



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 16th JUNE 2026 at 7.30pm**

10th June 2026

Andrea Mann, Clerk

Join Zoom Meeting

<https://us02web.zoom.us/j/85247125997?pwd=j0YzaCPZulbCkyoQhSOPqs4mrdfEj4.1>

Meeting ID: 852 4712 5997

Passcode: 248838

-
- 35/26 To receive apologies for absence**
- 36/26 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 37/26 Approval of minutes**
To approve the minutes of the Annual Council Meeting held on 12th May 2026 (1-34/26).
- 38/26 Chair's announcements**
- 39/26 Public session**
An opportunity for members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, in accordance with Standing Orders <https://odihamparishcouncil.gov.uk/wp-content/uploads/2025/03/Standing-Orders-January-2026.pdf> or contact the Parish Office.
- 40/26 Councillor co-option**
To consider any applications received for the vacant Odiham ward position.
Refer to <https://odihamparishcouncil.gov.uk/wp-content/uploads/2026/06/Casual-Vacancy-and-Cooption-Policy-September-2024.pdf>

Councillor Reports

- 41/26 Meeting reports from councillors**
To receive any verbal reports from Councillors on their attendance at outside meetings.
- 42/26 Reports from other councils**
To receive any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 43/26 Meeting action points (pages 4-6)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 44/26 Policies (pages 7-14)**
i) To review the schedule of policies and recommendations (in red) (page 6).



- ii) To consider a new Preventing Sexual Harassment Policy, proposed by the Staffing Committee following a review of the Employment Rights Act 2025 (pages 8-11).
- iii) To consider a new Whistleblowing Policy, proposed by the Staffing Committee following a review of the Employment Rights Act 2025 (pages 12-13).
- iv) To consider a new Wellbeing Policy Statement, proposed by the Staffing Committee following a review the Employment Rights Act 2025 (page 14).

45/26 2026-27 Meeting Calendar (page 15)

To consider proposed meeting dates for the 2026-27 civic year.

Amenity Areas Matters

46/26 The Firs project

To agree delegated authority to spend the £6,000 earmarked reserve on The Firs Project, which includes the £,5000 grant from Hart.

47/26 Cemetery waste collection (page 16)

To consider the Deputy Clerk's report proposing an increase in the waste collection contract.

48/26 Land at Colt Hill (email circulated to councillors)

To review correspondence relating to the Council's small woodland at Colt Hill and agree a course of action.

49/26 Request from RMD Adventure Learning CIC to use Beacon Field for a Holiday Activity Fund (HAF) project in Odiham over the Summer Holidays (email circulated to councillors)

To consider the request and agree terms.

Community Committee Matters

50/26 2027 Dimanche Tour of Hampshire (pages 17-18)

To consider whether Council wish to submit a response to the application for an event permit to organise and promote a Special Stage Rally on 11th April 2027 on roads partly running through Odiham Parish.

51/26 InOdiham's plans to apply to convert from limited Community Interest Company (CIC) to a Registered Charity (draft emailed to councillors)

To consider a letter of support.

52/26 Poppy displays

To consider a suggestion from InStitches that purple poppies are added to the Poppy displays this year to remember and honour the animals that served and died in conflicts and wars.

Financial Matters

53/26 Payments Listing (to follow)

To approve the payments listing for the period 13th May – 16th June 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.



54/26

Mileage rate

To note and accept new HMRC approved mileage rates for the 2026-27 tax year:

	<u>First 10,000 business miles</u>	<u>Over 10,000 business miles</u>
Cars and vans	55p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Planning Matters

55/26

Planning & Development Committee

- i) To ratify the decisions of the Planning & Development Committee meetings held on 19th May and 9th June which were submitted to Hart under the Clerk's delegated authority.
- ii) To consider any applications received which are due for determination before the next Planning & Development Committee meeting.

56/26

Hart Local Plan – Scoping Consultation (detail for be proposed by the Planning & Development Committee)

To consider the Council's response.

57/26

Asset of Community Value nomination for The Bridewell (pages 19-22)

To review and agree the Clerk's nomination form.

58/26

Date of next meetings

Full Council - 16th July 2026 at 7.30pm.

Confidential Matters

59/26

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

60/26

Chapel Cottage (verbal report from the Amenities Officer)

To receive any offers or feedback received following the marketing of the property and agree any actions.

61/26

Hampshire Association of Local Councils Village of the Year 2026

<https://www.hampshirealc.org.uk/news/village-year-2026/>

To consider whether OPC should make a nomination.

