THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 17th NOVEMBER 2026 at 7.30pm

MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND

11th November 2026 *Andrea Mann, Clerk*

Join Zoom Meeting
https://us02web.zoom.us/j/82783493287?pwd=9yldadcQGTHpCNSPZsf3DKXb4ulQCI.1
Meeting ID: 827 8349 3287 Passcode: 949429

163/26 To receive apologies for absence

164/26 To receive declarations of interests and requests for dispensation relating to any item on the agenda

165/26 Approval of minutes
To approve the minutes of the extraordinary meeting held on 10th November 2026 (155-162/26).

166/26 Chair's announcements

167/26 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.

Councillor Reports

168/26 Meeting reports from councillors
To receive any verbal reports from Councillors on their attendance at outside meetings.

169/26 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

170/26 Meeting action points (pages 4-5)
To consider matters arising from the Minutes not elsewhere on the agenda.

171/26 Policies (pages 6-33)
i) To review the schedule of policies and recommendations (in red) (page 6).
ii) To review OPC's Code of Conduct (pages 7-28). OPC's Code is based on Hart District Council's 2021 Code. No revisions are proposed.
iii) To review OPC's Publication Scheme (pages 28-33). OPC's Scheme is based on the Information Commissioner's Office 2015 model Scheme. One revision to change correct the website address is proposed.
iv) To consider proposals from the Staffing Committee on their annual review of the Staff Handbook (separate document).

172/26 Odiham Society – proposed extension to the Parish Room for toilet provision (pages 34-35)

To consider a request from the Odiham Society, who hold a licence agreement to occupy the Parish Room (building only), to extend the Parish Room to provide toilet provision and write to neighbouring properties as per the proposed letter.

Community Matters

173/26 Christmas gifts to RAF Odiham personnel deployed over Christmas

To consider spending and process of the £1,000 budget allocation.

Financial Matters

174/26 Chapel Cottage – asset disposal

To formally minute the disposal of this Council asset by sale to private individuals in the value of £575,000 and the removal of this asset, last valued at £587,000, from the asset register.

175/26 Allocation of funds from the sale of Chapel Cottage

Further to discussion at the previous meeting (146/26) when the following list of priorities was noted, to receive a verbal update following the budget workshop on 10th November:

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.
5. **Public accessible toilet provision.**

176/26 Public open space at Montfort Place

i) To formally minute the planned acquisition of public open space land within the former Montfort Place development, including public open space adjacent to Langton Avenue and Runnymede Drive. Persimmons Homes has accepted the Council's request of £400,000 to accept ownership and management responsibilities of the site in its current condition and on the condition that Persimmons Homes install bollards on the land adjacent to Langton Avenue to deter unauthorised vehicles. Once transferred, this asset will be added to OPC's asset register showing a value of £1.

ii) To note work in progress - legal paperwork, discussions regarding the location and specification of the bollards, revisiting the initial maintenance estimates, and investment opportunities.

iii) To note work required a new grounds contract

177/26 **Investments and budgets virements (to follow)**
To consider any recommendations from the Chair of Finance and RFO following receipt of sale income from Chapel Cottage and initial review of investment opportunities.

178/26 **Basingstoke Canal**
To receive an update from the Basingstoke Canal Strategic Relationship Manager and notification of an invoice in the sum of £4,036 as a contribution towards the upkeep of the canal.

179/26 **Payments Listing (to follow)**
To approve the payments listing for the period 21st October-17th November 2026 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

179/26 **Planning & Development Committee responses to applications (pages 36-37)**
To ratify the decisions of the Planning & Development Committee meetings generated by email which were submitted to Hart under the Clerk's delegated authority.

180/26 **Land At Lodge Farm Hook Road North Warnborough - 26/01844/OUT**
Outline planning application (with all matters reserved except access) for the phased construction of up to 100,000 sq.m (GIA) of floorspace for flexible uses within Use Class B2 and/or B8 (including ancillary office space and associated plant and equipment); demolition of existing residential dwelling; associated infrastructure including earthworks, parking, servicing, landscaping, drainage, and vehicular and pedestrian access (including Public Right of Way diversion) and associated works.
To consider obtaining professional planning advice to draw up OPC's formal submission.

181/26 **Date of next meetings**
Scheduled – 15th December 2026 at 7.30pm.

Confidential Matters

182/26 **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.**

183/26 **Verbal report from the Staffing Committee on a recruitment process**

Full Council				
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
	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. Response expected end '26
	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.	Complete
	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.	Works scheduled 18.11.26
	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

Full Council				
	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.	Complete
	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	CllrEl-W	Complete declaration of acceptance and DPI form (within 28 days)	Complete
		Clerk	Add CllrE-lW to website and set up email account.	Complete
		Clerk	Complete induction file.	Complete
		Clerk	Add appointment to committees on next Council agenda.	Complete
	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.	Scheduled 09.11.26
	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.
Oct-26	133/26	Clerk	Add final minutes from previous meeting on website.	Complete
	138/26i	Deputy Clerk	Circulate list of HALC training to members.	Complete
	138/26ii	Clerk	Share Hart's Local Plan Consultation with members and online.	Complete
	138/26iii	CllrCG	Write letter of thanks to the Hart Achievement Awards.	Complete
	141/26	Deputy Clerk	Revise website to show new memberships of committees.	Complete
	142/26	All	Agree final list of expenditure from sale of cottage proceeds by Council resolution.	Work ongoing
	143/26	Clerk	Respond to Hart declining offer to express interest in verge opposite NW Village Hall and Manley James Close.	Complete
	144/26	CllrEl-W/Office	Carry out audit of OPC's website.	
	145/26	Clerk	Notify Lions & Cross Barn of decision to accept ownership of new defib.	Complete
		Amenity Officer	Add new defib to thecircuit and to inspection schedule.	Complete
		Clerk	Add new defib to OPC's asset register.	
	146/26	Clerk	Make grant payments to InOdiham for Extravaganza and Citizens Advice.	Complete
	147/26i	Clerk/CllrsCG&AM	Transfer £50k from Unity Trust to CCLA account.	Complete
	147/26ii	Clerk	Vire £5k from play area budget to new road safety budget for professional fees.	
	147/26	Clerk/CllrsCG&AM	Set up payments on Unity Trust and authorise.	Complete
	149/26	Deputy Clerk	Change draft P&D mins 22.09.26 and 13.10.26 on website to final.	Complete
	153/26i	Clerk	Respond to Persimmons re Montfort POS.	Complete. Legal docs in progress.
	153/26ii	Amenity Officer	Draw up spec for style and location of bollards to prevent unauthorised vehicles.	In progress
	154/26	Clerk	Promote recruitment pack for Administration Officer/Deputy Clerk.	Complete
			Implement salary increases.	From Nov onwards

