

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
AMENITY AREAS COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 2 JULY 2018 COMMENCING AT 7.30PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 8 members of the public

**22/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bell, Faulkner and Worboys. District Cllrs Crookes and Gorys and County Cllr Glen also sent their apologies.

**23/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**24/18 APPROVAL OF THE FOLLOWING MINUTES**

11 June

11/18 - 21/18

Cllr Fellows had circulated a report to the committee on the Thursday prior to the meeting suggesting two changes to the minutes which he repeated at the meeting (Appendix 1). The Clerk had already responded to Cllr Fellows' email regarding the minutes when he had made suggestions of content for the minutes before the Clerk had circulated her draft minutes. The committee was reminded that standing orders state that there shall be no discussion of the draft minutes of a preceding meeting except in relation to their accuracy. They were also reminded that the minutes are the Clerk's minutes and that a Cllr's role is to approve the accuracy of them. The Clerk advised that as she had not been copied in on the email from Cllr Hale she was unable to include the day it had been circulated and Cllr Bell had read out his email so there was no need to include it as an appendix.

The above minutes were accepted as an accurate record by the majority vote.

**25/18 PUBLIC SESSION**

None.

**26/18 RECEIVE AN UPDATE ON CHAPEL COTTAGE AND CONSIDERATION OF THE QUOTE FOR WORKS TO THE BATHROOM**

The Clerk's report detailing problems with the replacement fridge at the cottage and the quote for the agreed tree works had been circulated to all prior to the meeting (Appendix 2). Also included was a quote for works to the bathroom. The Clerk had received two further quotes for works to the bathroom earlier in the day which had been circulated to the committee (Appendix 3).

It was noted that works to the bathroom were now becoming urgent and it was agreed by the majority vote to accept the quote for £1914.08 ex VAT to carry out remedial works to the bathroom.

It was agreed to defer consideration of the quote for tree works.

**27/18 CONSIDERATION AND AGREEMENT ON FURTHER WORKS FOR THE LENGTHSMAN FOR THIS FINANCIAL YEAR**

The Clerk's report and the list of agreed items of work so far for this year for the Lengthsman had been circulated to all prior to the meeting (Appendix 4).

It was agreed to prioritise item 3 on the list; works to the Broad Oak underpass and consider further items for the list at a future meeting. The Clerk would contact the Lengthsman to see when works would be carried out and advise him of the agreed priority.

**28/18 RECEIVE FEEDBACK FROM THE TENNIS CLUB REGARDING THE DRAFT LEASE AND AGREEMENT ON THE USE OF THE PUBLIC COURT AND THE RESPONSIBILITY FOR THE TWO RETAINING WALLS**

Feedback from the tennis club regarding the draft lease had not yet been received. The Clerk's report circulated prior to the meeting reminded the committee about the proposed system by the club for taking bookings for the public court and the detail already agreed by the committee regarding the responsibility of maintenance (Appendix 5).

**It was resolved** that OPC was happy with the proposed on-line booking system for the booking of the public court but would want tennis club members to only be able to book the public court 3 days in advance and not 6 as suggested. OPC would remain responsible for the two retaining walls.

**29/18 RECEIVE AND APPROVAL OF THE DRAFT SPECIFICATION FOR THE REFURBISHMENT OF KING STREET TOILETS BY CLLR WORBOYS AND AGREEMENT ON THE NEXT STEPS**

The Clerk had circulated the results from the recent survey on the toilets to all prior to the meeting to remind the committee of the results (Appendix 6).

This item was deferred as no draft specification had been circulated by Cllr Worboys. It is understood that the draft specification is however almost ready for consideration.

**30/18 RECEIVE A REPORT FROM CLLR BELL ON THE GATE AND FENCE RECENTLY INSTALLED THAT MAY BE ON OPC'S LAND AND AGREEMENT ON THE NEXT STEPS**

The Clerk confirmed that she had sent the requested letter to Medalstable Ltd advising them that OPC are looking in to the suggestions that the recently installed gate and fence may have been installed on OPC's land with a view on how to proceed, but had not yet received a response.

This item was deferred as no update had been received by Cllr Bell.

