

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 13 APRIL 2015 COMMENCING AT 7.30PM**

Present: Cllrs Hale (Chair), David, Faulkner, Fellows (arrived at 8.20pm), Fleming, O'Neill, Robinson-Giannasi and Sheppeck

In attendance: Mrs Weir (Clerk)

Also present: 7 members of the public

FULL COUNCIL

01/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Harris and Reid. District Cllrs Crookes and Gorys also sent his apologies.

02/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

03/15 PUBLIC SESSION

None

04/15 APPROVAL OF THE FOLLOWING MINUTES

Monday 2 March 185/14 - 202/14
The above minutes were accepted as an accurate record.

05/15 RECEIVE AND NOTE THE FOLLOWING MINUTES

Planning 16 February	183/14 - 194/14
Planning 2 March	195/14 - 197/14
Planning 9 March	198/14 - 209/14
Community 12 January	59/14 - 64/14
Amenity 12 January	52/14 - 56/14
Amenity 2 February	57/14 - 60/14
Traffic and Transport 2 February	61/14 - 71/14

The above minutes were received and noted (Appendix 1).

06/15 CHAIRMAN'S ANNOUNCEMENTS

As this was the last formal meeting of this council, the chairman wished to thank Cllrs for their efforts during his time as chairman and also for their efforts prior to this.

07/15 CLERK'S REPORT

The clerk wished to thank Cllrs for their input to the council over the years and the assistance that they had given her. She requested that those that are retiring from office return any keys and council documents to the parish office by 11 May, which is the official date of retirement.

She advised that the office had prepared folders for all elected Cllrs, which include the declaration of acceptance of office form and the form regarding disclosable pecuniary interests. Both of these forms need to be completed before Cllrs take part in council business.

Finally the clerk advised Cllrs that new magazines from Open Spaces, CPRE and Basingstoke Canal were available to read and return to the office.

08/15 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR FEBRUARY AND SIGNING OF THE BANK RECONCILIATION BY THE CHAIR

It was resolved to approve the schedule of payments of account for February and the bank reconciliation which was signed by the chairman (Appendix 2).

09/15 FINAL ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY ON 22 APRIL

Cllrs were advised that a representative from the NH Plan had accepted the invite to update the assembly and that County Cllr Glen had offered to give a verbal report on HCC activity during 2014-15. Chairs of committees were reminded that it had been agreed that they each would give a short verbal report on the last year. It was also agreed that all persons nominated to be Cllrs would be invited to the APA to introduce themselves to the assembly.

All current, available Cllrs would arrive at 6.45pm to assist with the setting up of the hall and arrangements would be made if keys needed to be collected from the school earlier.

10/15 AGREEMENT ON HOW OPC WISHES THE NH PLAN STEERING GROUP TO PROCEED WITH THE NEXT PUBLIC CONSULTATION REGARDING THE DEER PARK

Philip James, the NH Plan chairman spoke to Cllrs regarding how the plan is proposing to consult residents regarding The Deer Park and other issues. Cllrs had also received an informative email prior to the meeting (Appendix 3). The consultation is aiming to give residents a clear, informed choice for the future of the community. He also clarified that one of the options was to put the site forward as a green space or to have a policy to resist new houses / an enabling development on The Deer Park. This site was not put forward as a SHLAA site for very good reasons. The public need to understand that if they don't agree with the landowners proposal and it is designated a green space, this means that no development will take place on the site for the duration of the plan, unless in very special circumstances.

Cllrs were informed that a survey will be sent out to residents asking for opinions on various aspects of the plan. The consultants have however advised that this is not a requirement. The format will be a series of questions asking for an opinion, with a link to resources containing further information. The surveys will be available on-line and also via paper copies. The extra information will available on-line but also left in various "hubs" (schools, library) in paper format.

The NH Plan team are proposing to ask two questions in the consultation regarding the Deer Park:-

1. Do you agree with landowner's proposals yes/no
 2. If no, EITHER would you like to see a policy in the NP which seeks to "resist new housing (including enabling dev.) in the DP"?
- OR would you like to see the DP "designated as a Local Green Space which would rule out new development other than in very special circumstances" (NPPF paragraph 76).