REVIEW OF OPC POLICIES - 17.11.26

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. On agenda.
Publication Scheme	Sep-23	Essential	Sep-26 - unless change in ICO model scheme. On agenda.
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. Referred to Amenity Areas Committee.
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. Defer due to grant application submitted for portable PA system.
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-26 On agenda.
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	Jun-26	Essential	Jun-28
Whistleblowing Policy	Jun-26	Essential	Jun-28
Wellbeing Policy Statement	Jun-26	Essential	Jun-28

ODIHAM PARISH COUNCIL
CODE OF CONDUCT

Adopted on 16th November 2021

INTRODUCTION AND CONTENTS

This Code of Conduct (the Code) applies to every elected member and co-opted member[1] of Odiham Parish Council. As a Councillor, it is your responsibility to make sure that you are familiar with, and that your actions comply with, its provisions.
The Code does not apply to the actions of the authority as a whole, nor to the conduct of its officers and employees. It also does not cover matters under the Localism Act 2011 where criminal sanctions apply.
The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. Councillors hold public office under the law and must observe the rules of conduct stemming from the law, this Code, and the rules, standing orders and regulations of the Council. It is your personal responsibility to comply with these and review regularly, at least annually, particularly when your circumstances change. You must not, at any time, advocate or encourage any action contrary to the Code.
A very clear line, however, must be drawn between this Code's requirements of respect for others, including those with opposing views, and the freedom to disagree with the views and opinion of others. In a democracy, members of public bodies should be able to express disagreement publicly with each other. Nothing within this Code seeks to stifle free speech.[2]

[1] Co-opted member is a person who is not an elected Member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council and who is entitled to vote on any question that falls to be decided at that meeting of that committee or sub-committee

[2] You will not be censured just because an individual dislikes or disagrees with what you say; standards in public life do not extend to adjudicating on matters of political debate. Controversial issues must be able to be raised in the public sphere, and you should have their right to form and hold opinions respected. European Convention on Human Rights (ECHR) Article 10 rights to freedom of expression must be respected by councils when adjudicating on potential misconduct, considering the increased protection given to political expression (see Advice Note attached)

Reviewed 19.09.23

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KEY PRINCIPLES OF THE CODE OF CONDUCT

The following general principles[3] upon which this Code of Conduct is based should be used for guidance and interpretation only. They define the standards that members should uphold and serve as a reminder of the purposes of the Code of Conduct. These principles and the Advice Notes at the end of the Code accompany, but do not form part of, the Code of Conduct itself. However, a failure to act in accordance with these general principles may in itself amount to a breach of the Code of Conduct.

Duty - You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the Council as a whole and all the communities served by it and a duty to be accessible to all the people of the area for which you have been elected to serve, and to represent their interests conscientiously.

Selflessness - You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

Objectivity - In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability - You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this. You have a duty to consider issues on their merits, taking account of the views of others, and you must ensure that the Council uses its resources prudently and in accordance with the law.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty and integrity -You must be truthful, and you must not place yourself in situations where your honesty and integrity may be questioned. You must not behave improperly and must on all occasions avoid the appearance of such behaviour.

Leadership - You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

Respect - You must respect all other councillors and all Council employees and the role they play. Similarly, you must respect members of the public when performing duties as a Councillor.

[3] Article 28 of the Localism Act 2011.

GENERAL PRINCIPLES

The rules of good conduct apply in all situations where you act, claim to act, or give the impression or reasonable perception that you are acting as a member or representative of Odiham Parish Council[4,5].
The Code applies to all forms of communication, including:

- At face-to-face meetings
- At on-line or telephone meetings
- In written communication
- In verbal communication
- In non-verbal communication
- In electronic and social media communication, posts, statements, and comments.

1. You must treat others with respect

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. It is disrespectful however, to use offensive language or to accuse others of dishonesty, wrongdoing, or incompetence without producing any specific evidence, thereby seeking to damage their reputation. You should never subject individuals, groups of people or organisations to personal attack.
In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online.
While it is legitimate for you to express concern about the way in which a service is run or policy is being implemented by officers, you should avoid undermining, or making detrimental remarks about, individual named officers or officers who can be readily identified at meetings, or in any public forum, including on social media. This would be damaging both to effective working relationships and to the public respect for the Council. It is also unfair as in general, staff are unable to defend themselves against criticism in a public forum.

2. Do not bully, harass, intimidate, or discriminate against any person

Bullying is offensive, intimidating, malicious, insulting, or humiliating behaviour which attempts to undermine, hurt, or humiliate an individual or group. It can have a damaging effect on a victim's confidence, capability, and health. Harassment is repeated behaviour which upsets or annoys people. Intimidation is another form of bullying. It is the **act of frightening someone into doing something** that they do not otherwise want to do. This usually involves threats that make the person who is subjected to intimidation feel threatened or afraid.
Harassment is conduct that causes alarm, distress or puts people in fear of violence on at least two occasions[6]. It can also include repeated attempts to impose unwanted communications and

[4] If you identify yourself or make comments that are clearly related to your role as a councillor, then the Code will apply. This applies in conversation, in writing, or in your use of social media, even if you post a disclaimer that suggests your comments are not official posts.

[5] The Code does not apply if there is no suggestion that you are acting as a councillor. You are entitled to privacy in your personal life, and many of the provisions of the Code only apply to you when you are acting in your role as member or acting as a representative of the Council. The Code does apply however if you post something or put something into the public domain that could not otherwise have known if at the time of posting you had not been a Councillor.

[6] The Protection from Harassment Act 1997

contact upon a person, including officers, in a manner that could be expected to cause distress or fear in any reasonable person.

Bullying, harassment and intimidatory conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of any of their colleagues, through the press or social media. It may happen once or be part of a pattern of behaviours, although minor isolated incidents are unlikely to be considered bullying or harassment.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. These relate to specific aspects of a person's identity such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation[7].

3. Do not bring your role or the Council into disrepute

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.
You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

4. Do not compromise the impartiality of anyone who works for, or on behalf of, the Council

You should not approach or pressure anyone who works for, or on behalf of, the Council to carry out their duties in a biased or partisan way. They must be neutral and should not be coerced or persuaded to act in a way that would undermine their neutrality.
Although you can robustly question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

5. Do not disclose confidential information and you must always comply with data protection principles

The Council must work openly and transparently, and its proceedings and records are open to the public, except in certain legally defined circumstances. You should work on this basis, but there are times when it is required by law that discussions, documents, and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing discussions.
Legislation also gives you certain rights to obtain information not otherwise available to the public and you are entitled to exercise these rights where the information is necessary to carry out your Council duties. Such information is, however, for your use as a councillor and must not be disclosed or in any way used for personal or party-political advantage or in such a way as to discredit the Council. This will also apply in instances where you hold the personal view that such information should be publicly available.
Personal data is confidential and is protected by the *General Data Protection Regulations* (GDPR). Never share information with family or friends or allow access to personal data disclosed to you in your role as a Councillor.

