

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE LIBRARY AT ROBERT MAY'S SCHOOL, ODIHAM ON  
MONDAY 4 SEPTEMBER 2017 COMMENCING AT 7.40PM**

Present: Cllrs Hale (Chair), Bell, David, Faulkner, Fellows (arrived at 8.10pm), Fleming, Robinson-Giannasi, Stewart and Worboys

In attendance: Mrs Weir (Clerk)

Also present: District Cllr Crookes and County Cllr Glen; approximately 37 members of the public

**FULL COUNCIL**

**115/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Harris. District Cllr Gorys also sent his apologies.

**116/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**117/17 PUBLIC SESSION**

A statement was made to the council on behalf of those steering group members currently concerned about a written statement by a Cllr that the steering group assumed "misleading positioning" in its communication with OPC regarding local green spaces (Appendix 1).

The resident then spoke about the way that OPC deals with requests for information under the Freedom of Information Act which in his opinion conflicts with the council's Publication Scheme. He also questioned why reports from meetings are not available on the website, which in his opinion is the recommended best practice.

Another resident spoke about the agenda item on improved communication and consultation with residents which she believes will be a positive step forward for OPC. As coordinator of community engagement she commended to OPC, the NH Plan principles, "consult widely and well using robust methods and agreed questions that stand up to scrutiny" (Appendix 2).

*The NH Plan steering group was disbanded during OPC's meeting on 3 October 2016.*

It was agreed that Cllrs would consider any required responses to these speakers at the next meeting.

**118/17 APPROVAL OF THE FOLLOWING MINUTES**

Monday 7 August 97/17 - 114/17  
The above minutes were approved by the majority vote.

**119/17 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 3 July	17/17 - 23/17
Community 3 July	21/17 - 29/17
Planning 17 July	39/17 - 49/17
Traffic and Transport 26 June	19/17 - 30/17

The above minutes were received and noted.

## **120/17 CHAIRMAN'S ANNOUNCEMENTS**

The chairman wished to thank InOdiham and Fuse Projects for the second successful FlavourFest that was held on the bank holiday.

He also thanked the Canal Society for arranging the canal trip last week for Cllrs of all levels and for informing everyone about the challenges that they are facing.

Finally he thanked Group Captain Robinson for his support as the Station Commander at RAF Odiham and welcomed Group Captain Lee Turner who is the new Station Commander. He hoped that OPC and the RAF would continue working together.

## **121/17 CLERK'S REPORT**

The clerk advised that SE Water have written to thank OPC, residents and motorists for their patience and the close co-operation which was shown whilst the important works to update 544 metres of new main in Odiham Road were carried out.

The clerk advised that the application for the OPC credit card has now been processed, approved and the card has arrived.

The clerk reminded all Cllrs about the data protection course that has been booked for 12 September, 6.30-8.30pm in the parish room and requested that all available Cllrs attend it.

The clerk advised that Group Captain Robinson had written to thank OPC's chairman for the support that he has given to him and the station during his tenure. He also thanked the community for its support, much of it being a result of the chairman's outstanding work as chairman of the council.

Finally the clerk advised that the Basingstoke Canal news was available for Cllrs to read and return to the office.

## **122/17 APPROVAL OF THE SIGNING OF JULY'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of July's bank reconciliation by the chairman (Appendix 3).

## **123/17 AUTHORISATION OF THE LIST OF PAYMENTS AND APPOINTMENT OF TWO CLLRS TO FINISH THE PAYMENT PROCESS**

**It was resolved** to authorise the list of payments circulated to all prior to the meeting (Appendix 4 P&C). Cllrs Hale and Stewart were appointed to finish the payment process.

## **124/17 CONSIDERATION AND AGREEMENT ON THE PRINCIPLES FOR AN INVESTMENT STRATEGY FOR OPC**

It was agreed to defer this item until the next meeting to allow Cllrs to digest the report that had been circulated by Cllr Bell a few days ago (Appendix 5).

## **125/17 RECEIVE AND APPROVAL OF THE PROPOSAL FROM CLLR BELL REGARDING ASSETS OF A COMMUNITY VALUE**

Cllr Bell believed that OPC had already agreed on a list of assets of a community value and asked Cllrs for assistance with the nomination forms to be approved and then submitted to Hart DC.