**31/18 RECEIVE AND APPROVAL OF THE QUOTE FOR £531.58 EX VAT FOR THE REPLACEMENT TIMBERS AND BRUSHES FOR THE CRADLE SWING FRAME AT CHAMBERLAIN GARDENS**

The Clerk had circulated an update prior to the meeting about the replacement of the timbers and brushes for the cradle swing at Chamberlain Gardens (Appendix 7).

**It was resolved** to accept the quote for £531.58 ex VAT for the replacement of timbers and brushes for the cradle swing frame at Chamberlain Gardens.

**32/18 CONSIDERATION OF THE SUGGESTION FROM THE ROYAL BRITISH LEGION REGARDING VISITORS' SAFETY TO THE WAR MEMORIAL**

The Clerk's report, which was circulated to all prior to the meeting, advised the committee of the suggestion from the Royal British Legion regarding visitors' safety to the War Memorial (Appendix 8).

**It was resolved** that the Clerk would respond to the Royal British Legion thanking them for their thoughts and advising them that after consideration, the committee did not believe that it is necessary to extend the apron across the grass which is not owned by OPC.

**33/18 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE COMMITTEE**

The updated 5-year business plan for the committee had been circulated to all prior to the meeting (Appendix 9).

It was agreed to add Deer Park signage and information panels under the year 2020-21. It was also suggested to update the layout to group capital expenditure items.

Cllr Hale reminded the committee that he had started looking at a Leader Grant application for the Deer Park signage and panels. No-one offered to pursue this further.

**34/18 APPROVAL OF THE UPDATED ALLOTMENT TENANCY AGREEMENTS**

The revised allotment tenancy agreements to comply with GDPR had been circulated to all prior to the meeting (Appendix 10).

It was agreed to approve the updates to comply with GDPR and it was suggested to include the option to pay via bank transfer.

It was also agreed to hold the ballot for allotment plots at the next meeting. The Clerk advised that the water will not be connected until early August due to other works in the area and the contractor appointed to carry out Phase 2 is yet to confirm a start date.

**35/18 RESOLUTION TO APPROVE THE ADDITIONAL EXPENDITURE OF £130 TO AMEND THE FENCING ON THE PROPOSED MUGA TO 4M ON 3 SIDES AND 3M ON 1 SIDE**

The Clerk’s report detailing the situation regarding planning permission and the offer from the contractor to change the fencing height to 4m on 3 sides and 3m on the remaining side had been circulated to all prior to the meeting (Appendix 11).

It was agreed by the majority vote to approve the expenditure of £130 to amend the fencing on the proposed MUGA to 4m on 3 sides and 3m on 1 side.

**There being no further business the meeting closed at 8.08pm.**

**Signed.....**

**Date.....**

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 2 JULY 2018 COMMENCING AT 8.10PM**

Present: Cllrs Hale (Chair), David, Fellows, Fleming, Robinson-Giannasi and Stewart

In attendance: Mrs Weir (Clerk)

Also present: 7 members of the public

**FULL COUNCIL**

**83/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bell, Faulkner and Worboys. District Cllrs Crookes and Gorys and County Cllr Glen also sent their apologies.

**84/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**85/18 PUBLIC SESSION**

A resident addressed the council regarding a local problem with the proposed names and postcode for the 10 new flats on the former Spectro site between Palace Gate Farm and the High Street - Agenda item 102/18 (Appendix 12).

*The Chairman thanked the resident for his address and suggested that the council consider item 102/18 next.*

**86/18 APPROVAL OF THE FOLLOWING MINUTES**

Monday 11 June 53/18 - 82/18

The above minutes were approved by the majority vote as an accurate record of the meeting.

**87/18 RECEIVE AND NOTE THE FOLLOWING MINUTES**

Amenity 14 May	01/18 - 10/18
Community 14 May	01/18 - 11/18
Planning 15 May	01/18 - 14/18
Traffic and Transport 23 April	114/17 - 126/17

The above minutes were received and noted.

**88/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished to congratulate InOdiham and all the volunteers who assisted with the superb Bands in The Bury event.

**89/18 CLERK'S 6 MONTHS REPORT**

The Clerk's 6 months report had been circulated to all prior to the meeting and she was thanked for the report (Appendix 13).

