



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
WEDNESDAY 26th FEBRUARY 2025 at 7.30pm**

19th February 2025

Andrea Mann, Clerk

Members of the public are welcome to attend in person or online
Join Zoom Meeting

<https://us02web.zoom.us/j/83150133390?pwd=XyYprZhx4YYEwHZvoZiqqGaOkJ4TMz.1>

Meeting ID: 831 5013 3390

Passcode: 054433

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- 261/24 To receive apologies for absence**
- 262/24 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 263/24 Approval of minutes**
To approve the minutes of the Council meeting held on 21st January 2025 (234-260/24).
- 264/24 Chair's announcements**
- 265/24 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/wp-content/uploads/2024/11/Standing-orders-revised-January-2025.pdf> or contact the Parish Office for further advice.

Councillor Reports

- 266/24 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 267/24 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 268/24 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 269/24 Policies (pages 6-12)**
i) To review the schedule of policies and recommendations (in red) (page 6).
ii) To review the Business Continuity Plan (pages 7-12).
- 270/24 The Bridewell Community Hub future vision (pages 13-14)**
To consider a report from The Bridewell working group meeting 04.02.25.



- 271/24 Project to research a 20mph scheme on King Street (pages 15-16)**
In response to community interest, to consider:
- i) Initiating a new working group to research a 20mph scheme on King Street with the attached terms of reference.
 - ii) Subject to decision 273/24i), to appoint councillor members.
- 272/24 2025/26 meeting calendar (pages 17-18)**
To review and agree the 2025/26 meeting dates for the civic year running from May 2025 to May 2026.
- 273/24 Basingstoke Canal Partnership (to be circulated to members separately)**
- i) To receive a report from the Basingstoke Canal's annual stakeholder meeting (to follow).
 - ii) To agree a response to the request for feedback on the new Basingstoke Canal partnership arrangements and service level agreement.
- 274/24 Open Consultation – Hampshire and the Solent devolution consultation**
[Hampshire and the Solent devolution consultation - GOV.UK](https://www.gov.uk/government/consultations/hampshire-and-the-solent-devolution-consultation)
To consider a response from OPC.

Community Committee Matters

- 275/24 Community Grant request from the Hook & Odiham Lions (circulated to members separately)**
To consider a grant request for prostate cancer screening.
- 276/24 Remembrance poppies (page 19-20)**
To consider a new project as set out in the Deputy Clerk's report.
- 277/24 Verbal progress report from Cllr Bell on behalf of the War Memorial Working Group**
- 278/24 2025 events**
- i) Event to commemorate 100 years of flight at RAF Odiham – to receive a verbal report from Cllr Greensides and the Clerk.
 - ii) 80th anniversary of D-Day <https://www.veday80.org.uk/> - to clarify OPC's plans to commemorate the 80th anniversary.
 - iii) Magna Carta – to consider correspondence received (circulated to members) which asks OPC to acknowledge the 800th anniversary of the Magna Carta (re-issued).

Financial Matters

- 279/24 Asset Register (pages 21-24)**
To carry out the annual review of OPC's Asset Register.
- 280/24 Payments Listing (to follow)**
To approve the payments listing for the period 22nd January-26th February 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.