Full Council				
Nov-25	164/25	Clerk	Change previous minutes from draft and add to website.	Complete
	165/25	CllrAMc/Clerk	Arrange letter to InOdiham to congratulate on Kings Award.	Complete
	169/25	Clerk	Submit DPI forms to Hart and show position on website.	Complete
		Council	Appoint Cllr CG to committees and positions.	Complete
	171/25	Clerk	Notify Hart of Cllr PV's appointment as joint Commons rep.	Complete
	172/25ia	Clerk	Check model Financial Regs with Internal Auditor and add to next agenda.	Complete
	172/25ib-d	Clerk	Add reviewed financial policies to website.	Complete
	172/25ii	Clerk	Combine staff related policies and circulate Staff Handbook.	Complete
	172/25iii	Clerk	Research passwords and refer Cyber Security Policy to next agenda.	Complete
	173/25	Clerk	Add new Strategy Working Group ToRs to website.	Complete
		Clerk/Strategy WG	Arrange Strategy Working Group meeting.	Complete (all Council)
	174/25	Clerk	Update website to show Amenity Areas Committee work will be covered by full Council until May '26.	Complete
	175/25ii	Clerk	Revise EMR on Scribe to allocate remaining Supporting the High St EMR to flagpoles.	
	175/25iii	Office	Confirm numbers and support with High St properties for flagpoles.	
	175/25iv	Office	Progress listed building planning application for flag poles.	
		Clerk	Research legalities of ownership and insurance.	
	176/25	Clerk	Check with Hart whether S106 allocation can be spent on revised spec for Bartley Heath path improvements.	See below
	177/25	Clerk/CllCG	Arrange vouchers for RAF personnel who will be deployed over Christmas.	Complete
	178/25	Deputy Clerk	Revise Community Award ToRs to include agreed organisations and add to website.	Complete
		Deputy Clerk/Cllr Amc	Write to all groups to secure interest.	Complete
		Deputy Clerk	Prepare media to attract nominations in New Year.	Complete
	179/25	Clerk/CllrsAM&PV	Set up payments on Unity Trust and authorise.	Complete
	180/25	Deputy Clerk	Change P&D mins 29.10.25 to final.	Complete
	181/25	Deputy Clerk	Submit comments on planning applications to Hart.	Complete
	182/25	CllrPV/Clerk	Make enquiries to clarify purpose of Deed of Variation on development on land west of Alton Road.	Complete
		Clerk	Add Deed of Variation to next agenda for signature.	Complete
	183/25	Clerk	Respond to HCC re 30mph on Alton Rd decision notice asking for clarification on comments for justification of decision.	Complete
	184/25	Clerk/CllrsAM,SB,MT	Submit grant application to the Police & Crime Commissioner's road safety grant for traffic calming	Complete
		Clerk	Suggest to RAF Odiham they submit a grant application to the above for a courtesy crossing on Churchill Ave	Complete
	187/25	Clerk	Issue agreed Licence to OdSoc for Parish Room and arrange signatures.	Complete
	188/25	Clerk/AO	Circulate list of proposed permissions and restrictions for Chapel Cottage which will be available to	Complete
Dec-25	191/25	Clerk	Change previous minutes from draft and add to website.	Complete
	197/25	Clerk	Add co-option of councillor to RAF Station ward on next agenda.	Complete
	198/25ii	Clerk	Add revised Financial Regs on website.	Complete
	198/25iii	Clerk	Research passwords and refer Cyber Security Policy to next agenda.	N/A
	198/25iv	Clerk	Add revised H&S Policy on website.	Complete
		Office	Research and attend training on Martyr's Law and report back to Council.	Limits unlikely to apply. Deputy Clerk booked on training 20.07.26.
		Staffing Committee	Consider new and enhanced measures to respond to changes in H&S legislation - remote & hybrid working	Considered by Staffing 09.06.26
	198/25v	Clerk	Add revised Safeguarding Policy on website.	Complete
	199/25	Clerk	Update Cllr Greensides's appointments on website.	Complete
	200/25	All	Report OPC's agreed priorities in next newsletter and at APA.	Complete
		Clerk	Update website.	Complete
	201/25	All	Circulate Cllr CD's comments on LGR to all councillors and encourage councillors to respond individually.	Complete
	202/25	Clerk	Notify OCC that OPC has agreed their recommended trustee appointments.	Complete
	203/25	Deputy Clerk	Update website with 2026 APA date and book venue.	Complete
	204/25	Clerk/CllrsCG&PV	Set up payments on Unity Trust and authorise.	Complete
	205/25	Finance Committee	Refer consideration of earmarked reserves to next Finance Committee.	Complete
	206/25	Clerk/CllrCG	Transfer funds to Cllr CG to cover cost of purchasing RAF vouchers and arrange purchasing and distribution.	Complete
	207/25	Deputy Clerk	Change P&D mins 09.12.25 to final.	Complete
	208/25	Clerk	Submit to Rushmoor Council OPC's objection to Farnborough Airport expansion application to increase flights.	Complete
	209/25	Deputy Clerk	Refer 1 x pre-application advice application and 1 x tree application to next P&D Committee agenda.	Complete
	210/25	Clerk	Respond to Hart/Basingstoke legal team to confirm OPC's agreement to Deed of Variation for land west of Alton Rd.	Complete
		Clerk	Arrange signature of revised S106 Agreement for land west of Alton Rd, in accordance with Standing Orders.	Complete
	211/25	Clerk	Prepare ACV nomination for The Bridewell.	On agenda
	212/25	Traffic Calming WG	Complete review of Traffic Calming survey responses.	Complete
		Traffic Calming WG	Report back to Council with recommendations for improvements to local traffic calming.	See below
	213/25i	CllrSB/office	Progress project works to relay 70m of hardcore on pathway running through Bartley Heath.	
		Clerk	Liaise with Hart to clarify spending permission on S106 funds.	
	213/25ii	All	Forward details of outstanding path issues to Councillors, compile list of paths which councillors can help with	Complete
	214/25	Clerk	Update website to show agreed Finance Committee date.	Complete
	217/25	Clerk	Implement decisions on staff related matters.	Complete
Jan-26	220/25	Clerk	Change previous minutes from draft and add to website.	Complete
	226/25	Clerk	Notify Hart of Cllr Cooper's co-option, add as a new councillor on website and set up email account.	Complete
	227/25ii	Clerk	Make revision and add IT policy to website.	Complete
	227/25iii	Clerk	Finalise Standing Orders and add to website.	Complete
	228/25	Clerk/Cllr Bell	Add volunteers to OPC's risk assessment and add approved document on website.	Complete
	229/25	Clerk	Respond to Tennis Club and request further info on purpose of signage.	Complete
			Set up meeting to start review of lease.	Complete
	230/25	Deputy Clerk	Award contract to Scandor for additional cemetery maintenance works.	Complete
			Complete works and report back.	Complete
	231/25	Deputy Clerk	Award contract to Scandor for boundary fence and planting to Cemetery Cottage.	Complete
			Complete works and report back.	Complete
	232/25	Clerk/CllrSB	Clarify purpose of expenditure for InOdiham grants and financial docs.	Complete
		Clerk/CllrSB	Report back to InOdiham and request OPC to be recognised as grant funder on event promotion.	Complete
	233/25	Deputy Clerk/Cllr Amc	Progress anti-enging idling campaign project and report back.	Complete
	235-36/25	Clerk	Update website with 2026-27 budget and precept.	Complete

