

ANNUAL ACTION PLAN 2024-25

This annual action plan should be read in conjunction with the Odiham Parish Council Business Plan 2023-27 <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/OPC-business-plan-adopted-March-2024-2.pdf>

Actions will be monitored and reported in an annual report presented to residents at the Annual Parish Assembly and shared online at <https://odihamparishcouncil.gov.uk/council/annual-reports>



I. Providing high quality community facilities

Project priority	Agreed action	By when	By whom	Project outcome
<p>The Bridewell To transform The Bridewell into a thriving community hub.</p>	<ul style="list-style-type: none"> i) Complete works to improve first floor space as a co-working hub (funded by Lottery grant). ii) Consider launch/open event for the co-working hub. iii) Improve marketing when works complete. iv) Research door entry and security systems to improve access for all building users whilst minimizing staff commitments. v) Progress future vision concept plans and seek pre-application advice. vi) Work towards obtaining fully costed schedule of works for future vision. vii) Submit full planning application. 	<p>Sept '24</p> <p>Sep/Oct '24</p> <p>Sep/Oct '24</p> <p>Nov/Dec '24</p> <p>Dec '24</p> <p>Mar '25</p> <p>Mar '25</p>	<p>Led by the office and overseen by The Bridewell working group</p>	<p>To improve facilities for all and increase income to a level where income supports running costs.</p>
<p>The Firs To improve accessibility and amenity value.</p>	<ul style="list-style-type: none"> i) Arrange site visit with councillors and other interested community members. ii) Develop project proposal. iii) Secure funding to meet project costs. 	<p>Dec '24</p> <p>Mar '25</p> <p>Mar '25</p>	<p>Amenities Committee</p>	<p>To improve accessibility and amenity value.</p>
<p>Benches To continuing improving bench provision and interpretation boards in the Parish.</p>	<ul style="list-style-type: none"> i) Review condition of current benches and authorise works. ii) Review map of benches and consider further provision. 	<p>Aug & Nov '24 & Feb '25</p> <p>Nov '25</p>	<p>Amenities Committee</p>	<p>To improve accessibility and amenity value.</p>
<p>War memorial To improve the condition and protect the heritage.</p>	<ul style="list-style-type: none"> i) Arrange site visit with councillors and other interested community members. ii) Develop project proposal. iii) Secure funding to meet project costs. 	<p>Sep '24</p> <p>Oct '24</p> <p>Dec '24</p>	<p>War memorial working group</p>	<p>To improve the condition and protect the heritage.</p>
<p>Future provision Keeping all assets under review.</p>	<ul style="list-style-type: none"> i) Arrange structural surveys of properties and review before '25-'26 budget setting process. ii) Review asset portfolio before '25-'26 budget setting process and identify highest priority projects. 	<p>Nov '24</p>	<p>Amenities Committee</p>	<p>To ensure community assets are useful to the community and maintained in a safe condition.</p>
<p>Play Equipment To maintain a rolling programme of maintenance and future replacement.</p>	<ul style="list-style-type: none"> i) Independent annual play inspections. ii) Complete actions from annual play inspections. iii) Consider removal of zip wire. iv) Identify highest priority repairs and replacements before '25-26 budget setting. 	<p>Jun '24</p> <p>Sep '24</p> <p>Nov '24</p>	<p>Amenities Committee</p>	<p>To ensure community assets are attractive and safe for community use.</p>