**90/18 APPROVAL OF THE SIGNING OF MAY'S BANK RECONCILIATION BY THE CHAIRMAN**

**It was resolved** to approve the signing of May's bank reconciliation by the Chairman (Appendix 14).

**91/18 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 15 P&C). Cllrs Fellows and Hale were appointed to finish the payment process.

**92/18 RECEIVE A REPORT FROM CLLR BELL ON THE MAINTENANCE OF THE LAND AT BUFTON FIELD AFTER CONTACTING HCC COUNTRYSIDE RANGER AND AGREEMENT ON HOW OPC SHOULD PROCEED WITH THIS**

This item was deferred as no report had been received from Cllr Bell.

**93/18 RECEIVE AND APPROVAL OF THE PROPOSED INVESTMENT STRATEGY FOR THE COUNCIL FROM CLLRS BELL AND FLEMING**

This item was deferred as no proposal had been received from Cllrs Bell or Fleming.

**94/18 APPROVAL OF THE FORMS FOR SUBMISSION TO HART DC FOR ASSETS OF A COMMUNITY VALUE**

As agreed by the council previously, the Clerk had started the nomination forms for listing assets of a community value (The Bridewell, The Cross Barn, North Warnborough Village Hall, the Baker Hall and part of the Deer Park) and had circulated them to all Cllrs to add to in plenty of time prior to the meeting (Appendix 16).

Details regarding the land registry entry where possible, location plans and a photo of the Deer Park were still required.

Cllrs Robinson-Giannasi and Fleming offered to assist with the nomination forms and it was agreed that once they were complete, the full council would consider their approval.

**95/18 RECEIVE THE NOTES FROM THE PARISH FLOOD FORUM HELD ON 22 MAY 2018**

The notes from the parish flood forum held on 22 May had been circulated to all prior to the meeting (Appendix 17).

Cllr Fleming expressed his opinion of the importance of these meetings and raised concern that issues in Odiham and North Warnborough were not mentioned in the notes. He was advised that Cllr Robinson-Giannasi had recently been appointed as OPC's representative for the Flood Forum and that Mill Corner and Derbyfields are actually in the notes regarding foul or surface water sewer flooding issues to raise with Thames Water.

**96/18 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE GENERAL ACCOUNT**

The updated 5-year business plan for the general account had been circulated to all prior to the meeting (Appendix 9). No updates were required.

**97/18 CONSIDERATION OF OPC'S COMMENTS AND OBSERVATIONS TO HART DC REGARDING THE APPLICATION FOR A STREET TRADING CONSENT BY MR EMIN TURK AT THE LAYBY, EASTBOUND, FARNHAM ROAD, ODIHAM**

Details of the street trading consent submitted to Hart DC by Mr Emin Turk at the layby, eastbound, Farnham Road, Odiham had been circulated to all prior to the meeting (Appendix 18).

It was agreed that OPC supports the application for a street trading consent on the A287 but noted that this applicant trades at two locations.

**98/18 RECEIVE A COMPLAINT FROM A MEMBER OF THE PUBLIC UNDER OPC'S COMPLAINT PROCEDURE REGARDING THE CEMETERY AND AGREEMENT ON OPC'S RESPONSE**

The Clerk had circulated details of the situation regarding the grave space in question to all prior to the meeting (Appendix 19) which included email correspondence between the family and the office, letters sent to the family and an explanation by the Clerk for each item raised in the complaint.

It was agreed by the majority vote to defer this item to allow Cllrs to consider the complaint in more detail and issue a response after the August meeting. The Clerk would advise the complainant of this.

**99/18 RECEIVE THE SLIDES FROM HART DC ON THE LOCAL PLAN BRIEFING HELD ON 11 JUNE**

The slides from Hart DC on the Local Plan briefing held on 11 June had been circulated to all prior to the meeting (Appendix 20).

Cllr Fleming reminded Cllrs that the hearing sessions are due to start late September and as OPC made representations seeking to change the Plan, OPC will have the opportunity to make representations at the hearing.