[7] The Equalities Act 2010

When conducting matters related to Council business, you must only use the email account provided by the Council. **Personal email addresses that you may have should never be used.**

6. Do not prevent anyone getting information that they are entitled to by law

You must not prevent any person from accessing information which they are entitled to by law. This includes information under the *Freedom of Information Act or the Environment Information Regulations.*

7. Do not use, or attempt to use, your position improperly to the advantage or disadvantage of yourself or anyone else

Your position as a member of the Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact on others. However, you should not take advantage of these opportunities to further your own or others' private interests or to the disadvantage anyone unfairly. Do not misuse Council resources You should never use the Council's resources of facilities for your own private or business purposes. It is also not appropriate to use, or authorise others to use, the Council's facilities or resources for political purposes, including party political purposes. When using the authority's resources, you must have regard, if applicable, to any Local Authority Code of Publicity made under the *Local Government Act (1986)* or similar Act.

8. Do have regard to advice from the Parish Clerk

If you seek advice, or advice is offered to you, for example, on whether or not you should register an interest, you should have regard to this advice before you make your mind up. You must also give reasons for all decisions in accordance with statutory requirements and any reasonable requirements imposed by the Council. Giving reasons for decisions is particularly important in relation to regulatory decisions and decisions where people's rights are affected. Where you disagree with officer recommendations in making a decision, you will need to take particular care in giving clear reasons for the decision.

INTERESTS

A failure to comply with the following provisions does not amount to a breach of the Code of Conduct but may result in a criminal offence being committed.

General Principles

The key principles of the Code, especially those which specify integrity, honesty and openness are given further practical effect by the requirement for you to declare interests at all meetings that you attend and that your attendance, even as an observer, does not give rise to any suggestion that your presence could influence the outcome of the meeting. The rules which require registration of interests, along with the rules on declaration of interest, are intended to produce transparency in regard to interests which might influence, or be thought to influence, your actions as a councillor.

Mandatory Registration of Disclosable Pecuniary Interests

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property). They are called "Disclosable Pecuniary Interests" (DPIs)

Regulations made by the Secretary of State describe the detail and timescale for registering DPIs.

You have a DPI if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see Annex 1 attached).

You must, within **28 days of taking office**, notify the Hart Monitoring Officer, copying the Parish Clerk, of any DPI where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

You must also, within **28 days of becoming aware of any new DPI**, or change thereto, notify the Monitoring Officer, copying the Parish Clerk, of such new or changed interest.

It is your personal responsibility to comply with these regulations, and you should review regularly and at least once a year your personal circumstances to ensure that your registration of interests is up to date.

Criminal Sanctions

It is a criminal offence if, without a reasonable excuse, you fail to tell the Monitoring Officer about your DPIs.
It is also a criminal offence to provide false or misleading information knowingly or recklessly, or to participate in the business of the Council where that business involves a DPI.

Gifts and Hospitality

You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour or disadvantage to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term "gift" includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public.
You must never ask for gifts or hospitality.
You are personally responsible for all decisions connected with the acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in the Council and in local government. As a general guide, it is usually appropriate to refuse offers except:

a) isolated gifts of a trivial character, the value of which must not exceed £25.
b) normal hospitality associated with your duties, and which would reasonably be regarded as appropriate; or
c) civic gifts received on behalf of the Council.

The receipt of these gifts must be registered with the Council within 28 days. This includes a requirement to disclose the name of the person who is believed to be the source of the gift or hospitality.
You must not accept any offer of a gift or hospitality from any individual or organisation who is an applicant awaiting a decision from the Council or who is seeking to do business or to continue to do business with the Council. If you are making a visit to inspect equipment, vehicles, land, or property that the Council is intending to purchase, then as a general rule you should ensure that the Council pays for the cost of these visits.
You must only accept offers to attend social or sporting events where these are clearly part of the life of the community or where the Council would be expected to be represented.
You must not accept repeated hospitality or repeated gifts from the same source.
If the Council seeks sponsorship for some of its activities or events, you must ensure that your involvement with the sponsors is limited to the event in question and does not damage public confidence in the relationship between the Council and the sponsors.

OTHER MATTERS

The following do not in themselves comprise part of the Code of Conduct. However, you should be aware that a failure to act in accordance with the advice as set out below will be considered in any allegation that there has been a breach of the Code of Conduct.

Conduct at Meetings

You should respect the Chairman, your colleagues, Council employees and any members of the public present during meetings of the Council, its committees, or Sub-Committees or of any Public Bodies where you have been appointed by, or represent, the Council. You must comply with rulings from the Chairman in the conduct of the business of these meetings.

Recording, photography and use of social media at meetings

You need to consider your role at meetings and ensure that nothing distracts or stops you from making good and effective decisions. You may record proceedings in the same way as members of the public, but if you film/record a meeting from a position that is not otherwise available to the public, you must make sure that it:

- is not disruptive, overly intrusive, or impeding good decision making
- does not, hinder or prejudice Officers and fellow councillors from carrying out their duties or participating in the meeting.

As a registered Data Controller, you must also comply with, and demonstrate compliance with, all the data protection principles as well as the other General Data Protection Regulation (GDPR) requirements. In addition, when filming or recording a meeting, you too must comply with any Odiham Safeguarding, or corporate Equality Policy and Objectives, as well as the Freedom of Information Act.

Remuneration, Allowances and Expenses

You must comply with the rules for the payment to councillors of remuneration, allowances, and expenses.

Appointments to Partner Organisations

You may be appointed or nominated by the Council as a member of another body or organisation. If so, you will be bound by the rules of conduct of these organisations and your responsibility for any actions taken by you as a member of such an organisation will be to the organisation in question. You must also continue to observe the rules of this Code in carrying out the duties of that body.
If you become a director of a company as a nominee of the Council, you will assume personal responsibilities under the Companies Acts. A conflict of interest may arise for you between the company and the Council. In such cases, it is your responsibility to take advice on your responsibilities to the Council and to the company. This will include questions of declarations of interest. The same applies if you assume other responsibilities such as becoming a director of a charitable trust.

Dealings with the Council

You will inevitably have dealings on a personal level with the Council of which you are a member - for example as a Council taxpayer, tenant, or recipient of a Council service or applicant for a licence or consent granted by the Council. You must not seek preferential treatment for yourself, your family, friends, colleagues, or employees because of your position as a councillor or as a member of a body to which you are appointed by the Council, and you must avoid any action that could lead members of the public to believe that preferential treatment is being sought.

Reviewed 19.09.23

Responsibilities to the Council as a Member of the Public

The law makes specific provision that if a councillor is in **two months** arrears with payment of Council tax that councillor may not participate in certain decisions concerning Council tax issues.
If you owe a debt to the Council, you must put in place at the earliest opportunity arrangements for repayment. You must avoid being in a situation which might lead the public to believe that preferential treatment is being sought. You must not participate in any decision that may create suspicion of a conflict of interest.

Communications

You must be clear when communicating with the media or speaking in public, and particularly if you are using social media, that you do not give the impression you are acting in an official capacity when you are acting in a personal capacity.

Since the judgment of whether you are perceived to be acting as a councillor will be taken by someone else, it is safest to assume that any online activity can be linked to your official role.

Training

You must attend mandatory training provided by the Council and receive, attend and consider updates when required.

