



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 15th JULY 2025 at 7.30pm**

9th July 2025

Andrea Mann, Clerk

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89435953617?pwd=G0B5bO6GoaO58GmpGpin7xd7mFbus6.1>

Meeting ID: 894 3595 3617

Passcode: 297911

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- 51/25 To receive apologies for absence**
- 52/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 53/25 Approval of minutes**
To approve the minutes of the Council meeting held on 17th June 2025 (34-50/25).
- 54/25 Chair's announcements**
- 55/25 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

- 56/25 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 57/25 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 58/25 Meeting action points (pages 5-6)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 59/25 To re-consider committee terms of reference for 2025/26 (pages 7-13)**
To carry out the annual review of committee terms of reference based on the 2024 documents. Current and proposed terms of reference are attached:
- i) Amenity Areas Committee (page 7).
 - ii) Community Committee (page 8).
 - iii) Finance Committee (page 9).
 - iv) Planning & Development Committee (pages 10-11).
 - v) Staffing Committee (pages 12-13).



- 60/25 Policies (pages 14-21)**
i) To review OPC's list of policies (page 14).
ii) To consider a new Tree Policy (pages 15-18) to replace OPC's current policy (pages 19-21).
- 61/25 Community Governance Review – draft recommendations (pages 22-23)**
<https://www.hart.gov.uk/voting-and-elections/community-governance-review>
To consider initial recommendations for increasing councillor members by one for the Odiham Ward - <https://www.hart.gov.uk/sites/default/files/2025-06/Community-Governance-Review-draft-recommendations-2025.pdf>
- 62/25 Local Government Re-organisation**
<https://www.hants.gov.uk/News/20250616LGRoptions>
To note the press release from the Hants County Council Leader and proposed options for four unitary authorities.
- 63/25 Future changes to north Hampshire councils survey (pages 24-33)**
<https://www.hart.gov.uk/news/help-us-shape-your-future-council>
To consider a response to the above consultation.
- 64/25 Hampshire County Council Draft Countryside Access Plan 2025-35**
<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/countryside-access-plan-2025-35> To note the draft Plan and consider a response.
- 65/25 Pre-school Land Working Group (pages 34-36)**
i) To consider draft terms of reference.
ii) To appoint members.
- 66/25 20mph scheme for King Street**
To receive a verbal report from the working group meeting held 10.07.25 and consider matters arising.
- 67/25 Correspondence received relating to OPC's decision to shelve project to re-configure the King St public toilets to provide an accessible cubicle (circulated to members)**
To agree a response.

Community Matters

- 68/25 Discretionary grant applications (page 37)**
To consider applications received before the 2025/26 round 1 deadline.
(Applications and guidance circulated to members separately)

Finance Matters

- 69/25 Payments Listing (to follow)**
To approve the payments listing for the period 18th June – 15th July 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.
- 70/25 2024/25 contribution to the management of Basingstoke Canal**
To consider a response to the Basingstoke Canal Authority offering to miss last years contribution.



Planning Matters

71/25 Ratification of Planning & Development Committee decisions

To ratify the decisions agreed online by the Planning & Development Committee held on 24th June and submitted to Hart under delegated authority.

<https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>

72/25 New planning applications for decision

To consider OPC's response to the following applications:

OPC Ref	Hart Ref	Address	Details	Deadline	Link
10/25	25/00980/LBC	Prospect Cottage King Street Odiham Hook Hampshire RG29 1NH	Installation of a vent	21 st July	Link
11/25	25/01257/LBC	Wharf House Colt Hill Odiham Hook RG29 1AL	Erection of a single storey side extension to form an orangery and internal alterations to form openings.	28 th July	Link
12/25	25/01234/HOU	1 Roke Farm Cottage Hillside Odiham Hook Hampshire RG29 1HZ	Erection of single storey side extension following demolition of rear single storey lean-to, proposed chimney, replacement timber windows and alterations to front porch.	24 th July	Link
13/25	25/01235/CON	75 High Street Odiham Hook RG29 1LB	Approval of conditions 2: Details of shopfront 3: Details of services 4: Details on lime mortar 5: Details of Bricks 6: External materials 8: Details of doors and windows Pursuant to 23/01559/LBC: Internal alterations and single storey rear extension to create 2 bedroom dwelling. Replacement shop front and replacement glass to ground floor windows on front elevation.	23 rd July	Link
04/25T	25/01182/CA	Chalkpit Farm Alton Road Odiham Hook Hampshire RG29 1PJ	G1 - 5 x sycamore (Acer pseudoplatanus) - Crown reduction by up to 2 metre T1 - Sycamore - Dead/Failed tree to be removed		Link
05/25T	25/01272/CA	Castle Mill Cottage The Green North Warnborough Hook Hampshire RG29 1HQ	T1, T2 - 2 x Ash - Fell		Link



73/25 Assets of Community Value

To consider the following nominations for Hart's Assets of Community Value Register, as proposed by the Planning & Development Committee:

- i) The Bridewell.
- ii) Galleon Marine.

74/25 Parish Housing Profile (pages 38-39)

To receive Action Hampshire's Parish Profile for Odiham and consider any actions.

75/25 Date of next meeting – scheduled Tuesday 19th August 2025

Confidential Matters

76/25 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

77/25 The Bridewell (pages 40-42)

- i) To note current occupancy and income budget to the end of quarter 1.
- ii) To consider rates for regular hot-desk hirers.
- iii) To consider a change to the cancellation policy.
- iv) To consider terms in a draft information pack for marketing vacant offices at The Bridewell.

78/25 To consider feedback from a contractor against a developer's financial offer to take over management of public open space – if available

