



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 18th MARCH 2025 at 7.40pm**

12th March 2025

Andrea Mann, Clerk

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86522959691?pwd=pEYqc1etjoaUGUzJ83ABkfHbXb1Irn.1>

Meeting ID: 865 2295 9691

Passcode: 549834

-
- 287/24 To receive apologies for absence**
- 288/24 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 289/24 Approval of minutes**
To approve the minutes of the Council meeting held on 26th February 2025 (261-286/24).
- 290/24 Chair's announcements**
- 291/24 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

- 292/24 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 293/24 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 294/24 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 295/24 Policies (pages 6-8)**
i) To review the schedule of policies and recommendations (in red) (page 6).
ii) To review the proposed new Complaints Policy drafted using the HALC model template (pages 7-8).
- 296/24 Open Consultation – Hampshire and the Solent devolution consultation**
[Hampshire and the Solent devolution consultation - GOV.UK](#)
To consider a response from OPC. A proposed response from Cllr Verdon has been circulated to members.



297/24 Parking in Odiham centre (pages 9-10)

To consider the following and agree responses:

- i) A proposed parking bay layout for The Bury, as provided by Hampshire County Council. A plan showing the extend of the highway is also provided (pages 9-10).
- ii) Correspondence from a resident proposing a reduction in disabled parking bays on the High Street, adjacent to the former Post Office. (emailed circulated to members).

298/24 Annual Action Plan (pages 11-26)

- i) To review progress on the 2024-25 Annual Action Plan (pages 11-19).
- ii) To consider the draft 2025-26 Annual Action Plan (pages 20-26).

299/24 Flagpole at the War Memorial (emailed to Councillors separately)

To consider the appropriateness and quote received for a new flagpole at the war memorial and, if agreed, to submit a listed building planning application to Hart District Council.

300/24 Civic chain (page 27-28)

To consider research by the Deputy Clerk on civic chains, as set out in the agenda report.

301/24 New door entry system for The Bridewell (quote circulated to councillors)

To consider awarding contract for a new door entry system for The Bridewell.

302/24 Project proposal for spending the remaining S106 parish leisure contributions (circulated to councillors)

To consider a project proposal from the Countryside Conservation working group to improve pathways through Bartley Heath.

Financial Matters

303/24 To carry out an annual review of OPC's contracts and subscriptions (pages 29-34)

304/24 Payments Listing (to follow)

To approve the payments listing for the period 27th February-18th March 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

305/24 Ratification of Planning & Development Committee decisions

To ratify the decisions of the recent Planning & Development Committee 11.03.25 and submitted to Hart under delegated authority. <https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>

306/24 Planning applications

To consider application 24/02238/FUL for development at Albion Garden Centre, Dunleys Hill, which is due for determination before the next Planning & Development Committee <https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SMSMHNHZFZX00&prevPage=inTray>

307/24 Date of next meeting - Tuesday 15th April 2025



- 308/24** **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**
- 309/24** **Review of OPC's Asset Portfolio (page 35)**
To consider a fee proposal for legal services.
- 310/24** **Odiham Consolidated Charities trustee appointments (page 36)**
To consider a proposal from the Odiham Consolidated Charities to appoint a trustee to fill one of the OPC nominated positions.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
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
			Complete works.	
	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 maintenane 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 webiste.	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 infront 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
			Complete works.	
	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.	Complete
	249/24	Clerk	Award cemetery grounds maintenance contract to Scandor.	Complete
		Clerk	Notify unsuccessful contractors.	Complete
		Clerk	Hold inception meeting with contractor.	Complete
	250/24	Deputy Clerk	Notify grant applicants of OPC's decisions.	Complete
		Deputy Clerk	Make grant payment to Mustard Seed Autism Trust.	Complete
		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.	Complete
	254/24	DeputyClerk/CllrLC&CG	Set up payments on Unity Trust and authorise.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	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.	Complete
Feb-25	263/24	Clerk	Change previous minutes from draft and add to website.	Complete
	267/24iii	Clerk	Add agenda item to consider a resident's suggestion to request a reduction in disabled parking bays next to former Post Office.	On agenda
	269/24i	Clerk	Present new complaints policy to Council using NALC model.	On agenda
	269/24ii	Deputy Clerk	Add revised Business Continuity Plan on website.	Complete
	270/24	Clerk	Refer decisions on The Bridewell future vision to the working group for prioritisation and action.	
	271/24i	Clerk	Report back to residents re 20mph scheme and set up first working group meeting.	
		Deputy Clerk	Add 20mph working group terms of reference to website.	Complete
	271/24ii	Deputy Clerk	Add 20mph working group members to website.	Complete
	272/24	Deputy Clerk	Add 2025-26 meeting schedule on website.	Complete
	273/24	Clerk	Refer Council's feedback on the service level agreement to the Basingstoke Canal Manager.	Complete
			Pay 2024-25 contribution to the Basingstoke Canal authority.	
	274/24	All	Forward comments re the Hampshire and Solent devolution consultation to Clerk.	Complete
		Clerk	Add above consultation to March meeting agenda.	Complete
	275/24	Deputy Clerk	Respond to Hook & Odiham Lions with Council decision on grant application.	Complete
	276/24	Deputy Clerk	Liaise with In Stiches re poppy project, make payment and promote.	Complete
	277/24	Clerk	Submit grant application for war memorial.	Complete
	278/24i	All	Progress plans for civic event and parade to commemorate 100 years of flight at RAF Odiham.	Plans in progress. Reported separately.
	278/24ii	Office	Arrange online promotion to mark 80th anniversary of VE-Day and VJ-Day.	
	278/24iii	Office	Invite Mr C to speak at Annual Parish Assembly re 800th anniversary of the Magna Carta (re-issued).	Complete
	279/24	Clerk	Update Asset Register, add to website and include with annual audit.	Complete
	280/24	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	281/24	Clerk	Change draft P&D minutes 18.02.25 to final.	Complete
	285/24	Office	Draw up programme of repair and maintenance works for all properties, starting with The Bridewell.	Refer to Amenities Areas Committee.
	285/24ii	Office/working group	Refer research on potential disposal of asset to work group.	Reported separately.
	286/24i	Clerk	Progress new lease with the Police & Crime Commissioner for offices at The Bridewell.	In progress
	286/24iii	Clerk	Complete research and actions for changing contract arrangements for cleaning and maintenance at The Bridewell.	
	286/24iv	Office	Advertise and implement new Bridewell charges from 1st April.	Complete

REVIEW OF OPC POLICIES - 18.03.25

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-25	Desirable	Feb-27 - unless change in circumstances.
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. Reviewed with Annual Action Plan and Annual Report.
Annual Action Plan	Aug-24	Desirable	Mar-25 - ongoing review and annual reporting required. On agenda.
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". On agenda.
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.



Odiham Parish Council Complaints Policy

The purpose of this policy is to set out the process by which the council handles routine complaints anyone may have about the service received from the council and how the council will aim to resolve those concerns.