DECLARATIONS OF INTERESTS

It is your responsibility to make decisions about whether you have to declare an interest or make a judgement as to whether a declared interest prevents you from taking part in any discussions or voting. You are in the best position to assess your personal circumstances and to judge how these circumstances affect your role as a councillor about a particular matter. You can, of course, seek advice from the Parish Clerk. In making decisions for which you are personally responsible, you are advised to err on the side of caution.
You may feel able to state truthfully that an interest would not influence your role as a councillor in discussion or decision-making. You must, however, always comply with the *objective test* ("the objective test)" which is *whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor*.
You must apply these principles no less scrupulously in your dealings with Council officers, at meetings with other councillors, including party group meetings, meetings of Joint Boards and Joint Committees and any other meeting, formal or informal, where you are representing the Council.

Declaration of a DPI at a meeting of the Council

Your obligation to disclose a DPI to a meeting applies when you are aware of or ought to be aware of the existence of the DPI.
If you are present in any capacity (and this includes a private capacity) at a meeting of the Council, its executive (Cabinet), or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the Council, and you have a DPI relating to any business that is or will be considered at the meeting, **you must declare that interest and you must not participate in**:

- any discussion of the business at the meeting, or if you become aware of your disclosable DPI during the meeting participate further in any discussion of the business, or
- any vote or further vote taken on the matter at the meeting.

If the interest is not registered, you must still disclose the interest to the meeting. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer, copying the Parish Clerk, of the interest within 28 days.
These prohibitions apply to any form of participation including speaking (or even observing the meeting) as a member of the public. **You must leave the room**. You cannot remain in the public gallery even if only to observe any discussion or vote on the matter.
In certain circumstances, you can request from the Parish Clerk a dispensation from these prohibitions.

Dispensations which do not amount to DPIs

You do not have a DPI in the following circumstances:

1. Setting of Council Tax or precept or local arrangements for council tax support;
2. An allowance, travelling expense, payment, or indemnity for councillors.

Declaration of "Other" Interests

Sometimes you may have "other "interests in a matter if that matter affects the well-being of you, members of your family, or people with whom you have a close association, more than it would affect most people in the ward affected by the decision, or in the Council's area.
An "other" interest can affect you, your family or close personal associates positively and negatively. If you or they have the potential to gain or lose from a matter under consideration, a personal interest may need to be declared in both situations.
Your obligation to disclose an "other" interest to a meeting only applies when you are aware of or ought to be aware of the existence of the personal interest. Providing that the "other" interest does not amount to a "prejudicial" interest, you can remain in the room, participate in any discussion, and vote on the business at the meeting.

What is so significant that it is likely to prejudice your judgement?

If a reasonable member of the public with knowledge of all the relevant facts would think that your judgement of the public interest might be prejudiced, then you have a "prejudicial" interest. The mere existence of local knowledge or connections within the local community, however, will not normally be sufficient to meet the test. There must be some factor that might positively harm your ability to judge the public interest objectively. The nature of the matter is also important, including whether a large number of people are equally affected by it or whether you or a smaller group are particularly affected.

What you should do if you have a "prejudicial" interest

If you have a **"prejudicial" interest** in a matter being discussed at a meeting, even if you are only attending to observe the meeting from the public gallery, you must declare that you have a prejudicial interest and the nature of that interest as soon as that interest becomes apparent to you, **and you must leave the room immediately. You cannot stay in the room or the public gallery.**
This Code of Conduct, however, aims in certain circumstances to still provide you with the same rights as ordinary members of the public to speak on certain matters in meetings, despite having a prejudicial interest.
If an ordinary member of the public would be allowed to speak to a meeting about an item, you will be provided with the same opportunity. You will be able to make representations, answer questions, or give evidence, even if you have a prejudicial interest in the item. **You may not however, take part in the discussion.**
You must **immediately leave after** you have made your representations, given evidence, or answered questions, and before any debate starts.
If the meeting decides that you should finish speaking, despite your intention to say more, you must comply with the meeting's decision. Although members of the public may be allowed to

observe the discussion and vote on the matter, **you are not allowed to do so and must leave the room immediately**. Failure to do so may be viewed as an attempt to **improperly influence** the meeting.

Dual-Hatted Members

Membership of another public body gives rise to a personal interest where you are involved in discussions or decisions relating to that other public body.
You should be able however, to regard most interests arising out of membership of another public authority as being personal non-prejudicial interests, even where there are financial implications. Examples of the sort of situation where the interest may become prejudicial, and will therefore rule you out of participation in any discussions and decision-making, are:

a) Consideration of a licensing or planning application submitted by the other authority of which you are a member;

b) A discussion or decision where two public authorities are in dispute and where litigation is threatened or has been commenced;

c) Where the financial implications are so significant that one authority would have to reconsider its budget.

ANNEXE 1 – DISCLOSABLE PECUNIARY INTERESTS

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, **and** it is either the interest of yourself; **or** your partner (which means spouse or civil partner; a person with whom you are living as husband or wife; or a person with whom you are living as if you are civil partners) within the following descriptions:

(In the extracts from the Regulations below, 'M' means you and the 'relevant person' means you and your partner, as above)

Subject	**Prescribed description**
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and Odiham Parish Council - • under which goods or services are to be provided or works are to be executed; and • which has not been fully discharged.
Land	Any beneficial interest in land that is within the area of Odiham Parish Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of Odiham Parish Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) - • the landlord is Odiham Parish Council; and • the tenant is a body in which the relevant person has a beneficial interest.

Securities	Any beneficial interest in securities of a body where - • that body (to M's knowledge) has a place of business or land in the area of Odiham Parish Council; and either - • the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or • if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

"the Act" means the Localism Act 2011;
"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
"director" includes a member of the committee of management of an industrial and provident society;
"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
"M" means a member of Odiham Parish Council;
"member" includes a co-opted member;
"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;
"relevant person" means M or any other person referred to in section 30(3)(b) of the Act;
"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

ANNEXE 2 ADVICE NOTES

ADVICE NOTE: Freedom of Expression

The requirement to treat others with respect must be balanced with the right to Freedom of expression. Article 10 of the European Convention on Human Rights protects your right to hold your own opinions and to express them freely without government interference. This includes the right to express your views aloud or in writing, such as in published articles or leaflets or on the internet and social media. Protection under Article 10 extends to the expression of views that may shock, disturb, or offend the deeply held beliefs of others.

However, Article 10 is not an absolute but a qualified right which means that the rights of the individual must be balanced against the interests of society. Whether a restriction on freedom of expression is justified is likely to depend on a number of factors, including the identity of the speaker, the context of the speech and its purpose, as well as the actual words spoken or written. Democracy depends on people being free to express, debate and criticise opposing viewpoints. The courts have generally held that the right to free expression should not be curtailed simply because other people may find it offensive or insulting. A balance must still be struck between the right of individuals to express points of view which others may find offensive or insulting, and the rights of others to be protected from hatred and discrimination.