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Mar-25	289/24	Clerk	Change previous minutes from draft and add to website.	Complete
	295/24ii	Clerk	Add revision of bench policy to website.	Complete
	295/24ii	Deputy Clerk	Add new complaints policy to website.	Complete
	296/24	Clerk	Submit OPC's response to the Government's Hampshire & Solent devolution consultation.	Complete
	297/24i	Clerk	Forward OPC's agreement of The Bury parking plan to HCC.	Complete
	297/24ii	Clerk	Forward OPC's suggestions of changes to parking line markings on High Street to HCC.	Complete
	298/24i	Clerk	Add reviewed 24-25 Annual Action Plan on website.	Complete
	298/24ii	Clerk	Add 25-26 Annual Action Plan on website.	Complete
		All	Promote 25-26 Annual Action Plan at APA then promote online.	Complete
	299/24	AO	Research other options for flagpole at war memorial.	Enquiries sent
	300/24ii	Deputy Clerk	Arrange purchase of civic badge and ribbon.	Complete
	300/24iii	Deputy Clerk	Arrange purchase of civic pin badges.	Complete
	301/24	Deputy Clerk	Purchase new ILOQ door entry system for The Bridewell including additional key users (can be purchased in multiples of 10).	Complete
	302/24	Clerk/CllrSB	Submit application to Hart to release S106 funds to improve pathways through Bartley Heath.	Complete
	303/24	Clerk	Add annual subscriptions and contract report to website.	Complete
		Clerk	Circulate reminder to all re online training platform and other available training.	
	304/24	Clerk/CllrsLC&PV	Set up payments on Unity Trust and authorise.	Complete
	305/24	Clerk	Change draft P&D minutes 11.03.25 to final.	Complete
	306/24	Clerk	Submit OPC's response to planning application 24/02238/FUL to Hart.	Complete
	309/24	Clerk	Award contract to solicitor to support Council in disposal of asset and report back.	Complete
	310/24	Clerk	Notify OCC of OPC's support for new trustee.	Complete
		Clerk	Send letter of support for OCC to act as social housing provider to Hart.	Complete
Mar-25	313/i	CllrAMc	Send formal letter to RAF Odiham Gp Capt notifying of intention to bestow Freedom of the Parish.	Complete
Extraordinary	313/ii	All	Progress plans for a Freedom parade and celebratory event on 27th June.	Complete
Apr-25	317/24i	Clerk	Change previous minutes from draft and add to website.	Complete
	317/24ii	Clerk	Change previous minutes from draft and add to website.	Complete
	321/24	Clerk	Forward meeting dates to Cllr Glen.	Complete
		Clerk	Forward comment regarding dropped curbs next to High St parking bays to HCC.	Complete
	323/24i	Clerk	Arrange Communications Working Group meeting.	
	323/24ii	Clerk	Make agreed revisions to Memorial Benches and Trees Policy and add to website.	Complete
	324/24i	Clerk	Check with HDC whether consultation on Community Governance Review will be extended.	Complete, consultation won't be extended.
	324/24ii	Clerk	Subject to 324/24ii, submit OPC's response to consultation.	Complete, response submitted.
	325/24	Deputy Clerk	Share HCC's Future Services consultation online.	Complete
	326/24	Office	Make enquiries to HDC re new bench at Salisbury Close open space.	Complete
		Clerk/CllrAMc	Respond to enquiry giving update.	Complete
	327/24ii	Deputy Clerk/CllrsLC&CG	Make payments to Zurich Insurance and Access Insurance.	Complete
		Clerk	Schedule full insurance review Oct '25.	
	329/24	Deputy Clerk/CllrsLC&CG	Set up payments on Unity Trust and authorise.	Complete
	330/24	Clerk	Submit OPC's agreed responses to planning applications to HDC.	Complete
		Deputy Clerk	Issue agenda for extraordinary Planning & Development Committee 24.04.25.	Complete
	335/24	Clerk	Make final revisions to Odiham Book Exchange licence, issue and arrange signatures.	Issued 25.04.25
	336/24	Clerk	Respond to HDC expressing interest in financial offer from developer for maintenance of public open space.	Complete
		Clerk/CllrDS/contractor	Meet with contractor to explore true maintenance costs for year 1.	Complete
		Clerk	Refer back to Council.	Complete
May-25	1/25	Clerk	Notify Hart of 25-26 web and promote online.	Complete
	5/25	Clerk	Change previous minutes from draft and add to website.	Complete
	11/25	Clerk/Deputy Clerk	Update OPC's governance structure and publish on website. Remove disbanded working groups from website.	Complete
	12/25	Clerk/Deputy Clerk	Mark committee terms of reference on website to show they were reviewed May 2025.	Returned to July agenda. Wrong docs reviewed May.
	13/25	Clerk/Deputy Clerk	Update website to correctly show committee memberships.	Complete
	14/25	Clerk/Deputy Clerk	Update working group terms of reference and website with agreed changes.	Complete
	15/25	Clerk/Deputy Clerk	Update website to correctly show outside body representatives.	Complete
	16/25	Deputy Clerk	Revise Discretionary Grant Giving Policy as agreed and publish online.	Complete
	17/25	Clerk/Chair	Respond to resident who asked OPC to re-consider decision to shelve project for accessible cubicle in King St public toilets.	Complete
		Office	Research other accessible toilet provision in Odiham and report back to Council to consider any further actions.	Complete and back on agenda 15.07.25
	18/25	Clerk	Liaise with 20mph on King St working group to request contribution towards cost of speed surveys.	Complete
		Clerk	Place purchase order for speed surveys.	Complete
	19/25	Office/Chair	Make arrangements to host a local meeting "My Home Made Better" in the Autumn.	
	20-25/25	Clerk	Submit all AGAR papers and publish in accordance with legislation.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
	26/25i	Clerk	Close 3 Lloyds accounts	Forms submitted.
		Clerk/CllrCG	Sign and submit Hampshire Trust Bank authorisation form.	
	27/25	Clerk/Deputy Clerk/CllrsLC&AM	Set up payments on Unity Trust and authorise.	Complete
	28/25	Deputy Clerk	Change P&D minutes 24.04 and 13.05 to final version and replace website file.	Complete
	31/25	Office	Progress research on disposal of Council asset and report back to Council.	Awaiting quotes for valuations.
	32/25	Clerk	Forward OPC's decision on developer's financial offer for POS with calculations and refer response back to Council.	Complete. Awaiting response.
Jun-25	36/25	Clerk	Change previous minutes from draft and add to website.	Complete
	42/25	CllrSB/support from office	Progress research on new local walking map.	
	43/25i	CllrSB/Deputy Clerk	Include article in Summer newsletter asking for feedback on a new flagpole at the war memorial.	Complete
	44/25i	Deputy Clerk	Accept offer from the Lions to distribute Summer newsletter	Complete
		Deputy Clerk	Circulate timeplan with copy deadlines.	Complete
	44/25ii	All	Compile, publish and distribute Summer newsletter.	In progress
	45/25	Deputy Clerk	Return SID to supplier asking for investigation under its warranty.	Confirmed under warranty. Return of SID in progress.
	46/25	Clerk/CllrsLC&PV	Set up payments on Unity Trust and authorise.	Complete
	48/25	Clerk	Publish 2024/25 Neighbourhood Plan Monitoring Report online.	Complete
	49/25	Clerk	Make enquiries on Parish Housing Profile and report back to Council.	Complete - on agenda.



Amenity Areas Committee Terms of Reference

1. The Amenity Areas Community Committee Functions
 - i) Oversees the management of Council owned land, buildings and community facilities.
 - ii) Oversees the management and service offer for Odiham Cemetery and the Hook Road allotment site.
 - iii) Oversees service contracts covering Council owned land and buildings.
 - i) Manages biodiversity related projects which support the Environment and Climate Change Action Plan.
 - ii) Develops plans for future improvements and replacement of equipment.
2. In carrying out these functions, the Committee
 - i) Provides and preserves open spaces and leisure facilities for the enjoyment of all.
 - ii) Provides safe and accessible recreational opportunities.
 - iii) Makes best use of available budgets, agrees spending priorities and seeks external funding whenever opportunities arise.
 - iv) Acknowledges Climate Change in all decisions, has regard to the Council's Environment and Climate Change Policy and OPC's Biodiversity Action Plan.
 - v) Makes plans for future improvements and replacement of equipment.
3. General
 - i) The Committee holds delegated authority from the Council as defined under item 2d of the Council's Standing Orders.
 - ii) All serving Councillors may request to be appointed to the Committee and membership is agreed at the Annual Council Meeting.
 - iii) The Council may appoint a Chair of the Amenity Areas Committee at the Annual Meeting of the Council may elect a Vice Chair as per Standing Order no 2e(vi).
 - iv) The Committee will be quorate in accordance with the Standing Order 1w.
 - v) The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
 - vi) The Committee has authority to spend from the Amenity Areas Committee agreed budgets in accordance with Financial Regulations.
 - vii) These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Community Committee Terms of Reference

1. The Community Committee Functions

- i) Plans and manages community events including Remembrance Day, the annual parish assembly, Christmas events and any other civic event arising during the civic calendar.
- ii) Drafts the Council's Spring and Autumn newsletter and Summer online edition.
- iii) Oversees evaluation, distribution and monitoring of community grants.
- iv) Oversees the bi-annual community award scheme.
- v) Oversees the administration of the Odiham & North Warnborough Speedwatch.
- vi) Oversees the co-ordination of community related sub-projects for The Greening Campaign.
- vii) Oversees other projects and activities which support community groups and local businesses.

2. In carrying out these functions, the Committee

- i) Supports projects and groups which enable community cohesion.
- ii) Has regard for the high value local people put on community events.
- iii) Supports initiatives which aim to protect and regenerate the Parish Centre.
- i) Respects OPC's role as the civic authority.
- iv) Promotes inclusivity for events and communication methods.
- v) Ensures breadth and diversity of spending in order to benefit as many residents as possible.