Full Council				
	235-36/25	Clerk	Notify Hart of OPC's precept request.	Complete
	237/25	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	238/25	Clerk	Complete review of website by website provider, action any matters as required and report back.	Complete
	240/25i	Traffic Calming WG	Progress next steps in traffic calming work - seek advice from HCC strategic infrastructure, parking & Police and report to WG.	Complete
	240/25ii	Deputy Clerk	Complete first training course/event for new Speedwatch volunteers.	Complete
	240/25iii	Deputy Clerk	Obtain quote from traffic management company for alternative speed reminder and refer to WG for consideration.	No response - suggest removing from action list
	243/25	Amenities Officer	Inspect Chapel Property and report back on any works required. Switch off water (if poss).	Complete. Water kept on to keep boiler running.
		Clerk	Notify insurer that the property is unoccupied.	Complete. Only valid for 6 months under current insurance.
		Amenities Officer	Obtain 3 market valuations and report back.	Complete
Feb-26	245/25b	Clerk	Change previous minutes from draft and add to website.	Complete
	249/25iv	Clerk	Arrange meeting with Vivid Homes and invite Cllr Dorn.	Complete
	252/25	Clerk	Add meeting calendar to June Council agenda with review of committees.	On agenda
	253/25	Clerk	Update website to show Cllr Cooper's committee appointments.	Complete
	255/25	Clerk	Report back to Tennis Club OPC's decision on signage and arrange date to sign lease with extended term.	Emailed 18.02.26. Followed up 26.05.26.
	256/25	Office	Award contract to DTE Ltd to upgrade lights.	Complete
			Complete works.	Complete
	257/25	Deputy Clerk	Update website to show revised cemetery fees.	Complete
	258/25	Deputy Clerk	Update website to show revised allotment fees.	Complete
		Amenities Officer	Notify tenants.	Complete
	259/25	Amenities Officer/Office	Research alternative and lower cost options to upgrade Chamberlain Gardens play area equipment.	On hold
	261/25	Clerk	Report back to InOdiham re 2026/27 grants.	Complete
	262/25	CllrsAMc/Deputy Clerk/Clerk	Complete anti-engine idling campaign - meet Buryfields, install signage and include article in Spring newsletter.	Complete
	263/25	Office	Award contract for defib, install and promote online and in Spring newsletter.	Complete
	264/25	Clerk	Add 2025/26 Asset Register to website.	Complete
	265/25	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	266/25	Deputy Clerk	Change draft responses to planning applications 24.02.26 to final.	Complete
	267/25	CllrPV	Meet with SN to draw up a response to the Gov's consultation on the national planning policy, submit response and refer to March mtg.	Complete
	268/25	Clerk	Submit OPC's 2 x responses to planning and licencing applications.	Complete
	269/25	Traffic Calming WG	Progress traffic calming enquiries with HCC, including in Spring newsletter, report at APA and update WG asap after HCC mtg.	Complete
	272/25	Amenities Officer	Make arrangements for Chapel Cottage to be marketed with agent MacKenzie Smith.	Complete
Mar-26	276/25	Clerk	Change previous minutes from draft and add to website.	Complete
	277/25i	Deputy Clerk/Chair	Send letter of thanks to SSE re recent cabling works in King St and The Bury area.	Complete
	277/25ii	Clerk	Submit OPC's support for reducing speed limit to 40mph at the Golden Pot junction in responses to the TRO consultation.	Complete
	278/25	Clerk	Liaise with U3A re National Emergency Briefing.	Complete
	282/25i	Deputy Clerk	Add revised Topple Testing Policy to website.	Complete
	282/25ii	Deputy Clerk	Award contract to Scandor for cemetery memorial topple testing.	Complete
		Deputy Clerk	Complete works.	Scheduled September
	283/25i	Clerk	Add revised plans for The Bridewell on website.	Complete
		CllrsAMc/LC	Present revised plans for The Bridewell to the APA.	Complete
	283/25ii	Clerk	Award contract to FlowerKittle Architects to support OPC in securing listed building consent for revised Bridewell plans.	Complete
		Bridewell working group	Complete project and report back to Council.	Ongoing. Surveys complete
	285/25	Office	Add OPC's agreed events to website and progress plans to hold events.	Complete
	286/25	Clerk	Add annual review of contracts and subscriptions to website.	Complete
		Amenities Officer	Arrange for SSE contract for cemetery electricity to be cancelled.	Enquiries pending. Disconnection likely to incur charge. Enquiries in process for switching to a lower tariff.
	287/25	Clerk/CllrsAM&PV	Accept insurance quote from Clear Councils, make payment and communicate insurance cover to employees.	Complete
	288/25	Clerk/CllrsAM&PV	Set up payments on Unity Trust and authorise.	Complete
	289/25i	Deputy Clerk	Change draft responses to planning applications 24.02.26 to final.	Complete
	289/25ii	Deputy Clerk	Submit OPC's objection to 25/02559/PREAPP for up to 100 retirement homes on land at Broad Oak.	Complete
	291/25	Deputy Clerk	Submit OPC's responses to planning and licencing applications.	Complete
Apr-26	300/25	Deputy Clerk	Change previous minutes from draft and add to website.	Complete
	301/25i	Office	Share SGN road closure with the community.	Complete
	301/25ii	Clerk/CllrAMc	Respond to Hart's request for opinion on future election timings.	Complete
	306/25	Clerk	Add revised policies to website - Data Protection Policy, Data Retention Policy, Generay Privacy Notice, Staff Councillors & Role Holders Privacy Notice and Subject Access Request Policy.	Complete
		Clerk	Work towards consistent numbering format for all policies.	Ongoing
	307/25	Clerk	Publish Annual Report online and share with community.	Complete
	308/25i	Clerk	Publish Annual Action Plan online and share key priorities at APA.	Complete
	308/25ii	CllrAMc	Attend National Emergency Briefing filming and report back.	Complete
	309/25	Amenities Officer	Source quote for removal of trees at Peace Garden, to replant with crab apples and hawthorns, including advice on best planting distance from property boundary.	See below
	310/25	Office	Order picnic benches, arrange installation and promote to community.	Complete
	311/25	Clerk	Research SLCC promoted community engagement app and obtain feedback from other councils which use it. Refer back to Council Oct '26.	
	312/25	Clerk	Refer proposal for 2025 Heritage Open Days back to Council.	Complete
	313/25	Clerk	Adjust earmarked reserves balances on Scribe.	Complete
	314/25	Clerk/CllrsLC&PV	Set up payments on Unity Trust and authorise.	Complete
	315/25	Clerk	Publish Neighbourhood Plan Monitoring Report online and share with community.	Complete
	316/25	Clerk	Publish Road Safety proposals online and share with community.	Complete
	317/25	Deputy Clerk	Adjust meeting dates on website.	Complete
May-26	1/26	Clerk	Promote chair and vice chair appointments.	Complete
	5/26	Clerk	Add final minutes from previous meeting on website.	Complete
	6/26iii	Clerk/Amc	Respond to resident re planting of horse chestnut tree.	Complete