Scope

The policy applies to complaints relating to the administration and procedural affairs of the council. The policy does not deal with grievance issues from staff nor with any matters relating to third parties that do not relate to action taken by the council.

This policy does not apply in the following circumstances:

Alleged financial irregularity

Local electors have a statutory right to object to a council's audit of accounts ([Audit Commission Act 1998, s.16](#)).

Detailed information about your rights can be found [here](#).

Alleged criminal activity

Should you suspect criminal activity; this should be reported to the police for investigation.

Alleged breach of the code of conduct adopted by the council

These types of complaints relate to councillors only and not members of staff. All complaints of this nature should be reported to the Monitoring Officer at Hart District Council.

A copy of the council's code of conduct is available from the clerk by emailing clerk@odihamparishcouncil.gov.uk.

Personal injury, damage to property, financial loss or legal claims

Complaints concerning personal injury, damage to property, financial loss or a legal claim will be immediately referred to the council's insurance providers for investigation and resolution.

Who can complain?

Anyone who lives in or near the Parish of Odiham who is affected by decisions made by the council has a right to complain.

How to complain

Informal complaint

An informal complaint can be made to the Clerk or any Councillor by telephone, email or in person. The complaint will be dealt with by the most appropriate person depending on the nature of the complaint.

We hope that most complaints can be dealt with informally. However, we appreciate that at times an informal complaint might not result in a satisfactory response, or the complaint might be so serious that a formal complaint is more appropriate.

Formal complaint

The council requests that any formal complaints are directed to the Parish Clerk or Chair in writing giving full details of the complaint. If possible, the complaint should include details of any

dates/times, references to council minutes, details of staff or councillors concerned, copies of any correspondence and your contact details. If the complaint is about, for example, the Chairman, then you may direct your complaint to another councillor or the Clerk.

All complaints should be sent to: clerk@odihamparishcouncil.gov.uk or posted to The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB. Contact details for the current chair of the Council can be found <https://odihamparishcouncil.gov.uk/council-business/council/councillors>.

The receipt of your complaint will be acknowledged in writing within 10 working days along with the names of those who will be investigating your complaint.

How will the council deal with your complaint?

All formal complaints will be fully investigated within one calendar month with a written response then being sent.

If the complaint is particularly complicated or there is insufficient time to gather information needed, then the council reserves the right to extend the timescale to a two month period but will notify you of this in writing. We will also contact you during this period should we require more information from you. However, the agreed period will be extended should we then require a longer period to investigate any new information provided by you.

You may be invited to attend a meeting when the complaint is being considered. You are welcome to bring a representative with you should you wish. Should you require any assistance, please contact the Clerk in the first instance.

In all cases, the council will endeavour to resolve all formal complaints as quickly as possible.

{Chairman/Clerk/nominated councillor}? will lead the investigation into the complaint along with {number of named councillors/committee}? appointed by the {Chairman/Clerk/nominated councillor}?

In all cases, the council will treat your complaint in confidence and adhere to current Data Protection Regulations so your identity will not be disclosed unless you choose to waive your right to anonymity.

Once the investigation is complete, we will write to you to advise whether your complaint has been upheld or dismissed. We will give you reasons for our decision along with details of any action the council will take. We will also outline the appeals procedure to you.

What happens next?

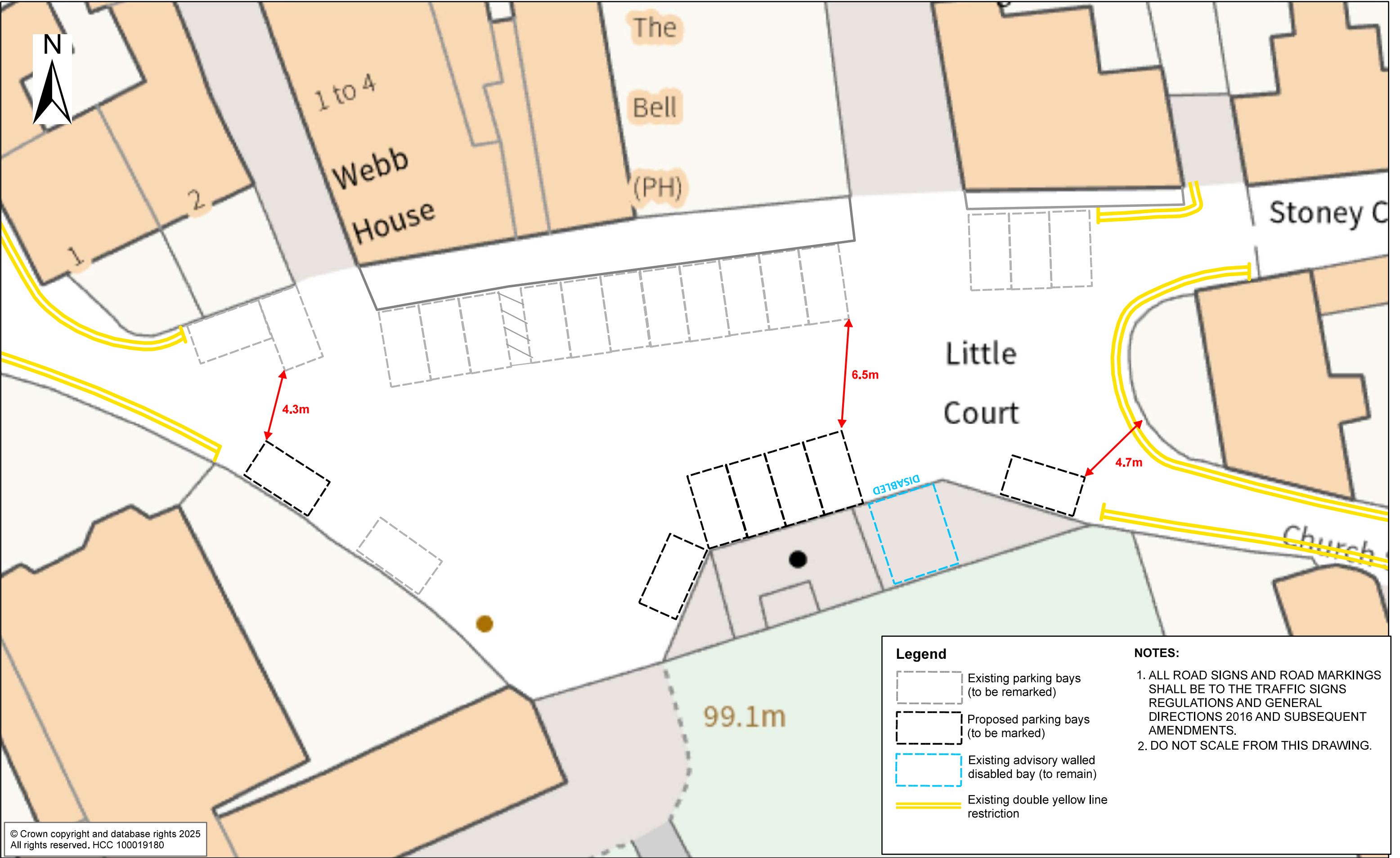
If you are dissatisfied with the outcome of your complaint, you should put your concerns in writing to the council and it will be considered by {number of councillors/committee (different from above)} ? ("the appeals panel") who were not involved in the original complaint investigation. The Clerk may be asked to investigate if appropriate.