Planning Matters

- 281/24 Ratification of Planning & Development Committee decisions**
To ratify the decisions of the recent Planning & Development Committee 18.02.25 and submitted to Hart under delegated authority.
<https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>
- 282/24 Verbal update from Cllr Verdon on the Odiham & North Warnborough Neighbourhood Plan Referendum**
- 283/24 Date of next meeting - Tuesday 18th March 2025**
- 284/24 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**
- 285/24 Review of OPC's Asset Portfolio (circulated separately)**
To carry out a review of OPC's asset portfolio and agree any required actions
- 286/24 The Bridewell contracts and fees (pages 25-29)**
- i) To consider renewal of the Police & Crime Commissioner's lease (PCSO's office and store).
 - ii) To consider proposed heads of terms for a new lease for vacant office space on the ground floor.
 - iii) Proposed new contract for cleaning and building maintenance.
 - iv) To review and agree Bridewell fees.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Sep-24	124/24	Clerk	Change previous minutes from draft and add to website.	Complete
	126/24	Clerk	Send follow up email to RAF re events to commemorate 100 years of flight at RAF Odiham.	Complete
	128/24ib	HDC Cllr Hale/Clerk	Brief OPC on HDC's plans for 126/24.	
	131/24	Deputy Clerk	Promote agreed action plan for war memorial improvements.	Complete
	132/24	Clerk	Add revised policies to website - casual vacancy & co-option, environment & climate change and community use of OPC's land & equipment.	Complete
	133/24	Clerk	Write to property owners next to Stoney Alley and Terry's Alley seeking consent to install directional signs to The Bury facilities.	Enquiries in progress
		Clerk/OdSoc	Arrange the purchase and installation of new signage.	Enquiries in progress
	134/24	Clerk	Refer Alton Rd bus shelter to next meeting.	Complete
	135/24	Deputy Clerk	Pay grant awards and notify recipients - Citizens Advice and InOdiham for Extravaganza.	Complete
	136/24i	Office	Complete Autumn newsletter.	Complete
	136/24ivb	All	Submit names for guest list for drinks reception 28.11.24.	Complete
	137/24	Clerk	Refer 80th anniversary of VE-Day celebrations to next agenda.	Complete
	139/24i	Clerk	Award contract to 24-25 internal auditor.	Complete
	140/24	C/DC/CllrLC/CllrPV	Set up payments on Unity Trust and login to approve payments.	Complete
	142/24	Clerk	Submit OPC's planning application comments to HDC.	Complete
	144/24	Clerk	Submit OPC's response to the Government's consultation on NPPF reforms.	Complete
	148/24	Clerk	Refer calculation on ongoing maintenance costs for POS to next agenda following site meeting.	Complete
Oct-24	151/24	Clerk	Change previous minutes from draft and add to website.	Complete
	15624	All	Put forward names for Christmas tree lights' switch on invite list.	Complete
	157/24	CllrSLC/PV/Clerk	Meet with Hart Conservation Officers re Bridewell future vision plans and report back.	Complete
	158/24i	Clerk	Add revised Staff Handbook to website and circulate.	Complete
	158/24ii	Clerk	Add revised Pensions Discretion Policy to website and supply copy to Hampshire Pension Fund.	Complete
	159/24	Clerk	Update members at next meeting on progress of new bus shelter on Alton Road.	Complete
	160/24i	Clerk	Award contract to clear spoil and vegetation from Mildmay boundary in cemetery.	Complete
			Complete works.	Complete
	160/24ii	Clerk	Award contract to level 4 rows of burial plots.	Complete
			Request donation of topsoil from Topsoil UK.	Complete
			Complete works.	Complete
	160/24iii	Clerk	Award contract for safety surfacing repairs at Bufton Field playground.	Complete
			Complete works.	Complete
	161/24	Clerk	Publish online consultation on re-configuring King St toilets to provide accessible cubicle.	Complete
	162/24	Office	Set up working group to research and make proposals for a local event to commemorate 80th anniversary of D-Day 08.05.25.	Pending decision of RAF event
	163/24	C/DC/CllrLC/CllrPV	Set up payments on Unity Trust and login to approve payments.	Complete
	164/24	Clerk	Publish Q2 payments listing on website and complete Q2 VAT return.	Complete
	165/24	Clerk plus 2 bank signatories	Complete £50k investment from Unity Trust to CCLA.	Complete
	167/24i	Deputy Clerk	Order new office furniture.	Complete
			Accept delivery and set up.	Complete
	167/24ii	Deputy Clerk	Award contract for the rotation of 2 SIDs.	Complete
			Implement new contract.	Complete
	168/24	Clerk	Change P&D minutes on website to FINAL.	Complete
	169/24	Clerk/Amc	Sign response letter to NP Examiner and forward to HDC planning.	Complete
	170/24	Clerk	Confirm in writing to Odiham Tennis Club OPC's support for new clubhouse.	Complete
	171/24	Clerk	Forward OPC's request for S106 contributions from the Hook Rd development sites to HDC planning.	Complete
	174/24	Clerk	Increase POS maintenance calculations by 5% annual uplift and forward to HDC.	Complete
	176/24	Clerk/AMc	Implement decisions of the Staffing Committee 09.10.24.	Complete
Nov-24	186/24i&ii	Clerk	Change previous minutes from draft and add to website.	Complete
	193/24i-v	Clerk	Finalise all finance related policies and add to website.	Complete
	194/24	Clerk	Submit OPC's response to the Government's consultation on enabling remote attendance at meetings & proxy voting.	Complete
	195/24	Clerk	Confirm HCC's final approval and write to neighbouring properties to notify them of the forthcoming bus shelter works.	Complete
	196/24	Clerk	Finalise ground maintenance and cemetery grounds maintenance contracts and publish on Contracts Finder.	Complete
	197/24	Deputy Clerk	Award contract to Playscene to paint multi-play unit at Rec.	Complete
		Deputy Clerk	Complete works.	Scheduled before Christmas. Weather dependent.
	198/24	Clerk/Deputy Clerk	Update website with revised allotment fees from 01.04.25.	Complete
		Clerk/Deputy Clerk	Notify all tenants in advance of increase.	Complete
	199/24	Deputy Clerk	Update website with revised cemetery fees from 01.04.25.	Complete
	201/24	Clerk	Publish 2025 events on website.	Complete
	201/24ii	Clerk/CllrCG	Liaise with RAF Odiham re 2025 event.	Complete
	202/24	C/DC/CllrLC/CllrPV	Set up payments on Unity Trust and login to approve payments.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	203/24	Clerk	Publish decision not to claim a members' allowance on website.	Complete
	204/24	Clerk	Change draft planning minutes to final on website.	Complete
	207/24	Clerk	Submit OPC's representation to planning Appeal 23/02063/OUT to Planning Inspectorate and cc Hart.	Complete
		Deputy Clerk	Cllr Verdon to attend Hart planning meeting 20.11.24 to support layout and change of housing design for 2 Hook Rd developments.	Complete
	210/24	Clerk	Notify Hart of OPC's resolution on a calculation for a commuted sum for management of a public open space.	Complete
Dec-24	213/24	Clerk	Change previous minutes from draft and add to website.	Complete
	216/34ii	Clerk	Agree proposed plan for parking outside Bridewell.	Complete
	219/24	Bridewell working group	Meet to discuss delivery of future vision plans and next actions in business plan.	Complete
	220/24	Clerk	Add reviewed policies to website - Equality, Diversity & Inclusion, Dignity at Work, Councillor/Officer Protocol, H&S Policy.	Complete
	221/24i	Clerk	Update website to show conclusion of accessible toilet provision survey.	Complete
	221/24ii	Deputy Clerk	Arrange new signs on King St toilets to show accessible toilet available at Bridewell during opening hours.	Enquiries in progress
	221/24iii	Clerk	Research alternative options for accessible toilet provision eg hiring.	
	222/24	Clerk/CllrAMc	Send letter to Cllr Glen re RAF Odiham/B3349 junction.	Complete
	223/24ii	Office	Award contract to Keith Dodd landscapes for tidying up the stocks area. Complete works.	Complete
	223/24iii	Office	Arrange PAT testing of stocks.	Enquiries in progress
		Office	Arrange printing and replacement of map board outside All Saints.	Enquiries in progress
	224/24	Clerk	Notify InOdiham of decision to honour full grant.	Complete
	224/25ii	Clerk	Implement changes to earmarked reserve budgets on Scribe.	Complete
	224/25iv	Clerk	Close 2 Lloyds accounts.	Complete
	224/25v	Clerk	Refer decision on future of Lloyds bank account for the Odiham Sports Centre Trust to AGM.	
	226/24	C/DC/CllrLC/CllrPV	Set up payments on Unity Trust and login to approve payments.	Complete
	227/24	Clerk	Make revisions to 25/26 budget following review of returned grounds maintenance contract and refer final budget to Council.	Complete
	228/24	Clerk	Change draft P&D minutes 11.12.24 on website to final.	Complete
	231/24	Clerk	Notify McCarthy Holden that OPC agrees to extending the notice period and confirm this is for both parties.	Complete
	232/24	Clerk	Respond to allotment tenant with decision re plot tenancy.	Complete
	233/24i	Clerk/CllrPV	Notify Hart of OPC's decision to accept the NP Examiner's report and changes therein.	Complete
	233/24ii	Clerk/CllrPV	Arrange for Troy Planning to update NP maps.	Complete
	233/24iii	Clerk	Publish NP Examiner's report on website.	Complete
Jan-25	237/24	Clerk	Change previous minutes from draft and add to website.	Complete
	242/24	Clerk	Add reviewed policies to website - Scheme of Delegation and Standing Orders.	Complete
	243/24	Clerk	Add annual risk assessment to website.	Complete
	244/24	Clerk	Respond to HCC re parking bay line markings in front of Bridewell.	Complete
	245/24	Clerk	Submit OPC's response to Government's consultation on strengthening standards and conduct for local authorities.	Complete
	246/24i	Clerk	Respond to Odiham Society with OPC's request for further information on village sign.	Complete
	246/24ii	Clerk	Respond to Odiham Society with OPC's agreement to replace fallen oak (Frenchman's oak) and make enquiries to the Hart Common's Rangers. Complete works.	Complete
	247/24	Clerk	Respond to Odiham Society with OPC's agreement to source quotes to repair and repaint eastern wall to Parish Room.	Complete
		Office	Source 3 quotes.	
	248/24	Clerk	Award grounds maintenance contract to Larkstel.	Complete
		Clerk	Notify unsuccessful contractors.	Complete
		Clerk	Hold inception meeting with contractor.	Scheduled 26.02.25
	249/24	Clerk	Award cemetery grounds maintenance contract to Scandor.	Complete
		Clerk	Notify unsuccessful contractors.	Complete
		Clerk	Hold inception meeting with contractor.	
	250/24	Deputy Clerk	Notify grant applicants of OPC's decisions.	Complete
		Deputy Clerk	Make grant payment to Mustard Seed Autism Trust.	Set up for payment 26.02.25
		Clerk	Earmark grant award to Baker Hall.	Complete
	252/24	Clerk	Publish 25-26 budget on website.	Complete
		Clerk	Set up 25-26 budget on Scribe.	Complete
	253/24	Clerk	Submit OPC's 25-26 precept to Hart.	Complete
			Publish 25-26 precept on website.	Complete
			Include article on 25-26 precept in Spring newsletter.	In progress
	254/24	DeputyClerk/CllrLC&CG	Set up payments on Unity Trust and authorise.	Complete
	255/24	Clerk	Change draft P&D minutes 07.01.25 to final.	Complete
	259/24	Clerk	Add report on negotiations with community group for offices at The Bridewell to next agenda.	On agenda

