agree whether the group needs a proper structure and aims & objectives and how this work should be progressed.

CALLING MEN AGED 40 - 80 FREE PSA BLOOD TESTING

TO DETECT THE EARLY SIGNS OF PROSTATE CANCER

ODIHAM COTTAGE HOSPITAL RG29 1NE
SATURDAY 11 MAY 2024 10.00-14.00

PLEASE REGISTER & BOOK YOUR TIMESLOT ONLINE BY VISITING

holc.mypsatests.org.uk



The Lions Club of Hook and Odiham

mark.hazell@hookandodihamlions.co.uk



Community Awards Sub-Committee - Terms of Reference

~~4. The Community Awards sub-committee is constituted to assist Odiham Parish Council's Community Committee in selecting an award winners for outstanding contributions to the local community covering residents of Odiham, and North Warnborough and RAF Odiham. to recognise outstanding service to the community.~~

1.

2. The sub-committee is made up of representatives from the Community Committee, All Saints Church, The Odiham Society, InOdiham, Neighbourhood Watch, RAF Odiham, Odiham Fire Station, and the Head Teachers of Buryfields Infant School, Mayhill Junior School and Robert Mays School.
3. The Chair of the Community Committee will Chair the meeting of the sub-committee.
4. Awards are to be held on alternate years to coincide with a village event. Every award year, OPC will request nominations in the spring newsletter and give the details of where to send the nominations to. This will also be detailed on social media and in our noticeboards.
5. A maximum of four awards will be given out including a youth category award for the under 18s. The number of awards will be reviewed in future years if a large number of nominations are received.
6. Posthumous awards will only be given out to nominated persons who were alive during the previous 12 months.
7. The sub-committee will meet after the closing date for nominations to review the nominations and agree on a recommendation to be given to the Community Committee.
8. The final decision for nominations will be made by the Community Committee.
9. Nominations for Cllrs or representatives on the sub-committee will be discarded.
10. The Community Committee will include the expenditure for the awards in its budget.
11. These terms of reference will be reviewed annually by the Community Committee.