The appeals panel will look at all the information relating to your complaint and may contact you for further information or invite you to attend a meeting for further discussion. You are welcome to bring a representative with you should you wish.


The appeal panel will notify you of its' decision within {number of days/weeks}?

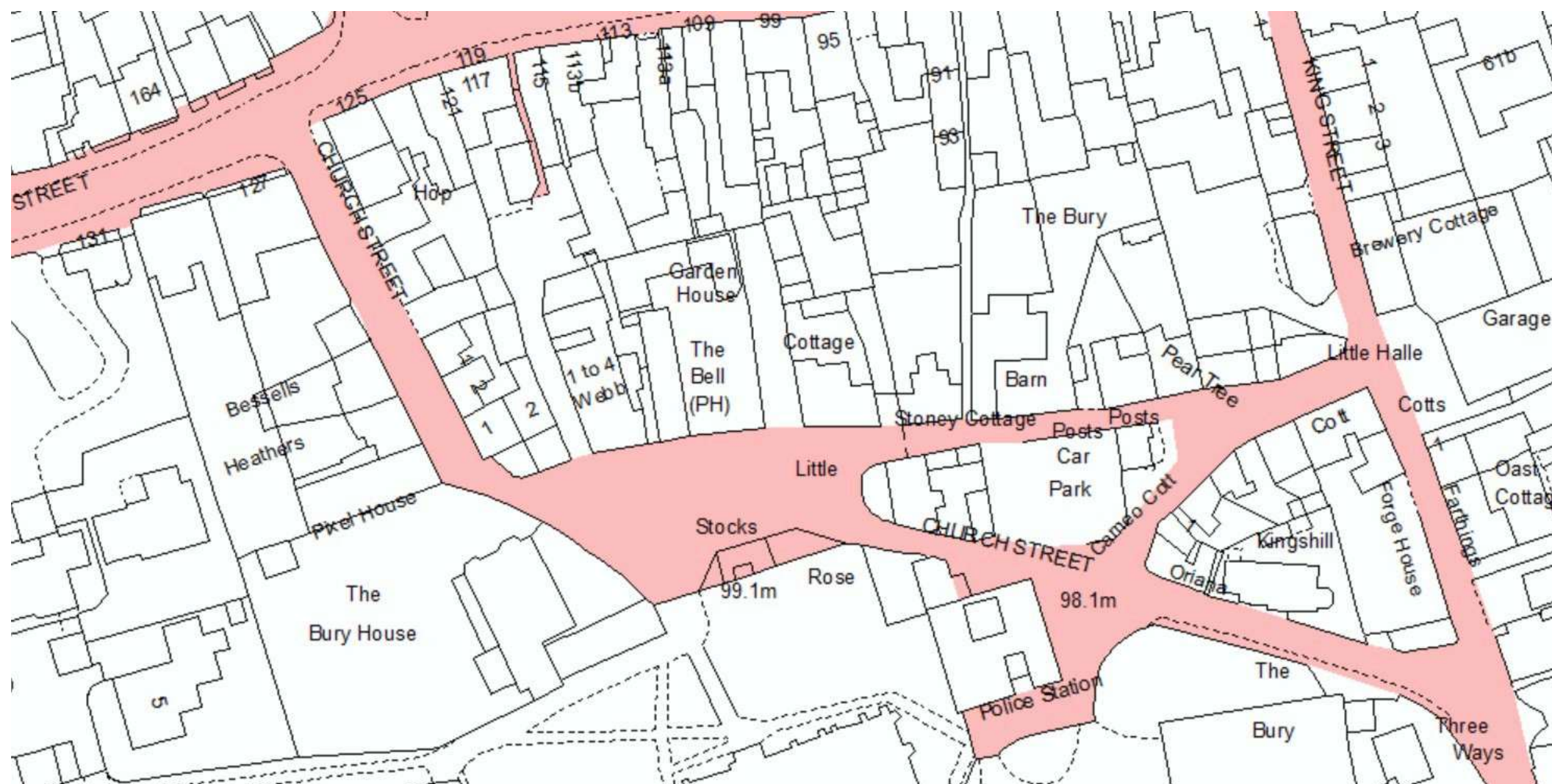
The decision of the appeals panel is final.

Adopted ??? Date of review ??



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 Hampshire County Council <small>PATRICK BLOGG : DIRECTOR OF UNIVERSAL SERVICES</small>	Designer: LSM	SCHEME TNH054 - The Bury, Odiham			DRAWING TITLE The Bury, Odiham - Parking Bays V1.0		
	Drawn: LSM						
	Checked: IJ						
	Approved: IJ	Scale @A3 N/A	Date 24.02.2025	Sheet No.	DRAWING NUMBER TNH054/TBO/LM/001	REV 1 of 1	



ANNUAL ACTION PLAN 2024-25

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

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



I. Providing high quality community facilities

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
The Bridewell To transform The Bridewell into a thriving community hub.	Led by the office and overseen by The Bridewell working group	To improve facilities for all and increase income to a level where income supports running costs.	<ul style="list-style-type: none"> i) Complete works to improve first floor space as a co-working hub (funded by Lottery grant). ii) Consider launch/open event for the co-working hub. iii) Improve marketing when works complete. iv) Research door entry and security systems to improve access for all building users whilst minimizing staff commitments. v) Progress future vision concept plans and seek pre-application advice. vi) Work towards obtaining fully costed schedule of works for future vision. vii) Submit full planning application. 	Sept '24 Sep/Oct '24 Sep/Oct '24 Nov/Dec '24 Dec '24 Mar '25 Mar '25	Complete. Complete. Complete and ongoing. Research in progress.) Note change in direction to) be included on 25-26 Action) Plan.
The Firs To improve accessibility and amenity value.	Amenities Committee	To improve accessibility and amenity value.	<ul style="list-style-type: none"> i) Arrange site visit with councillors and other interested community members. ii) Develop project proposal. iii) Secure funding to meet project costs. 	Dec '24 Mar '25 Mar '25	Not completed due to limited access during construction phase of adjacent development site. Review required following further loss of trees from storm damage. Refer to 25-26 .
Benches To continuing improving bench provision and interpretation boards in the Parish.	Amenities Committee	To improve accessibility and amenity value.	<ul style="list-style-type: none"> i) Review condition of current benches and authorise works. ii) Review map of benches and consider further provision. 	Aug & Nov '24 & Feb '25 Nov '25	Several repairs and maintenance carried out. Ongoing process. Ongoing review required. Refer to 25-26.
War memorial To improve the condition and protect the heritage.	War memorial working group	To improve the condition and protect the heritage.	<ul style="list-style-type: none"> i) Arrange site visit with councillors and other interested community members. ii) Develop project proposal. iii) Secure funding to meet project costs. 	Sep '24 Oct '24 Dec '24	Complete. Complete. Funding application submitted.

