

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
AMENITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 9 APRIL 2018 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllr Harris; 13 members of the public

114/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr David. District Cllr Crookes and County Cllr Glen also sent their apologies.

115/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

116/17 APPROVAL OF THE FOLLOWING MINUTES

5 March 101/17 - 113/17
The above minutes were approved as an accurate record.

117/17 RECEIVE AN UPDATE ON CHAPEL COTTAGE

A report had been circulated to the committee prior to the meeting which included issues raised by the tenant at the Cottage (Appendix 1).

It was resolved to accept the quote for the replacement of two LED flood lights at a cost of £200+VAT and the quote for the supply and installation of a new TV aerial at a cost of £325+VAT.

It was noted that the tenant's request to cut the driveway hedge in slightly will be dealt with by one of the contractors when next working at the cemetery and that OPC is waiting for the court date with regards to the issue from the previous tenant.

118/17 CONSIDERATION OF THE REQUEST FROM THE ODIHAM SOCIETY TO USE THE SOUTH CHAPEL AS A DISCOVERY CENTRE AS PART OF THEIR PLANS TO MARK THE 100TH ANNIVERSARY OF THE END OF WW1

Cllr Hale advised the committee that there was no update on The Odiham Society's plans, so this item was deferred.

119/17 CONSIDERATION AND AGREEMENT ON WORK FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR

A report had been circulated to the committee prior to the meeting regarding the requirement for works for the Lengthsman for this financial year (Appendix 2).

The clerk advised that she was waiting for details from the Lengthsman about items not completed from the previous list and reminded Cllrs that the painting of the railings at Mill Corner was still outstanding.

It was agreed that Cllr Fellows would put together a specification for works to be carried out on the

footway near Broad Oak which would include litter picking, removal of leaves and moss and the cutting back of branches and send it to the office. It was also agreed that the Chair would start the new list of works with input from all Cllrs for approval at the next meeting. A request for ideas of required works from the public would also be posted on Facebook.

120/17 CONSIDERATION AND RESOLUTION TO APPROVE THE DRAFT LEASE FOR THE TENNIS CLUB

A report on the draft lease for the tennis club had been circulated to the committee prior to the meeting (Appendix 3). The report advised that there were a number of items missed off the draft lease that the Clerk has asked the solicitor to include and a few questions unanswered. Unfortunately the revised draft lease had not yet been received by the Clerk, but she would chase the solicitor, aiming to have it ready for approval at the next meeting.

The committee was also made aware of the feedback from the tennis club regarding the public use of the third court which will need resolving prior to the signing of the lease.

121/17 RECEIVE AN UPDATE ON THE CEMETERY AND APPROVAL OF A FURTHER LETTER TO GRAVE OWNERS

An update on the situation regarding the cemetery rules and breaches and a further draft letter to grave owners had been circulated to the committee prior to the meeting (Appendix 4).

It was resolved to send the draft circulated letter to the grave owners still not adhering to the rules in the area to be mown as a lawn cemetery.

122/17 RECEIVE AN UPDATE ON THE DRAFT SPECIFICATION FOR THE REFURBISHMENT OF KING STREET TOILETS

The Chair advised that he is working on a draft specification for the refurbishment of King Street toilets and is hoping to have it ready for approval at the next meeting.

The disclaimer on the asbestos report regarding the roof was noted and it was suggested that any future contractors working on the roof will need to be made aware of this, although it was thought that due to the materials used, it is very unlikely that asbestos would be present.

The Chair also noted that as the toilets are listed as Grade II, listed building consent may be required for the works.

123/17 RECEIVE AN UPDATE ON NEW SIGNAGE FOR THE KING STREET TOILETS

The Chair advised that following on from the recent survey on King Street toilets, highways will be installing a finger sign from the High Street pointing to the toilets in May.

124/17 RECEIVE THE TENDERS FOR THE JUNIOR PLAY EQUIPMENT AND AGREEMENT ON HOW TO PROGRESS THE PROJECT

Details of the seven tenders received for the junior play equipment had been circulated to all prior to the meeting (Appendix 5). A number of Cllrs had also been able to visit the office and review the tenders in full prior to the meeting.

It was agreed that there was a high standard of tenders received, especially given the short time scale for completion. Cllr Fellows raised concerns regarding the private and confidential report that Cllr Hale had circulated prior to the meeting with his thoughts on the tenders. He questioned whether the report could be seen as pre-determination by Cllr Hale. The Clerk reminded Cllrs of the definition of pre-determination from NALC's legal topic 81. Cllr Hale confirmed that he had an open mind with regards

to the tenders and was not pre-determined but if Cllr Fellows was not happy with this response, he should contact the Monitoring Officer.

