



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 18th NOVEMBER 2025, COMMENCING AT 7.30pm**

Present: Odiham Parish Council (OPC) Cllrs A McFarlane (Chair), L Cornall, C Greensides (from 170/25), M Tate, H Tyler (to 174/25), P Verdon and H Woods.

In attendance: Andrea Mann (Clerk) and Bridie Tate (Deputy Clerk) and one member of the public. Cllr Seabrook and members of the public viewed the meeting online.

162/25 Apologies for absence

Received and accepted from Cllrs Bell and Seabrook.

Apologies were also noted from Hampshire County Council (HCC) Cllr Glen and Hart District Council (HDC) Cllr Highley.

163/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda

Cllr Tate declared an interest in agenda item 177/25.

It was agreed to take agenda item 174/25 as the next item of business.

164/25 Approval of minutes

RESOLVED

The minutes of the Council meeting held on 21st October 2025 (137-162/25) were approved as a true record of the meeting and signed by the meeting Chair.

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

165/25 Chair's announcements

The Chair congratulated InOdiham for the Kings Award for Voluntary Service, recognising the significance of the award. A formal letter would be sent in due course.

166/25 Public session

None.

Councillor Reports

167/25 Meeting reports from councillors

- i) The Chair reported that the Finance Committee had taken place early November.
- ii) The Chair and Vice Chair had attended the Cross Barn AGM.
- iii) The Chair and Deputy Clerk had met with Mayhill School staff and pupils to discuss a joint engine idling campaign. The project would also reach out to Buryfields and Robert Mays School.
- iv) The Chair, Vice Chair, Cllr Cornall and the Clerk had met to discuss early plans for reconfiguring part of the ground floor at The Bridewell to maximise community benefit and improve energy efficiency.
- v) The Chair reported there had been a poor turnout to a recent "My Home Made Better" presentation and thanked the representative from the project for offering to return in the New Year to hold 1-2-1 drop-in sessions during daytime hours.

168/25 Reports from other councils

HCC Cllr Glen and HDC Cllr Highley had sent written reports prior to the meeting.



General

169/25 Casual Vacancy for the North Warnborough ward

RESOLVED

Mr C Greensides, the single applicant, was co-opted to the Council.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

As confirmed by HDC Electoral Services, Standing Orders were suspended while Cllr Greensides signed his acceptance of office and disclosable pecuniary interest form, then joined the meeting, declaring an interest in agenda item 177/25, and the meeting resumed.

170/25 Meeting action points

The meeting actions list was noted, as presented with the agenda.

171/25 Outside representatives

RESOLVED

- i) No councillor was appointed to the joint Environment Champion vacant position.
- ii) Cllr P Verdon was appointed to the position of Odiham and Broad Oak commons representative, a joint position shared with Cllr McFarlane.

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

172/25 Policies

RESOLVED

- i) The rolling schedule of policies was reviewed and updates agreed.
 - a) Financial Regulations – three revisions were made then it was decided to defer approval to the following meeting to give time for the Clerk to check with the Internal Auditor that the Regs aligned with the February 2025 Procurement Act. The following financial policies were reviewed and updates agreed, as presented with the agenda:
 - b) Statement of Internal Controls.
 - c) Investment Policy.
 - d) Reserves Policy.

(Proposed by Cllr Tyler, seconded by Cllr Verdon, all in favour).
- ii) The Staffing Handbook, as proposed by the Staffing Committee, was approved with no revisions to the:
 - a) Disciplinary and Grievance Arrangements.
 - b) Training and Development Policy.
 - c) Sickness Absence Policy.
 - d) Flexible Working Policy.
 - e) Emergency Dependents Leave Policy.
 - f) Lone Working Policy.
 - g) Pensions Discretionary Policy.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).
- iii) Proposal to change the title of the Cyber Security Policy to IT Policy, to comply with a new audit assertion – it was agreed to defer this item to the following meeting to allow time to align the password section to the NALC model template.

173/25 New Capital Projects steering group terms of reference

RESOLVED

Terms of reference for a new Capital Projects steering group was agreed, as presented with the agenda, which would replace The Bridewell working group.
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).



Amenity Areas Matters

174/25 Amenity Areas Committee governance

Members considered how to cover amenity areas business until the next annual Council meeting, following the loss of the Amenity Areas Committee chair.

RESOLVED

To cover amenity areas business under full Council until the next governance review, May 2026, and that no committee chair was required at the current time.

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

Due to interruption to the Zoom meeting, it was necessary to switch off the online meeting.