2024-25 PRIORITIES

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
Future provision Keeping all assets under review.	Amenities Committee	To ensure community assets are useful to the community and maintained in a safe condition.	i) Arrange structural surveys of properties and review before '25-'26 budget setting process. ii) Review asset portfolio before '25-'26 budget setting process and identify highest priority projects.	Nov '24	Complete. Complete.
Play Equipment To maintain a rolling programme of maintenance and future replacement.	Amenities Committee	To ensure community assets are attractive and safe for community use.	i) Independent annual play inspections. ii) Complete actions from annual play inspections. iii) Consider removal of zip wire. iv) Identify highest priority repairs and replacements before '25-26 budget setting.	Jun '24 Sep '24 Nov '24	Complete. Complete. Complete. Works due mid-March. Complete.

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

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
Promoting community cohesion	Full Council	Show regard to the valuable role community groups play in uniting the community.	i) Consider and award community Grants.	Jul '24 and Jan '25	Complete.
	Office and OPC rep		ii) Liaise with InOdiham and other event organisers before determining '25-'26 budget.	Oct '24	Complete.
	Full Council		iii) To resolve to make honorary award to RAF Odiham.	Sep '24	Due March.
	New working group		iv) To make plans for celebratory event in 2025.	Dec '24	In progress.
	All	To assume a leading role in civic events.	v) To deliver OPC's events: a. D-Day beacon lighting. b. Armed Forces flag raising c. Remembrance. d. Christmas tree lighting.	Jun '24 Jun '24 Nov '24 Dec '24	Complete. Complete. Complete. Complete.
	Community Committee		vi) To agree OPC's '25 events before setting '25-'26 process.	Nov '24	Complete.
	Partnership with HCC led by Cllr SB.	Keeping RoWs accessible.	vii) Continue leading and supporting conservation volunteers group. viii) Keeping RoWs accessible, through regular community volunteering events throughout the year. Have successfully applied for grants and completed projects, with a future plan of action in motion.	Ongoing	Complete and ongoing. Complete and ongoing. Further grant application in progress.
	Led by Cllr SB.	To prepare for emergencies in the best	ix) Hold online briefing event for everyone listed in the local Emergency Plan. x) Submit final Emergency Plan to HDC.	Nov '24	Complete. Complete.
Traffic and transport	New working group	Speed reduction.	i) Set up 20mph working group and appoint members. ii) Develop project proposal scheme iii) Research funding.	Sep '24 Mar '25 Mar '25	Complete. Research to start April/May. Refer to 25-26.

2024-25 PRIORITIES

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
	Full Council	Speed reduction.	v) Agree proposal for spending village gateway S106 contribution on Alton Rd.	Mar '25	Not completed due to limited access during construction phase of adjacent development site. Refer to 25-26.
	Council	Safety.	vi) Lobby other authorities for infrastructure improvements: a. RAF Odiham/B3349 junction. b. Pedestrian crossing points Dunley's Hill & Hook Rd. c. Cycle/pedestrian route to M3 footbridge.	Ongoing, subject to opportunities	Ongoing. No opportunity arisen. No opportunity arisen.
	Partnership project with HCC	To support residents in using public transport.	vii) New bus shelter on south carriageway on Alton Rd. viii) To continue lobbying HCC for shelters in the right places.	Sep '24 Ongoing	Complete. No opportunity arisen
Supporting the Village Centre	Council	To support residents and the High St.	i) To lobby for a Parish wide review of parking. ii) To lobby Hart to keep parking charges to a minimum.	Ongoing, as opportunities arise	Requested. Some progress relating to The Bury. Missed increase agreed by Hart in February 2025.
	Council	To support economic sustainability.	iii) Use High St WhatsApp group. iv) Respond to new opportunities & threats. v) Hold business forum meeting.	Ongoing, as opportunities arise. 'Jun '24	Ongoing. Ongoing. Complete
	Amenities Committee	Economic sustainability & accessibility	vi) Maintaining King St public toilets. vii) Consider concept plans for accessible cubicle in King St.	Ongoing 'Sep 24	Ongoing. Plans drawn up. Community consultation was inconclusive which led to project being shelved.
Planning matters	Planning & Development Committee	To support local people in finding local homes.	i) Neighbourhood Plan review. ii) Respond to Government's NPPF consultation. iii) Seek to identify sites for housing development (eg rural exception sites for affordable homes). iv) Listen and respond to local opinion for large developments.	Dec '24 Sep '24 Ongoing as opportunities arise.	Referendum scheduled 25.03.25. Complete. Enquiries carried out with no interest from landowner in progressing at current time. Ongoing in accordance with the policies in the NP. Ongoing.

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

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
Controlling the Council's carbon footprint To follow the Council's adopted Environment and Climate Change Policy in all decisions.	Cllrs AMc and DS Cllr MT Office Office in consultation with Cllrs AMc and DS.	To reduce OPC's carbon footprint in support of OPC's Environment and Climate Action Plan.	i) Cllrs McFarlane and Sanger to attend Hart's Climate Action Group and report to Council. ii) Review energy efficient audits for council owned buildings and complete quick win actions. iii) Develop an action plan to reduce carbon emissions when carrying out Council activities. iv) Draw up new grounds maintenance specs to include contractors' working methods. v) Research other projects at https://www.hart.gov.uk/impact-hart before '25-'26 budget setting.	Ongoing Dec '24 Dec '24 Nov '24 Nov '24	Ongoing Small actions in progress. Watching brief for higher cost actions as funding opportunities arise. Outstanding. Refer to 25-26. Complete. No specific projects identified. Refer to 25-26.
Raising community awareness To support OPC's Environment and Climate Change Policy	All. Lead councillors Clls AMc and DS	To raise awareness and encourage the community to make changes to slow climate change.	i) Continue supporting The Greening Campaign – confirm phase 2 actions complete and consider phase 3. ii) Hold allotment open day. iii) Include climate change articles in all newsletters. iv) Promote HCC's shoots along the routes project.	Dec '24 Aug '24 Apr, Jul and Oct '24 and Apr '25.	Ongoing. No specific projects identified. Refer to 25-26. Complete Complete and ongoing. Refer to 25-26. Complete
Biodiversity gain To follow the Council's adopted Biodiversity Action Plan.	Amenities Committee Planning Committee “ “	To encourage biodiversity gain in support of OPC's Biodiversity Action Plan.	i) Annual review of OPC's Biodiversity Action Plan. ii) Support sustainable development and biodiversity net gain when considering planning applications. iii) Revised Neighbourhood Plan to include Natural Environment (Policy 12 12.vi, 3.112-114).	Oct '24 Ongoing Dec '24	Not complete. Meetings with grounds contractors scheduled in the Spring. Refer to 25-26. Ongoing through P&D Committee. Included.

