THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 20th OCTOBER 2026 at 8pm

MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND

14th October 2026 *Andrea Mann, Clerk*

Join Zoom Meeting
https://us02web.zoom.us/j/81677450225?pwd=BccRsRiuNycaSw8zToz9SY7n7eq8wK.1
Meeting ID: 816 7745 0225 Passcode: 794592

131/26 To receive apologies for absence

132/26 To receive declarations of interests and requests for dispensation relating to any item on the agenda

133/26 Approval of minutes
To approve the minutes of the meeting held on 15th September 2026 (110-130/26).

134/26 Chair's announcements

135/26 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.

136/26 40 - 51 King Johns Road, North Warnborough
i) Presentation from Vivid Homes updating members on plans to replace homes.
ii) Q&As.

137/26 Proposed 20 mile community run in the Parish – last weekend of March 2027
i) Presentation from Helen Tyler, on behalf of The Bell public house, proposing a new bi-annual event in the Parish.
ii) Q&As.
iii) Resolution to confirm whether OPC supports the event.
iv) Resolution to confirm whether OPC and/or the Parish Office can assist.

Councillor Reports

138/26 Meeting reports from councillors
To receive any verbal reports from Councillors on their attendance at outside meetings.

139/26 Reports from other councils
To receive any verbal reports from Hart District Council (HDC) councillors and the Hampshire County Council (HCC) councillor representing Odiham.

General

140/26 Meeting action points (pages 4-6)
To consider matters arising from the Minutes not elsewhere on the agenda

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141/26 Appointments to committees and working groups
To consider requests from councillors to join or change their memberships to committees and working groups.

142/26 Allocation of funds from the sale of Chapel Cottage
i) To receive a verbal update from the Capital Projects working group meeting 06.10.26.
ii) To consider the proposal from the working group that the proceeds from the property sale should be strategically allocated across the following four key projects, each selected for its clear, tangible outcome and designed to maximise long-term benefits for the community:
1. **Traffic calming** - in line with proposals from the Parish wide review of road safety – to support road safety for residents, the highest priority shown by residents in community surveys.
2. **Re-configuration and improvements to communal spaces at The Bridewell** – in line with the Council's decision on the plans currently under development – to support OPC's strategic aim of delivering high quality community facilities and to maximise building income.
3. **Reserves allocation for play areas, for future upgrades** – in line with the Amenity Areas Committees' prioritisation of play area sites – to support OPC's strategic aim of delivering high quality community facilities.
4. **A new seating area at the northern/bottom end of the Recreation Ground** – in line with OPC's agreed list of projects suitable for S106 funding, previously submitted to Hart District Council – to support OPC's strategic aim of delivering high quality community facilities.

143/26 Hart District Council – Community Asset Transfers (CAT)
i) To receive a response to OPC's resolution 18.08.26 https://odihamparishcouncil.gov.uk/wp-content/uploads/2026/08/260818-Full-Council-Minutes-FINAL-MERGED.pdf (Item 101/26 refers).
ii) To consider a response to other land potentially available under Hart's CAT policy (see Hart email question 2).

144/26 Performance review of OPC's website (pages 7-8)
To consider an email from OPC's website provider Somerset Websites and agree a course of action.

145/26 New defibrillator at The Cross Barn
To consider a request to accept ownership and maintenance of a new defibrillator at The Cross Barn, funded by the Hook, Odiham and Hartley Wintney Lions Club https://www.hohwl.uk/events/defibrillators.html. The new until would be inspected by the Amenities Officer as part of OPC's current inspection and maintenance regime https://odihamparishcouncil.gov.uk/council-business/council/council-services/defibrillators

Financial Matters

146/26 To consider releasing grant payments in accordance with budget allocation
i) £1,000 to InOdiham towards the Christmas Extravaganza event.
ii) £1,000 to Citizens Advice Hart.

147/26 Budget virements and investments
To consider any recommendations from the Finance Committee scheduled to take place 20.10.26, prior to full Council.

148/26 Payments Listing (to follow)
To approve the payments listing for the period 16th September-20th October 2026 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

149/26 Planning & Development Committee responses to applications
To ratify the decisions of the Planning & Development Committee meetings held on 22nd September and 13th October which were submitted to Hart under the Clerk's delegated authority.
https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee

150/26 Date of next meetings
Full Council – 17th November 2026 at 7.30pm.

Confidential Matters

151/26 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 matters where publicity might be prejudicial to the special nature of the business.

152/26 Chapel Cottage
i) To receive an update on the progress of the sale.
ii) To consider any new matters arising including any signatures required.

153/26 Public open space at Montfort Place (emailed to councillors)
i) To receive an email response from Persimmons (emailed to councillors) and agree response.
ii) To agree any other action required.

