



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD  
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON TUESDAY 19<sup>th</sup> NOVEMBER 2024 COMMENCING AT 7.30pm**

Present: Cllrs A McFarlane (Chair), L Cornall, C Greensides, C Seabrook, M Tate,  
and P Verdon and H Woods (from 187/24).

In attendance: A Mann (Parish Clerk), B Tate (Deputy Clerk) Hart DC Cllrs Dorn and Highley and  
three members of the public.

**184/24 To receive apologies for absence**

Received and accepted from Cllrs Bell, Sanger and Tyler.  
Apologies were also noted from HCC Cllr Glen.

**185/24 To receive declarations of interests and requests for dispensation relating to any  
item on the agenda**

None.

**186/24 Approval of minutes**

RESOLVED

The minutes of the following meetings were agreed as true records of the meeting and  
signed by the Chair:

- i) Council meeting held on 15<sup>th</sup> October 2024 (149-176/24).  
(Proposed by Cllr McFarlane, seconded by Cllr Tate, all in favour).
- ii) Extraordinary Council meeting held on 6<sup>th</sup> November (177-183/24).  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**187/24 Chair's announcements**

None.

**188/24 Public session**

Two residents spoke on behalf of families who regularly tended to graves in Odiham  
Cemetery stating dissatisfaction about OPC's decision to remove public access to the  
taps, questioning the justification for the decision and OPC's lack of communication on the  
matter. The speakers asked OPC to be sympathetic to the families who tended to the  
graves which they considered contributed to the upkeep of the cemetery. One speaker  
also said that their strength of feeling was increased following the installation of a bollard a  
couple of years earlier which had restricted access to vehicles and removed accessibility  
for anyone in a wheelchair, due to the gravel pathways.

The Chair proposed that, due to the questions raised, agenda item 200/24 be considered  
next and no objections were raised.

**200/24 Public access to water at cemetery**

The Chair responded saying that the Council was aware of comments on local social  
media sites and there had been several comments made directly to OPC. The decision to  
remove public access to the water supply was taken following several reports of improper  
use and this was explained to those present. The Chair reported that:

- A new water butt had been installed which restored public access to water.
- Cllr McFarlane apologised on behalf of OPC for not erecting a sign prior to the locks  
being installed to let people know in advance.



- The issue of unlawful occupation of the cemetery and improper use of the water supply was a tricky one to resolve and the water supply had been removed as a last resort. However, OPC had underestimated the effect of switching the water off for families who to tend to the graves.
- The Chair confirmed that OPC would not be removing the tap locks for the time being and would be replacing one lock which had been vandalised a second time.

The meeting noted that the gravel pathways were not accessible to a wheelchair user and this meant people couldn't reach a family grave. The Chair explained the reason for the installation of the bollard and confirmed that it would not be acceptable to allow vehicles beyond the point of the bollard for safety reasons and due to past damage. OPC could consider improving accessibility as a longer term project but there was no budget to do anything in the short term.

### **Councillor Reports**

#### **189/24 Meeting reports from councillors**

- i) Cllr Verdon reported from a meeting with HDC planning officers held on 17.10.24 which invited selected parishes to give feedback on HDC's management of planning applications. Cllr Verdon reported that the session had been a very useful two-way conversation.
- ii) Cllr Verdon further reported from a Zoom meeting 18.11.24 with a HDC planning officer, also attended by HDC Cllr Dorn and the Clerk, which discussed the process and criteria for requesting S106 parish leisure contributions including a pending application.
- iii) Cllr Woods had attended the Hampshire Youth Parliament AGM at Winchester City Council. Cllr Woods reported that it was a very positive event and a pleasure to see young people getting involved in local democracy. He said that OPC had been invited back to future events.

#### **190/24 Reports from other councils**

- i) HDC Cllr Dorn reported:
  - a. The meeting which took place the previous day with a Hart planning case officer had been very useful. The Chair thanked Cllr Dorn for his work in evidencing how S106 request sums were justifiable and evidenced. Cllr Dorn said the work had led to a great outcome for the parish and HDC would be looking further into what parishes needed to do to push for parish leisure requirements. Recommendations would be considered by the HDC planning committee the following evening.
- ii) HDC Cllr Highley reported:
  - a. The HDC report on a planning breach on land adjacent to 5 Broad Oak had been promised within the next couple of weeks.
  - b. A report on the future of the multi-agency flood forum was due to go to HDC Council in January 2025.
- iii) HCC Cllr Glen had provided a written report which was recorded in the minutes of the previous meeting and this covered October and November. Several other matters had been received by email which were reported elsewhere in the minutes.