2024-25 PRIORITIES

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
Biodiversity gain continued Continued To follow the Council's adopted Biodiversity Action Plan.	Amenities Committee Council	To encourage biodiversity gain in support of OPC's Biodiversity Action Plan.	i) Participate in wider HCC initiatives as opportunities arise eg Pollinator Pledge Hampshire County Council (hants.gov.uk) ii) Consider allocation of '25-26 budget to repeat habitat checks.	Consider Oct as part of budget prep. “ “	Not complete. Refer to 25-26. Budget available. Review to be considered.
Supporting responsible and sustainable development	Planning & Development Committee	To support OPC's Climate Change declaration.	i) To support developments for renewable energies. ii) To campaigning for national joined up policies.	Ongoing, as opportunities arise.	Ongoing. Letters sent to former MP. Ongoing.
Sustainable transport	Council	To support OPC's Climate Change declaration.	i) Campaign for EVCPs. ii) Ongoing support for public transport provision. ii) HDC's Local Cycling and Walking Infrastructure Plan (Z7 – Odiham core walking zone and cycling route 200 – Hook to Odiham) Link a. Support. b. Consider delivering own projects eg benches & planting on High St.	Ongoing, as opportunities arise. Ongoing Oct '24	EVCPs installed in both Hart owned car parks. Consultation carried out and correspondence submitted without success. Complete. Refer to 25-26.

4. Aspiring for excellence in the sector

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
Providing value for money Managing budgets to provide value for money whilst allowing improvements and growth to support the future community.	All	Supporting the community.	i) Budget workshop for all councillors which includes review of half year position. ii) Review of draft budget by the Finance Committee. iii) Agree annual budget. iv) Review new Financial Regs. v) Apply for external funding for projects.	07.10.24 Dec '24 Jan '25 Nov '24. Ongoing when opportunities arise.	Review complete. Complete. Complete. Complete. Ongoing. Application submitted for war memorial and several applications for RoW improvements. Other enquiries sent. Applications for round 2 of the Shared Prosperity Fund were unsuccessful.
Communication Demonstrating transparency, community engagement and inclusivity through the development of plans based on community feedback and a comms strategy which strives to reach everyone in our community.	Comms strategy working group.	To aide community engagement which guides OPC's work.	i) 6 month review of new comms strategy. ii) Review options for collection of data through surveys (other than Survey Monkey). iii) Set up Mailchimp to support OPC's activities and comms. iv) Publish Summer, Autumn and Spring newsletters. v) Consult community on large project and spending opportunities.	Nov '24. Dec '24 Dec '24 Jul & Oct '24 and Apr '25 Ongoing, as opportunities arise	Not complete. Refer to 25-26. Enquiries in progress. Enquiries in progress. Complete Consultation carried out on reconfiguring King St toilets to provide accessible cubicle.

2024-25 PRIORITIES

Project priority	By whom	Project outcome	Agreed action	By when	Update 18.03.25
People Setting high standards to retain and attract the best people to represent the interests of residents.	Clerk and Staffing Committee	Continued professional development.	i) Review of the Training Schedule by the Staffing Committee. ii) Annual staff appraisals. iii) Promote training opportunities for all. iv) Review and provide training budget before '25-26 budget setting.	Oct '24 Oct '24 Ongoing Jan '25	Complete. Complete. Complete and ongoing. Complete.
Civility and respect Conducting all activities with civility and respect.	Council	Demonstrating commitment to ongoing civility and respect.	i) Two year review of policies; a. Equality, Diversity & Inclusion, b. Dignity at Work, c. Councillor & officer protocol. ii) Follow related work in the sector.	Dec '24 Ongoing	Complete. Complete. Complete. Ongoing. Responded to Government consultation for improving standards in public life.
Supporting the sector Respecting and supporting the work of NALC, HALC and other sector support organisations	Clerk Clerk/Chair All	Supporting and promoting the sector.	i) Joining Open University research program for collaborative working between parish/town councils and principal authorities. ii) Attending NALC AGM. iii) Responding to consultations and projects.	Jul, Aug & Sep '24 19.10.24 Ongoing, as opportunities arise.	Complete. Outcome of research unknown. Complete. Clerk/Deputy Clerk and Cllr Bell Ongoing. Following emerging plans on Devolution in Hampshire and local government reorganisation.
Working towards accreditations & awards which confirm best practice and commitment to continued development.	Clerk, agreed by Council	Evidence of best practice.	i) Complete outstanding actions for NALC Quality Gold award. ii) Submit nomination to the HALC annual awards. iii) Review criteria of silver Armed Forces Covenant Employer Recognition scheme.	Oct '24 Sep '24 Mar '25	Achieved. Complete. Unsuccessful. Office review concluding OPC is not a large enough employer.

ANNUAL ACTION PLAN 2025-26

This annual action plan should be read in conjunction with the Odiham Parish Council Business Plan 2023-27 <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/03/OPC-business-plan-adopted-March-2024-2.pdf> and follows on from the Annual Action Plan 2024-25, available for inspection at <https://odihamparishcouncil.gov.uk/council/annual-reports>

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



I. Providing high quality community facilities

Project priority	Agreed action	By when	By whom	Project outcome
The Bridewell To transform The Bridewell into a thriving community hub.	i) Improve marketing and continue promotion. ii) Research door entry and security systems to improve access for all building users whilst minimizing staff commitments. iii) Draw up action plan detailing Council's agreed change in direction and new priorities. iv) Source fee proposal to support areas in iii) which require professional support services. v) Source tenant for vacant ground floor office space. vi) Progress the actions identified in iii). vii) Continue watching brief on relevant funding opportunities and submit applications where possible.	Ongoing May '25 (new financial year) Jun '25 Jun '25 Jun '25 Apr'25 onwards Ongoing	Led by the office and overseen by The Bridewell working group	To improve facilities for all and increase income to a level where income supports running costs.
The Firs To improve accessibility and amenity value.	i) Arrange site visit with councillors and other interested community members. ii) Develop project proposal. iii) Secure funding to meet project costs.	Summer '25 Autumn '25 Winter '25	Amenities Committee	To improve accessibility and amenity value.
Benches To continuing improving bench provision and interpretation boards in the Parish.	i) Review condition of current benches and authorise works. ii) Review map of benches and consider further provision.	Ongoing Before '26 budget setting	Amenities Committee	To improve accessibility and amenity value.
War memorial To improve the condition and protect the heritage.	i) Secure funding to meet project costs. ii) Progress works identified in the working group's schedule of works. iii) Prepare war memorial in time for Remembrance 2025.	Asap – price will inhibit funding opportunities. Sep '24	War memorial working group	To improve the condition and protect the heritage.
Future provision Keeping all assets under review.	i) Research Council decision to dispose of a property. ii) Progress steps to dispose of property, subject to outcome of research. iii) Develop schedule of repairs & maintenance for all properties, starting with The Bridewell. iv) Keep watching brief on re-organisation of local government in Hampshire and act quickly to agree OPC's strategy on ownership and management of local public assets. v) Review asset portfolio before '26-'27 budget setting process and identify highest priority projects.	By May '25 Once research complete Draft to be presented to Amenities Aug '25 Ongoing Oct '25	Amenities Committee	To ensure community assets are useful to the community and maintained in a safe condition.