3. General

- i) The Committee holds delegated authority from the Council as defined under item 2d of the Council's Standing Orders.
- ii) All serving Councillors may request to be appointed to the Committee and membership is agreed at the Annual Council Meeting.
- iii) The Council may appoint a Chair of the Community Committee at the Annual Meeting of the Council may elect a Vice Chair as per Standing Order no 2e(vi).
- iv) The Committee will be quorate in accordance with the Standing Order 1w.
- v) The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
- vi) The Committee has authority to spend from the Community Committee agreed budgets in accordance with Financial Regulations.
- vii) These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Finance Committee Terms of Reference

1. The Finance Committee Functions

- i) To oversee OPC's financial affairs, except where law prevents such delegation from the full Council.
- ii) Undertake quarterly reviews of OPC's income and expenditure.
- iii) Approve monthly bank reconciliations.
- iv) Monitor the Council's bank balances and investments.
- v) Monitor general and earmarked reserves.
- vi) Scrutinise all aspects of the Council's financial business.
- vii) The review and development of financial policies.
- viii) The review of new financial related legislation.
- ix) The preparation of the annual budget and precept.
- x) The review of and changes to banking and investment arrangements.
- xi) Matters arising from (but not the approval of) internal and external audit reports.

2. In carrying out these functions, the Committee

- i) Shall meet quarterly, normally as soon as possible following the end of a financial quarter.
- ii) Be governed by OPC's Financial Regulations, Investment Policy, Reserves Policy and Internal Controls with all accounting practices following the Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.
- iii) Manage budgets to provide value for money whilst allowing improvements and growth to support the future community.
- iv) Seek to maximise income from external sources wherever possible.
- v) The Committee may accept other financial related tasks as delegated by the full Council.

3. General

- i) The Committee holds delegated authority from the Council as defined under item 2d of the Council's Standing Orders.
- ii) All serving Councillors may request to be appointed to the Committee and membership is agreed at the Annual Council Meeting.
- iii) The Council may appoint a Chair of the Finance Committee at the Annual Meeting of the Council may elect a Vice Chair as per Standing Order no 2e(vi).
- iv) The Committee will be quorate in accordance with the Standing Order 1w and with the RFO in attendance.
- v) The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
- vi) These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Planning and Development Committee Terms of Reference (Proposed)

1. The Planning and Development Committee Functions
 - i) Responds to local planning applications as a statutory consultee.
 - ii) Responds to Government and principal authority consultations relating to planning matters.
 - iii) Monitors progress and effectiveness of the Odiham and North Warnborough Neighbourhood Plan ensuring it is current and fit for purpose.
 - iv) Ensures other local planning policies are updated for local needs such as the Odiham and North Warnborough Conservation Area Appraisal.
 - v) Puts forward the Council's agreed projects for consideration of Section 106 developers' contributions.
2. In carrying out these functions, the Committee
 - i) Is informed by national and local planning policies including the Odiham and North Warnborough Neighbourhood Plan, which was strongly supported by the community.
 - ii) Is informed by the Odiham and North Warnborough Conservation Area Appraisal.
 - iii) Supports sustainable development which is economically, environmentally and socially sound.
 - iv) Has regard for local need for affordable and self-build housing.
 - v) Makes decisions which protect and enhance the heritage and environmental assets within the community.
 - vi) Acknowledges Climate Change and biodiversity net gain in all planning decisions.
3. General
 - i) The Committee holds delegated authority from the Council as defined under item 2d of the Council's Standing Orders.
 - ii) All serving Councillors may request to be appointed to the Committee and membership is agreed at the Annual Council Meeting.
 - iii) The Council may appoint a Chair and Vice Chair of the Amenity Areas Committee at the Annual Meeting of the Council may elect a Vice Chair as per Standing Order no 2e(vi).
 - iv) The Committee will be quorate in accordance with the Standing Order 1w.
 - v) The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
 - vi) In the case of responses to planning applications, the Committee may exceptionally, if necessary for timing reasons, agree its response by email, subject to the normal quorum.
 - vii) Planning applications shall be circulated, normally by e-mail, to all Committee members with the agenda.
 - viii) If a committee member is unable to attend a meeting, they should circulate their comments to other committee members at least 48 hours before any committee meeting.
 - ix) If three councillors or the Clerk consider an application to be of great importance to the parish, they may request a deferral and pass the decision to the next Full Council.



- x) The Committee allows members of the public, applicants and agents to address the committee on planning applications under consideration in accordance with Standing Orders 1e-n.
- xi) Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the council's views to the Planning Inspector.
- xii) The Committee may nominate a representative from the Committee to attend the Planning Authority's planning meetings to represent the Committee's views in respect of planning applications.
- xiii) The Committee may request a site visit prior to determining the Council's response to an application or defer a decision until a site visit has taken place.
- xiv) All external correspondence and responses to applications will be conducted via the Clerk.
- xv) These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Staffing Committee Terms of Reference

1. The Staffing Committee is constituted to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Staffing Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. Membership of the Staffing Committee is at least 3 and no more than 5 Cllrs appointed at the Annual Meeting of Odiham Parish Council. Adjustments to membership may be made at meetings of Full Council where necessary.
4. The Council will appoint a Chair of the Staffing Committee at the Annual Meeting of the Council.
5. All members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.
6. The Committee will be quorate in accordance with Standing Order 1 (w). There will be at least two meetings held each year; one to review salaries for staff prior to budget setting and one to appoint a member (with the Chair) to carry out the Clerk's appraisals. Other meetings will be called by the Chair as and when required.
7. Business of the Committee shall be conducted in normal sessions where possible and moved into closed sessions, other than to members of the full Council, where information is of a sensitive nature of personal, identifiable information.
8. Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session where appropriate and approved at the next meeting of the Committee.
9. The Staffing Committee will be responsible for:
 - a) Management of the Clerk, to include:-
 - i. authorisation of sick leave, annual leave, and additional hours in advance on a monthly basis – to be managed via email as required
 - ii. the discussion of sensitive matters such as informal grievances and disciplinary matters.
 - iii. making recommendations on decisions relating to recruitment or termination of the Clerk's employment contract to Full Council
 - b) The appointment of a Councillor to take responsibility for day to day line management of the Clerk (Proper Officer/RFO) including the responsibilities set out in 9a (i) and (ii).
 - c) Recruiting staff (in consultation with the Clerk for all roles except the role of the Clerk).
 - d) Appointing a recruitment panel when necessary for the recruitment of all staff. Recruitment panels will normally include at least two members plus the Clerk except where the appointment is for a new Clerk (Proper Officer/RFO). A panel may include a co-opted specialist.



- e) Carrying out recruitment to provide a recommended candidate for approval by Full Council for the appointment of a Clerk (Proper Officer/RFO).
- f) Monitoring the probationary period of a new Clerk (Proper Officer/RFO).
- g) Conducting the assessment after completion of the probationary period of a new Clerk (Proper Officer/RFO).
- h) Determining terms and conditions of employment for all staff, in consultation with the Clerk (Proper Officer/RFO) except where the post is Clerk (Proper Officer/RFO).
- i) Appointing a member, together with the Chairman, to carry out the Clerk (Proper Officer/RFO)'s appraisal and providing a report to Full Council.
- j) Recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines.
- k) Recommending to full council each year the necessary programme and budget for staff training after consideration of staff training needs in consultation with the Clerk (Proper Officer/RFO).
- l) Approval of the programme of training and expenditure for staff training within the agreed budget.
- m) Reviewing staff policies and procedures, taking into account Employment Law, Health and Safety Law and conditions of service as recommended by HALC.
- n) Reviewing staff pension arrangements and making recommendations to Full Council.
- o) Ensuring that the Clerk (Proper Officer/RFO) has everything required for managing other staff and offering support when required.
- p) Dealing with any staff grievances and disciplinary matters in accordance with the Council's Disciplinary and Grievance Policy.
- q) Working to determine the staffing levels necessary to efficiently discharge the work required by the council, reviewing the workloads periodically with the Clerk (Proper Officer/RFO) and making any necessary recommendations in respect thereof to the full council.
- r) Working with the Clerk (Proper Officer/RFO) to ensure that the working practices of the Council are as efficient as possible and use the most appropriate tools.
- s) Managing long term sickness and incidents at work with the Clerk (Proper Officer/RFO).
- t) Being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice.
- u) Managing any issues referred to the committee by the Full Council.