As assistance was not forthcoming, it was agreed that the office would start the nomination forms and then circulate them to all Cllrs to add their input. Cllr Bell agreed to refresh his work so far.

**126/17 RECEIVE THE MINUTES FROM THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS MEETING HELD ON 11 JULY**

The minutes from the HDAPTC's meeting held on 11 July had been circulated to all prior to the meeting (Appendix 6). It was noted that the next meeting will be held on 17 October at the Harlington Centre, Fleet.

**127/17 APPROVAL AND ACCEPTANCE OF THE ANNUAL RETURN RECEIVED BACK FROM THE EXTERNAL AUDITOR**

This item was deferred.

**128/17 RECEIVE A REPORT FROM PC FRANKS REGARDING THE SITUATION WITH CHILDREN FROM THE MEAD**

PC Franks had sent an email report to the clerk which was read out to the meeting (Appendix 7). He advised that Hampshire Constabulary are aware of and continue to work with staff at the children's home known as The Mead. They have regular contact and meetings to address any concerns that are raised.

He asked for information from the community to let the police know what is happening in the area which ensures that they are intelligence led to allow them to respond, deter and convict, attending accordingly to matters which are affecting residents the most.

He advised that contact should be via Hampshire Constabulary via 101 (or 999 if deemed appropriate) and not by individual reports commenting via social media sites.

PC Franks asked that if anyone has any concerns which they would like to address regarding the police response (or perceived lack of or matters which involve staff / residents at this facility, please contact him via 101 or email him at: [paul.franks@hampshire.pnn.police.uk](mailto:paul.franks@hampshire.pnn.police.uk).

Cllrs were also advised that the manager from The Mead had made contact with the clerk suggesting that in the future the council may like her to attend a meeting to discuss any potential concerns the community have around the home.

**129/17 RECEIVE A REPORT FROM CLLR FLEMING ON THE KNOWLEDGE AND CORE SKILLS COURSE ATTENDED IN JULY AND CONSIDERATION OF POSSIBLE MODIFICATIONS TO OPC'S PROCEDURES TO IMPROVE COMMUNICATIONS AND CONSULTATIONS WITH RESIDENTS**

The presentations from the Knowledge and Core Skills course attended by Cllr Fleming had been circulated to all prior to the meeting (Appendix 8). Cllr Fleming's report had also been circulated prior to the meeting, but it did not contain any suggestions to possible modification to OPC's procedures to improve communications and consultation with the residents as per the agenda item (Appendix 9).

Cllr Fleming believes that OPC doesn't regularly consult residents to gather information to be able to prioritise what the community needs. He believes that the council should agree on the questions to ask the residents and ensure that all residents are reached. He reminded Cllrs how the NH Plan received lots of responses; more than the survey OPC sent out in 2012 on housing sites and amenity projects and more than the votes for Cllrs in the 2015 election. He spoke about sufficient meeting material being available for residents attending meetings and Cllrs not on committees and the inclusion of a question and answer section at the start of meetings to allow the council to learn what matters to residents. He suggested that procedures are adopted to allow for this.

Having read the report, Cllr Hale asked Cllr Fleming what OPC doesn't do? HALC suggested in the presentation that communication tools are agendas, minutes and reports, a parish noticeboard, a website, newsletter, annual reports and the annual parish meeting, all of which OPC uses. Looking at the suggested engagement tools on the report, OPC has a Facebook page, has sent out surveys and

questionnaires, has a design statement, parish maps and plans, consulted the residents during the making of the NH Plan and has a public session at the start of each meeting.

Cllr Fleming said that Cllrs can't represent the residents if they don't consult with them. He also said that there is no structure to OPC's social media and that questions asked on the Facebook page were not agreed by the council. He was reminded that the community committee agree on all postings on OPC's Facebook page. Cllr Fleming believed that there should be a strategy on how to tackle surveys.

County Cllr Glen commented that OPC is run in a great way. Compared to other parish councils he visits, OPC is at the top, but there is still room for improvement. He suggested that OPC comes back to communications and consultation with the residents.