2025-26 PRIORITIES

Project priority	Agreed action	By when	By whom	Project outcome
	vi) Draw up a plan of action to prepare OPC for taking on pre-school land within the Crownfields NP development site, west of Alton Rd.	Mar '26	Council	To fulfil planning obligation and manage proper use.
Play Equipment To maintain a rolling programme of maintenance and future replacement.	i) Independent annual play inspections. ii) Complete actions from annual play inspections. iii) Develop concept plans for refurbishment of Chapel Pond play area. iv) Consult on concept plans iii) once date of section 106 agreement is known. v) Deliver project to upgrade Chapel Pond play area. vi) Draft concept plan to upgrade Chamberlain Gardens play area, including pathways. vii) Keep watching brief on funding to deliver vi). viii) Research feasibility and cost of providing 2 nd goalpost at Rec. ix) Identify highest priority repairs and replacements before '25-26 budget setting.	Jun '25 Sep '25 Aug '25 Unknown Subject to iv) Autumn '25 Ongoing Aug '25 Oct '25	Amenities Committee	To ensure community assets are attractive and safe for community use.
The Parish Room	i) Complete repairs to Parish Room roof. ii) Source quotes to repair and repaint the northern wall. iii) Secure funding for ii).	May '25 May '25 Unknown	Amenities Committee	To improve the condition and protect the heritage.

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

Project priority	Agreed action	By when	By whom	Project outcome
Promoting community cohesion	i) Consider and award community Grants.	Jul '25 and Jan '26	Full Council	show regard to the valuable role community groups play in uniting the community.
	ii) Liaise with InOdiham and other event organisers before determining '26-'27 budget.	Oct '25	Office and OPC rep	
	iii) To arrange and host a civic event to celebrate the Freedom of the Parish award to RAF Odiham.	Jun '25	Full Council	
	iv) To acknowledge and promote: a. 80 th anniversary of VE-Day. b. 80 th anniversary of VJ-Day. c. 800 th anniversary of the Magna Carta (revised). d. Armed Forces Day.	May '25 May '25 Jun '25 Jun '25	All	To assume a leading role in civic events.
	v) To arrange and host OPC's own events: a. Remembrance. b. Christmas tree lighting.	Nov '25 Nov '25	All	
	vi) To agree OPC's '26 events before setting '26-'27 process.	Nov '24	Community Committee	
	vii) Continue leading and supporting conservation volunteers group. viii) Keeping RoWs accessible, through regular community volunteering events throughout the year. ix) Secure funding for improvements to route through Bartley Heath. x) Deliver improvements projects in ix) through the volunteers. xi) Continue to advertise for more volunteers. xii) Increase training of volunteers.	Ongoing Ongoing May '25 Summer '25 Ongoing Ongoing	Partnership with HCC led by Cllr SB.	Keeping RoWs accessible.
	xiii) Carry out annual review of Emergency Plan.	Nov '25	Led by Cllr SB.	To prepare for emergencies in the best
Traffic and transport	i) Hold first 20mph on King Street working group. ii) Research feasibility and draw up project proposal. iii) Research funding.	Apr '25 Summer '25 Autumn '25	20mph on King Street working group	Speed reduction.
	x) Agree proposal for spending village gateway S106 contribution on Alton Rd.	Summer '25	Full Council	Speed reduction.
	xi) Lobby other authorities for infrastructure improvements: a. RAF Odiham/B3349 junction. b. Pedestrian crossing points Dunley's Hill & Hook Rd. c. Cycle/pedestrian route to M3 footbridge.	Ongoing, subject to opportunities	Council	Safety.
	xii) To continue lobbying HCC for bus services and shelters in the right places.	Ongoing	Partnership project with HCC	To support residents in using public transport.

2025-26 PRIORITIES

Project priority	Agreed action	By when	By whom	Project outcome
Supporting the Village Centre	i) To lobby for a Parish wide review of parking. ii) To lobby Hart to keep parking charges to a minimum. iii) To work with HCC in influencing an improved parking bay layout in The Bury.	Ongoing, as opportunities arise Ongoing.	Council	To support residents and the High St.
	iv) Use High St WhatsApp group. v) Respond to new opportunities & threats. vi) Liaise with High St businesses to include them in the civic/RAF event on 27 th June. vii) Hold business forum meeting.	Ongoing, as opportunities arise. Apr '25 Autumn '25	Council	To support economic sustainability.
	viii) Maintaining King St public toilets. ix) Add signage to promote accessible cubicle at The Bridewell.	Ongoing 'Apr '25	Amenities Committee	Economic sustainability & accessibility
Planning matters	i) Neighbourhood Plan Referendum. ii) Respond to further Government's NPPF consultation. iii) NP Monitoring Report. iv) Seek to identify sites for housing development (eg rural exception sites for affordable homes). v) Listen and respond to local opinion for large developments.	Mar '25 As required Apr '25 Ongoing as opportunities arise.	Planning & Development Committee	To support local people in finding local homes.

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

Project priority	Agreed action	By when	By whom	Project outcome
Controlling the Council's carbon footprint To follow the Council's adopted Environment and Climate Change Policy in all decisions.	i) Cllrs McFarlane and Sanger to attend Hart's Climate Action Group and report to Council. ii) Progress smaller items identified on energy audit. iii) Draw up wish list for larger works identified on energy audit and apply for external funding opportunities. iv) Develop an action plan to reduce carbon emissions when carrying out Council activities. v) Research other projects before 2026-27 budget setting.	Ongoing Aug '25 Sep '25 Sep '25 Nov '25	Cllrs AMc and DS Cllr MT Amenities Committee Office in consultation with Cllrs AMc and DS.	To reduce OPC's carbon footprint in support of OPC's Environment and Climate Action Plan.
Raising community awareness To support OPC's Environment and Climate Change Policy	i) Continue supporting The Greening Campaign through regular promotion of related projects and initiatives. ii) Promote National Allotment Week. iii) Include climate change articles in all newsletters.	Ongoing Aug '25 Jul '25, Oct '25, Mar '26.	Cllr AMc to lead " " Office/All	To raise awareness and encourage the community to make changes to slow climate change.
Biodiversity gain To follow the Council's adopted Biodiversity Action Plan.	i) Meet with OPC's grounds contractors to discuss further biodiversity areas. ii) Install bird and bat boxes. iii) Consider repeating habitat checks. iv) Annual review of OPC's Biodiversity Action Plan. v) Support sustainable development and biodiversity net gain when considering planning applications. vi) Participate in wider HCC initiatives as opportunities arise eg <u>Pollinator Pledge Hampshire County Council (hants.gov.uk)</u> .	Apr '25 Apr '25 Jul '25 Oct '25 Ongoing Ongoing and as part of 26-27 budget setting.	Office, Cllrs AMc and DS. Contractor Office, Cllrs AMc & DS P&D Committee Amenities Committee	To encourage biodiversity gain in support of OPC's Biodiversity Action Plan.
Supporting responsible and sustainable development	i) To support small developments for renewable energies and consider support for larger development, subject to the scale being appropriate for the area. ii) To campaign for national joined up policies.	Ongoing, as opportunities arise.	Planning & Development Committee	To support OPC's Climate Change declaration.
Sustainable transport	i) Campaign for EVCPs.	Ongoing, as opportunities arise.	Council	To support Climate Change declaration.
Other transport matters	i) Ongoing support for public transport provision. ii) Consider delivery of projects in HDC/HCC's Local Cycling and Walking Infrastructure Plan (Z7 – Odiham core walking zone and cycling route 200 – Hook to Odiham	Ongoing Oct '25		