Full Council				
	10/26	Clerk/Amenities Officer	Revise action to remove trees at Peace Garden to read "obtain second opinion before removing".	Noted
	11-14/26	Clerk/Deputy Clerk	Update website with agreed governance structure, terms of reference, working groups and membership.	Complete
	15/26	Clerk	Update website with representative positions and notify external organisations of 25-26 appointments.	Complete
	16/26	Deputy Clerk	Add revised Discretionary Grant Giving Policy to website.	Complete
	17/26	Clerk	Refer potential of 5 year election term to HALC asking for supporting in highlighting this to candidates in May 2027.	Complete
	18/26	Office	Award contract for next 2 phases of works to War Memorial, schedule works & notify surrounding properties.	Contract awarded
		Office	Complete works, report back and promote.	Woks scheduled mid-end August
	19/26	Office	Award contract for re-decoration of Parish Office.	Complete
			Schedule works and make plans to re-location for duration of works.	Scheduled 27th July
		Office	Complete works in July and report back.	
	20/26	Office	Progress plans to open OPC's buildings as part of Heritage Open Days and promote.	In progress
	21/26	Clerk	Clarify whether councillors' home addresses can be redacted from website.	Complete
		Councillors	Review DPI forms.	Note change in rules after 29th June which
		Clerk	Publish annual internal audit report on website.	Complete
		Clerk	Publish 2025-26 income & expenditure account and balance sheet on website.	Complete
	24-26/26	Clerk	Publish 2025-26 exercise of public rights in accordance with rules.	Complete
		Clerk	Submit all 2025-26 audit papers to external auditor.	Complete
	27/26i	Clerk	Ensure bank signatories are in line with Council resolution.	Complete
		CllrHT	Try again to initiate Unity Trust bank login.	
	27/26ii	Clerk/bank signatories	Arrange £75k transfer from Unity Trust to CCLA.	Complete
		Clerk	Instruct new investment to Hampshire Trust Bank.	Complete. Higher interest rate than resolution.
	28/26	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	29/26i	Deputy Clerk	Change draft 07.04.26 and 28.04.26 minutes to final on website.	Complete
	29/26ii	Deputy Clerk	Submit OPC's comment on pending planning application to Hart.	Complete
	30/26	Clerk	Progress agreed matters in OPC's road safety review.	Work in progress
	34/26	Office	Run ad to establish origins of memorial bench at Priors Corner.	Not required
		Office	Report back to original enquiry.	Complete
		Office	Report back to Council and progress agreed option.	Complete

REVIEW OF OPC POLICIES - 16.06.26

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-26	Essential	Jan-27 - annual review required.
Scheme of Delegation	Jan-25	Desirable	Jan-27 - unless change in circumstances.
Business Continuity Plan	Feb-25	Desirable	Feb-27 - unless change in circumstances.
Equality, Diversity and Inclusion Policy	Dec-24	Advisable	Dec-26.
Dignity at Work Policy	Dec-24	Advisable	Dec-26.
Councillor Officer Protocol	Dec-24	Advisable	Dec-26.
Finance			
Financial Regulations	Dec-25	Essential	Dec-26.
Statement of Internal Controls	Nov-25	Desirable	Nov-27.
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-25	Essential	Nov-27.
Reserves Policy	Nov-25	Optional	Nov-27.
Grant Giving Policy	May-26	Essential	May-27
Council Strategy			
Strategic Plan/Business Plan	Mar-26	Desirable	Mar-27 - annual review required. Reviewed with Annual Action Plan and Annual Report.
Annual Action Plan	Mar-26	Desirable	Mar-27 - annual review required. Reviewed with Annual Action 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	Mar-26	Essential	Mar-27 - audit requirement to review annually.
Document Retention Policy	Mar-26	Desirable	Mar-27 - review with Data Protection Policy.
Privacy Notice - General	Mar-26	Essential	Mar-27 - review with Data Protection Policy.
Privacy Notice - Staff, Cllrs and Role Holders	Mar-26	Essential	Mar-27 - review with Data Protection Policy.
Subject Access Request Policy	Mar-26	Desirable	Mar-27 - review with Data Protection Policy.
Health & Safety			
Health & Safety Policy	Dec-25	Essential	Dec-26.
Safeguarding Policy	Dec-25	Desirable	Dec-27.
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	Jul-25	Optional	Jul-27
Communication			
Communication Strategy	Aug-25	Desirable	Aug-27.
IT Policy	Jan'26	Desirable	Jan-28.
Staffing			
Disciplinary and Grievance Arrangements	Nov-25	Desirable	Nov-27.
Training and Development Policy	Nov-25	Desirable	Nov-27.
Staff Handbook	Nov-25	Optional	Nov-27.
Sickness absence policy	Nov-25	Desirable	Nov-27.
Flexible working policy	Nov-25	Desirable	Nov-27.
Emergency dependants leave policy	Nov-25	Desirable	Nov-27.
Lone working policy	Nov-25	Desirable	Nov-27.
Pensions Discretionary Policy	Nov-25	Essential	Nov-27.
Preventing Sexual Harassment Policy			On agenda - best practice following The Employment Act 2025
Whistleblowing Policy			On agenda - best practice following The Employment Act 2025
Wellbeing Policy Statement			On agenda - best practice following The Employment Act 2025



Odiham Parish Council

Prevention of Sexual Harassment Policy

1 Introduction

Odiham Parish Council is committed to providing a working environment free from all forms of discrimination and harassment, including sexual harassment. This Policy outlines the Council's zero-tolerance approach to sexual harassment and the procedures for reporting and addressing such behaviour.