REVIEW OF OPC POLICIES - 26.02.25

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
Code of Conduct	Sep-23	Essential	Sep-26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep-26 - unless change in ICO model scheme.
Standing Orders	Jan-25	Essential	Jan-26 - annual review required.
Scheme of Delegation	Jan-25	Desirable	Jan-27 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb-25 - unless change in circumstances. On agenda.
Equality, Diversity and Inclusion Policy	Dec-24	Advisable	Dec-26.
Dignity at Work Policy	Dec-24	Advisable	Dec-26.
Councillor Officer Protocol	Dec-24	Advisable	Dec-26.
Finance			
Financial Regulations	Nov-24	Essential	Nov-25
Statement of Internal Controls	Nov-24	Desirable	Nov-25
Claiming expenses by Cllrs Policy	Nov-24	Optional	Jul-27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			-
Investment Policy	Nov-24	Essential	Nov-25
Reserves Policy	Nov-24	Optional	Nov-25
Grant Giving Policy	May-24	Essential	May-25.
Council Strategy			
Strategic Plan/Business Plan	Mar-24	Desirable	Mar-25 - annual review required.
Annual Action Plan	Aug-24	Desirable	Mar-25 - ongoing review and annual reporting required.
Casual Vacancy and Co-option Policy	Sep-24	Optional	May-27.
Complaints Procedure	Feb-24	Essential	May-27. Note NALC award panel's view that current procedure is "lightweight".
Data Protection			
Data Protection Policy	Jul-23	Essential	May-2027 - unless change in legislation.
Document Retention Policy	Aug-24	Desirable	May-2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	May-2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	May-2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	May-2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	May-2027 - unless change in legislation.
Cyber Security Policy	Jun-24	Desirable	Jun-26.
Health & Safety			
Health & Safety Policy	Dec-24	Essential	Dec-25.
Safeguarding Policy	Dec-23	Desirable	Dec-25.
Environment			
Environment & Climate Change Policy	Sep-24	Desirable	Sep-26.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
Managing assets			
Memorial Bench Policy	Feb-23	Optional	Feb-25.
Hiring OPC's land and equipment	Sep-24	Optional	Sep-26.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Communication			
Communication Strategy	Mar-24	Desirable	Mar 25 - annual review required.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
Staffing			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Oct-24	Optional	Oct 25.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.
Pensions Discretionary Policy	Oct-24	Essential	Oct 25.



BUSINESS CONTINUITY PLAN

**Revised and adopted -
26th February 2024**

1. Introduction

OPC recognises the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Odiham Parish Council's area of responsibility.