4. Aspiring for excellence in the sector

Project priority	Agreed action	By when	By whom	Project outcome
Providing value for money Managing budgets to provide value for money whilst allowing improvements and growth to support the future community.	i) Budget workshop for all councillors which includes review of half year position. ii) Review of draft budget by the Finance Committee. iii) Agree annual budget. iv) Review new Financial Regs. v) Apply for external funding for projects.	Oct '25 Dec '25 Jan '26 Nov '25. Ongoing. As opportunities arise.	All	Supporting the community.
Communication Demonstrating transparency, community engagement and inclusivity through the development of plans based on community feedback and a comms strategy which strives to reach everyone in our community.	i) Set up Mailchimp/or other to support OPC's activities and comms. ii) Review of new comms strategy. iii) Publish Summer, Autumn and Spring newsletters. iv) Consult community on large project and spending opportunities.	Apr '25. Nov '25 Jul & Oct '25 and Apr '26 Ongoing, as opportunities arise	Comms strategy working group.	To aide community engagement which guides OPC's work.
People Setting high standards to retain and attract the best people to represent the interests of residents.	i) Review of staff and councillor training by Staffing Committee. ii) Annual staff appraisals. iii) Promote training opportunities for all. iv) Review and provide training budget before '26-27 budget setting.	Oct '25 Oct '25 Ongoing Jan '26	Clerk and Staffing Committee	Continued professional development.
Civility and respect Conducting all activities with civility and respect.	i) Follow related work in the sector. ii) Adopt new Complaints Policy as suggested by Internal Auditor.	Ongoing Mar '25	Council	Demonstrating commitment to ongoing civility and respect.
Supporting the sector Respecting and supporting the work of NALC, HALC and other sector support organisations	i) Attending HALC annual conference. ii) Attending HALC AGM. iii) Responding to consultations and projects. iv) Keep informed and engage with consultations on Devolution in Hampshire and re-organisation of local Government.	Tbc Tbc As opportunities arise.	Clerk Clerk/Chair All	Supporting and promoting the sector.
Working towards accreditations & awards which confirm best practice and commitment to continued development.	i) Review suggestions made by NALC Quality Council award panel. ii) Consider submitting nominations for sector awards, where appropriate.	Summer '25 Ongoing. HALC AGM.	Clerk, agreed by Council	Evidence of best practice.

REPORT ON: Chains for the Chair of Odiham Parish Council
WRITTEN BY: Clerk
MEETING DATE: Tuesday 18th March 2025
AGENDA ITEMS: 305/24

Introduction

It has been suggested by the Clerk that the Chair of the council has a civic chain to wear for events. At the moment there is no way of distinguishing the chair of the council from other guests at events. Most councils have them and they are worn when representing the Council at events and when invited to community events.

Civic regalia is part of local council tradition and protocol which follows historical customs and enhances the ceremonial aspect of the chair's or mayor's position. Many councils (both chair and clerk) still wear the full civic robes.

Research has been carried out on a few different designs from www.crestregalia.com. The ones below allow for engraving of each new chair of the council as a record of service. The prices shown are inclusive of VAT.

Below is a quote for creating the backing and the badge to sit on for style 15:

Creating a die for a 40mm diameter badge would be £160.00 plus VAT

A single pressing and enamelling of your badge would cost £30.00 plus VAT

The total cost of this option would be £750 plus VAT



Civic Chain of Office - "Chamberlain" - Style 15

Please note this item is made to order, normally around 2-3 weeks. Please contact us if you require ..

£672.00



Examples of other chains:



Civic Chain of Office - "Filigree" - Style 11

★★★★★ 0 reviews | Write a review

Short Description:
Product Code: CCO11
Availability: In Stock

£276.00

Ex Tax: £230.00



Civic Chain of Office - "Chairman" - Style 19

Please note this item is made to order, normally around 2-3 weeks. Please contact us if you require ..

£680.00



Civic Chain of Office - "Consul" - Style 25

Please note this item is made to order, normally around 2-3 weeks. Please contact us if you require ..

£680.00



Affordability

There is £386.56 remaining in the 2024-25 civic hospitality budget and a new budget of £1,000 from 1st April

For consideration:

- i) If council feel it is appropriate for the Chair to have a civic chain.
- ii) Subject to decision on i), to consider the quotes received.

If Council agree to purchase a new chain of office then it will be recorded as an asset on the Asset Register, included on the Council's insurance policy as civic regalia and stored at the Parish Office.



REPORT ON: Subscriptions and Contracts
WRITTEN BY: Parish Clerk
MEETING DATE: 18th March 2025
AGENDA ITEM: 306/24

Introduction

As required by the Internal Auditor, this list of annual subscriptions and contracts is presented for approval.

Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
BDO Ltd	External Audit.	£840 per annum (based on £200-300k income & expenditure)	Essential. 5 year period until 2026-27	environmental-report-2021-bdo.pdf	
BT	Parish Office: - Telephone Cloud Voice - Broadband x 2.	£113.68 per month. £53.51 per month per line.	60 months from June 2021. Rolling contract.	Environmental Impact Policy May 2022 online https://groupertranet.bt.com/selling2bt/downloads/GS13_Environmental_Impact.pdf	
Business Stream	Water supply for The Bridewell	Approx £150 per annum.		Environmental Policy online https://www.business-stream.co.uk/images/uploads/general/POL-001_Environmental_Policy_v3.pdf	
Castle Water	Water supply – • King St toilets • Allotments, Hook Road • Cemetery, King Street.	Variable		Environmental Policy online https://www.castlewater.co.uk/_data/assets/pdf_file/0010/3214/Environmental-policy_V1.pdf	
CJH Cleaning	Cleaning King St toilets.	£491.31 per month	Rolling contract	Environmental Policy provided	
BV Computers Ltd	IT support and backup.	£135 per month plus extra ad hoc support.	Rolling contract		