The options for number 2 are broadly the same and the team is awaiting advice from the consultants as to which route is best. Whichever policy the NH Plan chooses, it needs to be the correct one and a strong one.

It was noted that NPPF para 76 states that "Local green spaces should only be designated when a plan is prepared or reviewed and be capable of enduring beyond the end of the plan period".

Cllrs were also reminded that whilst Odiham has no NH Plan and Hart DC doesn't have a Local Plan, developers continue to put their sites forward instead of waiting for the plans to be in place.

Concern was raised and debated that The Deer Park is distracting the NH Plan from the core objectives of the plan. However, after much discussion, it was agreed that rather than resolve to remove The Deer Park from the NH Plan at this point, as the feeling is that the public will expect to be asked for their input and that the preference is for the community to be presented with an informed, objective and fair choice. As such, a majority of Cllrs agreed to hold an extraordinary full council meeting in 2 weeks time to allow the NH Plan team time to look at how the Deer Park could be better positioned within the plan, in line with the feedback that the question needs to be more informative and have symmetry, to allow for a balanced choice.

It was also agreed that the plan would need to add that the information included in the developers vision is what is available at this time and could change, which could effectively change other parts of the plan and cause the need for further consultation.

11/15 RESOLUTION TO ENDORSE THE DRAFT NEIGHBOURHOOD PLAN FOR CONSULTATION PRIOR TO PRODUCING THE PRE-SUBMISSION VERSION

The final draft plan is unfortunately not ready for endorsement, so this item will also be added to the extraordinary meeting called to cover the above item.

12/15 APPROVAL OF THE DOCUMENT RETENTION POLICY

It was agreed to approve the circulated document retention policy (Appendix 4).

13/15 APPROVAL OF THE DATA PROTECTION POLICY

It was agreed to approve the circulated data protection policy (Appendix 5).

14/15 RESOLUTION TO APPROVE THE INCREASE TO THE CLERK'S SALARY AS OUTLINED IN THE CONFIDENTIAL REPORT AND RECOMMENDATIONS CIRCULATED BY THE CHAIRMAN

It was resolved to approve the increase to the clerk's salary due to her successful appraisal and the passing of her CiLCA as outlined in the circulated confidential report. This increase will be backdated to 1 March 2015 (Appendix 6).

15/15 AGREEMENT ON THE CIRCULATED DRAFT LETTER TO HAMPSHIRE COUNTY COUNCIL REQUESTING THAT THEY INSERT A CLAUSE IN ANY CONTRACT WITH ODIHAM & GREYWELL CRICKET CLUB STATING THAT THE LAND THEY ARE PURCHASING CAN ONLY BE USED FOR LEISURE / AMENITY PURPOSES

It was agreed to send the circulated draft letter to Hampshire County Council (Appendix 7) requesting that they insert a clause in any contract with the cricket club stating that the land can only be used for leisure / amenity purposes.

16/15 AGREEMENT TO WRITE TO HART DC TO REQUEST THAT OPC BE INCLUDED AS COMMUNITY STAKEHOLDERS IN ANY NEGOTIATIONS ON THE COVENANT REGARDING PARKING AT THE EX SPECTRO OIL OFFICES

It was agreed to write to Hart DC requesting that OPC be included as community stakeholders in any negotiations on the covenant regarding parking at the ex Spectro Oil offices.

17/15 RECEIVE THE AUDITOR'S REPORT FOR THE AUDIT PERIOD NOVEMBER 2014 TO FEBRUARY 2015

The auditor's report was received for the period November 2014 to February 2015 (Appendix 8). The one point raised regarding VAT reclaims for the petty cash has already been addressed.

18/15 APPROVAL OF THE RISK ASSESSEMENT FORMS FOR THE PUBLIC TOILETS, THE PARISH ROOM, THE PARISH OFFICES, WORKING ON A SCREEN, OPEN SPACES AND PARKS (GENERAL) AND THE CEMETERY

The circulated risk assessment forms for the various areas were approved (Appendix 9). The clerk would now see that they were completed.