2. Core Business of Odiham Parish Council

The Council provides local services to its electorate which includes responsibility and the provision of:

- i) The Bridewell Community Hub and co-working hub
- ii) Website, social media sites, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- iii) Parks and opens spaces including 4 play areas
- iv) Benches
- v) Waste bins in the play areas and OPC managed open spaces
- vi) King Street cemetery and burial bookings
- vii) Allotment site in Hook Road
- viii) King Street public toilets
- ix) The Parish Room (external and outside space only)
- x) Chapel Cottage
- xi) Christmas trees and tree lights in the High Street
- xii) The stocks and war memorial
- xiii) Feeder pillars; Odiham High Street and The Bury
- xiv) Issuing of grants, generally twice a year
- xv) Lengthsman works (funded by HCC)
- xvi) Acting as a statutory consultee on planning applications
- xvii) Managing the finances of the Council and using the precept for the benefit of the community
- xviii) Liaising with the District and County Councils and other partner organisations on issues that affect the parish
- xix) Responding to residents' enquiries and signposting
- xx) Civic responsibility such as organising civic events and fulfilling the Council's civic dignitary role.

3. Accountability:

- i) Employer's Liability arising from the management of staff
- ii) Public liability arising from management of public assets
- iii) Landlord's responsibilities relating to the Chapel Cottage lease
- iv) Landlord's responsibilities for leased offices at The Bridewell
- v) Landlord's responsibilities for The Parish Room
- vi) Hirers liability when hiring OPC premises
- vii) Other local government rules and regulations when conducting routine administration for the Council

4. Potential causes of disruption:

- i) Loss of staff through illness, injury, death, resignation or long term leave
- ii) Resignation of councillors by any reason which leaves the Council inquorate
- iii) Loss of bank signatories following councillors' resignations and elections
- iv) Natural disaster - storm, flood, snow etc
- v) Fire
- vi) Cyber attack or technology loss
- vii) Widespread electricity loss
- viii) Pandemics and health crises
- ix) Physical security incidents – theft, vandalism, terrorism
- x) Supply chain or contractor interruptions
- xi) Regulatory changes

4. Potential Impact and Continuity Plan

	Event	Minimise Impact	Immediate Action	Continuity	Longer Term
i	Loss of staff through illness, injury, death, resignation or long term leave.	<ul style="list-style-type: none"> a) Ensure office, admin and meeting procedures are clearly documented and kept in secure place which is known to other staff and Chair/Vice Chair. b) Ensure rolling program of work is up to date and all key tasks are listed. c) Ensure key contacts list is kept up to date. d) Access to log-ins and passwords are stored on secured drive. e) IT passwords are held by IT consultant. 	<ul style="list-style-type: none"> a) Other staff and Chairman/ Vice-Chairman to be informed. b) Inform HSE in the event of a RIDDOR occurrence happening whilst carrying out duties. c) Call extraordinary meeting to confirm appointment of temporary cover and/or motion to delegate decision making. d) Call staffing committee asap to agree course of action. 	<ul style="list-style-type: none"> a) Recruit temporary or permanent replacement as a matter of urgency. b) Provide sufficient general reserves to cover unforeseen changes. 	<ul style="list-style-type: none"> a) Training for other staff. b) Succession planning. c) Review procedures. d) Regular councillor training. e) Review and risk assess procedures and working practises. f) Good documentation of records.
ii	Resignation of councillors by any reason which leaves the Council inquorate	<ul style="list-style-type: none"> a) Co-option Policy. b) Follow sector best practices and keep clear strategic plans to encourage councillor retention. c) Follow comms strategy to promote positive Council image. d) Keep up-to-date with Electoral Services rules and regulations. 	<ul style="list-style-type: none"> a) Clerk to liaise with remaining Councillors and agree action plan. b) Clerk to inform the Returning Officer at Hart DC and follow by-election rules, if required. 	<ul style="list-style-type: none"> a) Follow by-election process. b) Follow co-option process, if possible. c) Hart DC to decide on temporary working strategy for Council business. 	<ul style="list-style-type: none"> a) Council to review procedures, training and working practices to encourage retention.
iii	Loss of bank signatories following councillors' resignations and election.	<ul style="list-style-type: none"> a) Scheme of delegation. b) Maintain 4 bank signatories. c) Ensure robust agenda reports and adopted plans to provide background and history. 	<ul style="list-style-type: none"> a) Communicate with former Cllrs asap after election. b) Ensure bank signatories are added on first annual council agenda after election and consider EGM to speed up process. 	<ul style="list-style-type: none"> a) Encourage training for Finance Committee members. b) Keep Scheme of Delegation under review to ensure it is fit for purpose. 	<ul style="list-style-type: none"> a) Annual review of relevant finance policies.

	Event	Minimise Impact	Immediate Action	Continuity	Longer Term
iv	Natural disaster - storm, flood, snow etc	Refer to OPC's Emergency Plan	Refer to OPC's Emergency Plan	<ul style="list-style-type: none"> a) Ensure staff have access to OPC's records from home. b) Keep phone and contact details up to date to enable OPC staff and members to communicate. 	<ul style="list-style-type: none"> a) Review procedures. b) Review effectiveness of Emergency Plan.
v	Fire	<ul style="list-style-type: none"> a) Back up all electronic files on Cloud. b) Follow proper H&S and fire inspection regimes. c) Ensure building fire alarm system and extinguishers are regularly serviced. 	<ul style="list-style-type: none"> a) Implement fire evacuation procedure if fire is at The Bridewell. b) Inform fire alarm company, insurer, Council and all hirers and tenants. 	<ul style="list-style-type: none"> a) Dependant on location and severity of fire - discuss with staff and Council to agree action plan. 	<ul style="list-style-type: none"> a) Review procedures. b) Review fire detecting systems.
vi	Cyber attack or technology loss	<ul style="list-style-type: none"> a) Cyber Security Policy. b) All OPC IT equipment is regularly updated with current malware software. c) Server files backed up and back-up disk stored off site. d) Important documents scanned and filed. e) All staff and councillors have Office 365 email accounts. f) Online software used for website, finance, salaries, Bridewell bookings, burial bookings, mapping and media design. 	<ul style="list-style-type: none"> a) Notify IT support. b) Notify Council. 	<ul style="list-style-type: none"> a) Follow advice from IT consultant. 	<ul style="list-style-type: none"> a) Review procedures and safeguards.
vii	Widespread electricity loss	Refer to OPC's Emergency Plan	<ul style="list-style-type: none"> a) Refer to OPC's Emergency Plan. b) Communicate with staff and councillors on WhatsApp before phone batteries deplete. 	<ul style="list-style-type: none"> a) Agree action plan dependent on scale and length of power loss. b) Utilise staff and councillors living in unaffected areas. 	<ul style="list-style-type: none"> a) Review procedures. b) Review effectiveness of Emergency Plan.