## General

### 191/24 Meeting action points

Progress on the meeting action points was noted, as reported with the agenda. It was agreed to suspend the formation of a 20mph working group until the Council had the capacity to do so.

### 192/24 Verbal Report from The Bridewell working group 13.11.24 with any proposals arising

The Clerk reported from a recent working group meeting:

- i) Works to upgrade the first floor space as a co-working hub were almost complete apart from the new furniture which was due for delivery 26.11.24.
- ii) OPC would be hosting a drop in event 28.11.24 from 2.30 to 5pm prior to the Christmas tree lights switch on. The event would be promoted the following day.
- iii) There was an expression of interest for the vacant offices at The Bridewell which the Clerk, Chair and Vice Chair were investigating.
- iv) The meeting had also heard from Cllr Cornall following a pre-application planning meeting with the HDC conservation officers relating to OPC's concept plans for future development of the building. A fee proposal for supporting OPC with the application process was due to be considered but Cllr Cornall reported that further discussions were needed before this quote could be refreshed and OPC should seek comparative quotes.

### 193/24 Policies

- i) The schedule of policies and recommendations was reviewed and noted, as presented with the agenda.

#### RESOLVED

- ii) New Financial Regulations based on the new NALC model were reviewed and adopted (Appendix 1).  
(Proposed by Cllr AMc, seconded by Cllr LC, all in favour).
- iii) Internal Controls were reviewed and agreed.
- iv) OPC's Reserves Policy was reviewed and agreed.
- v) OPC's Investment Policy was reviewed and agreed.  
(Proposed by Cllr AMc, seconded by Cllr CG, all in favour).

All policies would be published online.

### 194/24 Consultation on enabling remote attendance and proxy voting

[Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#)

#### RESOLVED

OPC's draft response presented with the agenda was revised as follows then agreed:

- i) Tick yes to 6a and not 6.
- ii) To add "increased attendance by members of public" to question 8.
- iii) Tick no to question 10 instead or unsure.

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

### 195/24 Bus shelter installation, Alton Road

The Clerk reported that BT had confirmed there were no cables under the highway in the new proposed location for the bus shelter but advised that installation works would need to take place with caution. A final meeting between HCC officers was required but once this confirmed the location the installation works could go ahead with a scheduled date of week commencing 25.01.25.



RESOLVED

- i) OPC agreed HCC's proposed new location.
- ii) Following final confirmation from HCC, OPC would write to neighbouring properties explaining that the previous location was not possible due to an underground cable but HCC had identified a new location and OPC supported this recommendation.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**Amenities Areas Committee**

**196/24 Grounds maintenance contracts 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2028**

- i) A background paper and proposed timeplan was noted and accepted.

RESOLVED

- ii) A tender pack for the Cemetery Grounds Maintenance Contract 2025-28 was agreed.  
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).
- iii) A tender pack for the Grounds Maintenance Contract 2025-28 was agreed.  
(Proposed by Cllr McFarlane, seconded by Cllr Tate, all in favour).

Both contracts would be published on Contracts Finder the following day with a closing date of 20.12.24 and Council would be asked to make a final decision at the January Council meeting.

Thanks was given to the Clerk for her work.

**197/24 Quote to repaint the multi-play unit at the Recreation Ground**

RESOLVED

It was agreed to award a contract to Playscene Ltd to repaint the multi-unit play equipment at the Recreation Ground in the value of £650.  
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**198/24 Annual review of the allotment fees**

Members carried out the annual review of allotment fees and

RESOLVED

To increase 2025/26 fees to £65 which equated to a 5% increase (rounded up). The increase would be notified to plot holders by email.  
(Proposed by Cllr Seabrook, seconded by Cllr Verdon, all in favour).

An action was recorded to fully investigate increasing fees next year depending on the size and charges of plots against other allotment sites in the area.