19/15 APPROVAL OF THE PROTOCOL FOR PUBLIC AND PRESS REPORTING AT COUNCIL MEETINGS AND AGREEMENT TO THE AMENDMENT TO STANDING ORDER NO 1(I) TO INCLUDE THIS PROTOCOL

It was agreed to approve the circulated protocol for public and press reporting at council meetings (Appendix 10) and it was agreed to amend standing order no 1(I) to include this protocol.

20/15 RECEIVE AN UPDATE ON DEVELOPER'S s106 CONTRIBUTIONS COLLECTED BY HART DC

It was agreed to defer this item until the next meeting.

21/15 RECEIVE A REPORT AND AGREE ON FINANCIAL ASSISTANCE REGARDING THE DISTRIBUTION OF THE HOUSING NEEDS SURVEY

A report had been circulated (Appendix 11) informing Cllrs that with the assistance of Cllr Crookes, the NH Plan have achieved an agreement from Hart DC that will allow a local priority on a % of the affordable houses that will be built in the parish under the NH Plan and possibly even before the NH Plan takes effect. The last Housing Needs Survey was carried out in the parish in 2008 and now needs to be updated. This will be carried out by the Rural Housing Enabler, Mags Wylie during May and June.

It was agreed that OPC would write the covering letter to accompany the surveys and would allocate the unspent £1755 from the communication / publications budget for the planning committee from the financial year 2014/15 to contribute towards the costs.

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

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 13 APRIL 2015 COMMENCING AT 8.45pm**

Present: Cllrs Robinson-Giannasi (Chair), David, Fleming, Hale and O'Neill

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Faulkner, Fellows and Sheppeck; 1 member of the public

01/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Reid.

02/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr O'Neill declared a non-pecuniary interest in item 10/15.

03/15 APPROVAL OF THE FOLLOWING MINUTES

2 March

61/14 - 70/14

The above minutes were accepted as an accurate record.

04/15 RECEIVE AN UPDATE ON THE CREATION OF ALLOTMENTS AT HOOK ROAD

The proposed site plan from the surveyor had been circulated (Appendix 12). The proposed layout includes parking for 12 cars and 19 allotment plots (all over 50sq m in size). The layout has been kept in a regular order for easy maintenance and to ensure that paths do not get "taken in". This does however mean that due to the shape of the land, the plots will be of slightly different size. The committee agreed that they were happy with this plan. The office would now send it out to contractors along with further details to enable them to provide quotations for the council.

05/15 APPROVAL OF THE GRANT OF EXCLUSIVE RIGHT OF BURIAL FORMS AND CHARGES TO TRANSFER THIS GRANT FOR THE CEMETERY

It was agreed to approve the circulated Grant of Exclusive Rights of Burial forms and to charge £50 for each transfer required (Appendix 13). It was agreed that a sensitive, gentle covering letter would be sent with the Grant apologising for the belated contact.

06/15 APPROVAL OF THE SIGNING OF THE BOWLS CLUB LEASE BY TWO CLLRS

The bowls club have apologised for the delay in getting back to OPC regarding the lease and have advised that they intend to let the council have their comments by the end of this month.

07/15 APPROVAL OF THE AMENDMENT TO ITEM 31/14 IN THE MINUTES FROM 6 OCTOBER 2014

It was approved to amend item 31/14 in the minutes from 6 October to state "resident".

08/15 UPDATE ON CHAPEL COTTAGE

The clerk had circulated an update on Chapel Cottage (Appendix 14), outlining the issues with the

garden and the damp in the bathroom. It was agreed to discuss the situation with the garden further after the tenant has responded to the agents offer to carry out the one off tidy.