Freedom of expression is protected more strongly in some contexts than others. In particular, a wide degree of tolerance is accorded to political speech, and this enhanced protection applies to all levels of politics, including local government. Article 10 protects the right to make incorrect but honestly made statements in a political context, but it does not protect statements which the publisher knows to be false. Political expression is a broad concept and is not limited to expressions of or criticism of political views but extends to all matters of public administration including comments about the performance of public duties by others. However, gratuitous personal comments do not fall within the definition of political expression.

Public servants such as local government officers are subject to wider levels of acceptable criticism than other members of the public when matters of public concern are being discussed. However, the limits are not as wide as they are for elected politicians such as councillors. Officers do not necessarily have the same right of reply to such comments as councillors do and councillors should take care not to abuse or exploit this imbalance.

Recent case law has confirmed that local authority officers should be protected from unwarranted comments that may have an adverse effect on good administration and states that it is in the public interest that officers are not subject to offensive, abusive attacks and unwarranted comments that prevents them from carrying out their duties or undermine public confidence in the administration. That said, officers who are in more senior positions, for example chief executives or heads of services, will also be expected to have a greater degree of robustness.

ADVICE NOTE: Respect

Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written word. It also relates to all forms of communications you undertake, not just in meetings. Rude, offensive, and disrespectful behaviour lowers the public's expectations and confidence in its elected representatives.

The key roles and responsibilities of councillors; representing and serving your communities and taking decisions on their behalf, require councillors to interact and communicate effectively with others. Examples of councillor interaction and communication include talking to constituents, attending local authority meetings, representing the local authority on outside bodies, and participating in community meetings and events. In turn this means that as a councillor you are required to interact with many different people, often from diverse backgrounds and with different or conflicting needs and points of view.

You can engage in robust debate at times and are expected to express, challenge, criticise and disagree with views, ideas, opinions, and policies. Doing these things in a respectful way will help you to build and maintain healthy working relationships with fellow councillors, officers, and members of the public, it encourages others to treat you with respect and helps to avoid conflict and stress. Respectful and healthy working relationships and a culture of mutual respect can encourage positive debate and meaningful communication which in turn can increase the exchange of ideas, understanding and knowledge.

Examples of ways in which you can show respect are by being polite and courteous, listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind. In a local government context this can mean using appropriate language in meetings and written communications, allowing others time to speak without interruption during debates, focusing any criticism or challenge on ideas and policies rather than personalities or personal attributes and recognising the contribution of others to projects.

Disrespectful behaviour

Failure to treat others with respect will occur when unreasonable or demeaning behaviour is directed by one person against or about another. The circumstances in which the behaviour occurs are relevant in assessing whether the behaviour is disrespectful. The circumstances include the place where the behaviour occurs, who observes the behaviour, the character and relationship of the people involved and the behaviour of anyone who prompts the alleged disrespect.

Disrespectful behaviour can take many different forms ranging from overt acts of abuse and disruptive or bad behaviour to insidious actions such as bullying and the demeaning treatment of others. It is subjective and difficult to define. However, it is important to remember that any behaviour that a reasonable person would think would influence the willingness of fellow councillors, officers or members of the public to speak up or interact with you because they expect the encounter will be unpleasant or highly uncomfortable fits the definition of disrespectful behaviour.

Examples of disrespect in a local government context might include rude or angry outbursts in meetings, use of inappropriate language in meetings or written communications such as swearing, ignoring someone who is attempting to contribute to a discussion, attempts to shame or humiliate others in public, nit-picking and fault-finding, the use of inappropriate sarcasm in communications and the sharing of malicious gossip or rumours.

Disrespectful behaviour can be harmful to both you and to others. It can lower the public's expectations and confidence in you and the Council and councillors and politicians more generally. It influences the willingness of fellow councillors, officers, and the public to speak up or interact with you because they expect the encounter will be unpleasant or uncomfortable. Ongoing disrespectful behaviour can undermine willingness of officers to give frank advice, damage morale at a local authority, and ultimately create a toxic culture and has been associated with instances of governance failure.

ADVICE NOTE: Bullying

Bullying, harassment, discrimination, and victimisation (either directly or indirectly) are unacceptable and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.

Bullying may be characterised as offensive, intimidating, malicious, insulting, or humiliating behaviour, an abuse or misuse of power that can make a person feel vulnerable, upset, undermined, humiliated, denigrated or threatened. Power does not always mean being in a position of authority and can include both personal strength and the power to coerce through fear or intimidation. Bullying may be obvious or be hidden or insidious. Such conduct is usually part of a pattern of behaviour which attempts to undermine an individual or a group of individuals, is detrimental to their confidence and capability, and may adversely affect their health.

Bullying can take the form of physical, verbal, and non-verbal conduct but does not need to be related to protected characteristics. Bullying behaviour may be in person, by telephone or in writing, including emails, texts, or online communications such as social media. The standards of behaviour expected are the same, whether you are expressing yourself verbally or in writing.
Bullying can affect anyone, in any career, at any time, at any level and within any workplace. Such behaviour can take the form of easily noticed, physically threatening or intimidatory conduct with immediate impact, or it can take place behind closed doors, or be much more subtle or camouflaged and difficult to identify, at least at first. It can start, for example, with what appear to be minor instances, such as routine 'nit-picking' or fault-finding, but which become cumulative or develop into more serious behaviour over time, enabling the perpetrator to isolate and control the person.
Some bullies lack insight into their behaviour and are unaware of how others perceive it. Others know exactly what they are doing and will continue to bully if they feel they are unlikely to be challenged. Bullying can sometimes be overlooked, as a result of common euphemisms being used by way of explanation or justification, referring to someone as having a "poor leadership style" or a "bad attitude," for example, or to the problem being due to a "personality clash".
You should always be mindful of the overall potential impact of the behaviour on others. First and foremost, bullying can have a significant impact on the recipient's well-being and health. Bullying can have an impact on a local authority's effective use of resources and provision of services. Officers who are subject to bullying are frequently away from their posts, sometimes for extended periods, on sickness or stress-related leave. Bullying can impact on a councillor's ability to represent their residents effectively. It can also discourage candidates from standing in local elections, making local authorities less representative of their communities, and impacting local democracy.
Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered it's likely that the person handling the complaint will consider both the perspective of the alleged victim, and whether the councillor intended their actions to be bullying. They will also consider whether the individual was reasonably entitled to believe they were being bullied. Conduct is unlikely to be considered as bullying when it is an isolated incident of a minor nature, where it is targeted at issues, rather than at an individual's conduct or behaviour, or when the behaviour by both the complainant and councillor contributed equally to the breakdown in relations. However, the cumulative impact of repeated 'minor' incidents should not be underestimated.
Examples of bullying include but are not limited to:

- verbal abuse, such as shouting, swearing, threats, insults, sarcasm, ridiculing or demeaning others, inappropriate nicknames, or humiliating language
- physical or psychological threats or actions towards an individual or their personal property
- practical jokes
- overbearing or intimidating levels of supervision, including preventing someone from undertaking their role or following agreed policies and procedures
- inappropriate comments about someone's performance
- abuse of authority or power, such as placing unreasonable expectations on someone in relation to their job, responsibilities, or hours of work, or coercing someone to meet such expectations
- ostracising or excluding someone from meetings, communications, work events or socials
- sending, distributing, or posting detrimental material about other people, including images, in any medium
- smear campaigns

ADVICE NOTE: Discrimination

You have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

The Equality Act 2010 imposes positive duties on local authorities to promote equality and to eliminate unlawful discrimination and harassment. Under the Act your authority may be liable for any discriminatory acts which you commit. This will apply when you do something in your official capacity in a discriminatory manner. You must be careful not to act in a way which may amount to any of the prohibited forms of discrimination, or to do anything which hinders your authority's fulfilment of its positive duties under the Act. Such conduct may cause your authority to break the law, and you may find yourself subject to a complaint that you have breached this paragraph of the Code of Conduct. If you are unsure about the particular nature of the duties of your authority you should seek advice from the monitoring officer or parish clerk.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex and sexual orientation

There are four main forms of discrimination:

Direct discrimination: treating people differently because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Indirect discrimination: treatment which does not appear to differentiate between people because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation but which disproportionately disadvantages them.

Harassment: engaging in unwanted conduct on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, which violates another person's dignity or creates a hostile, degrading, humiliating or offensive environment.

Victimisation: treating a person less favourably because they have complained of discrimination, brought proceedings for discrimination, or been involved in complaining about or bringing proceedings for discrimination.

Examples of discriminatory behaviour include but are not limited to:

- exclusion or victimisation based on the Protected Characteristics
- treating someone less favourably or limiting their opportunities based on any of the Protected Characteristics
- comments, slurs, jokes, statements, questions, or gestures that are derogatory or offensive to an individual's or group's characteristics
- promoting negative stereotypes relating to individual's or group's characteristics
- racial or ethnic slurs, insults, or jokes
- intolerance toward religious customs
- mimicking, mocking, or belittling a person's disability
- homophobic, biphobic or transphobic comments or slurs
- discriminating against pregnant people or mothers
- declaring ('outing') someone's religion or sexuality or threatening to do so against their will

- deliberate, unwarranted application of an authority's practice, policy or rule in a way that may constitute indirect discrimination
- instructing, causing, inducing, or knowingly helping someone to commit an act of unlawful discrimination under the Equality Act 2010.

A councillor's personality and life experiences will naturally incline them to think and act in certain ways. They may form views about others based on those experiences, such as having an affinity with someone because they have a similar approach to life or thinking less of someone because they are from a different generation. This is known as "unconscious bias" and it can lead people to make decisions based on biases or false assumptions. You need to be alert to the potential of unconscious bias and ensure they make decisions based on evidence, and not on assumptions they have made based on biases.

ADVICE NOTE: Disrepute

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects your right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted. You should be aware that your actions might have an adverse impact on your role, other councillors and/or your local authority and may lower the public's confidence in your ability to discharge your functions as a councillor or your local authority's ability to discharge its functions.

In general terms, disrepute can be defined as a lack of good reputation or respectability. In the context of the Code of Conduct, a councillor's behaviour in office will bring their role into disrepute if the conduct could reasonably be regarded as either:

1. reducing the public's confidence in them being able to fulfil their role; or
2. adversely affecting the reputation of other councillors, in being able to fulfil their role.

Conduct by a councillor which could reasonably be regarded as reducing public confidence in their local authority being able to fulfil its functions and duties will bring the authority into disrepute.

For example, circulating highly inappropriate, vexatious, or malicious e-mails to constituents, making demonstrably dishonest posts about your authority on social media or using abusive and threatening behaviour might well bring the role of councillor into disrepute. Making grossly unfair or patently untrue or unreasonable criticism of your authority in a public arena might well be regarded as bringing your local authority into disrepute.

ADVICE NOTE: Use of Social Media

The continued rise of social media and blogging presents a new way for councillors to engage with their residents. These platforms can be useful for informing residents about local issues and the actions that their elected representatives are taking. It can raise profiles and potentially help to engage a wider audience in local politics. However, it brings additional risks for councillors around the way in which they express themselves.
Social media and blogging are much faster than traditional methods of communication, and users are often anonymous. This can create a tendency towards knee-jerk reactions and responses and intemperate exchanges. Whilst the protection of Article 10 of the European Convention on Human Rights remains, you must be particularly careful in the way they communicate where there is any suggestion that they are using these tools in an official rather than private capacity. Comments on blogs, forums, or social media or more likely to be viewed as having been made in an official capacity where the author is explicitly identified themselves as councillors, where they impart information which is known to them only by virtue of their elected position, or where they comment directly on council business rather than on wider political issues. Use of disclaimers on blogs and social media does not necessarily mean that what is said falls outside the scope of the Code. The Code applies if you post something or put

something into the public domain that could not otherwise have been known if at the time of posting you had not been a Councillor.
Care also needs to be taken where the public are able to make comments on what you have written since there may be a risk that these would become associated with the you if they are not removed.

ADVICE NOTE: Bias and Predetermination

Bias and predetermination are not explicitly mentioned in the Code of Conduct. The code provisions on declarations of interest are about ensuring you do not take decisions where you or those close to you stand to lose or gain improperly.
There is however a separate concept in law dealing with bias and predetermination which exists to ensure that decisions are taken solely in the public interest rather than to further private interests.
Both the courts and legislation recognise that elected councillors are entitled, and indeed expected, to have and to have expressed their views on a subject to be decided upon by the local authority. In law, there is no pretence that such democratically accountable decision-makers are intended to be independent and impartial as if they were judges or quasi-judges.
Nonetheless, decisions of public authorities do involve consideration of circumstances where a decision-maker must not act in a way that goes to the appearance of having a closed mind and pre-determining a decision before they have all of the evidence before them and where they have to act fairly. Breaches of the rules of natural justice in these circumstances have and do continue to result in decisions of local authorities being successfully challenged in the courts.
These issues are complex, and advice should be sought and given in the various situations that come up, which is why there are no direct paragraphs of the code covering this, although it does overlap with the rules on declarations of interest.
While declaring interests will to some extent deal with issues of bias, there will still be areas where a formal declaration is not required under the Code of Conduct, but you need to make clear that you are not biased or predetermined going into the decision-making process. Otherwise, the decision is at risk of being challenged on appeal or in the Courts. To quote a leading judgment in this field "*All councillors elected to serve on local councils have to be scrupulous in their duties, search their consciences and carefully consider the propriety of attending meetings and taking part in decisions which may give rise to an appearance of bias even though their actions are above reproach*.[8]
The rules against bias say that there are three distinct elements.
Seeking:

i) accuracy in public decision-making.

ii) the absence of prejudice or partiality on the part of you as the decision-maker. An accurate decision is more likely to be achieved by a decision-maker who is in fact impartial or disinterested in the outcome of the decision and who puts aside any personal strong feelings they may have had in advance of making the decision.

iii) public confidence in the decision-making process. Even though the decision-maker may in fact be scrupulously impartial, the appearance of bias can itself call into question the legitimacy of the decision-making process. In general, the rule against bias looks to the appearance or risk of bias rather than bias in fact, in order to ensure that justice should not only be done but should manifestly and undoubtedly be seen to be done.