**199/24 Annual review of the cemetery fees**

Members carried out the annual review of cemetery fees and

RESOLVED

To increase fees from 01.04.25 by 5% (rounded up) as per Appendix 2.  
(Proposed by Cllr McFarlane, seconded by Cllr Seabrook, all in favour).



## **Community Committee**

### **201/24 2025 calendar of events**

The Deputy Clerk's draft 2025 calendar of events was reviewed and it was

RESOLVED

To budget and plan for the following OPC led events in 2025:

- i) Annual Parish Assembly on 08.04.25.
- ii) A celebratory event to formally recognise 100 years of flight at RAF Odiham on 27.06.24 in the afternoon.
- iii) Remembrance 09.11.25.
- iv) Christmas tree lights switch on followed by a thank you drinks reception for community volunteers on 27.12.25.

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

It was agreed to defer a decision on an event to commemorate VE-Day on 08.05.25 due to other OPC financial and resource commitments.

## **Financial Matters**

### **202/24 Payments Listing**

RESOLVED

The payments listing for the period 6<sup>th</sup> November-19<sup>th</sup> November 2024 (Appendix 3) was approved and Cllrs Cornall and Verdon were appointed to complete the payment approval process for outstanding payments.

(Proposed by Cllr Greensides, seconded by Cllr Seabrook, all in favour).

### **203/24 Members' Allowance**

As agreed at the Annual Council meeting in May, Members re-visited an item deferred from the meeting to consider whether councillors should reclaim expenses. The decision was required as part of the 2025/26 budget setting process. Following debated it was

RESOLVED

That OPC councillors will not claim a members' allowance but to retain the right to reclaim travel expenses for attendance at meetings, courses and events outside of the Parish.

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

## **Planning Matters**

### **204/24 Ratification of Planning & Development Committee decisions**

RESOLVED

To ratify the following comments on planning applications which had been submitted to HDC under delegated authority.

- i) Comments agreed by email, as presented with the agenda, which were due to consideration on 29.10.24 but not considered due to the meeting being inquorate.
- ii) Decisions of the recent Planning & Development Committee 12.11.24 as published online.

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

### **205/24 Neighbourhood Plan Review**

Nothing to report.



- 206/24 Notification of Deed of Variation relating to the Crownfields Neighbourhood Plan development site**  
Correspondence was noted which notified OPC of a Deed of Variation application relating to the above site which would require OPC to re-sign the S106 agreement and consider OPC's position. The documents were not available for the meeting.
- 207/24 OPC's response to a Planning Appeal**  
REF: 23/02063/OUT for Outline planning permission for up to 30 residential dwellings with all matters reserved except access at Land On The South West Side Of, Dunleys Hill, Odiham, Hook, Hampshire PINS REF: APP/N1730/W/24/3352142.
- RESOLVED  
OPC's response was agreed as per Appendix 4.  
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- The meeting agreed that Cllr Verdon would also be attending the HDC planning committee the following evening and show support for the layout and change of housing design for the two pending application for land east of Hook Road.
- 208/24 Date of next meeting**  
Tuesday 17<sup>th</sup> December 2024
- 209/24 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1**  
RESOLVED  
(Proposed by Cllr McFarlane, seconded by Cllr Woods, all in favour).
- 210/24 Calculation on ongoing maintenance costs for public open space land**  
Members considered feedback from HDC relating to OPC's requested calculation for the maintenance of the open space for 20 years and confirmed the sum agreed by Council 15.10.24.

There being no further business the meeting closed at 9.28pm.

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



## APPENDIX 1

### ODIHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 19<sup>th</sup> November 2024.





## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**





- **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of £1,000.
- 2. Risk management and internal control**
- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put



measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council



3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Staffing Committee at least annually in October for the following financial year before being agreed by full Council as part of the annual budget setting process and the final version shall be evidenced by a hard copy schedule signed by the Clerk/RFO and the Chair of the Staffing Committee.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall be general reserves. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Finance Committee.

4.5. Each committee cost centre shall be reviewed as part of the annual budget setting process not later than the end of November.

4.6. The draft budget with any committee proposals for the following year including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to full council.