09/15 CLARIFICATION ON THE COUNCILS POSITION REGARDING THE FUTURE MAINTENANCE OF THE TRACK (F33B) ONCE TARMACKED AFTER THE RECEIPT OF THE RECENT CORRESPONDENCE AND TO PROVIDE AN UPDATE ON THE MEETING HELD WITH THE TENNIS CLUB

It was agreed to wait until after the meeting, which is due to be held later this week to clarify the council's position regarding the future maintenance of the track (F33b).

10/15 RECEIVE QUOTATIONS FOR THE PAINTING OF THE KING STREET TOILETS AND APPOINTMENT OF A CONTRACTOR

It was agreed to appoint contractor 3 from the circulated report, subject to the works being carried out prior to the Magna Carta celebrations (Appendix 15). If contractor 3 was unable to do this, then the works would be offered to contractor 2.

There being no further business the meeting closed at 9.10pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 13 APRIL 2015 COMMENCING AT 9.10PM**

Present: Cllrs Hale (Chair), David, Robinson-Giannasi and Sheppeck

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Faulkner, Fellows, Fleming and O'Neill; 1 member of the public

01/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Harris and Reid.

02/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

03/15 APPROVAL OF THE FOLLOWING MINUTES

2 March

65/14 - 71/14

The approval of the minutes was deferred.

04/15 CONSIDERATION AND ESTABLISHMENT OF WHO IS RESPONSIBLE FOR THE ARRANGEMENTS FOR ARMED FORCED DAY ON 27 JUNE AND TO RESOLVE TO AGREE THE BUDGET

It was agreed that OPC will be responsible for the morning's parade, including the necessary road closures and that InOdiham will be organising the less formal part of the day, "Bands and Blues" in the afternoon. At a recent meeting with the RAF it was commented that the tankards given to those in the parade previously were much appreciated and treasured.

It was agreed to write and invite Rt Hon James Arbuthnot to attend the parade as a way to thank him for his support over the years. It was also agreed to look into applying for a grant from the MOD and booking the cadets to line the parade.

The budget proposal is almost finished and will be approved by the committee at the next meeting. It was thought that most of the costs would be invoiced directly to OPC.

05/15 UPDATE REGARDING THE INSTALLATION OF THE DEFIBRILLATOR

The building owner has given their consent for the defibrillator to be installed on the side wall of the new Co-op building. Once this has been formalised and the building passed over to the Co-op shop fitters the defibrillator can be installed.

South Central Ambulance have advised the Lions that they now recommend a superior defibrillator and cabinet to the one that was originally suggested, which is also more expensive. It was suggested that OPC purchase the cabinet and defibrillator and that the Lions issue a grant to OPC for their contribution.

06/15 DISCUSSION ON THE LITTER SITUATION IN THE PARISH

OPC has received a number of complaints about the amount of litter around the parish. Robert May's School have brought the problem to the attention of parents via their recent newsletter. It was agreed

to contact Hart DC and ask for their assistance with the litter problem.

It was also agreed to contact Hart DC to provide extra wheelie bins for the Magna Carta celebrations and also for Armed Forces Day.

There being no further business the meeting closed at 9.25pm.

Signed.....

Date.....

**MINUTES OF THE ODIHAM PARISH COUNCIL
TRAFFIC AND TRANSPORT COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 13 APRIL 2015 COMMENCING AT 9.25PM**

Present: Cllrs Hale (Chair), Faulkner, Fellows, Fleming, O'Neill and Robinson-Giannasi

In attendance: Mrs Weir (Clerk)

Also present: Cllrs David and Sheppeck; 1 member of the public

01/15 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Harris.

02/15 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

03/15 APPROVAL OF THE FOLLOWING MINUTES

2 March 72/14 - 78/14
The above minutes were accepted as an accurate record.

04/15 RECEIVE AN UPDATE ON THE PROGRESS OF THE RESURFACING OF FOOTPATH 7

The committee were informed that the resurfacing works to footpath 7 are now complete and had been inspected by the Senior Countryside Access Ranger.

05/15 AGREEMENT ON THE DRAFT PROPOSED LETTER TO HAMPSHIRE COUNTY COUNCIL REGARDING THE PFI REFURBISHMENT PROGRAMME

As no draft letter had been circulated, it was agreed not to write to Hampshire County Council regarding the PFI refurbishment programme.