Everyone has a right to feel safe and supported at work.

This policy applies to the behaviour of employees, workers, any councillor acting on the Council's behalf, as well as third parties.

2 Legal Duty

From 26 October 2024, the Worker Protection (Amendment of Equality Act 2010) Act 2023 came into force which introduced a new positive obligation on employers to take reasonable steps to prevent sexual harassment where the unwanted conduct is of a sexual nature. This is called the preventative duty.

The Employment Rights Act 2025 strengthened obligations for employers and employers are now mandated to "take all reasonable steps" to prevent sexual harassment of their employees" and "not to permit the harassment of their employees by third parties". This includes:

- i) Implementing preventive measures such as training and clear communication of an anti-sexual harassment policy.
- ii) Creating a culture of respect and inclusion.
- iii) Taking proactive steps to identify and mitigate risks of sexual harassment.

The preventative duty includes worker-on-worker harassment and harassment by third parties such as contractors, residents and clients.

The law does not state specific steps an employer must take. Different employers may seek to prevent sexual harassment in different ways but all employers must take action - no employer is exempt.

3 What is sexual harassment?

The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. To be sexual harassment, the unwanted behaviour must have either:

- i) Violated someone's dignity, whether it was intended or not.
- ii) Created an intimidating, hostile, degrading, humiliating or offensive environment for them, whether it was intended or not.

Sexual harassment can be a one-off incident or an ongoing pattern of behaviour. It can happen in person or in other ways, for example online through email, social media or messaging tools. What



some people consider to be jokes or 'banter' is still sexual harassment if it fulfils any of the criteria above.

Any defence by an employee of their behaviour which states the intention was to make a joke or their behaviour was 'just banter' will not be accepted. Examples include:

- iii) Flirting.
- iv) Gesturing or making sexual remarks about someone's body, clothing or appearance.
- v) Asking questions about someone's sex life.
- vi) Telling sexually offensive jokes.
- vii) Making sexual comments or jokes about someone's sexual orientation or gender reassignment.
- viii) Displaying or sharing pornographic or sexual images, or other sexual content.
- ix) Touching someone against their will, for example hugging them.

4 Reasonable steps

In order to fulfil its duty to prevent sexual harassment, Odiham Parish Council will take the following action:

- i) Foster a culture of respect and dignity in the workplace.
- ii) Ensure this Policy is provided to all employees, workers, councillors and suppliers to ensure all parties are aware of council expectations regarding behaviour.
- iii) Offer training for all employees and councillors.
- iv) Provide mandatory training for managers to empower them to identify and address any concerns, and to deal with complaints appropriately.
- v) Undertake annual risk assessments for sexual harassment in the workplace.

5 Making a complaint

5.1 Informal process

If someone witnesses or is subjected to inappropriate behaviour believed to be sexual harassment, concerns should be raised informally with the person who is behaving inappropriately. The complainant should specify they have/or witnessed another person being sexually harassed, that it is unwanted, how it makes them feel and that it must stop. If this is the case an apology should be obtained (either to the person in question or the person subject to the behaviour (if it is observed) and an assurance that it will not happen again.

The Council appreciates that in certain circumstances staff may not feel comfortable addressing the matter in this way, therefore, the issue can be raised informally with a line manager or the Chair of the Council or Staffing Committee Chair, if appropriate.

On receipt of an informal complaint, the line manager, Chair of Council or Staffing Committee Chair will:

- i) Establish the facts about the specifics of the incident(s) which is believed is sexual harassment, including what, how, when and where it took place.



- ii) Provide this Policy to the complainant and discuss with the complainant how they prefer to proceed. The complainant may feel an informal discussion and apology is satisfactory or may prefer a structured facilitated meeting or session with a trained mediator.
- iii) Explain the complainant's rights to raise a formal grievance or report the matter to the Police, if they deem the incident to be serious.
- iv) Proactively conduct regular follow-up meetings with the complainant to establish if there has been any repeat of the behaviour complained about, or if the complainant has been victimised in any way for raising an informal complaint.
- v) Take the necessary steps to act as a responsible employer eg by following appropriate processes for management of a member of staff who has been accused of sexual harassment including reporting and offering training.

5.2 Formal process

The formal process will be followed if:

- i) Attempts to address informal complaints regarding sexual harassment do not result in an improvement in the other person's behaviour.
- ii) There is a repeat of the same behaviour by the person complained about.
- iii) If the sexual harassment is so serious, a formal complaint must be raised.

A formal process may be instigated by:

- iv) The victim of the unwanted sexual harassment.
- vi) Any witness of the sexual harassment.

Investigations will follow this process:

- vii) If the complaint is from a member of staff and relates to another member of staff, the Clerk will report the matter to the Staffing Committee who will determine the right course of action. This could be the Grievance Policy Procedure if the complainant is happy to follow this formal process or the Disciplinary Policy Procedure if the incident has been reported by a witness. Either way, there will be an investigation of the facts before any action is taken.
- viii) If the Grievance Policy Procedure concludes that a serious sexual harassment incident has taken place by a member of staff, then The Disciplinary Policy Procedure will be implemented.
- vix) If the complaint is from a member of staff and relates to a councillor, the Clerk will report the matter to the Staffing Committee who will determine the best course of action for supporting the employee's wellbeing and any adjustments to working conditions. The Council does not have the power to enforce any sanctions on a councillor – code of conduct complaint should be referred to the Monitoring Officer at Hart District Council. The complaint can be made by an individual or by the Council, subject to a full Council resolution.
- x) The complaint may constitute a criminal offence and the individual subjected to the behaviour will be reminded of their right to refer the matter to the Police. The Council will respect the victim's decision and take reasonable steps to support their wellbeing, but will not be able to refer the complaint on their behalf.