These Terms of Reference for the Staffing Committee shall be reviewed annually at the Annual Meeting of Odiham Parish Council

Agreed 20th May 2024

REVIEW OF OPC POLICIES - 15.07.25

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. Note new model Standing Orders issued by NALC April 2025.
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-25	Essential	May-26.
Council Strategy			
Strategic Plan/Business Plan	Mar-25	Desirable	Mar-26 - annual review required. Reviewed with Annual Action Plan and Annual Report.
Annual Action Plan	Mar-25	Desirable	Mar-26 - annual review required. Reviewed with Business Plan and Annual Report.
Casual Vacancy and Co-option Policy	Sep-24	Optional	May-27.
Complaints Procedure	Mar-25	Essential	Mar '27
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	Apr-25	Optional	Apr-27.
Hiring OPC's land and equipment	Sep-24	Optional	Sep-26.
Tree Policy	May-19	Optional	On agenda.
Communication			
Communication Strategy	Mar-24	Desirable	Mar 25 - annual review required. Refer to Summer '25 - working group meeting 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 TREE MANAGEMENT POLICY

15th July 2025

1. Introduction

Trees are a vital component of the Odiham and North Warnborough landscapes and provide a wide range of environmental, social, and economic benefits. They enhance visual amenity, support biodiversity, improve air quality, reduce noise pollution, moderate temperatures, and offer psychological and health benefits. Odiham Parish Council (the Council) recognises both the value and the responsibility of maintaining a healthy and sustainable tree population.

2. Purpose of the Policy

The purpose of this policy is to establish a clear and consistent approach to:

- i) The management of trees owned or maintained by the Council.
- ii) Management of requests for tree work on Council owned land, bordering private properties.
- iii) The Council's approach to considering tree planning applications.

It aims to:

- iv) Ensure the safety of the public
- v) Mitigate risks
- vi) Promote the long-term health of the tree stock
- vii) Encourage biodiversity and enhance environmental sustainability across the Parish
- viii) Comply with local planning policy

3. Scope

This policy applies to:

- i) All trees located on land owned or maintained by the Council.
- ii) All trees located within the Parish, when subject of a tree planning application.

4. Legal Framework

The Council is guided by the following legislation and national best practice:

- i) Health and Safety at Work Act 1974.
- ii) Occupiers' Liability Acts 1957 and 1984.
- iii) Wildlife and Countryside Act 1981, which includes the Bird Nesting Regulations.
- iv) Natural Environment and Rural Communities Act 2006 (NERC Act)
- v) Town and Country Planning Act 1990 (Tree Preservation Orders and Conservation Areas).
- vi) Environment Act 2021 (Biodiversity Duty).
- vii) Guidance from the National Tree Safety Group (www.ntsgroup.org.uk)



5. Responsibilities

- i) The Council is responsible to agreeing terms of this policy.
- ii) The Amenities Committee is responsible for the management of tree stock on Parish Council owned land.
- iii) The Planning & Development Committee is responsible for reviewing and commenting on tree planning applications.
- iv) The Parish Clerk and Council officers are responsible for managing land in compliance with this Policy.
- v) The Parish Clerk, in consultation with the Chair and/or Vice Chair of the Amenity Areas Committee, has delegated financial authority to instruct emergency works.

6. Tree Management and Maintenance on Council owned sites

- i) The Council adopts a proactive, risk-based approach to tree management.
- ii) Maintenance is informed by scheduled surveys, unplanned events such as storms or reports from the public.
- iii) All Council owned trees are inspected:
 - a) Visual inspections are carried out weekly by the Amenity Officer or other Council representative.
 - b) The Council's grounds contractors are asked to report any findings observed when on site during routine grounds maintenance.
 - c) Following storms of adverse weather, the Amenity Officer or other Council representative will strive to inspect site inspections within 48 hours.
 - d) All Council owned trees are inspected by a qualified Arborist every 3 or 5 years??
- iv) Inspections consider species, stem diameter, physiological health, age, condition, risk rating, habitat value, and proximity to protected species.
- v) Works are prioritised based on tree health, location risk and potential for harm.
- vi) Risk zones:
 - a) High priority areas – high use areas such as play areas and open spaces, near buildings, Odiham Cemetery and routes which border public highways.
 - b) Medium priority areas – woodlands.
 - c) Low priorities – small/ornamental trees.
- vii) The Council responds swiftly to reports of storm damage or hazardous conditions:
 - a) Urgent tree work will be carried out as soon as possible where there is an imminent risk to public safety.
 - b) When there is an unavoidable delay, for example due to a contractor's availability, the area around the tree posing a risk will be cordoned off to prevent public access.
- viii) The Council will only authorise the removal of trees which present a demonstrable safety, legal or arboricultural risk.



- ix) The Council will not remove dead trees as a matter of course. These trees are significant habitats for biodiversity. Arisings such as woodchip and deadwood will be repurposed for mulch or habitat where safe to do so.
- x) Replanting and sustainability replacement planting will take place if possible where trees are removed, to maintain canopy cover and biodiversity. Species selection will be based on site suitability, future climate resilience, and low maintenance needs.
- xi) Publicity:
 - a) Publicity will not take place for minor works, unless the tree is located in a conservation area and publicity is necessary through the planning application process.
 - b) Where trees are to be removed or heavily pruned, site notices and maps will be provided where appropriate.
 - c) No notice is required for emergency work undertaken on safety grounds.

7. Management of requests for tree work on Council owned land, bordering private properties

- i) The Council considers requests for tree work on a risk basis.
- ii) The Council aims to respond within one week when a report is received and considered urgent. All other enquiries will be referred to the next available Council or Amenity Areas Committee.
- iii) Works will be considered where:
 - a) Where a significantly hazardous branch is identified it will be removed or reduced to a safe point.
 - b) When it can be demonstrated that a tree is the primary cause of direct or indirect damage to property the Council will act to rectify the problem.
 - c) Trees are blocking street lights and jeopardise public safety.
- iv) Works will not be considered solely where:
 - a) There is an obstruction of light to houses or gardens. There is no "right to light" within law for adjoining properties.
 - b) The request is to improve television reception.
- v) Under common law a property owner has the legal right to cut back overhanging branches to their boundary. Ideally this work should be done to a good standard and by a competent person and with discussion with the landowner. Arisings from such works should be disposed of by the resident. Common law does not supersede a tree's protection by Tree Preservation Order (TPO) or Conservation Area status.
- vi) The Council is not legally responsible for fallen leaves or other tree debris such as cones, seeds, blossom etc. Pruning of trees is not a solution to this occurrence and we would be extremely unlikely to fell a tree as a result of leaf litter etc. The same criterion applies to trees which host birds and aphids.



- vii) Where property damage or subsidence is alleged, the claimant must provide a structural engineer's report, crack monitoring data, and root analysis. Mitigation may include pruning, root barriers, or in some cases tree removal if justified and proportionate.