154/26 Verbal report from the Staffing Committee

Full Council				
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.	Complete
	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.	Complete
	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 respones 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 juncion in respones 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 14.09.26. Re-scheduled from Nov onwards due to weather constraints.
	283/25i	Clerk	Add revised plans for The Bridewell on wesite.	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. Initial plans presented to working group 25.08.26 and to Council 15.09.26. Estimates expected 17.11.26.
	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.	Complete
	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 respones 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 filiming 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
	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.	Complete
		Office	Complete works, report back and promote.	Complete
	19/26	Office	Award contract for re-decoration of Parish Office.	Complete
			Schedule works and make plans to re-location for duration of works.	Complete
		Office	Complete works in July and report back.	Complete

Full Council				
	20/26	Office	Progress plans to open OPC's buildings as part of Heritage Open Days and promote.	Complete
	21/26	Clerk	Clarify whether councillors' home addresses can be redacted from website.	Complete
		Councillors	Review DPI forms.	Complete. Personal addresses redacted.
		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.	All applications submitted. Feasibility assessments paid and 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
Jun-26	37/26	Deputy Clerk	Add final minutes from previous meeting on website.	Complete
	38/26ii	Clerk	Ensure all DPI forms are up to date on website and redact personal addresses.	Complete
	44/26	Clerk	Add new HR polices on website - Preventing Sexual Harassment, Whistleblowing, and Wellbeing.	Complete
	45/26	Deputy Clerk	Add 26/27 meeting schedule on website.	Complete
	47/26	Deputy Clerk	Instruct increase in cemetery bin emptying contract.	Not actioned. Subsequent decision by Amenities Committee to instruct ad hoc collections when required.
	49/26	Clerk	Respond to RMD Adventure Learning granting permission for use of Beacon Field for Summer activities, with condition to to leave field without damage and that RMD provide evidence of insurace.	Complete
	50/26	Clerk	Respond to consultation on 2027 Dimanche Tour of Hampshire application showing a neutral position. Also that OPC can't suggest a suitable, safe location for spectators.	Complete
	51/26	Clerk	Respond to InOdiham's request for support to change CIC to a charity, showing support in principle but checking "Odiham" refers to the Parish of Odiham.	Complete
	52/26	Deputy Clerk	Notify InStiches of OPC's decision to decline the offer of purple poppies for the 2026 Remembrance displays.	Complete
	53/26	Deputy Clerk/CllrsLC&CG	Set up payments on Unity Trust and authorise.	Complete
	55/26i	Deputy Clerk	Change draft 19.05.26 and 09.06.26 minutes to final on website.	Complete
	55/26ii	Deputy Clerk	Submit OPC's comment on pending planning application to Hart.	Complete
	56/26	Clerk	Submit OPC's response to the Hart Local Plan Scoping Opinion consultation.	Complete
	57/26	Clerk	Submit OPC's Asset of Community Value nomination for The Bridewell.	Complete
	60/26	Amenities Officer	Instruct reduction in price for Chapel Cottage.	Complete
	61/26	Clerk	Prepare and submit nomination for the HALC 2026 Village of the Year competition.	Complete
Jul-26	70/26	Clerk	Add final minutes from previous meeting on website.	Complete
	72/26	Clerk	Report back to resident OPC's resolution on management of POS land at Montfort Place.	Complete
	73/26	CllrLW-S	Complete declaration of acceptance and DPI form (within 28 days)	Complete
		Clerk	Add CllrW-S to website and set up email account.	Complete
		Clerk	Complete induction file.	Complete
		Clerk	Add appointment to committees on next Council agenda.	On agenda 15.09.26 and 20.10.26.
	76/26	Clerk	175/25 - New flagpoles on High Street - agree course of action to progress project or write to properties informing them OPC will fund supply & installation if owners obtain listed building consent themselves?	On agenda 20.09.26. Clarification required.
		Clerk	213/25 - ask HCC countryside services for clarity on spec and work involved for Bartley Heath project.	Complete. HCC offer to lead works with volunteers accepted. Works will include full length of path.
	78/26	Clerk	Send letter of appreciation to RAF Odiham Gp Capt Moorehead.	Complete
	79/26	Clerk	Respond to Tennis Club passing on OPC's support for the improving club facilities.	Complete
	80/26	Deputy Clerk	Notify recipients of grant awards.	Complete
		Deputy Clerk	Make payments.	Complete
		Deputy Clerk	Promote grant awards.	Complete
	81/26	Clerk/CllrsCG&PV	Set up payments on Unity Trust and authorise.	Complete
	83/26	Deputy Clerk	Change draft minutes of P&D Committee 30.06.26 to final.	Complete
	84/26	Deputy Clerk	Submit OPC's comments on planning applications to Hart.	Complete
	85/26	Clerk	Notify HCC of OPC's no objection to diversion of FP22.	Complete
	88/26	Deputy Clerk	Respond to family requesting a memorial headstone not in accordance with OPC's rules.	Complete
	89/26	Clerk/Amenities Officer	Refer agreed Chapel Cottage plan to solicitor.	Complete
	90/26	Clerk	Montfort Place POS - respond to Cllr Highley asking landowner to get in touch.	Complete.
Aug-26	93/26	Clerk	Add final minutes from previous meeting on website.	Complete
	99/26	Clerk	Refer agreed measuring criteria for allocating Chapel Cottage proceeds to Capital Projects working group and set up first meeting as per timeplan.	Complete
	100/26	Clerk	Respond to OCC saying no suggestions had been made for trustees with a background in the medical or caring professions.	Complete
	101/26	Clerk	Refer decisions on Hart's Community Asset Transfer policy to Hart - EOI's for land at Salisbury Close, highway verge opposite NW Village Hall, and clarify why car parks are out of scope of policy.	Complete
		Clerk	Refer responses back to Council.	Confirmation of receipt received. See response on agenda 20.10.26.
	103/26	Clerk	Award contract to Do The Numbers Ltd to act as OPC's internal auditor for the 2026/27 financial year.	Complete
	104/26	Clerk	Sign up to the new SAAA digital AGAR for the 2026/27 financial year.	Complete
	105/26	Deputy Clerk	Revise comment on planning application 26/01172/CON as agreed and update on final version of minutes on website.	Complete
		Clerk	Notify Hart planning of OPC's comment change.	Complete
	109/26	Clerk	Put forward OPC's agreed lease offer to RMD Adventure Learning CIC.	Complete
Sep-26	112/26	Clerk	Add final minutes from previous meeting on website.	Complete
	115/26	CllrEI-W	Complete declaration of acceptance and DPI form (within 28 days)	Complete
		Clerk	Add CllrE-IW to website and set up email account.	Complete