175/25 Flag poles

Members reviewed responses to the community consultation and quotes provided for different styles of flagpoles. The full report, which had been circulated to members prior to the meeting, generally confirmed support for a flagpole at the war memorial. Further to debate, it was

RESOLVED

- i) That the recent Remembrance display at the war memorial was impressive and fitting and the addition of a flagpole wasn't necessary.
- ii) To allocate the remaining Supporting the High Street earmarked reserve for 8 x new flagpole fittings on the High Street properties.
- iii) To liaise with properties to confirm numbers and interest.
- iv) To progress a listed building consent application.

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

176/25 Grant applications submitted

Members noted the following grant applications had been submitted to HDC:

- i) Creating a community space at The Firs.
- ii) To upgrade lighting in the communal spaces at The Bridewell.
- iii) For path improvements in Bartley Heath, due to a change in the materials and spec requested by HCC. Funding already approved by HDC which allocated the remaining S106 funds for the area would need to be checked with HDC.

Community Matters

177/25 RAF Christmas gifts

RESOLVED

To gift £20 Amazon vouchers to the RAF Odiham personnel were due to be deployed overseas at Christmas, spending the unclaimed 2024 vouchers and the remainder from the 2025 budget. Unspent 2025 budget would return to general reserves.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, 4 in favour. Cllrs Greensides and Tate abstained from the vote).



178/25 2026 Community Awards

RESOLVED

- i) The Community Awards sub-group Terms of Reference was reviewed and agreed, to include organisations: Rotarians, Lions, North Warnborough Village Hall, The Cross Barn, U3A, InOdiham, schools, Odiham Society and RAF Odiham.
 - ii) The next stage was to write to all groups to raise awareness of the awards scheme, encourage nominations and to secure support for joining the decision panel.
- (Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

Finance Matters

179/25 Payments Listing

RESOLVED

The payments listing for the period 22nd October-18th November 2025 (Appendix 1) was approved and Cllrs McFarlane and Verdon were appointed to complete the payment approval process for outstanding payments.

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

Planning Matters

180/25 Ratification of Planning & Development Committee decisions

RESOLVED

The decisions agreed online by the Planning & Development Committees held on 29th October and submitted to Hart under delegated authority were approved.

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

181/25 Planning applications

RESOLVED

The following responses to pending application were agreed:

OPC Ref	Hart Ref	Address	Proposals	Decision
41/25	25/01985/LBC	Pond House Rye Common Odiham Hook Hampshire RG29 1HT	Enlarging two windows (in the listed building)	No objection
42/25	25/01981/FUL	Longwood West Street Odiham Hook Hampshire RG29 1NX	Erection of part two, part three storey building comprising retirement living apartments with associated communal lounge, house managers office refuse/recycling area, electric buggy store, car parking, landscaped grounds and vehicular access onto West Street following demolition of existing dwelling and outbuilding	See below



Object for the following reasons:

NP has 9 dwellings as being an appropriate scale of development for this site. This has been re-affirmed as appropriate as part of the recently approved and adopted plan. The proposed increase in density is clearly not in-line with what the public have considered suitable in this location. The proposed density reaches approx. 78 Dwellings per Hectare, which is high. The reduction from the pre-app of 34 apartments to 30 does not go far enough at reducing the proposed density.

There is a lot of car parking as required by the large number of homes, and still visitor space is lacking, however this takes away valuable amenity space. Fewer homes would need fewer parking spaces and allow for additional greenspace for residents and visitors.

The Design Principles set out within the NP are clear but it is also clear that they have been ignored. Eg:

- 'Open space as a focus to entrance and setting for development'. Most of the open space has been taken up with the proposed footprint and car-parking. There is only a narrow perimeter of green space proposed.
- 'Existing hedge line reinforced'. The proposal ignores this.
- 'Single storey layout to protect amenity of existing houses'. This has been ignored in the proposed 2.5 storey block.
- The proposal ignores the already provided site entrance from the adjacent development of Maple Fields and proposes its own, additional entrance directly onto West St.
- There is already a large development underway for the elder generation within the village, with plenty of others nearby in Hook with little provision for younger families. Taking up a whole neighbourhood plan site for a very narrow demographic is not in the spirit of the Neighbourhood Plan which seeks to improve the area for a wide variety of people.

In relation to the NPPF, a new paragraph 71 has been inserted into the NPPF to emphasise the importance of "mixed tenure sites" which "can include a mixture of ownership and rental tenures, including Social Rent, other rented affordable housing and build to rent, as well as housing designed for specific groups such as older people's housing and student accommodation, and plots sold for custom or self-build". The NPPF previously included a policy at paragraph 63 to provide a range of housing and to assess the needs of the community, however the new paragraph 71 introduces a new, and welcome, emphasis on mixed tenure sites which provide for cross-generational occupiers/homeowners

The reduction in scale from the pre-application submission is not sufficient to address the concerns of massing.