8. The Council's approach to considering tree planning applications

- i) The Planning & Development Committee shall consider all tree applications wherever possible within Hart's planning timeframes.
- iii) Where an application for works or removal is considered to be significant or unclear from the documents provided, the application will be referred to the Council's Tree Officer and their advice referred to the Planning & Development Committee prior to submitting the Council's comment to Hart.
- iv) An application for the following works will be considered favourably:
- a) Where a significantly hazardous tree or branch is identified.
 - d) When it can be demonstrated that a tree is the primary cause of direct or indirect damage to property.
 - e) Where a tree blocks a public right of way, street light, or public land and may jeopardise public safety.
 - f) Where evidence of disease or damage is evidenced.
 - g) Where evidence is demonstrated through a professional arborist's report and supporting photographs.
 - h) Where proposals for a replacement tree, of the same or similar specimen, are included with the application.

Contacts

The Clerk of Odiham Parish Council
clerk@odihamparishcouncil.gov.uk

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Tel: 01256 702716



Odiham
Parish Council

TREE MANAGEMENT POLICY

Adopted on 4 December 2017
Reviewed and adopted 13 May 2019

1. Introduction

- 1.1 This is a policy for the management of trees owned and managed by Odiham Parish Council. It is intended to act as a point of reference for the public, Cllrs and Council employees to ensure a clear, consistent and structured approach to the management of trees.
- 1.2 A principle of English Common and Statute Law is that land/tree owners have a duty of care to visitors, residents, passers-by and indeed trespassers when on their land.
- 1.3 This means that the Parish Council has a responsibility to take reasonable steps to reduce the risk of death or injury to those on Parish Council land.
- 1.4 Any queries on trees belonging to Odiham Parish Council should be made to the Parish Council Office, telephone 01256 702716 or email: eo@odiham.org.uk.
- 1.5 Trees on other open spaces may be the responsibility of Hart Council.
- 1.6 Trees situated within the public highway, adjacent to the road or on roadside verges, are generally the responsibility of Hampshire County Council.
- 1.7 Trees help to add variety to our landscape and provide valuable habitats for many species while providing us with cleaner, filtered air. Odiham Parish Council aims to preserve Odiham's trees for future generations to enjoy.

2. Work that Odiham Parish Council will carry out on Council owned trees

- 2.1 The Council will ensure that inspections of trees are carried out by a qualified tree surgeon on all land owned by the Council. These inspections will be carried out on a **3 yearly** basis, unless the need arises for more frequent inspections as advised by the tree surgeon.
- 2.2 The last full tree survey was carried out in **November 2016** by Alderwood Consulting Ltd and some trees were re-assessed in May 2018. A prioritised programme of tree works will be maintained based on this inspection.
- 2.3 The council will allocate sufficient resources to ensure that it is able to manage the trees that it owns.
- 2.4 The Council will request that any tree surgeon carrying out work on trees on Council owned land should provide the Council with a copy of their public liability insurance certificate and that they adhere to the appropriate standards.
- 2.5 Whilst maintaining our trees, consideration will be given to the impact of tree pruning or felling on local wildlife and tree work will be scheduled to take place in periods where the impact on wildlife will be minimal.
- 2.6 Whilst maintaining our trees we will:
 - Remove dead, dying, diseased and dangerous trees
 - Remove dangerous and damaged limbs

3. Work that Odiham Parish Council will not carry out on Council owned Trees

- 3.1 We have no obligation to carry out the following tree works:
 - Cut back branches overhanging private property.
 - 'Top' trees or remove branches to increase daylight or decrease height in relation to property.
 - Remove branches or trees affecting views or interfering with TV reception.

- Remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris.
 - Remove roots from drains or repair root damage to structures, where the tree has not been clearly demonstrated to be the principal cause.
 - Remove branches or trees to prevent potential root damage to structures.
 - Remove branches nearly touching buildings, walls, roofs, fences etc.
 - Remove branches or trees to prevent access to squirrels or birds.
- 3.2 The Council will give consideration to any complaints regarding trees on Council owned property, taking into account its tree management policy and/or advice from a qualified tree surgeon.
- 3.3 If members of the public would like tree works carried out as per this section, they should make their own arrangements as described below.

4. Carrying out tree works yourself and Pruning Guidance

- 4.1 In common law, a property owner can cut back overhanging branches to the boundary of their property. The Parish Council would usually have no objection to property owners carrying out tree work or engaging a contractor at their own expense, provided that:
- Access is not gained onto the neighbouring land or to a tree within that land; if access to our land or to a tree on that land is required, our permission must be sought.
 - The tree is not situated in a Conservation Area or protected by a Tree Preservation Order (TPO).
 - Any work done to a tree is not detrimental to its health or stability; for their own protection members of the public are advised to obtain advice from a qualified tree surgeon.
 - For tree pruning work, whoever does the work, it is carried out to an acceptable standard, in accordance with the British Standard Recommendations for Tree Work 3998:1989.
 - The property owner notifies us (before the work begins) of the proposed work and commencement date.

The Council does not carry out works to privately owned trees.

Introduction

Hart District Council has recently run the first stage of a Community Governance Review. We invited existing parish and town councils, resident groups, community associations, neighbourhood organisations and individuals to put forward suggestion for areas in the Hart district.

A Community Governance Review is a legal process that gives residents and organisations an opportunity to share their views on the most suitable ways of representing the people at a community level.

We are now making recommendations on any changes that may be needed to parishes. Please provide any feedback on these using this form.

View the Community Governance Review [draft recommendations](#) and [initial submissions](#).

Which of the option best describes you?

Community group or organisation

Resident of Hart District Council

Employee of Hart District Council

Councillor of Hart District Council

Town or Parish councillor

Other

Recommendations

The Community Governance Review made recommendations for each of the existing parishes under review.

Please let us know how you feel about these. Please note you do not need to comment on every recommendation.

There are no changes recommended for the following parishes: Blackwater and Hawley; Bramshill; Church Crookham; Crondall; Crookham Village; Dogmersfield; Eversley; Ewshot; Greywell; Hartley Wintney; Heckfield; Long Sutton; Mattingley; Rotherwick; South Warnborough; Winchfield; Yateley. Do you agree with these recommendations?

Yes

No

Not sure/ don't know

Do you have any further comments on any of the no change recommendations? Please make it clear if you are responding on a particular parish.

Elvetham Heath: it is has been recommended to increase the number of councillors from 7 to 9.
Do you agree with this recommendation?

Yes

No

Not sure/ don't know

Do you have any further comments on this recommendation?

Fleet: it is has been recommended to reduce the number of councillors from 18 to 15. Do you agree with this recommendation?

Yes

No

Not sure/ don't know

Do you have any further comments on this recommendation?

Hook: it is has been recommended to increase the number of councillors to 14 and Hook to be warded into Hook East and Hook West. Do you agree with this recommendation?

Yes

No

Not sure/ don't know

Do you have any further comments on this recommendation?

Odiham: it is has been recommended to increase the number of councillors to 11. Do you agree with this recommendation?

Yes

No

Not sure/ don't know

Do you have any further comments on this recommendation?

Name

Address

Email address

Shaping your future council

Tell us what matters to you about
Hart and how future local councils
should work.

Our survey on the future of councils in north
Hampshire is now open. Visit www.hart.gov.uk
to share your views and find out more in our
Local Government Reorganisation hub.



OUR SURVEY IS OPEN UNTIL SUNDAY 17 AUGUST



Basingstoke
and Deane

RUSHMOOR
BOROUGH COUNCIL

What's happening with your local council

The Government's long-term vision is to simplify how councils are organised and run and who provides your services.

In response to the government's plans, we are working with other councils to look at the options for the future of local government in Hampshire, considering what would work best for our communities.