- 4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than January full Council meeting, normally the third Tuesday. for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of**

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



**contract opportunities and the publication of notices about the award of contracts.**

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk/RFO under delegated authority, for any items below £1,000 excluding VAT.
  - The Clerk/RFO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
  - A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.



- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency or to ensure the safe maintenance of OPC's assets
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/RFO shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 purchase orders are generally issue for expenditure over £100 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by Clerk/RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually at the Annual Council meeting for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.



- 6.5. All payments shall be made by online banking, except in exceptional circumstances, in accordance with a resolution of the council, duly delegated committee or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 6.6. The Clerk/RFO shall have delegated authority to authorise payments {only} in the following circumstances: See limits in 5.15
- i. {any payments of up to £1,000 excluding VAT, within an agreed budget}.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.7. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least three and no more than five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk/RFO may be an authorised signatory of an investment account only, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. The Service Administrator or Deputy Clerk shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to the two authorised signatories agreed by Council.
- 7.4. Evidence shall be retained showing which members approved the payment online
- 7.5. A full list of all payments made in a quarter shall be provided to the next Finance Committee.





- 7.6. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by the Clerk/RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every three years.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every three years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and checked by a member when checking the bank reconciliation. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years].
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting}. Any signatures obtained away from council meetings shall be reported at the next convenient meeting.



## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/ RFO and will also be restricted to a single transaction maximum value of £1.000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and Deputy Clerk and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used unless in exceptional circumstances and pre-arranged with the Clerk, only for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float or receive cash.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Internal Auditor.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.



- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the



contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation or addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment relating to their area of work.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.



## **17. Insurance**

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO shall notify of any loss, liability, damage or event likely to lead to a claim, to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened



at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 17 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## ODIHAM CEMETERY FEES

### From 1st April 2025

**Fee from  
1st April 2025**

#### **INTERMENT**

#### **First burial in any grave space**

Registered elector	953
Exclusive rights of 50 years – to include headstone approval	

#### **Non registered elector**

Exclusive rights of 50 years – to include headstone approval	2189
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#### **Subsequent burial in any grave space including ashes**

Registered elector – to include permission to change inscription	243
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Non registered elector - to include permission to change inscription	555
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#### **Interment of ashes in the new garden of remembrance**

#### **Registered elector**

Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	635
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#### **Non registered elector**

Exclusive rights of 50 years – to include memorial stone approval subject to transfer of the exclusive rights	1271
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#### **Subsequent interment of ashes in the new garden of remembrance**