The long corridor within the whole block will be dark and disorienting, and is a result of having a single large block instead of broken, more rural-scale buildings which would be more appropriate in this context.

Should Hart be mindful to support this application, Odiham Parish Council requests the following financial and infrastructure improvements in order to make this development acceptable:

- A contribution for parish leisure for improvements at the Recreation Ground, the closest open space to this development site, for a shelter and seating to support the McCarthy Stone residents. Currently all provision at this site focusses on youth.
- Traffic calming measures on Western Lane, specifically around the Robert Mays School area. This location is already an identified area of high concern.



OPC Ref	Hart Ref	Address	Proposals	Decision
43/25	25/02275/HOU	Honeymans Cottage Palace Gate Farm Odiham Hook Hampshire RG29 1JX	Replacement windows and doors from existing painted timber to matching uPVC	No objection, subject to the decision of the Hart Conservation Officer.
44/25	25/02281/HOU	Highfield Colt Hill Odiham Hook Hampshire RG29 1AN	Replace lean-to roof with a flat roof on single storey rear extension, extend porch to front elevation and erection of car port onto existing parking bay	No objection.
45/25	25/00815/FUL	Swan Inn Ph Hook Road North Warnborough Hook Hampshire RG29 1EX	Change of Use of former Public House to a pair of semi-detached dwellings with associated restoration, repairs, extensions and alterations and construction of a detached dwelling with associated access, parking and garden.	No objection.
46/25	25/00816/LBC	Swan Inn Ph Hook Road North Warnborough Hook Hampshire RG29 1EX	Internal/external restoration and repair of the Listed Building and construction of part single part two storey rear extension, changes to ground levels and provision of hard and soft landscaping works (following the removal of rear and side extensions), all associated with the conversion of the listed building into two 3 bedroom homes and the construction of a 3 bedroom home.	No objection.
14T/25	25/02204/CA	St Johns House 4 The Close Odiham Hook Hampshire RG29 1FE	T1 - Mulberry - Crown reduce by 1.5m. T2 - Mulberry - Crown reduce by 1.5m. T3 - Quince - Crown reduce by 1m. T4 - Indian Bean tree - Crown lift to 2m above ground level. T5 - Birch - Crown lift to 3.5m above ground level.	No objection.
15T/25	25/02234/CA	176 High Street Odiham Hook Hampshire RG29 1NP	T1 - Goat Willow - Pollard to 7 to 8 metres (same height as the apex of the adjacent building), Prune back branches overhanging to suitable live secondary growth as per annotated photo. T2 - Honey Locust - Remove dead wood down to 25mm or 1 metre in length.	No objection.



182/25 Deed of Variation – land west of Alton Road

The Deed of Variation for the Neighbourhood Plan development site at Crownfields was presented for signature. Further to debate, it was

RESOLVED

To defer the decision to the following meeting to allow time to obtain clarification of the changes.

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

Traffic and Transport

183/25 Traffic Regulation Order - 30 Miles Per Hour Speed Limit Extension - B3349, Alton Road, Odiham

HCC's decision to approve the extension of the 30mph speed limit in line with the original application was noted.

Members questioned the decision statement, that no alternatives had been suggested, despite clear requests from respondents, including OPC and RAF Odiham. It was agreed to respond to HCC asking for clarification and copying HCC Cllr Glen.

184/25 20mph schemes and other traffic calming

The Chair reported that the working group meeting was due to take place the following evening. There had been a good response to the community consultation to date showing clear support for funding schemes through the Parish precept.

Due to the very short timescale on a recently promoted funding opportunity from the Police and Crime Commissioner, the working group would be looking to identify whether any scheme was ready for funding? Current consultation responses identified Churchill Avenue as the highest priority area and it was agreed to refer this result on to RAF Odiham, suggesting they apply for funding for a courtesy crossing directly.

The Chair said that traffic calming around Robert Mays was also appropriate for funding, specifically speed bumps, and would be recommending this to the working group meeting.

185/25 Date of next meetings

Tuesday 16th December, 7.30pm.

Confidential Matters

186/25 Resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1

RESOLVED

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

187/25 Parish Room

RESOLVED

A three year Licence was granted to the Odiham Society's Licence for continued use of the Parish Room for the purposes of running a heritage centre.