What this could mean for Hart

As part of the wider programme with other Hampshire councils, Hart is working with our neighbours Basingstoke and Deane and Rushmoor to develop a proposal for a new 'all-in-one' unitary council to serve north Hampshire.

If approved, this would replace the current two-tier council system, where different services are delivered by county and district councils. The new council would make it simpler for residents, with all services delivered by one organisation.

The government's vision for local government reorganisation gives us an opportunity to transform how services are delivered for our communities and tailored to local needs by creating an 'under one roof' council.



Get involved

We want to hear from as many people as possible across Hart on their priorities for local government reorganisation. Tell us what's important to you about your local area and how you feel future local councils should operate.

COMPLETE THE SURVEY ON OUR WEBSITE AT [HART.GOV.UK](https://www.hart.gov.uk)

You can also find out more, including key dates, by visiting the Local Government Reorganisation Hub on our website.



Future changes to north Hampshire councils survey

The government wants to simplify how local government in Hampshire is structured.

Currently, some of your services, like bin collections, planning and housing, are run by Hart District Council. Other services, such as education, roads and adult and children's social care, are run by Hampshire County Council.

The plan is to replace these two tiers of local government with new unitary councils that will provide all services in one area, instead of splitting them between different councils.

The government has asked Hampshire and Isle of Wight councils to propose what geographic areas these new all purpose councils could cover and how they could work. This process is called local government reorganisation. Councils in Hampshire are due to submit proposals to the government in September 2025. New unitary councils are expected to be in place from April 2028.

Resident feedback is vital so that these new councils are designed in a way that meets local needs and priorities. Your answers to this survey will help us to understand how you feel about these changes and what you think is most important in shaping your future council. The survey should take around 15 minutes to complete. **Please return to arrive by Sunday 17 August 2025 using the envelope provided (no stamp required).**

About you

I am responding as:

Please tick one option that most applies to you

- ☐ a resident who lives in the area served by Hart District Council
- ☐ as an individual who works in area served by Hart District Council
- ☐ as an individual who is involved in an organisation or business that operates in the area served by Hart District Council
- ☐ as an individual for another reason in the area served by Hart District Council, *please provide details below:*

Changing local councils in Hampshire

1. **Have you heard about the government's plans to reorganise councils in Hampshire?**

Please select one option

- ☐ Yes, I have heard about it and understand what it involves
- ☐ Yes, I have heard about it but not sure what it involves
- ☐ No, I knew nothing about it before now
- ☐ Other - please provide details below:

Services are currently provided by Hart District Council and Hampshire County Council in this area.

2. **Have you ever found it difficult to work out which council you need to contact about a particular service?**

Please select one option

- ☐ No
- ☐ Yes

If Yes, please give information about any specific examples of issues you have had working out which council provides a service:

The government's reorganisation plans for Hampshire do not allow Hart District Council to stay as it is. It has to change, so there will be a new council covering a wider area.

3. **Please pick up to three of the following statements that would be most important to you in any new council?**

- ☐ Services that are high quality
- ☐ Good access to services so it is easy to get help or contact the new council
- ☐ Improved customer experience
- ☐ Making sure local identity is protected
- ☐ Decisions made by councillors that understand my local area
- ☐ Value for money
- ☐ Having councils that are financially sustainable
- ☐ Supporting local economic growth and jobs
- ☐ Delivering services efficiently
- ☐ Listening to the needs of residents and the local community
- ☐ Don't know
- ☐ Other - please provide details below:

4. **How much do you agree or disagree with the following statement?**

‘It’s important that my council reflects and represents the unique culture, identity and history of my area.’

- | | |
|---|-----------|
| <input type="checkbox"/> Strongly agree | Go to 4.a |
| <input type="checkbox"/> Somewhat agree | Go to 4.a |
| <input type="checkbox"/> Neither agree nor disagree | Go to 5. |
| <input type="checkbox"/> Somewhat disagree | Go to 5. |
| <input type="checkbox"/> Strongly disagree | Go to 5. |
| <input type="checkbox"/> Don't know | Go to 5. |

4.a **Can you briefly describe what things that your council needs to reflect and represent for your local area:**

5. **How important is it to you that decisions about council services are made by people who understand the local area?**

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Neither important or unimportant
- ☐ Not very important
- ☐ Not at all important
- ☐ Don't know

Please give the reasons for your view:

6. **How much do you agree or disagree with the following statement?**

‘I would support changes to councils in the area if it helps to protect services.’

- ☐ Strongly agree
- ☐ Somewhat agree
- ☐ Neither agree nor disagree
- ☐ Somewhat disagree
- ☐ Strongly disagree
- ☐ Don't know

7. **How much do you agree or disagree with the following statement?**

‘Councils should be able to tailor their services to meet local needs.’

- ☐ Strongly agree
- ☐ Somewhat agree
- ☐ Neither agree nor disagree
- ☐ Somewhat disagree
- ☐ Strongly disagree
- ☐ Don't know

Please give the reasons for your view:

Options for new councils

We would now like you to think about options for reorganisation of councils in your area. Each of the existing councils is being asked to put forward one proposal for new unitary councils for Hampshire and the Isle of Wight. The government's reorganisation plans for Hampshire do not allow Hart District Council to stay as it is.

Twelve of the existing district, borough and current unitary councils (Portsmouth, Southampton and Isle of Wight) in Hampshire have worked closely together to develop proposals for new councils across Hampshire.

The councils' preferred option for the north of the county would be to create a new unitary council covering the area of Basingstoke and Deane, Hart and Rushmoor. This one council for north Hampshire would deliver the services currently provided by Hampshire County Council and the borough and district councils across the three areas. This would serve approximately 407,500 residents.

Another option that was considered was to include Basingstoke and Deane, Hart and Rushmoor council areas in a larger unitary council covering a wider area of Hampshire. Such a council could serve over one million people and include the areas covered by New Forest District Council, Test Valley Borough Council and Winchester City Council. This is not the councils' preferred option.

8. Please give your views on which of these options you would support for the Hart area

Please select one option

- | | |
|--|-----------|
| <input type="checkbox"/> I would support a new unitary council for north Hampshire that covers the areas of Basingstoke and Deane, Hart and Rushmoor | Go to 8.b |
| <input type="checkbox"/> I would support a new unitary council that covers a larger area of Hampshire including Basingstoke and Deane, Hart, Rushmoor as well as the New Forest, Test Valley and Winchester. | Go to 8.b |
| <input type="checkbox"/> I don't support either of these options | Go to 8.b |
| <input type="checkbox"/> I don't know | Go to 8.b |
| <input type="checkbox"/> Another option | Go to 8.a |

8.a please specify:

8.b Please give the reasons for your chosen answer:

9. Is there anything else you would like to say about the proposed changes to your councils and local government reorganisation in Hampshire?

More about you

These questions ask about you. These questions are optional but answering them will help us make sure we get views from different types of people across the borough.

It is not compulsory, and for each question there is an option to tick 'Prefer not to say' or you can leave it blank. All responses will be treated in confidence and the information you provide will not be linked to you personally.

10. Which of these age groups do you fall into?

Please select one option

☐ Under 18

☐ 35 to 44

☐ 65 to 74

☐ 18 to 24

☐ 45 to 54

☐ 75 and over

☐ 25 to 34

☐ 55 to 64

☐ Prefer not to say

11. What is your sex?

Please select one option

☐ Male

☐ Female

☐ Prefer not to say

☐ Other (please specify below)

Please specify

How would you describe your ethnic group?