06/15 RECEIVE AN UPDATE ON THE PROPOSAL BEING DETAILED BY HAMPSHIRE COUNTY COUNCIL FOR A FOOTPATH ALONG THE FIRS

The committee were informed that HCC had undertaken a feasibility study to consider the provision of improved pedestrian facilities along Firs Lane. The study confirmed that it would be feasible to provide a footway on the western side of Firs Lane from the entrance to the public footpath that links to the residential area of Salisbury Close to opposite the telecoms mast on the eastern verge.

The study confirmed that the remaining section from the mast to the B3349 Alton Road is too narrow to accommodate a standard footway due to a limited highway corridor width and it is proposed that a narrow footway (approx. 1m) will be provided. However, a comprehensive topographical survey, at a more detailed design phase, would be required in order to accurately confirm the available carriageway and verge width of this narrow section. If a narrow footway cannot be provided due to a lack of space an alternative option could be to allow pedestrians to continue to walk in the road and to provide 'pedestrians in the road' traffic signs and a road speed reduction.

OPC has already confirmed that we would like HCC continue their work and take the above proposals through to a detailed design phase.

07/15 RECEIVE A REPORT ON THE PROPOSED NEW BUS SHELTER OUTSIDE THE CROWN

After reading the circulated report (Appendix 16) it was agreed to request that Hart DC add two new bus shelters to the Adshel contract in 2016; one outside the Crown and one opposite the Crown on the other side of the road.

08/15 AGREEMENT TO SEND A LETTER TO STAGECOACH FROM OPC REQUESTING THAT THEY DIVERT THE CURRENT BUS ROUTE TO GO DOWN THE HIGH STREET TO BROAD OAK ROUNDABOUT THREE TIMES A DAY

It was agreed to draft a letter for the committee’s approval to Stagecoach requesting that they divert the current bus route to go down the High Street to Broad Oak roundabout three times a day.

09/15 CONSIDERATION IF OPC SHOULD REQUEST ANY VARIATIONS TO THE STANDARD DIMMING REGIME OF THE STREET LIGHTS

HCC have asked OPC to advise if they wish for any variations to the standard dimming regime of the street lights (Appendix 17). It was agreed to request that when the enhanced dimming regime of 35/60/35 is introduced on 1 May that the time be changed from 5am to 6.30am.

10/15 CONSIDERATION TO THE PRINCIPLE OF A NEW CROSSING ON THE HIGH STREET

A few residents have asked OPC to consider a new crossing on the High Street near the new Co-op to allow easier crossing for pedestrians. It was agreed to add this to the agenda for the next Traffic Partnership meeting due to be held on 29 April to ask representatives present if this would be a possibility.

11/15 AGREEMENT TO WRITE A LETTER TO ODIHAM HEALTH CENTRE REQUESTING THAT THEY RE-CONSIDER THE PEDESTRIAN ACCESS FROM PALACE GATE TO THE SURGERY

A number of elderly residents living in Palace Gate are finding it difficult to access the Health Centre and have asked OPC to help in requesting that the pedestrian access from Palace Gate be re-considered. It was agreed to send the circulated draft letter (Appendix 18) to the surgery.

12/15 RECEIVE AN UPDATE AND AGREEMENT OF THE FUTURE USE OF THE SPEED INDICATOR DEVICE

The SID is currently in its second location, monitoring the traffic leaving Odiham on the Farnham Road. The first analysis of the data with the SID monitoring traffic entering Odiham on the Farnham Road showed that the average speed was 32mph, with the 85th speed being 37mph, which makes it unlikely that the police would monitor or enforce at this location. OPC is still in the initial phase of data collection and it is expected that the SID will be deployed at various locations at the entry to both Odiham and North Warnborough.

It has been agreed to first install the SID in location without its warning lights on and then turn the lights on to give some comparisons.

There being no further business the meeting closed at 10pm.

Signed.....

Date.....