To varying degrees, these “requirements” might be seen to provide the rationales behind what are generally taken to be three separate rules against bias: “automatic” (or “presumed”) bias, “actual” bias, and “apparent” bias.
The rationale behind “automatic” or “presumed” bias appears to be that in certain situations (such as if you have a pecuniary or proprietary interest in the outcome of the proceedings) then

[8] Kelton v Wiltshire Council [2015] EWHC 2853 (Admin)

it must be presumed that you are incapable of impartiality. Since a motive for bias is thought to be so obvious in such cases, the decisions are not allowed to stand even though no investigation is made into whether the decision-maker was biased *in fact*. In these circumstances you should not participate in the discussion or vote on the issue. These are covered by the code's requirement to declare certain interests and withdraw from participation. A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts. This can cause huge cost and reputational damage for the local authority yet is seldom due to actual corruption or even consciously favouring a personal interest over the public interest on the part of the councillor involved and may have no repercussions for them personally.

Predetermination

The Localism Act 2011 has enshrined the rules relating to pre-disposition and predetermination into statute. In essence you are not taken to have had, or appeared to have had, a closed mind when making a decision just because you have previously done anything that directly or indirectly indicated what view you may take in relation to a matter and that matter was relevant to the decision.

Predetermination at a meeting can be manifested in a number of ways. It is not just about what you might say, for example, but it may be shown by body language, tone of voice or overly hostile lines of questioning for example.

You are therefore entitled to have a **predisposition** one way or another as long as you have not pre-determined the outcome. You are able to express an opinion providing that you come to the relevant meeting with an open mind and demonstrate that to the meeting by your behaviour, able to take account of all of the evidence and make your decision on the day.

How can bias or predetermination arise?

The following are some of the potential situations in which predetermination or bias could arise.

- **Connection with someone affected by a decision**

  This sort of bias particularly concerns administrative decision-making, where the authority must take a decision which involves balancing the interests of people with opposing views. It is based on the belief that the decision-making body cannot make an unbiased decision, or a decision which objectively looks impartial, if a councillor serving on it is closely connected with one of the parties involved.

  Improper involvement of someone with an interest in the outcome

  This sort of bias involves someone who has, or appears to have, inappropriate influence in the decision being made by someone else. It is inappropriate because they have a vested interest in the decision.

- **Prior involvement**

  This sort of bias arises because someone is being asked to make a decision about an issue which they have previously been involved with. This may be a problem if the second decision is a formal appeal from the first decision, so that someone is hearing an appeal from their own decision. However, if it is just a case of the person in question being required to reconsider a matter in the light of new evidence or representations, it is unlikely to be unlawful for them to participate.

- **Commenting before a decision is made**

  Once a lobby group or advisory body has commented on a matter or application, it is likely that a councillor involved with that body will still be able to take part in making a decision about it. But this is as long as they do not give the appearance of being bound only by the views of that body. If the councillor makes comments which make it clear that they have already made up their mind, they may not take part in the decision.

  If you are merely seeking to lobby a public meeting at which the decision is taking place but will not yourself, be involved in making the decision, then you are not prevented by the

principles of predetermination or bias from doing so. Unlike private lobbying, there is no particular reason why the fact that you can address a public meeting in the same way as the public should lead to successful legal challenges.

WHAT DO I DO IF I NEED ADVICE?

If you are unsure as to whether your views or any action you have previously taken may amount to predetermination you should always seek advice from the Monitoring Officer.

The Golden Rule is to be safe –seek advice if in doubt before you act

on or bias from doing so. Unlike private

PUBLICATION SCHEME

Information available from Odiham Parish Council under the Publication Scheme

Under the Freedom of Information Act 2000 (section 19), Odiham Parish Council is required to adopt and maintain a Publication Scheme setting out the types of information it will make available, how information can be obtained and the level of charge for the information. This Public Scheme is drafted using the Information Commissioner's model template.

Odiham Parish Council uses the following means to make the information available:

- On the Council's website www.odihamparishcouncil.gov.uk
- By email, upon request to the Parish Clerk.
- A paper copy, upon request to the Parish Clerk.
- Physical inspection, upon request and subject to prior arrangements with the Parish Clerk.

Requested information will be made available unless:

- Odiham Parish Council does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	**How the information can be obtained**	**Cost per sheet**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website By email Hard copy	Nil Nil 10p
Who's who on the Council and its Committees	Website By email Hard copy	Nil Nil 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website By email Hard copy	Nil Nil 10p
Location of main Council office and accessibility details	Website By email Hard copy	Nil Nil 10p
Staffing structure	Website By email Hard copy	Nil Nil 10p
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website By email Hard copy	Nil Nil 10p
Annual return form and report by auditor	Website By email	Nil Nil

	Hard copy	10p
Finalised budget	Website By email Hard copy	Nil Nil 10p
Precept	Website By email Hard copy	Nil Nil 10p
Financial Standing Orders and Regulations	Website By email Hard copy	Nil Nil 10p
Grants given and received	Website By email Hard copy	Nil Nil 10p
List of current contracts awarded and value of contract	Website By email Hard copy	Nil Nil 10p
Members' expenses	Website By email Hard copy	Nil Nil 10p
Class 3 – What our priorities are and how we are doing Strategic Plan	Website By email Hard copy	Nil Nil 10p
Neighbourhood Plan	Website By email Hard copy	Nil Nil £4 total

PUBLICATION SCHEME

Annual Report to Annual Parish Meeting	Website By email Hard copy	Nil Nil £4 total
Parish Newsletter	Website By email Hard copy	Nil Nil Nil
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website By email Hard copy	Nil Nil 10p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website By email Hard copy	Nil Nil 10p
Agendas of meetings (as above)	Website By email Parish Noticeboards Hard copy	Nil Nil Nil 10p
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting.	Website By email Hard copy	Nil Nil 10p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website By email Hard copy	Nil Nil 10p
Responses to consultation papers	Website (OPC or external) By email Hard copy	Nil Nil 10p
Responses to planning applications	Website (OPC or external) By email Hard copy	Nil Nil 10p
Bye-laws	Email Hard Copy	Nil 10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website By email Hard copy	Nil Nil 10p
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 Website By email Hard copy	 Nil Nil 10p