Each Cllr summarised their thoughts on the tenders, some suggesting which contractors they thought gave the best value for money, best warranties, future consultation ideas and proposals on how to progress the project.

It was resolved by the majority vote to select contractor 6 and to accept their proposal on the condition that OPC can work with them to consider more suggestions. Cllr Hale was delegated to work with the contractor to investigate further the following;-

- Ground trampoline – more information is needed on the installation with regards to debris and water logging. An alternative may be more suitable;
- Pick up sticks – a more ambitious climbing structure may be more suitable for the targeted age range;
- Climbing structure – needs to be more challenging;
- Pavilion – may not be popular with the residents, so an alternative may be needed;
- Possibility of a roundabout allowing disabled access.

It was agreed that once the contractor had been appointed and the other contractors advised of the outcome, Cllr Hale would share the tender ideas with the immediate neighbours to the recreation ground and start work with contractor 6 on OPC’s concerns. He would also consult with the wider community, including the target users and bring a final recommendation back to the committee at the next meeting for approval.

To progress the project, it was agreed that the Clerk would write formally to Hart DC to request the release of the s106 funding.

The possibility of residents donating trees and benches for the recreation ground was noted.

There being no further business the meeting closed at 8.37pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
COMMUNITY COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 9 APRIL 2018 COMMENCING AT 8.37PM**

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

In attendance: Mrs Weir (Clerk)

Also present: Cllrs Fellows and Harris; 13 Members of the public

120/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr David. District Cllr Crookes and County Cllr Glen also sent their apologies.

121/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

122/17 APPROVAL OF THE FOLLOWING MINUTES

5 March 111/17 - 119/17
The above minutes were approved as an accurate record.

123/17 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE

It was agreed to include information about RAF 100, junior recreation engagement, footpaths, ideas for the Lengthsman, APA, newsletter, OPC process and teen facilities tenders. The Chair would circulate information on these topics for approval by the committee.

124/17 RECEIVE AN UPDATE ON THE PA SYSTEM

The PA system will be used for the box cart event and instructions will be needed for the operators, which Cllr Bell advised he is working on. The Chair and Cllr Bell agreed to discuss the details later.

125/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE 100TH ANNIVERSARY OF WW1

The Chair advised that an officer from the RAF had been in touch and contact had been made with The Odiham Society and the local schools regarding the commemoration of the 100th anniversary of WW1. He is hoping to have more details for the next meeting and reminded Cllrs that OPC has committed to lighting the beacon.

126/17 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO PROGRESS THE INITIATIVES FOR MARKING THE 100TH ANNIVERSARY OF THE RAF

The Chair advised that the workload for the working party is horrendous. Hart DC have offered assistance and the plan is to have three fly pasts from a Chinook, Puma and Battle of Britain aircraft, all subject to availability. There will be two static Spitfires at either end of the High Street, along with music from bands. The road closure has been done and the working party are looking at a PA system for the whole length of the High Street.

There are a number of entries for the box cart race and a website has been set up for the event.

Terms and conditions for the race have been drafted, along with health and safety procedures.

Tickets for the RAF and the community will be sold equally and will go on sale on Saturday 14 April. Any funds not used for the event will go to the RAF Benevolent Fund.

127/17 RECEIVE AN UPDATE REGARDING THE FORMATION OF A SUB-COMMITTEE FOR THE COMMUNITY AWARDS INITIATIVE

The Chair advised that all representatives from the community that were asked to join the sub-committee are on board. Details of the initiative will be advertised in the spring newsletter and via social media and he hopes to have an outline on issuing the award ready for the next meeting.

128/17 FINALISE THE NEWSLETTER

The first draft of the newsletter had been circulated to the committee prior to the meeting (Appendix 6). All Cllrs were asked to read through the draft and provide any feedback to the office by Friday.

129/18 CONSIDERATION OF THE REQUEST FROM THE TWINNING ASSOCIATION TO SUPPORT THE 25TH ANNIVERSARY CELEBRATIONS OF THE PARTNERSHIP BETWEEN ODIHAM AND SOURDEVAL

A report had been circulated prior to the meeting complete with the letter from the Twinning Association asking for OPC’s support of the 25th anniversary celebrations of the partnership between Odiham and Sourdeval on 6/7 October (Appendix 7).

It was thought that a reception may be able to be held in the officer’s mess at RAF Odiham, or that the Twinning Association may have ideas for the celebration. It was noted that OPC is holding £765 in reserves for the Twinning Association.

It was agreed that OPC was willing to be involved in the plans and support the 25th anniversary celebrations.

There being no further business the meeting closed at 8.48pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 9 APRIL 2018 COMMENCING AT 8.48PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 12 members of the public

FULL COUNCIL

277/17 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs David and Stewart. County Cllr Glen and District Cllr Crookes also sent their apologies.