6 Complaints about a third party

The Council will publish this policy and, in certain circumstances will provide suppliers, partners and contractors with this Policy to ensure that expectations are clear. However, the council is aware that this may not prevent inappropriate behaviour by people who are not employed by the Council.

Whether experiencing or witnessing sexual harassment by a third-party, the matter should be raised directly with the person responsible, as described in the informal process above.

Any visitor to council premises who commits a clear breach of this policy will be asked to leave the council premises, and where they are representing another company, their behaviour will be reported to their employer.

7 Right of Appeal

If the complainant is not satisfied with the outcome of the investigation into a complaint, the complainant has the right to appeal the decision.

8 Monitoring

The line manager will ensure regular 1-2-1 discussions with the victim of sexual harassment in the workplace until such time that they are satisfied there has been no repeated incidents and they are satisfied the Council has taken all reasonable steps to prevent further sexual harassment.

This Policy will be reviewed regularly to ensure its effectiveness and to align with changes in legislation or changes to the Council's or employees' circumstances.



Odiham Parish Council

Whistleblowing Policy

1 Introduction

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the Council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the Council.

This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

2 Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures".

A qualifying disclosure is one made by an employee who has a reasonable belief that:

- i) A criminal offence.
- ii) A miscarriage of justice.
- iii) An act creating risk to health and safety.
- iv) An act causing damage to the environment.
- v) A breach of any other legal obligation.
- vi) Concealment of any of the above. is being, has been, or is likely to be, committed.

It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the Council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

3 Principles

- i) Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the Council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- ii) Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- iii) No employee or other person working on behalf of the Council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- iv) Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence. • If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.



- v) Maliciously making a false allegation is a disciplinary offence.
- vi) An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

4 Procedure

If you believe a Councillor has breached the Councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the Councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required.

On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the Council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- i) HM Revenue & Customs..
- ii) The Health and Safety Executive.
- iii) The Environment Agency.
- iv) The Serious Fraud Office.
- v) The Charity Commission.
- vi) The Pensions Regulator.
- vii) The Information Commissioner.
- viii) The Financial Conduct Authority.

Adopted ???. Date of review ??



Odiham Parish Council

Wellbeing Policy Statement

1 Introduction

Odiham Parish Council has a legal duty to manage risks to the health and safety of its employees. This includes considering the wellbeing of all employees at work. 'Wellbeing' encompasses mental, physical, emotional and social health. We will support you in each of these areas.

This Policy is designed to foster a supportive and inclusive work environment that prioritises the well-being of all employees and volunteers.

2 Scope

The scope of this Policy covers all employees and volunteers. It applies to all workplace activities and interactions, ensuring that well-being principles are integrated into daily working practices.

3 Principles

The Parish Council is committed to providing resources and support to help employees and volunteers to maintain their health and well-being. The principles of this Policy are based on mutual respect, collaboration, and continuous improvement.

To ensure the effective implementation of this policy, the Parish Council will:

- i) Create a safe, supportive and inclusive workplace environment.
- ii) Give all employees information on wellbeing to increase awareness and provide access to training.
- iii) Promote a positive work-life balance through supporting requests for annual leave and time off eg for medical appointments or to care for a dependent.
- iv) Fully consider any requests for flexible working arrangements, acknowledging the small staffing team which runs a public facing office.
- v) Set realistic targets in line with contracted hours, avoid unreasonable demands on evening and weekend work, and give as much notice as possible.
- vi) Comply with our legal duties to consider reasonable adjustments in the workplace.
- vii) Provide opportunities to identify any wellbeing issues by asking about health and wellbeing in meetings with line managers, appraisals and at exit interviews.
- viii) Give non-judgmental and proactive support to individuals who experience mental health problems.
- ix) Regularly review and assess the impact of well-being initiatives.
- x) Treat all matters relating to individuals and their health problems in the strictest confidence in accordance with our Data Protection Policy.

Please note that this Policy is a Council Policy and does not form part of individual staff contracts.

Adopted ???. Date of review ???

2026/27 Meeting dates

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

	May '26	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26	Nov '26	Dec '26	Jan '27	Feb '27	Mar '27	Apr '27	May '27
Full Council	12 th (annual)	16 th	21 st	18 th	15 th	20 th	17 th	15 th	19 th	16 th	16 th	20 th	18 th (annual)
Planning & Development Committee (Zoom)	19 th	9 th and 30 th	20 th or 22 nd	11 th	7 th and 28 th	20 th	9 th and 30 th	15 th (with full Council)	5 th and 26 th	16 th (with full Council)	9 th and 30 th	27 th (final meeting)	18 th (with full Council – earliest poss date)
Finance Committee			21 st (After full Council)			20 th (After full Council)			19 th (Before full Council)			20 th (After full Council)	
Amenity Area Committee	19 th (After full Council)			18 th (After full Council)			17 th (After full Council)			16 th (After full Council)			18 th (with full Council)
Staffing Committee	27 th 11am					23 rd 11am							26 th 11am
Budget and Strategy Workshop (councillors only)							10 th (Zoom available)						
OPC Community events	-						8 th Remembrance 26 th Christmas tree lighting and thank you reception						

Council reserves the right to refer committee matters to full Council.

Extraordinary meetings may also be called.

REPORT ON: Cemetery bins
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 16th June 2026
AGENDA ITEMS: 47/26

Introduction

The bins at the cemetery are always overflowing each week to the point that the bags are breaking making it difficult for the contractors to empty them. They are currently emptied once a week.

The cemetery maintenance budget for 2026/27 is £20,000.
The monthly charge to the contractor is £1,066.55 meaning the annual charge is £12,798.60.
The weekly bin emptying is £20.52 which is included in the £1,066.55. If we were to add an additional bin collection each week that would amount to the monthly total being £1,230.71 increasing the annual cost for the monthly fee to £14,768.52.