	Event	Minimise Impact	Immediate Action	Continuity	Longer Term
viii	Pandemics and health crises	<ul style="list-style-type: none"> a) Business continuity plan. b) Scheme of delegation. c) Staff laptops have access to all OPC files and are kept at home. d) Contact details held for staff and councillors. e) Systems for keeping up to date with national and sector guidance. f) Selected Councillors issued with Bridewell keys. g) Process to allow selected Councillors to have access to office procedures. 	<ul style="list-style-type: none"> a) Follow national guidance. b) Refer to OPC's Emergency Plan. c) Assess risk for employees, tenants and hirers. d) Agree action with Council. e) Office to update website and social media sites if Parish Office is closed. f) Staff to stay in touch with line manager. g) Consider whether an EGM is required to delegate decision making. 	<ul style="list-style-type: none"> a) Keep position under constant review. b) Maintain business continuity where possible by working at work. a) Utilise scheme of delegation. 	<ul style="list-style-type: none"> a) Review procedures to ensure improvements.
ix	Physical security incidents – theft, vandalism, terrorism	<ul style="list-style-type: none"> a) Risk assessments. b) Good building security systems. c) Proper checks for new staff and hirers. d) Insurance cover with regular review. 	<ul style="list-style-type: none"> a) Notify emergency services as appropriate. b) Notify building tenants and hirers and implement evacuation procedures if appropriate. c) Notify staff and Council to agree immediate action. 	<ul style="list-style-type: none"> a) Agree course of action with Council dependent on impact from event. 	<ul style="list-style-type: none"> a) Review procedures. b) Re-assess risks. c) Re-assess control methods. d) Review insurance.
x	Supply chain or contractor interruptions	<ul style="list-style-type: none"> a) Maintain regular and positive communication with suppliers. b) Robust working practices to identify risks eg regular site inspections. c) Use a range of contractors and suppliers. e) Robust checks when appointing a new contractor or supplier. 	<ul style="list-style-type: none"> a) Seek to achieve early resolution. b) Notify Council and call EGM for Council decision if required. c) Report to community and hirers/tenants if appropriate. d) Ask insurer for guidance on business interruption if appropriate. 	<ul style="list-style-type: none"> a) Ask other Councils and clerks to suggest alternative contractor or supplier. b) Use Scheme of Delegation. c) Seek Council approval for a change in contractor or supplier asap. 	<ul style="list-style-type: none"> a) Review policies and processes for selecting new contractors and suppliers.
xi	Regulatory changes	<ul style="list-style-type: none"> a) Follow sector updates and training for early notification of changing and new legislation. 	<ul style="list-style-type: none"> a) Arrange training asap. b) Report to Council asap, identify actions and agree action plan. 	<ul style="list-style-type: none"> a) Full review of sector guidance for best practise. 	<ul style="list-style-type: none"> a) Regular training and networking for staff and councillors.



REPORT ON: The Bridewell Community Hub future vision
WRITTEN BY: Parish Clerk on behalf of The Bridewell Working Group
MEETING DATE: 26th February 2025
AGENDA ITEM: 270/24