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



188/25 Chapel Cottage

Feedback relating to the sale process from the solicitor and Mr Hobbs was noted and the Clerk reported potential timescales for vacating the property and marketing the property for sale. Following review, a number of covenant terms were agreed which would be made available to prospective buyers. The Clerk would circulate the list by email.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

There being no further business the meeting closed at 8.45pm.

Signed..... **Date**.....

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
361	IT Support and Back up	22/10/2025		Unity Trust	361	Office 365 accounts	Microsoft Ireland	Z	48.00		48.00
362	Cemetery Maintenance	22/10/2025		Unity Trust	362	Cemetery maintenance (Oct)	Scandor Landscape contrac	Z	1,040.53		1,040.53
363	Cemetery Maintenance	22/10/2025		Unity Trust	363	Correction	Scandor Landscape contrac	Z			
364	Other amenity areas maintenar	22/10/2025		Unity Trust	364	Beacon pole inspection	Freedom Group of Compar	S	650.00	130.00	780.00
365	Training	22/10/2025		Unity Trust	365	Clerk - course	HALC	S	53.50	10.70	64.20
366	Subscriptions	28/10/2025		Unity Trust	366	ICO Annual Data Protection Fee	ICO	Z	47.00		47.00
367	Estate Agent Fees	27/10/2025		Unity Trust	367	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
368	The Bridewell - general lettings	30/10/2025		Unity Trust	368	Stripe Transaction Fee	Stripe	X	0.35		0.35
369	The Bridewell - general lettings	31/10/2025		Unity Trust	369	Stripe Transaction Fee	Stripe	X	0.35		0.35
370	The Bridewell - general lettings	04/11/2025		Unity Trust	370	Stripe Transaction Fee	Stripe	X	0.35		0.35
371	The Bridewell - general lettings	31/10/2025		Unity Trust	371	Stripe Transaction Fee	Stripe	X	0.88		0.88
372	The Bridewell - general lettings	04/11/2025		Unity Trust	372	Stripe Transaction Fee	Stripe	X	0.35		0.35
373	Bank Charges	31/10/2025		Unity Trust	373	service Charge	Unity Trust	Z	14.55		14.55
376	Cemetery rates and water	18/11/2025		Unity Trust	376	Business rates	Hart DC	Z	200.00		200.00
377	Rates	18/11/2025		Unity Trust	377	Bridewell business rates	Hart DC	Z	240.00		240.00
378	Rates	18/11/2025		Unity Trust	378	Bridewell business rates	Hart DC	Z	434.00		434.00
379	Rates	18/11/2025		Unity Trust	379	Business rates	Hart DC	Z	344.00		344.00
380	The Bridewell - water	18/11/2025		Unity Trust	380	Bridewell water	Business Stream	Z	19.22		19.22
381	Allotment Deposits	18/11/2025		Unity Trust	381	Refund for allotment deposit ar	Roberts	Z	60.00		60.00
382	Christmas Trees and Lights	18/11/2025		Unity Trust	382	Christmas tree and delivery	Oxenford Farm Ltd	S	204.17	40.83	245.00
383	Training	18/11/2025		Unity Trust	383	Annual conference x 2	HALC	S	140.00	28.00	168.00
384	Speed Indicator Devices	18/11/2025		Unity Trust	384	SID batteries	Traffic technology ltd	S	265.00	53.00	318.00
385	PR & Pub inc newsletter	18/11/2025		Unity Trust	385	Autumn newsletter 2025	IC Printing Services	Z	923.00		923.00
386	Tree works	18/11/2025		Unity Trust	386	Tree works - The Firs	NP Tree Management	S	440.00	88.00	528.00
387	The Bridewell - electricity	18/11/2025		Unity Trust	387	Bridewell Electricity	nPower	S	273.74	56.48	330.22
388	Toilets - cleaning	18/11/2025		Unity Trust	388	King St Toilets cleaning	CJH Cleaning Services Ltd	S	491.37	98.27	589.64
389	Lighting - Maint and admin	18/11/2025		Unity Trust	389	Street lighting	HCC	S	2,353.06	470.61	2,823.67
389	Lighting - Maint and admin	18/11/2025		Unity Trust	389	Street lighting	HCC	S	156.87	31.37	188.24
389	Lighting - energy costs	18/11/2025		Unity Trust	389	Street lighting	HCC	S	979.85	195.97	1,175.82
389	Lighting - energy costs	18/11/2025		Unity Trust	389	Street lighting	HCC	S	24.50	4.90	29.40
390	The Bridewell - maintenance	18/11/2025		Unity Trust	390	Bridewell lock repair	Croma Locksmiths	S	86.70	17.34	104.04
391	Office Equipment	18/11/2025		Unity Trust	391	Photocopier rental copies	Ricoh	S	104.83	20.97	125.80
391	Postage and consumables	18/11/2025		Unity Trust	391	Photocopier rental copies	Ricoh	S	36.42	7.28	43.70
392	The Bridewell - waste disposal	18/11/2025		Unity Trust	392	Bridewell waste collection	Suez	S	81.43	16.29	97.72