### **130/17 CONSIDERATION OF THE DRAFT NOTES FROM THE ANNUAL PARISH ASSEMBLY PRIOR TO ADDING THEM TO THE WEBSITE**

The draft notes from the Annual Parish Assembly had been circulated to all for consideration prior to adding them to the website (Appendix 10). The clerk advised that as the APA is not a council meeting, the minutes should only be approved at the next APA and not at a council meeting.

It was agreed to add the draft APA notes to the website.

### **131/17 NOTE THE RECOMMENDATION FROM THE CHIEF EXECUTIVE AT HART DC FOR AN UPDATE TO OPC'S STANDING ORDERS**

A report detailing the recommendation from the Chief Executive at Hart DC had been circulated to all prior to the meeting along with draft proposed changes to OPC's Code of Conduct (Appendix 11).

It was agreed that the clerk would ask the Chief Executive to clarify if his recommendations that Cllrs can attend the meeting to make representation, answer questions or give evidence and having done so will be required to leave the room as for any other item of business open to the public, should apply to private and confidential agenda items also.

It was agreed to have an agenda item at the next meeting to review the proposed draft Code of Conduct to take on board the Chief Executive at Hart DC's recommendations regarding Cllrs presence at meetings where they have a pecuniary, personal or prejudicial interest.

### **132/17 CONSIDERATION AND AGREEMENT ON ANY FEEDBACK TO THE CONSULTATION FROM THE DEPARTMENT OF DIGITAL, CULTURE, MEDIA AND SPORT ON VIEWS ON THE SPECIFICATION FOR A NEW BROADBAND UNIVERSAL SERVICE OBLIGATION**

Details of the consultation from the Department of Digital, Culture, Media and Sport on views on the specification for a new broadband universal service obligation had been circulated to all prior to the meeting (Appendix 12).

It was agreed that OPC acknowledges NALC's support on the government's proposals and endorsed NALC's position on this consultation.

### **133/17 RESOLUTION TO APPROVE THE HEALTH AND SAFETY POLICY**

A draft Health and Safety Policy had been circulated to all prior to the meeting (Appendix 13).

**It was resolved** to approve the circulated Health and Safety Policy.

**134/17 AGREEMENT ON OPC'S FEEDBACK TO HAMPSHIRE COUNTY COUNCIL'S PUBLIC SATISFACTION SURVEY**

Details of Hampshire County Council's Public Satisfaction Survey had been circulated to all prior to the meeting (Appendix 14).

It was agreed that Cllrs would respond to the consultation as individuals if they had feedback to give.

*The meeting closed at 8.15pm and re-opened at 9.10pm for the below items.*

**135/17 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS**

**It was resolved** to exclude the public and press.

**136/17 CONSIDERATION OF HART DC'S REQUEST FOR OPC'S VIEW ON THE PALACE GATE PARKING COVENANT AND A RESOLUTION TO AGREE ON OUR FEEDBACK**

An email from the Chief Executive of Hart DC had been circulated to all prior to the meeting outlining the details of the current covenant of the Palace Gate site and the fact that the new owner of the land is seeking to have the covenant removed (Appendix 15).

**It was resolved** that OPC values the existing covenant.

At the request of the Chief Executive of Hart DC, the rest of the discussion forms private and confidential minutes (appendix 16 P&C).

It was agreed to add the email received from the Chief Executive on OPC's website and Facebook page.

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

**Signed**.....

**Date**.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
COMMUNITY COMMITTEE  
HELD IN THE LIBRARY AT ROBERT MAY'S SCHOOL, ODIHAM ON  
MONDAY 4 SEPTEMBER 2017 COMMENCING AT 8.15PM**

Present: Cllrs Hale (Chair), Bell, David, Faulkner, Robinson-Giannasi and Worboys

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows, Fleming and Stewart; District Cllr Crookes and County Cllr Glen;  
Approximately 30 members of the public

**41/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

None.

**42/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**43/17 APPROVAL OF THE FOLLOWING MINUTES**

7 August 30/17 - 40/17  
The above minutes were accepted as an accurate record.

**44/17 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to add the email from PC Paul Franks to the Facebook page along with the usual notices about meeting agendas and minutes.