Extra works:

Based on last years extra works we I have budgeted for 2 clearing days (hedges and additional works) at £2,304 total

One extra day of smaller works and rubbish removal at £600.

With these additional works and the extra bin emptying it would leave £2,327.48 in the budget from the £20,000 allocated for 2026/27.


For consideration:

To consider the budget and decide if it allows for the bins to be emptied twice a week moving forward.

[Draft] Fw: 2027 Dimanche Tour of Hampshire

From clerk@odihamparishcouncil.gov.uk

Draft saved Wed 06/05/2026 14:08

 1 attachment (3 MB)

DTOH2027 Safety Manual v0.3_Redacted.pdf;

From: Clerk <clerk@odihamparishcouncil.gov.uk>

Sent: Wednesday, May 06, 2026 14:08

To: Deputy Clerk <deputyclerk@odihamparishcouncil.gov.uk>; Pamela Verdon <cllrverdon@odihamparishcouncil.gov.uk>; Angela McFarlane <cllrmcfarlane@odihamparishcouncil.gov.uk>

Subject: Fw: 2027 Dimanche Tour of Hampshire

FYI

We have been notified of this consultation now. I will add it to the June agenda.

From: David Powell <David.Powell@motorsportuk.org>

Sent: 06 May 2026 13:58

To: Clerk <clerk@odihamparishcouncil.gov.uk>

Subject: 2027 Dimanche Tour of Hampshire

Dear Andrea,

Road Traffic Act 1988 Section 12(1A)

Farnborough District Motor Club Limited

2027 Dimanche Tour of Hampshire

11th April 2027

Farnborough District Motor Club Limited has applied to Motorsport UK for an Event Organising Permit to organise and promote Special Stage Rally on roads closed for the purpose under the powers provided for in the Road Traffic Act 1988 Section 12(1A) as amended by Section 73 of the Deregulation Act 2015.

Motorsport UK is one of the two motor sport governing bodies appointed in SI 2017 No:390, The Road Traffic Act 1988 (Motor Racing)(England) Regulations 2017, for this purpose, the other being the Auto Cycle Union. Motorsport UK is the UK Governing Body for 4 wheeled motorsport, recognised by the FIA (Federation International de l' Automobile) the world governing body.

In accordance with Section 12B(2)(b) Motorsport UK writes to consult with Odiham Parish Council as the Local Authority.

Mindful of the organisers deadline of 10th October 2026 to make application to Hampshire County Council in accordance with Section 12C we ask that your response to this consultation is received by 1st October 2026.

For your information Motorsport UK has checked its records of complaints maintained in connection with our role as authorising body for motor sport events held on open highways, The Motor Vehicles (Competition and Trials) Regulations 1969 and I can confirm that we have 0 individuals who have individually sought consultation pursuant to Section 12B(2)(e).

I attach a copy of the proposed route. Below are links to Motorsport UK's Guidance to the process which whilst written for those seeking to make an application to run an event on a closed public road may be of interest and assistance to you.

<https://www.motorsportuk.org/wp-content/uploads/2020/09/2023-01-17-guideline-document-outlining-the-application-process-1.pdf> & <https://www.motorsportuk.org/wp-content/uploads/2019/08/2018-11-08-flow-diagram-summarising-the-application-process.pdf>

We look forward to hearing from you, and if I or any of my colleagues can assist, please don't hesitate to contact us.

Kind Regards,

David Powell

Competition Authorisation Office



T: ~~XXXXXX XXX XXXX~~

MEMBER OF



Motorsport UK, Bicester Motion, OX27 8FY
Motorsport UK Association Limited, trading as Motorsport UK.
Registered in England and Wales 1344829. For full email disclaimer, please click [here](#).



Nomination for listing as an asset of Community value

Nominated land

<p>Area to be covered Please describe the nominated land including its proposed boundaries and exact location, address, postcode and a map attachment if possible.</p>	<p>The Bridewell Community Hub The Bury Odiham Hampshire RG29 1NB</p>
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<p>Ownership Please state all the information you have on: (i) the names of current occupants of the land, and (ii) the names and current or last known addresses of all those holding a freehold or leasehold estate in the land; Please include a copy of the land registry entry where possible and also attach recent photo of the proposed Asset AND a location plan showing the entire site proposed.</p>	<p>i) Current occupants of the land are: a) Odiham Parish Council – owners and occupiers of The Parish Office. b) The Police and Crime Commissioner for Hampshire and the Isle of Wight – occupiers of 2 small offices under a 3-year lease dated 01.07.25. c) RMD Adventure Learning CIC – occupier of two offices under a one-year lease dated 01.09.25. d) DS Freight Services Ltd – under a six-month heads of terms dated 31.01.26. e) Odiham Book Exchange – use of The Library Room under a rolling user licence, last reviewed in 2025.</p> <p>ii) Odiham Parish Council owns the freehold, as confirmed the Land Registry Title HP833165 dated 25.07.23.</p> <p>There is one registered leasehold interest and this is Odiham Parish Council's own interest in the Parish Office 2019-05-28 The parts of the land affected thereby are subject to the leases set out in the schedule of leases hereto.</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">The leases grant and reserve easements as therein mentioned.</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Registration Date : 13.07.2016 Plan Reference : Tinted blue Property Description : The Bridewell (part of ground floor) Date of Lease : 16.05.2016 Term : 10 years from 16.5.2016 Lessee's Title : HP796326</p>
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Community value

Your reasons for thinking that Hart District Council should conclude that the land is of 'community value', having regard to the definition in the Localism Act:

- current primary use of the building/ land or use of the building/ land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community
- it is realistic to think that now or in the next five years there could continue to be primary use of the building/land which will further the social well-being or social interests of the local community (whether or not in the same way as before)

The Bridewell is a grade II list building that was formally the House of Correction and subsequently became a Police Station which closed in 1972. Odiham was the headquarters of the Petty Sessional and Police Division for NE Hants until the Petty Sessions were moved to Aldershot in 1970.

Various community activities have taken place at The Bridewell since, including a children's centre, Parish Office, Police Office, and the Hampshire County Council run Library, until it closed in 2022.