Full Council				
		Clerk	Complete induction file.	Complete
		Clerk	Add appointment to committees on next Council agenda.	On agenda 20.10.26.
	121/26	Clerk/AO	Award contract to Creative Play for new Friendship Corner at Chamberlain Gardens.	Complete
		Clerk	Complete grant acceptance forms.	Complete
		AO/contractor	Complete works	Expected end Dec/early Jan
		Clerk	Refer responses back to Council.	Confirmation of receipt received.
		All OPC/Hart DC	Complete comms	Complete
		Clerk	Complete admin to receive grant payment and monitoring report.	
	122/26	Clerk	Respond to Long Sutton and Well PC saying OPC will not be taking any further action on their neutral decision for the Dimanche Tour 2027.	Complete
	124/26	Clerk/CllrsCG&PV	Set up payments on Unity Trust and authorise.	Complete
	125/26	Deputy Clerk	Submit OPC's decisions on planning applications to Hart.	Complete
		Clerk	Revised and change P&D mins of mtg 01.09.26 to final.	Complete
	126/26	Clerk	Notify Hart of OPC's no object to street trading licence.	Complete
	129/26iii	Clerk/CllrsAMc&PV	Sign final sale of Chapel Cottage contract.	
	130/26	Clerk	Respond to offer from Persimmons relating to public open space at Montfort Place.	Complete
			Arrange site visit for all.	Complete
			Refer response from Persimons back to Council.	On agenda 20.10.26.

Outlook

[Draft] **Fw: Website Performance & AI Search Optimization Updates**

From clerk@odihamparishcouncil.gov.uk

From: Tim Church <info.somersetwebservices.co.uk@gmail.com>
Sent: Thursday, September 17, 2026 15:27
To: Clerk <clerk@odihamparishcouncil.gov.uk>
Subject: Website Performance & AI Search Optimization Updates



Hello,

I trust you're doing well.

I recently carried out an in-depth health check of your website and identified a number of areas where important updates and improvements may now be worth considering to keep the platform secure, competitive, and aligned with the current digital environment.

Since Odiham Parish Council was originally developed, the web landscape has changed considerably. Google has introduced significant changes to how websites are evaluated and presented in search, while AI-driven platforms such as ChatGPT, Google AI Overviews, Gemini, and Perplexity are creating new ways for people to discover, research, and compare businesses online.

As these technologies and search behaviors continue to evolve, websites that were built around earlier standards can begin to encounter reduced visibility, slower performance, compatibility limitations, and missed opportunities to be surfaced across both traditional and AI-driven discovery channels.

The key areas I recommend reviewing include:

• Website Security & Platform Maintenance

• Performance & Core Web Vitals Optimization

• Advanced SEO Improvements

• Generative Engine Optimization (GEO)

• Answer Engine Optimization (AEO)

These areas are increasingly important for keeping a website technically healthy, performing efficiently, remaining visible across modern search and discovery platforms, and continuing to support meaningful business opportunities.

Since Somerset originally designed and developed your website, I wanted to bring these observations to your attention so that the appropriate improvements can, where suitable, be carried out by the team already familiar with the website and its underlying platform.

I have identified the areas that appear to require the most attention and would recommend addressing the highest-priority items before they develop into larger performance, visibility, or compatibility issues.

If you would like, I can share the specific findings from my review and outline the priority updates I would recommend for the website.

Best regards,
Tim Church
Managing Director & Owner
Somerset Web Services Ltd

📞 01823 358760
✉️ info@somersetwebservices.co.uk
🌐 https://www.somersetwebservices.co.uk/about-us/
📍 Creech Castle, The Keep, Bathpool, Taunton, Somerset, TA1 2DX