**45/17 RECEIVE AN UPDATE ON THE SPOOKTACULA INCLUDING THE AGREEMENT TO PURCHASE SIGNS FOR THE A FRAMES**

The chair advised that the plans are taking place for the Spooktacula. The event will take place on the land used last year but there will be no bonfire due to crops being in the field. The event will be advertised in the newsletter.

It was agreed in principle to purchase signs for the A frames as no definite cost had been identified. Cllr Hale would obtain a quote for approval at the next meeting.

**46/17 RECEIVE AN UPDATE ON THE PA SYSTEM**

Cllr Bell advised that unfortunately he had been unable to make any progress on the PA system but hoped to have everything completed by the next meeting.

**47/17 CONSIDERATION OF THE CONTENT AND DELIVERY DATE OF THE AUTUMN NEWSLETTER**

It was agreed to distribute the newsletter in time to advertise the Spooktacula on 28 October. The quotes received for both a 4 or 8 page newsletter come within the budget. The printer has advised that they need at least one working week from proof approval to delivery to the sorting office. The office would work back and advise Cllrs of the deadline for their articles.

It was agreed to include a consultation on the amenity committees junior recreation proposals, an

introduction from the new Station Commander at RAF Odiham and an update from all chairs of committees after consulting with their committees.

**48/17 CONSIDERATION OF INITIATIVES FOR MARKING THE 100<sup>TH</sup> ANNIVERSARY OF THE RAF**

The idea of a street party was proposed as a way of marking the 100<sup>th</sup> anniversary of the RAF, possibly including a celebration for the Queen’s birthday. The chair advised that the Odiham Society were keen to be involved with the history of the RAF. Cllr David advised that the Air Force’s main event will be held on 10 July and that RAF Odiham will be very busy throughout June with celebrations so it might be wise to hold the event before or after June.

It was agreed that the chair would make contact with the RAF’s Engagements Officer to discuss initiatives.

**There being no further business the meeting closed at 8.25pm.**

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
AMENITY COMMITTEE  
HELD IN THE LIBRARY AT ROBERT MAY'S SCHOOL, ODIHAM ON  
MONDAY 4 SEPTEMBER 2017 COMMENCING AT 8.25PM**

Present: Cllrs Worboys (Chair), Bell, David, Faulkner, Fellows, Hale and Robinson-Giannasi

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fleming and Stewart; District Cllr Crookes; Approximately 30 members of the public

**37/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

None.

**38/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**39/17 APPROVAL OF THE FOLLOWING MINUTES**

7 August 24/17 - 36/17  
The above minutes were accepted as an accurate record.

**40/17 RECEIVE AN UPDATE ON THE LEASE BETWEEN OPC AND THE TENNIS CLUB**

A report confirming that the chair would relay the committee's agreed answers to the tennis club and that the clerk had appointed the solicitor on behalf of OPC had been circulated to all prior to the meeting (Appendix 17). The appointed solicitor has been asked to base the lease on the one for the bowls club and to include the committee's agreed heads of terms.

The chair advised that due to holidays he had relayed the committee's agreed answers to the tennis club earlier today.

**41/17 CONSIDERATION AND AGREEMENT ON ANY FURTHER SUGGESTIONS FOR WORKS TO BE CARRIED OUT BY THE LENGTHSMAN**

A report detailing the works sent to the lengthsman had been circulated to all prior to the meeting with a reminder that OPC needs to include 25% of works on rights of ways (Appendix 18).

Cllr Stewart offered to look at possible footpath works that could be carried out by the Lengthsman, taking into account the works that the volunteers have already carried out and are proposing to do. It was noted that the committee needs to be aware of the works scheduled by the volunteers and vice versa to prevent the duplicating of works.

**42/17 RECEIVE AN UPDATE ON THE JUNIOR RECREATION INITIATIVE AND AGREEMENT ON THE NEXT STEPS**

A discussion paper written by Cllr Hale had been circulated to all prior to the meeting on the junior recreation initiative (Appendix 19). The report included the fact that Hart DC have two approved s106 projects for Odiham; the allotments and improvements to the recreation ground. Depending on the allotment costs there is estimated to be approximately £17K left for improvements to the recreation ground. It was noted that sometimes s106 contributions may have to be returned to the developer if they aren't spent.