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Campaign to Protect Rural England (CPRE)	Annual subscription.	£60 per annum	Annual subscription	https://www.cpre.org.uk/what-we-care-about/climate-change-and-energy/	Note increase from £36.
Crime Detection Systems	Service and repairs of intruder alarm – Chapel Cottage.	Variable. Less than £100 for annual service.	Ad hoc	Local company selected.	
Do the Numbers	Internal auditor	£850	From 2022-23 subject to annual resolution		Note increase from 22-23 due to increase in OPC's income and expenditure.
EssentialSkillz	Online training platform	£1,023.75 per annum.			
FCS Cleaning & Maintenance	Ad hoc cleaning & handyman services	Minimal		Using current cleaner who is already on site on a self-employed basis.	Note comment under YBC Cleaning Ltd.
Hampshire Association of Local Councils (HALC)		£1,184 for 2025-26	Membership (includes NALC fee)		
Hampshire Pension Fund	Staff pensions.	No fee due to minimal members. Employer contribution rate for 21.4%	Membership.	Pension Fund Responsible Investment statement: https://www.hants.gov.uk/hampshire-services/pensions/responsible-investment	
Hart District Council	Ranger services for: <ul style="list-style-type: none"> Odiham Common Broad Oak 	£1,000 £500		Local Rangers used with overarching Hart DC's Environmental pledges: https://www.hart.gov.uk/countryside-nature	
	Premises licence for High St/The Bury	£70 per annum			



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
HCC	Contribution towards the Basingstoke Canal Authority.	Approx £4,036 per annum.		Local land/water managers used with overarching Hants CC's Environmental pledges: https://www.hants.gov.uk/thingstodo/countytryparks/basingstokecanal	2024-25 contribution agreed and offer to the Basingstoke Canal Authority to contribute the same in 2025-26.
	Street Lighting.	Variable. Approx £4,900 maintenance & admin plus approx. £3,000 energy costs.per annum. Energy – unmetered non-CMS and CMS both £0.1228 per kWh plus maintenance rate per annum £ £39.88		Energy and climate change policies published https://documents.hants.gov.uk/street-lighting/StreetLightingMaintenanceManagementPlan.pdf	Electricity for High St and The Bury feeder pillars assumed within street lighting charge.
ICO	Data protection registration.	£47 per annum.	Essential annual registration.		
KBO	Fire alarm maintenance, servicing and monitoring for The Bridewell.	£770 per annum plus repairs.	12 months.	Environmental Policy provided.	Note high costs of repairs.
	Emergency lighting maintenance and servicing for The Bridewell.	£195.00 per annum plus repairs	12 months.	Environmental Policy provided.	
	Fire extinguishers servicing for The Bridewell, Parish Room and South Chapel.	£68.00 per annum plus repairs.	12 months.	Environmental Policy provided.	
Larkstel Ltd	Grounds maintenance + bin emptying.	£56,925 for 3 years plus additional ad hoc.	3 years from 01.04.25.	Environmental Policy provided.	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Lloyds Multipay	Multipay card	£3 per month			
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	£10.30 per mailbox per month.	Rolling contracts.	Environmental Compliance Statement: https://www.microsoft.com/en-us/legal/compliance/environmental-compliance	
NPower	Electricity supply – King St toilets.	Set under LASER agreement 01.04.24-31.03.29. £12.738 per kWh at all times plus standing charge of £0.205 per day.	Under HCC's LASER agreement		
	Electricity supply - The Bridewell	Set under LASER agreement 01.04.24-31.03.29. £12.738 per kWh at all times plus standing charge of £0.205 per day.	Under HCC's LASER agreement		
Open Spaces Society	Annual subscription.	£45 per annum	Annual subscription.	Mission to protect future of green spaces: https://www.oss.org.uk/need-to-know-more/strategic-plan-2019-2024/	Renewal due.
PCC Odiham	Parish News subscription.	£10 per annum	Annual subscription.		
PHS	Hazardous waste bins for The Bridewell	£156 per annum (not yet charged, still under HCC contract)	2 bins, 13 collections per annum.	Environmental statement aimed at reducing to minimise carbon footprint: https://www.phs.co.uk/about-phs/sustainability/	Contract still not moved to OPC.
Redfield Garden Centre	Ad hoc supplies and equipment.	£500	Trade account	Local supplier.	Don't use.
Ricoh	Office printer and toners.	Rental £104.83 per quarter plus 0.25p per b&w and 2.17p per colour.	48 months from Feb 2023.	Environmental statement: https://www.ricoh.co.uk/about-us/sustainability/environmental/ Toner cartridges are recycled.	



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Safe Data Storage	Weekly server back-up storage.	£475.25 per annum.			
Scandor Ltd	Cemetery grounds maintenance + bin emptying.	£38,403.23 per annum plus additional ad hoc work.	3 years from 01.04.25.	Environmental Policy provided.	
Screwfix	For general equipment	Ad hoc	Trade account		Not generally used.
Scribe	Finance software and support.	£777.60 per annum	Annual subscription.	Cloud package. Minimises use of paper.	
	Cemetery software	£345.60 per annum plus £197 one off set up fee.	Annual subscription.	Cloud package. Minimises use of paper.	
	Bookings software	£273.60 per annum plus £147 one off set up fee.	Annual subscription.	Cloud package. Minimises use of paper.	
Servio	Boiler servicing and maintenance	£258 annual servicing and gas safety certificate. • Mon–Fri 8am to 6pm £45.00 per hour • Mo-Fri 6pm to 8am £54.00 per hour • Saturday £54.00 per hour • Sunday £70.00 per hour • Bank Holiday £92.00 per hour • Minimum call out £135	3 year		
SLCC	Membership for Clerk.	£415 per annum	Due 01.05.25		To be agreed.
Somerset Web Services	New website design and host.	£600 hosting & support plus £80 for domain per annum plus ad hoc designs and revisions.			



Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
SSE	Electricity supply – South Chapel	Variable. Latest bill: 0.341745 per kWh plus £2.057 daily standing charge.		Group Environmental Policy: https://www.sse.com/media/iy4dycv/o/ext-po-grp-007-group-environment-policy.pdf	Utilities broker has been asked to review contracts and environmental declarations.
Stripe	To accept online payments	1.5% plus 20p per transaction.	Rolling		
Suez	Waste disposal for The Bridewell	General waste and mixed recyclable bins @ 52 weeks £977.16.	24 months from contract award October 2023.	SUEZ unveils its new sustainability goals - SUEZ Group	Previous contracts awarded not able to fulfil contract due to poor access to The Bury.
Total Energies Gas & Power	Gas supply - The Bridewell	Set under LASER agreement 01.04.24-31.03.29. £3.3152 per kWh plus £3.59 daily standing charge.	Under HCC's LASER agreement		
YBC	Cleaning for The Bridewell	£7,343.62 per annum.	3 years from 01.03.22, 3 months termination notice.	ISO 14001;2015 accreditation for Environmental Management systems. Policy statement in contract.	Note current enquiries to switch. Note 9.36% increase from 1 st April and increase from £5,559.72 in 2023-24.
Zoom	Annual subscription	£129.90 per annum	Due 27.03.25		
Zurich Municipal	Insurance	To be presented to meeting.	To be presented to meeting.	Environmental Policy aimed at minimising carbon footprint: https://www.zurich.com/en/sustainability/sustainable-operations	2024-25 £6,309.17 per annum - 1 year from 01.04.24