278/17 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None.

279/17 PUBLIC SESSION

A resident addressed the council regarding the petitions that they had submitted to OPC where affected residents expressed their concern that Deer Park View should be the preferred entrance to the event area on the Deer Park planning application (Appendix 8).

The Chairman apologised to the resident for the lack of response from Cllrs regarding the petitions that had been circulated by the Clerk.

A resident addressed the council on fairness with regards to Cllrs and residents (Appendix 9).

The Chairman advised the resident that any contentious issues are checked with HALC and that office staff respond to FOI requests as soon as they can.

A resident addressed the council regarding the recent meeting of some residents where they agreed to request a parish poll (Appendix 10).

The Chairman thanked the resident for their address.

280/17 APPROVAL OF THE FOLLOWING MINUTES

Monday 5 March	250/17 - 276/17
Wednesday 28 February	244/17 - 249/17
Tuesday 20 March	01/18 - 10/18

The above minutes were approved by the majority vote.

281/17 RECEIVE AND NOTE THE FOLLOWING MINUTES

Amenity 5 February	86/17 - 100/17
Community 5 February	101/17 - 110/17
Planning 19 February	155/17 - 168/17
Traffic and Transport 29 January	89/17 - 101/17

The above minutes were received and noted.

282/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman noted the RAF's centenary and reminded the meeting about the communities celebrations on 9 June.

283/17 CLERK'S REPORT

The Clerk reminded Cllrs that during the annual council meeting in May, they will all have the opportunity (as always) to choose if they wish to sit on committees and if so, which ones. They were also reminded that they are also able to ask the full council at any meeting to be appointed to committees. She reminded Cllrs that it is up to them to choose to sit on committees; they are not prejudicially loaded as per the comment from a resident at the recent meeting.

The Clerk advised that Hart DC have been formally requested by some residents to hold a parish poll asking a specific question. They have already advised the residents that a poll is advisory for Odiham and Hart and that an election is the only effective way to express discontent (the "right forum"). The estimated cost of this poll will be £1800, which Hart DC will invoice to OPC.

Finally the Clerk advised that CPRE news, Open Space magazine and the Countryside Voice were available for Cllrs to read and return to the office.

284/17 APPROVAL OF THE SIGNING OF FEBRUARY'S BANK RECONCILIATION BY THE CHAIRMAN

It was resolved to approve the signing of February's bank reconciliation by the Chairman (Appendix 11).

285/17 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 12 P&C). Cllrs Fellows and Hale were appointed to finish the payment process.

286/17 CONSIDERATION AND AGREEMENT ON THE ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

A report on the Annual Parish Assembly (APA) had been circulated to all prior to the meeting (Appendix 13).

It was agreed by the majority vote to move the APA to 1 May, starting at 7.30pm and ending at 9pm. It was agreed to ask for questions in advance as per usual, but it was hoped that there would still be time for questions on the night. It was noted that some questions may require a written response rather than answering them on the night. As OPC had been unable to secure a speaker as in previous years, there would be a presentation on what OPC has done over the year and then question time, fielded by the Chairman.

It was also agreed to invite Mr Revell along via Bell Cornwell to answer any questions from the public regarding his recent planning application for the Deer Park.

287/17 RECEIVE AN UPDATE ON THE GDPR AND AGREEMENT ON THE NEXT STEPS FOR OPC

A report on recent training attended by office staff had been circulated to all prior to the meeting (Appendix 14). The report advised that NALC's current advice is that the Clerk or Cllrs can't be the Data Protection Officer due to a conflict of interests, but the issue still needs to be resolved.

The Chairman offered help with privacy notices and the council agreed that they had been updated.

288/17 EVALUATION OF THE COMMUNITY ENGAGEMENT RECENTLY CONDUCTED BY THE AMENITY COMMITTEE IN RESPECT OF JUNIOR RECREATION AMENITY, A TEENAGE RECREATION AMENITY AND THE KING STREET TOILETS AS REQUIRED BY SECTION 5 OF THE COUNCIL'S PRINCIPLES GOVERNING OPC'S ENGAGEMENT AND CONSULTATION PROCESS POLICY TO HELP GUIDE FUTURE ENGAGEMENT ACTIVITY CONDUCTED BY THE COUNCIL AND ANY OF ITS COMMITTEES

A report on the community engagement recently conducted by the amenity committee had been circulated to all prior to the meeting (Appendix 15).

Cllrs were given the opportunity to offer an opinion on the recent engagement and offer input on how future surveys could be improved.

It was agreed that a better quality of paper survey should be available in the future and that Cllrs should offer their feedback prior to the engagement and not comment afterwards.