12. White

☐ English/Welsh/Scottish/Northern
Irish/British

☐ Irish

☐ Gypsy or Irish Traveller

☐ Any other White background

13. Mixed / Multiple Ethnic groups

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed / multiple ethnic
background

14. Asian / Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Chinese

☐ Nepali

☐ Any other Asian background

15. Black / African / Caribbean / Black British

☐ African

☐ Caribbean

☐ Any other Black / African / Caribbean
background

16. **Other ethnic groups**

☐ Arab

☐ Prefer not to say

☐ Any other ethnic group (please specify below)

If Any other, please specify:

17. **In the last 12 months, have you done any of the following activities?**

	Yes	No
Filled out a consultation about a change to my local area or local services	<input type="checkbox"/>	<input type="checkbox"/>
Contacted or met a council officer or a councillor about a local issue	<input type="checkbox"/>	<input type="checkbox"/>
Contacted or met an MP about a local issue	<input type="checkbox"/>	<input type="checkbox"/>
Attended or viewed a public meeting about local issues or services	<input type="checkbox"/>	<input type="checkbox"/>
Signed a petition about a local issue	<input type="checkbox"/>	<input type="checkbox"/>

18. **Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

☐ Yes

☐ No

☐ Don't know

☐ Prefer not to say

19. **Do you have any dependent people (children or adults) who live at home with you some or all of the time?**

☐ Yes Go to Q19.a

☐ No Go to Q20

19.a **Select all that apply to you:**

☐ Yes - child or children aged 3 or below

☐ Yes – child or children aged 4 -10 years

☐ Yes – child or children aged 11-18 years

☐ Yes – an adult under 65 who cannot live independently

☐ Yes – an adult 65 or over who cannot live independently

Please answer the next question ONLY if you are responding as a resident.

20. **Approximately what year did you move to your borough or district area? If you're not sure, please give us your best estimate.**

Future updates and engagement

21. Finally, would you be interested in any of the following?

Select all that apply

- ☐ Yes, I would like to get updates on the future of your council via email
- ☐ Yes, I would be willing to take part in future research, for example surveys, focus groups or other engagement, to give feedback
- ☐ No, none of these

If you answered yes to any of the above, please provide your name and email address.

First and last name:

Email address:

Personal information provided will be kept separate from your survey answers and will only be used by Basingstoke and Deane Borough Council, Hart District Council or Rushmoor Borough Council or organisations working on their behalf to send you updates or offer you opportunities to share your views on local government reorganisation in Hampshire in the future.

Declaration:

- ☐ I give my consent for Basingstoke and Deane Borough Council, Hart District Council or Rushmoor Borough Council to use my name and email address for the purposes I have indicated above. I understand that I can withdraw my consent at any time.

Data Protection Statement

Basingstoke and Deane Borough Council is co-ordinating this survey on behalf of Hart District Council, Rushmoor Borough Council and ourselves and is therefore responsible for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email customer.service@basingstoke.gov.uk or by writing to Civic Offices, London Road, Basingstoke, RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk.

In compliance with the UK General Data Protection Regulation and the Data Protection Act 2018, Basingstoke and Deane Borough Council confirms it will process personal data gathered from this questionnaire only for the purposes of this survey. Information you provide to this survey that does not identify you personally may be shared with Hart District Council and Rushmoor Borough Council and published in summary results.

If you supply contact details to be sent updates or volunteer to take part in future surveys, focus groups or other engagement by the appropriate council, we will keep these details only as long as we need to invite you to participate in future events.

Privacy notices:

Hart District Council - <https://www.hart.gov.uk/privacy/corporate-services-privacy/corporate-communications-privacy>

Thank you for taking the time to complete the survey.

Please return using the envelope provided (no stamp required) to arrive by Sunday 17 August 2025.

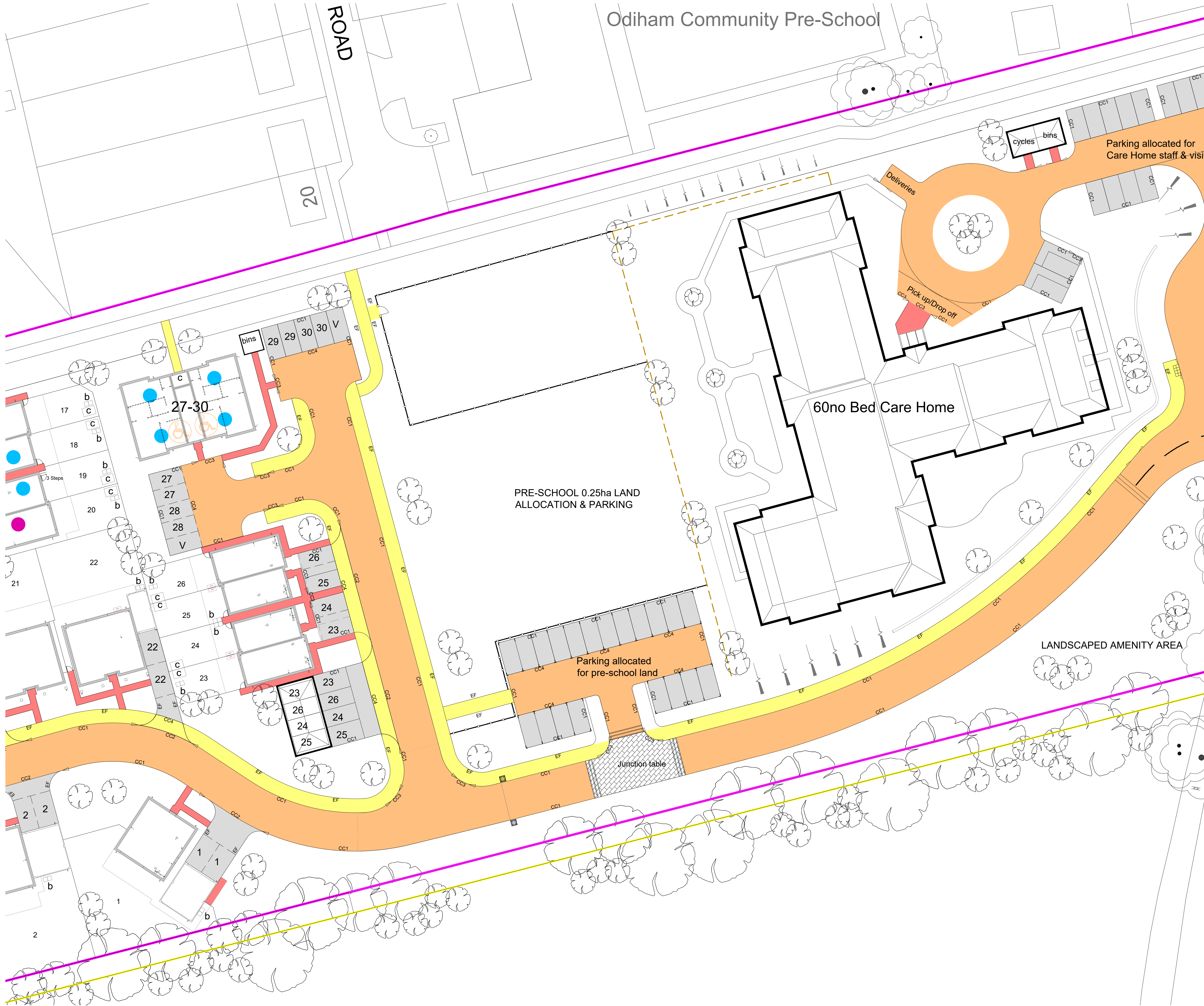


Pre-school Land Working Group Terms of Reference (July 2025)

1. The Pre-School Land Working Group is constituted to:
 - i) Research the transfer of pre-school land from the Crownfields development, as defined in the Odiham & North Warnborough Neighbourhood Plan, including future land management and arrangements with Leapfrogs Pre-School. Refer to plan on page 3 and chrome-
https://publicaccess.hart.gov.uk/online-applications/files/D11376F216BDC43D629D9E255B9E7730/pdf/23_01307_CON-PRE-SCHOOL_ALLOCATION_MATERIALS_PLAN-1765813.pdf
 - ii) Research and propose land management arrangements and present to Council for decision.
 - iii) Draw up draft contract heads of terms for Leapfrogs and present to Council for decision.
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 and OPC's councillor representative for Leapfrogs, liaise with Leapfrogs to notify Leapfrogs that research is in progress and make initial enquiries. The working group shall not pledge any contractual terms or management arrangements without prior consent agreed by Council resolution.
 - iii) Through the Clerk, liaise with principal authorities and request related data.
 - iv) 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 two and no more than four members with one member acting as chair..
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 3i.
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.