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
393	Cemetery Maintenance	18/11/2025		Unity Trust	393	Cemetery additional works	Scandor Landscape contrac	S	741.40	148.28	889.68
394	IT Support and Back up	18/11/2025		Unity Trust	394	IT support	BV Computer Solutions Ltd	Z	135.00		135.00
395	The Bridewell - maintenance	18/11/2025		Unity Trust	395	Water boiler service	Servio Building Services Ma	S	298.49	59.70	358.19
396	Cemetery rates and water	18/11/2025		Unity Trust	396	Cemetery - Water	Castle water	S	32.91	6.59	39.50
397	Travel	18/11/2025		Unity Trust	397	Mileage HALC Conference	B Tate	Z	28.80		28.80
398	Travel	18/11/2025		Unity Trust	398	Mileage HALC conference and	A Mann Expenses	Z	47.25		47.25
399	Chamberlain Gardens (SC Trus	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	322.50	64.50	387.00
399	Other amenity areas maintenar	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	401.67	80.33	482.00
399	Play Areas	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	585.42	117.08	702.50
399	Allotments - maintenance	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	33.33	6.67	40.00
399	Bin emptying	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	238.33	47.67	286.00
399	Remembrance	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	150.00	30.00	180.00
399	Speed Indicator Devices	18/11/2025		Unity Trust	399	Grounds maintenance	Larkstel Ltd	S	79.16	15.83	94.99
400	The Bridewell - H&S checks	18/11/2025		Unity Trust	400	Fire risk assessment	KBO Fire & Security	S	420.00	84.00	504.00
401	The Bridewell - electricity	18/11/2025		Unity Trust	401	Bridewell Electricity	nPower	S	305.21	58.87	364.08
402	The Bridewell - cleaning & mat	18/11/2025		Unity Trust	402	Bridewell cleaning	FS Cleaning & Maintenance	Z	500.00		500.00
403	Caretaking Equipment	18/11/2025		Unity Trust	403	Paint & equip	Toolstation	S	68.73	13.74	82.47
404	Caretaking Equipment	18/11/2025		Unity Trust	404	Credit for painting equip	Toolstation	S	-5.82	-1.16	-6.98
405	Toilets - Maintenance	18/11/2025		Unity Trust	405	Toilet roll holder	Janitorial Supplies	S	20.23	4.05	24.28
406	Postage and consumables	18/11/2025		Unity Trust	406	Milk/coffee	Co-op	Z	9.85		9.85
407	Caretaking Equipment	18/11/2025		Unity Trust	408	Painting roller	B&Q	Z	3.75		3.75
408	Remembrance	18/11/2025		Unity Trust	408	Lamp post poppies	The Poppy Shop	Z	150.00		150.00
409	Postage and consumables	18/11/2025		Unity Trust	409	Milk	Co-op	Z	1.35		1.35
410	Bank Charges	18/11/2025		Unity Trust	410	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
411	The Bridewell - general lettings	17/11/2025		Unity Trust	411	Stripe Transaction Fee	Stripe	X	0.59		0.59
412	The Bridewell - general lettings	17/11/2025		Unity Trust	412	Stripe Transaction Fee	Stripe	X	0.39		0.39
413	The Bridewell - general lettings	17/11/2025		Unity Trust	413	Stripe Transaction Fee	Stripe	X	0.35		0.35
414	The Bridewell - general lettings	17/11/2025		Unity Trust	414	Stripe Transaction Fee	Stripe	X	0.35		0.35
415	Staff Salaries	18/11/2025		Unity Trust	415	Staff Salaries - November '25	Staff Salaries - November '	Z	5,025.85		5,025.85
416	Staff Salaries	18/11/2025		Unity Trust	416	Staff PAYE & NI - November '2	HMRC	Z	1,069.29		1,069.29
417	Staff Salaries	18/11/2025		Unity Trust	417	Staff Pension Cont - November	Hampshire Pension Fund	Z	415.42		415.42
418	Staff Salaries	18/11/2025		Unity Trust	418	Employer NI - November '25	HMRC	Z	788.93		788.93
419	Pension Contribution	18/11/2025		Unity Trust	419	Employer Pension - November	Hampshire Pension Fund	Z	1,393.26		1,393.26
Total									23,128.16	2,035.99	25,164.15