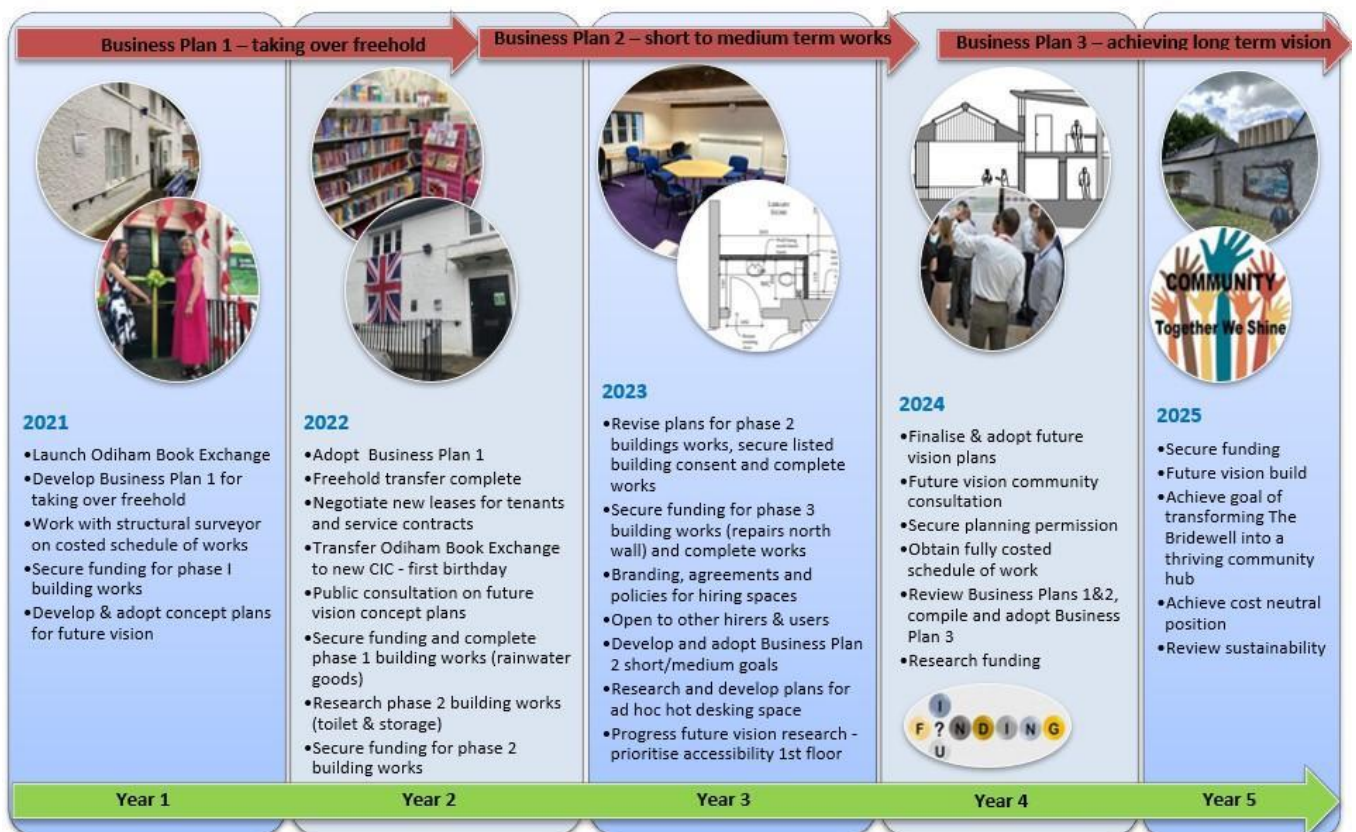
Background

OPC’s vision for transforming The Bridewell into a thriving community hub started in 2021 with the following project aims:

- To provide the community with an alternative venue for hire,
- To accommodate outreach service provision to residents in a rural community,
- To maximise income to support running costs and support long term viability. This includes increasing room hires and creating a new co-working venue.

<https://odihamparishcouncil.gov.uk/the-bridewell-community-hub/future-vision>

The project has followed 2 business plans; one covering the freehold transfer stage and a second covering short to medium term works, as per the visual below:



Progress was more or less on track until 2024 with the addition of two grants delivering enhanced outcomes: a UK Shared Prosperity grant funded an upgrade of the accessible toilet and a Lottery grant enabled the delivery of the co-working hub which formally opened in November 2024.



However, research and delivery of the future vision concept plans has not met original targets. This is largely due to focus on other Council priorities and the timescales imposed on planning applications. The current status is:

1. That the Hart conservation officer has issued a formal opinion on the concept plans [24/01696/PREAPP | Extension and alterations of The Bridewell to provide a first floor extension to allow for the building to be used as a community hub, along with minor internal and external alterations to allow the better use of the building. | The Bridewell The Bury Odiham Hook Hampshire](#)
2. The working group has sourced a fee proposal for professional services to support OPC in securing full planning consent.

Working group proposals

The Bridewell Working Group met on 4th February to review progress on Business Plan 2 and agree the aims for the year ahead. This included consideration of the professional services fee proposal and other considerations such as: feasibility, level of community benefit, staffing and funding.

This review resulted in a re-assessment of the future vision plans and the working group proposes that, in light of the review, OPC does not pursue the expansion of available space at this time, not least due to the challenges of servicing the needs of more than 30 people in the building at one time and the lack of parking in the immediate vicinity. Instead, OPC should focus on the following short to medium term goals which consolidates and improves existing space at The Bridewell and continues to meet the original project aims (listed at the beginning of this report):

- i. Re-decoration, flooring and window dressings.
- ii. Upgrading lighting to energy efficient lighting.
- iii. Improved energy efficient heating.
- iv. Updating shelving in the Library Room to maximise floor space and enable improved heating.
- v. Improvements and possible re-configuration of the corridors surrounding the courtyard.
- vi. Additional toilet provision.
- vii. Repairing the building fabric including removal of render on the external walls.
- viii. Ownership of the block paving area at front of building.
- ix. Look for an alternative solution to provide access to the first floor that offers a more affordable solution.

Subject to Council agreement, next steps will include:

- i. Prioritise the list with particular regard to community benefit and the likelihood of external funding.
- ii. Sourcing a revised professional services fee proposal.
- iii. Reporting of the above thus providing the opportunity for community feedback.

Note that the working group is also researching a door entry system to reduce burden on staffing and this is a high priority and quotes will soon be referred to Council for consideration.



20mph Scheme for King Street Working Group Terms of Reference (draft February 2025)

1. The 20mph Scheme for King Street Working Group is constituted to:
 - i) Research Hampshire County Council's guidance on 20mph speed limit schemes: <https://www.hants.gov.uk/transport/transportchemes/20mph-speed-limit#step-1> to establish if the location meets Hampshire County Council's policy criteria: <https://efaidnbmnnnibpcajpcglclefindmkaj/https://democracy.hants.gov.uk/documents/s115742/Report.pdf>
 - ii) Subject to outcome of i), to research feasibility and costs and present a costed action plan to Council for approval.
2. In delivering these objectives, the working group shall have authority to :
 - i) Through the Clerk, seek professional advice such as advice on legal and financial matters.
 - ii) Through the Clerk, liaise with principal authorities and request related data.
 - iii) Liaise with local town and parish councils to seek advice and guidance on similar schemes in their area.
3. Membership shall comprise of:
 - i) No less than four and no more than six members.
 - ii) A minimum of two councillors with one serving member acting as chair of the working group.
 - iii) Community representatives, subject to the working group's view that their input adds value. This may include councillors from principal authorities. However, note that non-councillors do not have voting rights.
4. The quorum for working group meetings shall be at least two councillors supported by a parish council officer.
5. The working group may appoint its own Chairman subject to 3ii.
6. Full Council retains overall responsibility:
 - i) The working group must provide regular progress reports to full Council.
 - ii) The working group does not have authority to agree or sign any contracts or deeds.