Registered elector - to include permission to change inscription	168
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Non registered elector - to include permission to change inscription	324
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Subsequent additional inscription to a memorial for an interment	52
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which took place before 31 March 2010 and approval of renovations or repairs to existing memorials	
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Transfer of Exclusive Rights	82
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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
363	Travel	08/11/2024		Unity Trust	363	Expenses	J Peek - expenses	Z	5.40		5.40
363	Postage and consumables	08/11/2024		Unity Trust	363	Expenses	J Peek - expenses	Z	6.39		6.39
393	Staff Salaries	19/11/2024		Unity Trust	393	Staff Salaries - November '24	Staff Salaries - November '24	Z	5,117.67		5,117.67
394	Staff Salaries	19/11/2024		Unity Trust	394	Staff PAYE & NI - November '24	HMRC	Z	957.08		957.08
395	Staff Salaries	19/11/2024		Unity Trust	395	Staff Pension Cont - November	Hampshire Pension Fund	Z	412.81		412.81
396	Employers' NI	19/11/2024		Unity Trust	396	Employer NI - November '24	HMRC	Z	581.47		581.47
397	Pension Contribution	19/11/2024		Unity Trust	397	Employers Pension - November	Hampshire Pension Fund	Z	1,388.34		1,388.34
398	Chamberlain Gardens (SC Trust)	19/11/2024		Unity Trust	398	Grounds maintenance - Novem	Larkstel Ltd	S	199.16	39.83	238.99
398	Cemetery Maintenance	19/11/2024		Unity Trust	398	Grounds maintenance - Novem	Larkstel Ltd	S	1,193.58	238.72	1,432.30
398	Other amenity areas maintenar	19/11/2024		Unity Trust	398	Grounds maintenance - Novem	Larkstel Ltd	S	254.24	50.85	305.09
398	Play Areas	19/11/2024		Unity Trust	398	Grounds maintenance - Novem	Larkstel Ltd	S	479.16	95.83	574.99
398	Allotments - maintenance	19/11/2024		Unity Trust	398	Grounds maintenance - Novem	Larkstel Ltd	S	60.00	12.00	72.00
398	Bin emptying	19/11/2024		Unity Trust	398	Grounds maintenance - Novem	Larkstel Ltd	S	392.90	78.58	471.48
399	Speed Indicator Devices	18/11/2024		Unity Trust		Mounting of SID's	Larkstel Ltd	S	79.16	15.83	94.99
400	Chamberlain Gardens (SC Trust)	19/11/2024		Unity Trust	400	Credit for over-invoice	Larkstel Ltd	Z	-212.40		-212.40
401	Telephone and internet	19/11/2024		Unity Trust	401	Phones & broadband	BT	S	213.98	42.80	256.78
402	Christmas Trees and Lights	19/11/2024		Unity Trust	402	canapes	fosters catering ltd	S	300.00	60.00	360.00
403	Rights of Way	19/11/2024		Unity Trust	403	Refreshments conservation vol	Newlands	Z	30.16		30.16
404	The Bridewell - maintenance	18/11/2024		Unity Trust	404	carpet cleaning Bridewell	Sparkle EOT cleaning	Z	180.00		180.00
405	The Bridewell - maintenance	19/11/2024		Unity Trust	405	Water heater annual service	Servio Building Services Me	S	288.39	57.68	346.07
406	The Bridewell - gas	19/11/2024		Unity Trust	406	The Bridewell gas	Total Energies Gas & Powe	L	230.02	11.50	241.52
407	Toilets - Power and rates	19/11/2024		Unity Trust	407	King St Toilets - water	Castle water	Z	81.60		81.60
408	Benches and Noticeboards	19/11/2024		Unity Trust	408	Bench, Chamberlain Gardens p	Keith Dodd	Z	225.00		225.00
409	IT Support and Back up	19/11/2024		Unity Trust	409	IT support Dec '24	BV Computer Solutions Ltd	Z	135.00		135.00
410	Caretaking Equipment	19/11/2024		Unity Trust	410	Calibrate legionella equip	Point Safety Ltd	S	35.00	7.00	42.00
411	Postage and consumables	19/11/2024		Unity Trust	411	Meeting/co-working refreshme	Co-op	Z	11.80		11.80
412	Rights of Way	19/11/2024		Unity Trust	412	Snow shovel	Amazon	S	21.63	4.33	25.96
412	Rights of Way	19/11/2024		Unity Trust	412	Snow shovel	Amazon	Z	-1.30		-1.30
413	Remembrance	19/11/2024		Unity Trust	413	Remembrance flags	The Flag Shop	S	57.92	12.74	70.66
413	Remembrance	19/11/2024		Unity Trust	413	Remembrance flags	The Flag Shop	Z	5.79		5.79
414	Remembrance	19/11/2024		Unity Trust	414	Flagpoles	Amazon	Z	202.04		202.04
415	Caretaking Equipment	19/11/2024		Unity Trust	415	Gloves	Amazon	S	5.35	1.07	6.42
416	Caretaking Equipment	19/11/2024		Unity Trust	416	Keys for multiple sites	Timpsons	Z	18.00		18.00
417	Remembrance	19/11/2024		Unity Trust	417	Remembrance flags	The Flag Shop	S	66.25	14.41	80.66

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
417	Remembrance	19/11/2024		Unity Trust	417	Remembrance flags	The Flag Shop	Z	5.79		5.79
418	Caretaking Equipment	19/11/2024		Unity Trust	418	Tap lock	Amazon	S	10.82	2.17	12.99
419	Postage and consumables	19/11/2024		Unity Trust	419	Office/meeting supplies	Sainsburys	Z	6.63		6.63
420	Bank Charges	19/11/2024		Unity Trust	420	Fee for Multipay card	Lloyds/Unity Multipay	Z	3.00		3.00
								<b>Total</b>	<b>13,047.83</b>	<b>745.34</b>	<b>13,793.17</b>

**ODIHAM PARISH COUNCIL - RESPONSE TO APPEAL  
APPLICATION 23/02063 LAND AT DUNLEYS HILL**

REF: 23/02063/OUT for Outline planning permission for up to 30 residential dwellings with all matters reserved except access at Land On The South West Side Of, Dunleys Hill, Odiham, Hook, Hampshire PINS REF: APP/N1730/W/24/3352142.