Odiham Parish Council took over the freehold in 2023 and The Bridewell was removed from Hart's Assets of Community Value Register on 10th June 2024, due to the community's right to bid being satisfied.

Today's primary uses include:

- a) The Parish Office
- b) Odiham Book Exchange Community Interest Company
- c) RCD Adventure Learning Community Interest Company
- d) Local office for the Hampshire Police PCSO
- e) Community hire facilities eg for the U3A, residents' association meetings, youth groups, and co-working hire space.

Odiham Parish Council currently manages The Bridewell Community Hub as a focal point for local and affordable activities and gatherings, as well as a venue for local services. By re-designating The Bridewell, this nomination aims to help protect the hub from future sale or redevelopment during a period of changing local Government governance in Hampshire, to ensure it continues to serve the needs and interests of local residents.

<p>Eligibility to nominate</p> <p>Please provide evidence that you meet the definition of a community nominator as set out in the regulations (i.e. a parish council or voluntary or community body with a local connection).</p> <p>If an unincorporated group please provide a list of 21 names on the local electoral register.</p>	<p>The applicant is a Parish Council.</p> <p>This application was approved by Council resolution ??? on 16th June 2026.</p>
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Your details

Parish	Odiham
Community area	Odiham, North Warnborough and RAF Odiham
Your organisation	Odiham Parish Council
Contact name	Andrea Mann
Position held	Parish Clerk
Address	The Bridewell The Bury Odiham
Postcode	RG29 1NB
Telephone	01256 702716
Email	clerk@odihamparishcouncil.gov.uk

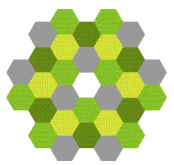
I confirm that all information provided is accurate and complete

Name	
Signature	
Date	16.06.26

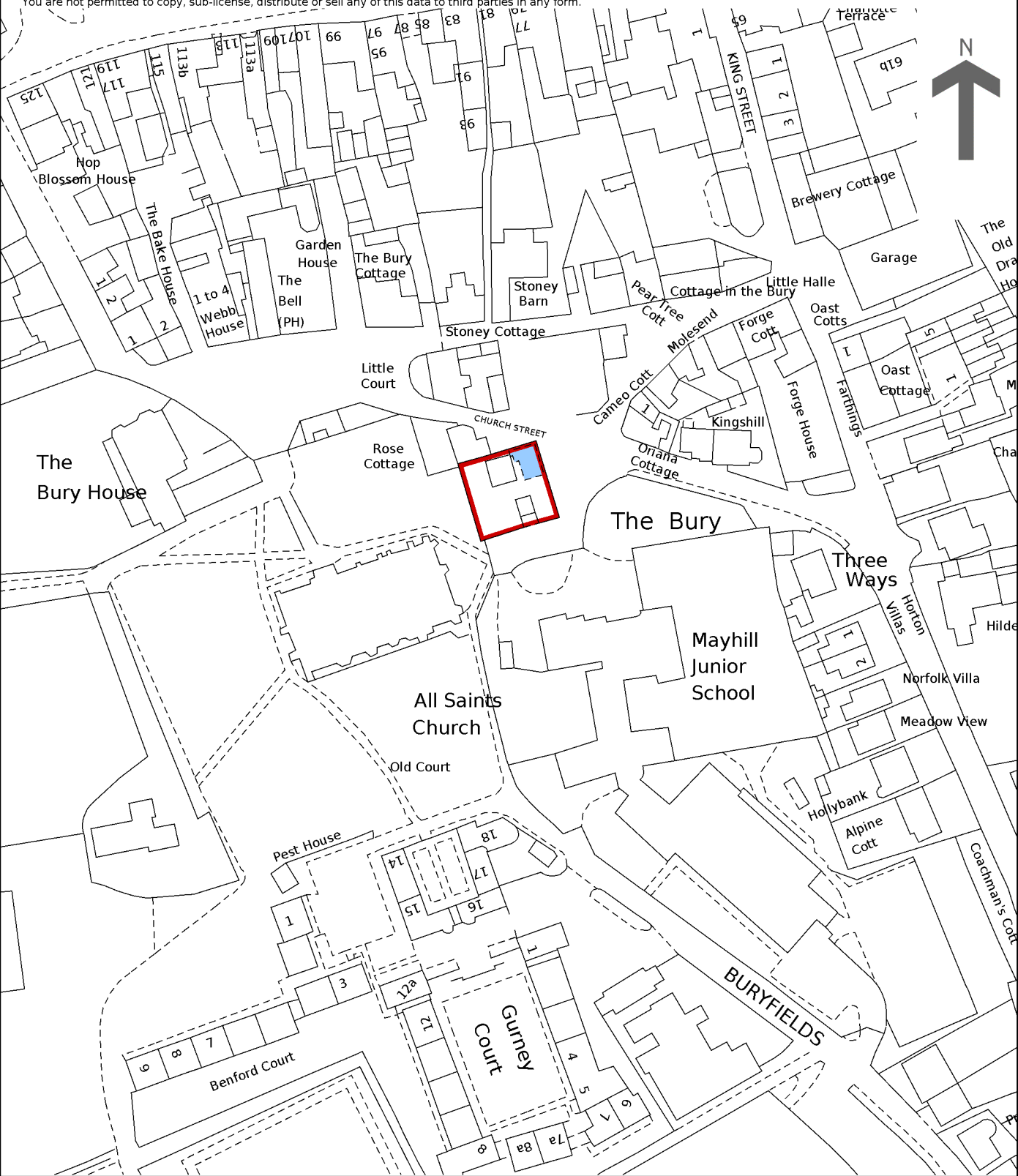
Please return to Planningpolicy@hart.gov.uk (scanned attachments can be accepted) or via post to Planning Policy, Hart District Council, Civic Offices, Harlington Way, Fleet, Hampshire GU51 4AE

HM Land Registry Current title plan

Title number **HP833165**
Ordnance Survey map reference **SU7450NW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Hampshire : Hart**



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