- iii) The working group does not have delegated financial authority, however, the Clerk may liaise with working group members on financial matters which fall under the Clerk's delegated authority.
 - iv) The working group must not formally consult with the community until a costed action plan has been agreed by the Council.
7. The working group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
 8. Conflicts of interest - working group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
 9. Data protection – the working group must comply with the Data Protection Act and OPC's data protection policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.



REPORT ON: 2025/26 Meeting Calendar
WRITTEN BY: Parish Clerk
MEETING DATE: 26th February 2025
AGENDA ITEM: 272/24

Introduction

The proposed 2025/26 meeting calendar for the ensuing year is presented for approval on the basis there are no changes to the current governance structure and the following decisions remain. These are:

- Full Council meetings are scheduled on the third Tuesday of a month.
- The August full Council meeting has been scheduled but OPC reserves the right to cancel if there is minimal business to be discussed.
- Planning & Development Committee meetings are scheduled every three weeks on Zoom. Decisions will be submitted to Hart under the Clerk's delegated authority and ratified at the next available full Council meeting.
- Community Committee financial matters will be referred to full council and Community Committee discussions on projects and events will be held by Zoom. Any recommendations made by Zoom will be ratified at the next full Council meeting.
- Traffic and transport related matters remain under full Council.
- The half yearly Staffing Committee meetings have been adjusted so that the first meeting is held in May to elect a committee chairman.



2025/26 Meeting dates

All meetings, unless otherwise stated, are held on a Tuesday in The Library Room, The Bridwell, The Bury, Odiham, at 7.30pm. The agenda for each meeting will be posted on the council's noticeboards and the website giving the required 3 clear days' notices before each meeting. Members of the press and public are invited to attend all meetings, unless stated on the agenda.

	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26
Full Council	15 th	20 th Annual	17 th	15 th	19 th	16 th	21 st	18 th	16 th	20 th	17 th	17 th	21 st	19 th (Annual)
Planning & Development Committee (Zoom)	1 st 22 nd	13 th	3 rd 24 th	14 th , 16 th or at Full Council	5 th 26 th	15 th , 17 th , or at Full Council	7 th 28 th	17 th or 19 th or at Full Council	9 th	6 th 27 th	16 th or 18 th or at Full Council	10 th 31 st	21 st	12 th
Finance Committee	15 th (After full Council)			15 th (After full Council)			21 st (After full Council)			20 th (Before full Council)			21 st (After full Council)	
Amenity Area Committee		20 th (After full Council)			19 th (After full Council)			18 th (After full Council)			17 th (After full Council)			19 th (After full Council)
Staffing Committee		22 nd 11am					23 rd 11am							27 th 11am
Budget Workshop (councillors only)								11 th (Zoom available)						
OPC Community events	8 th Annual Parish Assembly	-	27 th Freedom Parade					9 th Remembrance 27 th Christmas tree lighting and thank you reception					14 th Annual Parish Assembly	

REPORT ON: Poppies for Remembrance
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 26th February 2025
AGENDA ITEMS: 276/24

Introduction:

It had been suggested after seeing other parish and town councils displays at Remembrance it would be lovely for Odiham to come together and create something similar.



Bridie met with a group of volunteers from the local “in stitches” group at the War Memorial to discuss a project for remembrance 2025.

The proposed idea is that OPC and In stiches work together to create poppy artwork for the War Memorial. This would involve structures being made from batons that are free standing to attach netting for the poppies to be added to. The structures would not be attached to the war memorial in any way. The idea is that there are also two structures at the front that attach to the hedges so the poppies can cascade down. A local family have said they are happy to help with the construction of the structures. Please see picture below:



The Idea is to get as many people from the community involved in the project as possible each knitting, crocheting, or sewing a poppy for the project.

OPC will be a point of contact for collection of the wool and the patterns.

In stitches would offer help and advice to volunteers who require assistance.

In stitches have created a poster asking for volunteers (circulated to members separately) that will be shared on social media, in the newsletter, and locally where possible.

For consideration:

- i) Does OPC agree and support this project?
- ii) Can OPC offer a grant to In Stiches or agree to purchase materials? £250 is suggested. (There is £924 remaining in the 2024/25 Remembrance budget).
- iii) Any further suggestions?