Odiham Parish Council considers the appeal should be dismissed for the reasons set out below.

Odiham Parish Council (OPC) is the statutory local authority providing the first level of local government for the parish of Odiham and North Warnborough. As such, it represents the interests of local people and works with higher level local authorities and others to promote appropriate development to meets people's needs and protect the natural and historic environment. It is a statutory consultee in the planning process and has also taken the opportunity (as a 'qualifying body') to prepare a neighbourhood plan (made in 2017, following a referendum which demonstrated a very high level of support) and to review that plan to ensure it remains up-to-date.

These representations primarily address the matters that concern OPC in fulfilling its role as outlined above.

**Matters of principle**

1. OPC supports the principle of residential development on the site; indeed, it has allocated it for such use in the neighbourhood plan (NP). However, this development should proceed only as part of a development that also delivers the public open space identified in NP Policy 14.
2. The made neighbourhood plan sets out the community's aspirations for the future of the Dunley's Hill area. The development of the site for housing was promoted solely on the basis that it would deliver the POS (also required as SPA mitigation). In so far as there might be some weaknesses in the made plan which mean these aspirations have not been translated into clear policy, the review of the NP seeks to re-establish the link (ie between housing development and provision of POS/SPA mitigation) – and the plan-making process is well advanced (ie at the examination stage, with the appellant being the only party objecting to OPC's moves to restore the original logic of the policy).
3. The submission version of the NP Review is at an advanced stage, currently subject to examination. As such, it is a 'material consideration' which should be taken into account in the determination of the appeal.
4. The policy clarifications made to strengthen the linkage between Policy 2v and Policy 14 of the Review plan are valid for the following reasons:

- Site 2v was allocated in the first place on the premise that the open space at Policy 14 would come with the development. This was with the positive support of the landowner/developer as well as the community. Evidence of the landowner's support is included in the following documents (which can be provided):
  - i. Landowners response (no. 192) to Reg 16 consultation on the made Plan in 2016  
(<https://www.hart.gov.uk/sites/default/files/2024-11/Odiham-NP-summary-of-submission-responses-2016.pdf>)
  - ii. Response to Examiner's request for clarification in the examination of the Review of the Plan October 2024  
(<https://www.hart.gov.uk/sites/default/files/2024-11/ONW NDP-OPC-response-to-Examiners-request-for-clarication-final-06.11.24.pdf>)
- If site 2v were to deliver just the homes without the public open space, it would undermine public faith in the planning system. The community created and voted for a neighbourhood plan that delivered the open space with the housing at 2v as documented in paras 3.23 and 3.78 of the made plan.

### **Other considerations**

OPC considers the appeal should be dismissed for the following additional reasons:

1. The SUDS needed for the proposed development would sprawl into land located outside the designated settlement boundaries and into the area designated as public open space; furthermore, the proposed SUDS basin should be five times larger than the one they are proposing (Design & Access Statement 7.20-23);
2. Insufficient information was submitted to demonstrate that the proposed development would be safe from surface water flooding and that it would not increase flood risk elsewhere; and
3. Insufficient information was submitted to demonstrate that the proposed development would contribute to addressing the impacts of climate change.

### **Mitigation in the event of the appeal being allowed**

The Council has serious concerns about some other details and requests that, in the event of the appeal being allowed, the following conditions should be imposed: -

- i. Building heights should be a maximum of 2 storeys;
- ii. The layout should adhere to the indicative design set out in the made NP (Policy 2v) and General Design Principles (Policy 5); and

iii. Trees on the site and its boundaries should be protected.

Odiham Parish Council further requests the following S106 developer's contributions are secured in order to make the development acceptable:

- Monitoring and management of the speed of vehicles on Dunley's Hill
- Sufficient contributions towards a safe crossing point.
- A contribution towards play provision at the Recreation Ground.
- A contribution for community facilities for The Bridewell Community Hub