- KEY
- CC1 - TOBERMORE COUNTRY KERB (FULL HEIGHT) - SEE TYPICAL DETAILS, DETAIL G
 - CC2 - TOBERMORE COUNTRY KERBAT VEHICLE CROSSOVERS (DROPPED CENTRE KERB) - SEE TYPICAL DETAILS, DETAIL H
 - CC3 - TOBERMORE COUNTRY KERB AT PEDESTRIAN CROSSINGS - SEE TYPICAL DETAILS, DETAIL I
 - CC4 - TOBERMORE COUNTRY KERB AT CHANGES IN SURFACE - SEE TYPICAL DETAILS, DETAIL J
 - EF - PCC EDGING - SEE HCC STANDARD DETAILS
 - GS - FLUSH GRANITE SETTS DETAIL, TO DELINEATE HIGHWAY BOUNDARY, SEE TYPICAL DETAILS, DETAIL K
 - TRANSITION KERB - SEE HCC STANDARD DETAILS
 - PRIVATE ASPHALT CARRIAGEWAY CONSTRUCTION - SEE TYPICAL DETAILS, DETAIL A
 - PRIVATE POROUS ASPHALT PARKING COURTS, PARKING BAYS AND DRIVEWAYS - SEE TYPICAL DETAILS, DETAIL B
 - PAINTED T MARK BAY DELINIATION
 - BLOCK PAVING FOR ROADS - SEE TYPICAL DETAILS, DETAIL C
 - PRIVATE BLOCK FOOTWAY CONSTRUCTION - SEE TYPICAL DETAILS, DETAIL F
 - PCC PAVING SLABS TO PLOTS - SEE TYPICAL DETAILS, DETAIL D
 - ROAD GULLY - SEE HCC STANDARD DETAILS
 - b BIN STORE
 - C CYCLE STORE
 - BP BRICK PIERS - SEE ARCHITECT DETAIL
 - 1.2M HIGH POST & RAIL FENCE
 - 1.8M CLOSE BOARD FENCE

A 13.09.23 PRE-SCHOOL PARKING MATERIALS UPDATED

SHANLY HOMES
'Sorbon', Aylesbury End, Beaconsfield, Buckinghamshire. HP9 1LW
Tel: 01494 671331-Fax: 01494 676417
DX 34507 Beaconsfield

21 The Crescent
Leatherhead
Surrey
KT22 8DY
Project
ALTON ROAD, ODIHAM, HAMPSHIRE

Tel: 01494 671331
www.shanlyhomes.com

Drawing
PRE-SCHOOL ALLOCATION MATERIALS PLAN

Date 07.06.23	Scale @ A1 1:200	Drawn ELB
Drawing number 1407/PS/001		Revision A



REPORT ON: Grant Applications
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 15th July 2025
AGENDA ITEM: 68/25

Introduction

The 2025/26 budget for Community Grants is £2,000

The deadline for this round of Community Grant applications was 30th June. 4 applications have been received and the total amount requested is £2,513

Full applications have been forwarded to Councillors separately for Councillors.

Community Grant Applications

Below is a summary of each application.

Organisation	Amount requested	Total cost of the project	Grant requested for	How many people will benefit
Mayhill Junior School	£1,000	£5,000	Replacement of rotten benches and wooden gazebo that have sadly rotted after many years in the playground.	240 children
Hook and Odiham Lions	£500	£7,000	Contribution towards the November prostate screening service.	250 + local men
Zero Hunger	£513	£513	Pay for 6 foldable tables, an event shelter, polo shirts for volunteers.	140 families across Hook, Odiham and Hartley Wintney each week.
Fleet Phoenix	£500	£26,351	Project open door. It is a free advice, information and guidance, mentoring children with anxiety project for ages 16-19. (please see further information in separate email)	8% of Odiham and North Warnborough residents.

For Decision

To consider and agree grant awards from the £2,000 2025/26 budget.

ODIHAM & NORTH WARNBOROUGH PARISH HOUSING PROFILE



Population:

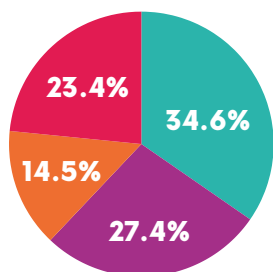
5,500



Number of
households:

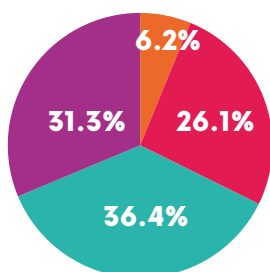
2,200

Tenure of household (%)



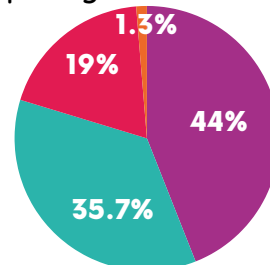
- Social rented
- Private rented or lives rent free/with family
- Owns outright
- Owns with a mortgage/loan/shared ownership

Number of bedrooms (%)



- 1 bedroom
- 2 bedrooms
- 3 bedrooms
- 4+ bedrooms

Occupancy of bedrooms (%)



- Lacking 1 bedroom or more
- Correct number of bedrooms
- 1 spare bedroom
- 2+ spare bedrooms

Average
property
purchase price

£540,842*

*As of Mar 2025 based
on 47 sales in the
previous 12 months

Average 2 bed
rental price
(pcm)

£1,325*

*in Mar 2025 based on 2
available properties

Maximum local
housing
allowance for a
2 bed property
(per month)

£947.40

HART AFFORDABLE RENTED HOUSING NEED & CURRENT STOCK

Number of households with a housing need identified through latest housing needs survey in Odiham in 2015. No data for North Warnborough **55**

Number of applicants registered with a local connection on the Hart Housing Register **67**

Current stock of affordable rented housing as at 2.12.24 based on information provided by Registered Providers **293**
Other specialist affordable homes available, specific occupancy criteria applies

Current number of Rural Exception Site housing schemes within the parish:
1 site

Number of bedrooms	Average number of bids per available property April 2022 - April 2024
1	37
2	92
3	98

FURTHER INFORMATION

- **64.8%** economically active, **2.1%** unemployed, **33.1%** economically inactive*
- **36.7%** mainly work from home
- **62.5%** households not deprived in any dimension, **27.4%** deprived in one dimension, **8%** deprived in two dimensions, **2%** in three dimensions**
- 13.57% of children receive free school meals
- Median house price to median salary ratio for the Hart district as of 2023 is **9.9**, higher than the national average of **9.1**

*Economically Inactive includes students, those not seeking work due to illness/disability and those who are retired.

**Dimensions of deprivation are determined by census data and are used to classify households based on four characteristics of the household: education level, employment status, health/disability and adequacy of current housing.

Data sources for this parish profile: Census 2021, Office for National Statistics, Valuation Office Agency, Home.co.uk, Rightmove, Plumplot and Registered Providers.

Produced by Action Hampshire on behalf of Hart District Council