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
1000 - General Account							
Chapel of Rest (South)	1860	232,714.00	335,000.00	Cemetery		Unused	
Chapel of Rest (North)	1860	232,714.00	329,000.00	Cemetery		Equipment store	
Chapel Cottage & 2 sheds	1860	279,258.00	587,000.00	Cemetery		Private tenancy	
Parish Room	09.07.1901	232,714.00	193,000.00	LR Title HP629711		Licence to Odiham Society	
Dell laptop	19.09.23	772.36		Parish Office	3 years	Shared	
Microwave	21.11.23	78.94		The Bridewell	5 years	Shared	
Raybit conference mic	21.11.23	83.22		The Bridewell	5 years	Library Room	
Server	29.11.22	2,400.00		The Bridewell	5 years	Server room, Library Room	
Gopak table trolley	17.01.23	249.81		The Bridewell	10 years	The Library Room	
Viewsonic CDE6250 & mobile stand	27.02.22	1,350.00		The Bridewell	5 years	Library room	
Logitech Meetup camera	27.02.22	550.00		The Bridewell	5 years	The Library Room	
4 x Gopak tables	02.03.22	684.66		The Bridewell	10 years	The Library Room	
General Contents (The Bridewell)	2022	7,030.00		The Bridewell		General usage	
Office Equipment	2015	4,780.00		The Bridewell	10 years	Parish Office	
Ring doorbell x 2	05.04.24	183.32		The Bridewell	3 years	Parish Office	
Town crier bell	29.11.24	60.00		The Bridewell	10 years	Town Crier	
Power drill	03.04.24	41.68		The Bridewell	5 years	Parish Office	
3 office chairs	17.12.24	1,061.56		The Bridewell		Parish Office	
Wall mounted display screen	15.11.24	620.00		The Bridewell	5 years	The Bridewell co-working h	
5 x Gopak tables	01.01.21	1.00		The Bridewell	10 years	The Library Room	
5 desks, 5 office chairs, 5 privacy screens, mec	29.12.24	6,067.50		The Bridewell		The Bridewell co-working h	
The Bridewell	01.03.22	1.00	1,545,000.00	The Bury		Offices & community hub	
		1,003,415.05	2,989,000.00				
2000 - Amenity Areas							
Play Equipment, MUGA & Trim Tr		197,956.00					
Site signage	11.02.25	335.00		Allotments, King St toilets	5 years		

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Lockable bollard	01.10.21	165.00		Cemetery			
Interment marker stones	21.01.25	85.00		Cemetery	3 years		
4 x new interment beds	06.02.23	2,621.00		Cemetery		Garden of Remembrance	
Fridge	19.04.24	229.50		Chapel Cottage	5 years	Tenants	
Interpretation boards	04.03.22	1,293.94		Community Orchard	10 years		
Fruit trees	30.11.21	1,435.00		Community Orchard	20-50 years	Community orchard	
Defibrillator	30.03.21	1,390.00		Leapfrogs, Recreation Gr	5 years	Public	
Chapel Pond Drive Play Area	2013	1.00		LR Title HP35700		Play area	
Land adjacent to Cemetery (orchard)	13.03.1995			LR Title HP499517		Community orchard	
Buften Field Play Area	01.05.2013			LR Title HP620834		Play area	
Odiham Recreation Ground	20th May 1921			LR Title HP629711		Public open space, play ar	
Beacon Field (part of Sports Centre Trust)	18.10.1962			LR Title HP633716		Public open space	
Chamberlain Gardens (bowling green/tennis cc	09.01.1948		1.00	LR Title HP633716		Tennis courts, bowls club, p	
Colt Hill Amenity Area	09.03.1988	2,000.00		LR Title HP633740		Public woodland	
NW Rec Ground (Allotments)	1927			LR Title HP646510		Allotment site	
The Firs Amenity Area	06.08.2004	1.00		LR Title HP646774		Public woodland	
Cemetery (extension)	October 1913			LR Title HP646774		Current burial land	
Public toilets, King Street	2012	1.00	183,000.00	LR Title HP671284		Public	
Cemetery (old section)	1860			LR Title HP678718		Older section of burial grou	
Land off Hook Rd (allotment)	17.10.2013			LR Title HP765526		Allotment entrance	
Metal y-pins	16.07.24	33.31		North Chapel	5 years		
Picnic benches	18.04.23	625.00		Open Spaces	4 years	Public use	
Tarmac paths to play areas, Re	17.11.20	4,880.00		Recreation Ground	15 years		
Street Furniture		43,319.00		Refer to bench audit			
Outdoor wooden furniture	19.09.23	248.33		The Bridewell courtyard	3 years	Shared	
		256,619.08	183,001.00				

3000 - Community

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
3 x noticeboards	01.01.21	2,070.87		2 High St, 1 NW verge	10 years		
Defibillirator	2015	1,382.00		Co-op, High St	2 years	Public	
Defibrillator	01.07.22	1.00	1,390.00	Esso Garage, Hook Roac	5 years	Public	
D-Day flags	16.04.24	177.11		The Bridewell	5 years		
D-Day lamp of peace	03.04.24	55.00		The Bridewell	5 years		
Remembrance flags	19.11.24	178.43		The Bridewell	5 years		
4 Armed Forces Day flags	16.07.24	24.83		The Bridewell	5 years		
16 flagpoles	19.11.24	220.33		The Bridewell	5 years		
Book shelves	01.03.22	1.00		The Bridewell		Licence to OBE	
Flags	16.09.22	581.86		The Bridewell	3 years		
Public access PC	25.02.22	735.00		The Bridewell	3 years	The Library Room public us	
Library stock	24.05.21	1.00	37,500.00	The Bridewell, Library Ro		Licence to OBE	
		5,428.43	38,890.00				
5000 - Traffic and Transport							
2 x SID brackets	15.10.24	705.00		Alton Rd lamp posts	10 years		
Speed Indicator Device (SID)	2015	3,290.00		Bridewell/community	2 years	Traffic calming	
Broxap shackles	18.02.21	3,504.00		High Street parking bays	10 years	Community events	
SID	30.08.23	3,014.00		Local roads/stored at The	5 years	Traffic calming	
Road closure signs	07.06.22	400.00		North Chapel	5 years	Equipment store	
Battery charger and battery	04.08.24	206.40		The Bridewell	3 years	Conservation Volunteers w	
Hand tools	01.11.24	227.51		The Bridewell	3 years	Conservation Volunteers w	
Long reach hedge trimmer	15.02.24	261.63		The Bridewell		Conservation Volunteers w	
Battery Brushcutter	15.02.24	393.58		The Bridewell		Conservation Volunteers w	
Battery charger and battery	15.02.24	260.15		The Bridewell		Conservation Volunteers w	
Hand tools	30.08.23	336.54		The Bridewell	3 years	Conservation Volunteers	
Velocity speed gun	15.08.23	182.69		The Bridewell	3 years	Speedwatch	
		12,781.50					

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Grand Total:		1,278,244.06	3,210,891.00				