Policies and procedures for the provision of services and about the employment of staff: Scheme of delegation Equality and diversity policy – N/A Health and safety policy Policies and procedures for handling requests for information Staff Vacancies Complaints procedures (including those covering requests for information and operating the publication scheme)	 Website By email Hard copy	 Nil Nil 10p
Privacy Statements	Website By email Hard copy	Nil Nil 10p
Records management policies (records retention, destruction and archive)	Website By email Hard copy	Nil Nil 10p
Data protection policies	Website By email Hard copy	Nil Nil 10p
Schedule of charges (for the publication of information)	Website By email Hard copy	Nil Nil 10p
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard copy (some information may only be available by inspection)	Nil 10p
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Physical inspection by appointment	Nil
Assets register	Website By email Hard copy	Nil Nil 10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website By email Hard copy	Nil Nil 10p
Register of gifts and hospitality (if any)	By email Hard copy	Nil 10p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website By email Hard copy	Nil Nil 10p

Allotments	Website By email Hard copy	Nil Nil 10p
Burial grounds	Website By email Hard copy (some information may only be available by inspection)	Nil Nil 10p
Parks, playing fields and recreational facilities	Website By email Hard copy	Nil Nil 10p
Public conveniences	Website By email Hard copy	Nil Nil 10p
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website By email Hard copy	Nil Nil 10p

Contact details:

Parish Clerk clerk@odihamparishcouncil.gov.uk
The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB
Tel: 01256 702716

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Staff time, where the request is considered to exceed 7.5 hours of staff time.	In accordance with Section 9 of the FOI Act a fee maybe charged for providing information in response to a request. The fee is determined in accordance with the Fees Regulations. The Fee Regulations set out what charges are permissible for information requests. These charges are currently defined as two elements, prescribed costs and disbursements.

The General Data Protection Regulation 2018 (GDPR) your personal data will be processed as is necessary for OPC to perform its legal obligations, statutory powers and functions. In carrying out a Public Task OPC may share your personal data within the Council but not outside without your prior consent. OPC's full Data Protection Policy can be viewed at https://odihamparishcouncil.gov.uk/council/policies-and-publications

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From: [redacted]
Sent: Tuesday, October 20, 2026 16:44
To: Clerk <clerk@odihamparishcouncil.gov.uk>
Subject: The Parish Room

Dear Andrea,
I have mentioned to you that the Odiham Society would like to provide some basic facilities for its volunteers who use the Parish Room to work on our archives, prepare for exhibitions etc. What we have in mind is a small extension which would enable us to provide toilet facilities and a place to prepare hot drinks etc. At the moment we do not have a design for the extension or any information on costs, feasibility etc. Nor do we know how the facility could be paid for. However, with the Council's approval. we would like to take some initial steps to prepare for the project. In the first instance, and conscious of the fact that we have some very close neighbours, we would like to write to the householders in the area adjacent to the Parish Room to inform them of our plans. I am therefore attaching a draft letter to our neighbours and, subject to the Council's agreement that, in principle, it would support our proposals, we would like to circulate the letter. Could you please let me know whether the Council would be agreeable to this? I'm happy to call into the Bridewell to answer any questions that you may have on this project.
I look forward to hearing from you.
Best wishes
[redacted]
Vice Chairman
The Odiham Society

Draft letter to residents living close to the Parish Room

Over the last [3] years the Odiham Society, under the leadership of its Archivist, Mary Bennett, has been establishing its Archive and Heritage Centre in the Parish Room adjacent to The Bury. During this period, volunteers from the Society have been indexing and reviewing a large volume of documents, maps, photographs and other material which record the history of the village and the surrounding area. This work involves our volunteers remaining in the building for protracted periods often extending over several hours. We would like to ensure that the volunteers are provided with adequate facilities to enable them to undertake their archive work in a comfortable environment. Ideally these facilities would include a small toilet and a place to make refreshments. We are therefore exploring the possibility of building a modest extension to the Parish Room which will enable us to install a toilet and a wash basin. If this proposal goes forward, we shall be applying for planning permission and we will be consulting fully with Odiham Parish Council who own the building. Before we embark on this project and examine its feasibility, we felt that, as one of our neighbours, you should be made aware of our plans. In that regard, if you have any comments or questions on our proposals, we would be very pleased to hear from you.

We believe that the Heritage Centre in the Parish Room is a huge asset to the village and we are committed to ensuring that it continues to develop and prosper.

Yours etc

MINUTES OF THE INFORMAL MEETING OF ODIHAM PARISH COUNCIL'S PLANNING AND DEVELOPMENT COMMITTEE ON 3RD NOVEMBER VIA EMAIL COMMENTS SUBMITTED UNDER DELEGATED AUTHORITY AND WILL BE RATIFIED AT THE FULL COUNCIL MEETING ON 17TH NOVEMBER 2026

P80/26 **Apologies for absence**
Received from all Cllrs

P81/26 **Declarations of interests and requests for dispensation**
None

P82/26 **Chair's announcements**
None

P83/26 **Public Session**
None present

P84/26 **Current Planning Applications, to be ratified by full Council on 17th November 2026**

OPC Ref	Hart Ref	Address	Details	OPC Decision
52/26	26/01712/HOU	1 Western Lane Odiham Hook RG29 1TJ	Part demolition of existing garage and erection of a single storey rear extension including new pitched roof over side entrance	No objection
53/26	26/01809/CON	Land East Of Hook Road North Warnborough	Approval of Condition 20 - On site ditches management and maintenance and Condition 21 - Public open space management plan - pursuant to 23/02094/FUL - Erection of 13 dwellings with associated access, parking, affordable housing, public open space, SUDs and landscaping	No objection

P85/26 **Previous Planning application decisions**
Noted, as presented with the agenda.

P86/26 **Pre-Applications and decisions**
Noted as presented with the agenda

P87/26 **Planning Appeals and decisions**
None

P88/26 **Tree applications and decisions, to be ratified by full council on 17th November 2026**

OPC Ref	Hart Ref	Address	Details	OPC Decision
12/26T	26/01778/CA	Damson Cottage Broad Oak Odiham Hook RG29 1AQ	T1 - Yew tree - Cut back to boundary by approx 3.5-4.5m	No objection
13/26T	26/01734/CA	24 Angel Meadows Odiham Hampshire RG29 1AR	T1. Juglans regia (Common Walnut) - 1) Raise canopy in all radii to give a clearance of 5m from ground level 2) Thin remaining canopy to a maximum of 20% volume 3) Finished wound size to remain below 70mm	No objection
14/26T	26/01808/CA .	The Granary Hook Road North Warnborough Hampshire RG29 1EU	T1. Elderberry - Fell T2. Self seeded Hawthorn - Fell G1. Yew hedging - Crown raise the branches back to the stems on the inside of the garden only to a maximum height of 1m from ground level, trim and tidy new growth only on the remaining hedge.	No objection

MINUTES OF THE INFORMAL MEETING OF ODIHAM PARISH COUNCIL'S PLANNING AND DEVELOPMENT COMMITTEE ON 3RD NOVEMBER VIA EMAIL COMMENTS SUBMITTED UNDER DELEGATED AUTHORITY AND WILL BE RATIFIED AT THE FULL COUNCIL MEETING ON 17TH NOVEMBER 2026

P89/26 **Planning Correspondence**
None received prior to agenda publication

P90/26 **Date of the next meeting: TBC**

There being no further business the meeting closed at 7.45 pm.

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