2. Supporting the Parish as a pleasant, safe and enjoyable place to live and work

Project priority	Agreed action	By when	By whom	Project outcome
Promoting community cohesion	i) Consider and award community Grants.	Jul '24 and Jan '25	Full Council	show regard to the valuable role community groups play in uniting the community.
	ii) Liaise with InOdiham and other event organisers before determining '25-'26 budget.	Oct '24	Office and OPC rep	
	iii) To resolve to make honorary award to RAF Odiham.	Sep '24	Full Council	
	iv) To make plans for celebratory event in 2025.	Dec '24	New working group	To assume a leading role in civic events.
	v) To deliver OPC's events: a. D-Day beacon lighting. b. Armed Forces flag raising c. Remembrance. d. Christmas tree lighting.	Jun '24 Jun '24 Nov '24 Dec '24	All	
	vi) To agree OPC's '25 events before setting '25-'26 process.	Nov '24	Community Committee	
	vii) Continue leading and supporting conservation volunteers group. viii) Keeping RoWs accessible, through regular community volunteering events throughout the year. Have successfully applied for grants and completed projects, with a future plan of action in motion.	Ongoing	Partnership with HCC led by Cllr SB.	Keeping RoWs accessible.
	ix) Hold online briefing event for everyone listed in the local Emergency Plan. x) Submit final Emergency Plan to HDC.	Nov '24	Led by Cllr SB.	To prepare for emergencies in the best
Traffic and transport	i) Set up 20mph working group and appoint members.	Sep '24	New working group	Speed reduction.
	ii) Develop project proposal for 20mph scheme on King St.	Mar '25		
	iii) Research funding.	Mar '25		
	v) Agree proposal for spending village gateway S106 contribution on Alton Rd.	Mar '25	Full Council	Speed reduction.
	vi) Lobby other authorities for infrastructure improvements: a. RAF Odiham/B3349 junction. b. Pedestrian crossing points Dunley's Hill & Hook Rd. c. Cycle/pedestrian route to M3 footbridge.	Ongoing, subject to opportunities	Council	Safety.
	vii) New bus shelter on south carriageway on Alton Rd. viii) To continue lobbying HCC for shelters in the right places.	Sep '24 Ongoing	Partnership project with HCC	To support residents in using public transport.

2024-25 PRIORITIES

Project priority	Agreed action	By when	By whom	Project outcome
Supporting the Village Centre	i) To lobby for a Parish wide review of parking. ii) To lobby Hart to keep parking charges to a minimum.	Ongoing, as opportunities arise	Council	To support residents and the High St.
	iii) Use High St WhatsApp group. iv) Respond to new opportunities & threats. v) Hold business forum meeting.	Ongoing, as opportunities arise. 'Jun '24	Council	To support economic sustainability.
	vi) Maintaining King St public toilets. vii) Consider concept plans for accessible cubicle in King St.	Ongoing 'Sep 24	Amenities Committee	Economic sustainability & accessibility
Planning matters	i) Neighbourhood Plan review. ii) Respond to Government's NPPF consultation. iii) Seek to identify sites for housing development (eg rural exception sites for affordable homes). iv) Listen and respond to local opinion for large developments.	Dec '24 Sep '24 Ongoing as opportunities arise.	Planning & Development Committee	To support local people in finding local homes.

3. Action against Climate Change to protect our environment and the planet

Project priority	Agreed action	By when	By whom	Project outcome
<p>Controlling the Council's carbon footprint To follow the Council's adopted Environment and Climate Change Policy in all decisions.</p>	<ul style="list-style-type: none"> i) Cllrs McFarlane and Sanger to attend Hart's Climate Action Group and report to Council. ii) Review energy efficient audits for council owned buildings and complete quick win actions. iii) Develop an action plan to reduce carbon emissions when carrying out Council activities. iv) Draw up new grounds maintenance specs to include contractors' working methods. v) Research other projects at https://www.hart.gov.uk/impact-hart-before '25-'26 budget setting. 	<p>Ongoing</p> <p>Dec '24</p> <p>Dec '24</p> <p>Nov '24</p> <p>Nov '24</p>	<p>Cllrs AMc and DS</p> <p>Cllr MT</p> <p>Office</p> <p>Office in consultation with Cllrs AMc and DS.</p>	<p>To reduce OPC's carbon footprint in support of OPC's Environment and Climate Action Plan.</p>
<p>Raising community awareness To support OPC's Environment and Climate Change Policy</p>	<ul style="list-style-type: none"> i) Continue supporting The Greening Campaign – confirm phase 2 actions complete and consider phase 3. ii) Hold allotment open day. iii) Include climate change articles in all newsletters. iv) Promote HCC's shoots along the routes project. 	<p>Dec '24</p> <p>Apr, Jul and Oct '24 and Apr '25.</p> <p>Aug '24</p>	<p>Cllr AMc to lead</p> <p>“ “</p> <p>Office/All</p> <p>“ “</p>	<p>To raise awareness and encourage the community to make changes to slow climate change.</p>
<p>Biodiversity gain To follow the Council's adopted Biodiversity Action Plan.</p>	<ul style="list-style-type: none"> i) Annual review of OPC's Biodiversity Action Plan. ii) Support sustainable development and biodiversity net gain when considering planning applications. iii) Revised Neighbourhood Plan to include Natural Environment (Policy 12 12.vi, 3.112-114). iv) Participate in wider HCC initiatives as opportunities arise eg Pollinator Pledge Hampshire County Council (hants.gov.uk) v) Consider allocation of '25-26 budget to repeat habitat checks. 	<p>Oct '24</p> <p>Ongoing</p> <p>Dec '24</p> <p>Consider Oct as part of budget prep.</p> <p>“ “</p>	<p>Amenities Committee</p> <p>Planning Committee</p> <p>“ “</p> <p>Amenities Committee</p> <p>Council</p>	<p>To encourage biodiversity gain in support of OPC's Biodiversity Action Plan.</p>
<p>Supporting responsible and sustainable development</p>	<ul style="list-style-type: none"> i) To support developments for renewable energies. ii) To campaigning for national joined up policies. 	<p>Ongoing, as opportunities arise.</p>	<p>Planning & Development Committee</p>	<p>To support OPC's Climate Change declaration.</p>
<p>Sustainable transport</p>	<ul style="list-style-type: none"> i) Campaign for EVCPs. ii) Ongoing support for public transport provision. ii) HDC's Local Cycling and Walking Infrastructure Plan (Z7 – Odiham core walking zone and cycling route 200 – Hook to Odiham) Link <ul style="list-style-type: none"> a. Support. b. Consider delivering own projects eg benches & planting on High St. 	<p>Ongoing, as opportunities arise.</p> <p>Ongoing</p> <p>Oct '24</p>	<p>Council</p>	<p>To support OPC's Climate Change declaration.</p>