The circulated proposals included a bespoke themed design, traditional play, an electronic piece of equipment, the upgrading of the basketball court to a MUGA and a shelter.

It was suggested that some of these ideas could be classed as teenage facilities and further funding could be achieved via the application for grants or possible funding from the RAF. It is the intention that children will be supervised whilst using the proposed equipment, which is aimed at children over the age of 6. It was noted that over the years some members of the public have requested accessible play equipment, which has not yet being progressed. The idea of these new initiatives is not to attract visitors to Odiham, but to provide facilities for the local children.

The committee agreed that they were keen to consult with the public to seek their opinions on the proposals and agreed that Cllr Hale would draft a consultation ready for the committee to approve prior to including it in the next newsletter. District Cllr Crookes was asked if Hart DC had consulted the public on the new play equipment to be installed at Hatchwood and he advised that they hadn't.

#### **43/17 RECEIVE AN UPDATE ON THE TEENAGE FACILITIES PROJECT**

A report from the meeting between the clerk and a representative of a concrete skate park company and ideas of skate parks that they had designed had been circulated to all prior to the meeting (Appendix 20).

The report advised that all 3 possible sites were seen as suitable for a skate park of some description and that the representative would send some design and costs ideas ready for the next meeting in October. The representative advised that there is no requirement for skate parks to be a certain distance from house boundaries; - that recommendation is for play areas only. They also advised that the noise from skate parks must be below a certain decibel when users perform tricks. This doesn't include noise from failed tricks or the chatter of those using it. It was also commented that a kidney bowl of 25m<sup>2</sup> would only allow one person to use it at a time, so something larger was suggested or a kidney bowl this size next to other equipment.

It was agreed that this project is in the early stages and that costings are required before putting this out to consultation with the residents. Cllrs Hale and Worboys offered to write an article for the newsletter to update the residents with the progress on this project.

It was also suggested to contact Church Crookham to ask them the cost of their wheel park and to contact Hook regarding their skate park. The focus of this project is for teens, but there may be some overlapping with the junior initiative.

#### **44/17 RECEIVE AN UPDATE ON THE RE-LETTING OF CHAPEL COTTAGE**

A report updating the committee on the re-letting of Chapel Cottage had been circulated to all prior to the meeting (Appendix 21). The letting agent has advised that the washing machine and fridge both need to be replaced and have recommended that as a minimum, the area between the kitchen and bathroom are re-decorated.

It was agreed to ask the agent if it would make a difference if the washing machine and fridge were removed from the cottage and not replaced.

It was also agreed for the clerk to obtain quotes to re-decorate all of the inside of the cottage before a new tenant moves in, if the full council approve the expenditure to be taken out of reserves.

#### **45/17 RESOLUTION TO AGREE TO NOT PROCEED WITH CLLR STEWART'S PROPOSAL TO INVESTIGATE THE USE OF TOILET FACILITIES IN BUSINESSES ON THE HIGH STREET AS AN ALTERNATIVE TO THE KING STREET TOILETS**

Cllr Stewart had circulated a report detailing the history of the toilets, the annual costs, details of an informal survey to gauge the usage, other matters arising and suggestions for future options prior to the meeting (Appendix 22).

Whilst not endorsing the filming of the public using the toilets, it was commented that the scheme to use toilet facilities in businesses in the High Street was premature. It was noted that over the years, many residents have expressed a desire to have refurbished toilets. It was suggested that OPC consult with residents in the newsletter if they would like new toilets, re-furbished toilets or the use of toilets in the High Street.

**It was resolved** by the majority vote to not proceed with Cllr Stewarts proposal to investigate the use of toilet facilities in businesses in the High Street as an alternative to the King Street toilets.

It was agreed to have a discussion on the future of the public toilets as an agenda item at the next meeting.

**46/17 APPROVAL OF THE EXPENDITURE OF £425 TO REPLACE FURTHER ROTTEN FENCE POSTS AT THE OPEN SPACE ON DUNLEYS HILL**

A report regarding the broken fence situation at the open space on Dunleys Hill had been circulated to all prior to the meeting (Appendix 23).

It was agreed to spend £425 to replace further rotten fence posts at the top of the open space on Dunleys Hill.

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

**Signed**.....

**Date**.....