289/17 APPOINTMENT OF A CLLR TO REPRESENT OPC WITH CLLR WORBOYS AT PARISH FLOOD FORUMS

Cllr Fleming advised that OPC's absence at meetings had been noted and offered to represent OPC when he is able to full fill this role.

It was agreed to appoint Cllrs Harris and Robinson-Giannasi to represent OPC with Cllr Worboys at Parish Flood Forums.

290/17 RECEIVE AN UPDATE ON THE RECRUITMENT OF AN ADMIN ASSISTANT

The Clerk advised that the Admin Assistant will be commencing her employment with OPC on Monday 16 April. To begin with she will work on a Monday, Wednesday and Friday to learn the role and then after a month she will work on a Tuesday, Wednesday and Friday - 15 hours in total. This will then mean that there will be no lone working in the office unless staff are on annual leave.

Her main roles will be to look after the cemetery now that the cemetery officer has retired; looking after our play areas; the traffic partnership meetings; preparing the newsletters; and taking over (and completing) a number of our projects.

291/17 RECEIVE AND APPROVAL OF THE RECOMMENDATION FROM THE AMENITY COMMITTEE REGARDING THE APPOINTMENT OF A CONTRACTOR TO CARRY OUT PHASE 2 OF THE ALLOTMENT PROJECT

A report on the allotments had been circulated to all, including the breakdown of the quote from the contractor (Appendix 16).

It was agreed to defer this item as an EGM will be called by the Chair of the amenity committee to discuss this further.

292/17 NOTE THE COMMENTS RECEIVED BY THE JOINT CHIEF EXECUTIVE OF HART DC REGARDING THE MINORITY REPORT WRITTEN BY THREE CLLRS REGARDING THE RECENT DEER PARK PLANNING APPLICATION

The comments received by the Joint Chief Executive of Hart DC regarding the minority report written by three Cllrs regarding the recent Deer Park planning application had been circulated to all prior to the meeting (Appendix 17) and were noted by the council.

Cllr Fellows was asked to direct his questions regarding the agenda item to the Clerk. It was

suggested that the correct time to discuss the production of minority reports was at the annual meeting of the council in May.

293/17 REVIEW AND RESOLUTION TO ALLOW THE COUNCIL TO MAKE VARIABLE DIRECT DEBIT PAYMENTS FOR UTILITY SUPPLIES

It was resolved to allow the council to make variable direct debit payments for utility supplies.

294/17 RECEIVE THE RECOMMENDATION FROM THE AMENITY COMMITTEE REGARDING THE JUNIOR RECREATION FACILITY

It was agreed to accept the process as outlined during the amenity committee's meeting, with the appointment of contractor 6 and further consultation with the community.

295/17 RECEIVE THE MAP REGARDING THE LAND AT BUFTON FIELD THAT HAS BEEN OFFERED TO OPC FROM HCC AND AGREEMENT ON HOW OPC SHOULD PROCEED WITH THIS

A report and map had been circulated to all on the land at Bufton Field that has been offered to OPC from HCC (Appendix 18).

As the land is subject to a compulsory purchase order, it was agreed to look at the proposal at a future meeting.

Cllr Bell offered to contact HCC Countryside regarding the future maintenance of the footpaths, which they may be able to assist with which would mean minimal maintenance costs for OPC.

296/17 RECEIVE THE INTERNAL AUDITOR'S REPORT FOR OCTOBER 2017 TO FEBRUARY 2018

The report from the internal auditors for October 2017 to February 2018 had been circulated to all prior to the meeting and was noted as received (Appendix 19).

297/17 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 press and public from the meeting.

Cllr Fleming declared an interest in the following item. After speaking about the architect's proposal, he left the meeting. Cllr Fellows also left the meeting.

298/17 RECEIVE A PRIVATE AND CONFIDENTIAL REPORT REGARDING THE PROPOSED RURAL EXCEPTION SCHEME IN ODIHAM

A private and confidential presentation from the architect had been circulated to all prior to the meeting (Appendix 20 P&C).

Representatives from Hastoe attended the meeting and gave the council a verbal update on the proposed Rural Exception Sites, talking about the process, number of houses, site difficulties and the mix of affordable and shared ownership houses. They advised that both sites were in the early stages and suggested the formation of a working party to co-ordinate the project. All stakeholders would have a representative on the working party and meetings would likely be bi-monthly. In the future it is the intention to consult with the residents about the proposals to allow them to be informed, feel consulted and to gather feedback.

It was agreed that as Cllrs Faulkner and Robinson-Giannasi were already delegated to represent OPC with regards to RES, that they should represent OPC on the working party.

There being no further business the meeting closed at 10.05pm.

Signed.....

Date.....