4. Aspiring for excellence in the sector

Project priority	Agreed action	By when	By whom	Project outcome
<p>Providing value for money Managing budgets to provide value for money whilst allowing improvements and growth to support the future community.</p>	<ul style="list-style-type: none"> i) Budget workshop for all councillors which includes review of half year position. ii) Review of draft budget by the Finance Committee. iii) Agree annual budget. iv) Review new Financial Regs. v) Apply for external funding for projects. 	<p>07.10.24</p> <p>Dec '24 Jan '25 Nov '24. Ongoing when opportunities arise.</p>	All	Supporting the community.
<p>Communication Demonstrating transparency, community engagement and inclusivity through the development of plans based on community feedback and a comms strategy which strives to reach everyone in our community.</p>	<ul style="list-style-type: none"> i) 6 month review of new comms strategy. ii) Review options for collection of data through surveys (other than Survey Monkey). iii) Set up Mailchimp to support OPC's activities and comms. iv) Publish Summer, Autumn and Spring newsletters. v) Consult community on large project and spending opportunities. 	<p>Nov '24.</p> <p>Dec '24</p> <p>Dec '24 Jul & Oct '24 and Apr '25</p> <p>Ongoing, as opportunities arise</p>	Comms strategy working group.	To aide community engagement which guides OPC's work.
<p>People Setting high standards to retain and attract the best people to represent the interests of residents.</p>	<ul style="list-style-type: none"> i) Review of the Training Schedule by the Staffing Committee. ii) Annual staff appraisals. iii) Promote training opportunities for all. iv) Review and provide training budget before '25-26 budget setting. 	<p>Oct '24 Oct '24</p> <p>Ongoing</p> <p>Jan '25</p>	Clerk and Staffing Committee	Continued professional development.
<p>Civility and respect Conducting all activities with civility and respect.</p>	<ul style="list-style-type: none"> i) Two year review of policies; <ul style="list-style-type: none"> a. Equality, Diversity & Inclusion, b. Dignity at Work, c. Councillor & officer protocol. ii) Follow related work in the sector. 	<p>Dec '24 Ongoing</p>	Council	Demonstrating commitment to ongoing civility and respect.
<p>Supporting the sector Respecting and supporting the work of NALC, HALC and other sector support organisations</p>	<ul style="list-style-type: none"> i) Joining Open University research program for collaborative working between parish/town councils and principal authorities. ii) Attending NALC AGM. iii) Responding to consultations and projects. 	<p>Jul, Aug & Sep '24 19.10.24 Ongoing, as opportunities arise.</p>	<p>Clerk Clerk/Chair</p> <p>All</p>	Supporting and promoting the sector.
<p>Working towards accreditations & awards which confirm best practice and commitment to continued development.</p>	<ul style="list-style-type: none"> i) Complete outstanding actions for NALC Quality Gold award. ii) Submit nomination to the HALC annual awards. iii) Review criteria of silver Armed Forces Covenant Employer Recognition scheme. 	<p>Oct '24</p> <p>Sep '24</p> <p>Mar '25</p>	Clerk, agreed by Council	Evidence of best practice.