**100/18 RESOLUTION TO APPROVE THE USE OF RESERVES TO PAY £1867.68 TO HART DC FOR THE RECENT PARISH POLL**

The invoice from Hart DC for the parish poll held on 3 May had been circulated to all prior to the meeting (Appendix 21).

The Chairman advised that as this payment had already been approved on the payment schedule, this was just to approve the use of reserves.

**It was resolved** to approve the use of reserves to pay £1747.88 ex VAT (£1867.68 total) to Hart DC for the recent parish poll.

**101/18 APPROVAL OF THE RECOMMENDATION FROM THE AMENITY COMMITTEE REGARDING THE ADDITIONAL EXPENDITURE AND CHANGE OF FENCING HEIGHT FOR THE MUGA**

**It was resolved** by the majority vote to approve the recommendation from the amenity committee regarding the additional expenditure of £130 and changes to the fencing height to 4m on 3 sides and 3m on 1 side for the MUGA.

**102/18 RECEIVE CORRESPONDENCE FROM A RESIDENT REGARDING THE NAMING OF THE DEVELOPMENT AT 125 HIGH STREET AND AGREEMENT ON OPC'S NEXT STEPS**

The Clerk had circulated details of the resident's concerns and details of the email from Hart DC's Street Naming and Numbering Department to all prior to the meeting (Appendix 22). Hart DC had previously advised that it is too late for the addresses to be changed and that it is the responsibility of

the developer (and subsequent owners) to ensure that addresses are clearly and accurately displayed.

Cllrs had also been advised prior to the meeting that the resident had actually meant the development at 168 High Street.

It was agreed that OPC would write to the developer and Hart DC pointing out the problems with the addresses and try to provide a solution. Better signage would also be asked for. The resident that addressed the council in the public session was asked to communicate with his neighbours to try and come up with suggestions that OPC could offer. Once this feedback was received a letter from OPC would be agreed via email.

**There being no further business the meeting closed at 8.54pm.**

**Signed.....**

**Date.....**

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
COMMUNITY COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
MONDAY 2 JULY 2018 COMMENCING AT 8.55PM**

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

In attendance: Mrs Weir (Clerk)

Also present: 2 members of the public

**24/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bell, Faulkner and Worboys. District Cllrs Crookes and Gorys and County Cllr Glen also sent their apologies.

**25/18 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA**

None.

**26/18 PUBLIC SESSION**

None.

**27/18 APPROVAL OF THE FOLLOWING MINUTES**

11 June 12/18 - 23/18  
The above minutes were accepted as an accurate record.

**28/18 AGREEMENT ON THE NEXT INFORMATION TO BE ADDED TO THE FACEBOOK PAGE**

It was agreed to add the poster regarding the Rural Exception Scheme consultation and details on FlavourFest to the Facebook page.

**29/18 RECEIVE AN UPDATE FROM THE WORKING PARTY SET UP TO COMMEMORATE THE 100<sup>TH</sup> ANNIVERSARY OF WW1 - "BATTLES OVER" AND APPROVAL OF THE TERMS OF REFERENCE**

Cllr Hale had circulated a draft document outlining ideas for the WW1 centenary prior to the meeting (Appendix 23). The idea is to have clusters of 67 (number of fallen) poppies at various places within the parish, purchased by members of the public via a website. An exhibition giving details on the fallen will run in All Saints Church, leading up to Battles Over day on 15 September.

Various organisations in the community are taking part: - OPC has committed to lighting the beacon on 11 November at 7pm; All Saints Church are ringing the bells to commemorate all those from Odiham who lost their life during the war and will hopefully be joining many other churches and cathedrals who will be ringing the bells at 7.05pm on 11 November.

It was agreed that as various organisations were running their own commemorations, a working party was no longer required.

**30/18 APPROVAL OF THE TERMS OF REFERENCE FOR THE COMMUNITY AWARDS INITIATIVE SUB-COMMITTEE**

**It was resolved** to approve the circulated (Appendix 24) terms of reference for the community awards initiative sub-committee subject to the inclusion of “posthumous awards will only be given out to nominated persons who were alive during the previous 12 months”.

**31/18 RECEIVE AN UPDATE ON THE SPOOKTACULA**

The Chair advised that there was no update on the Spooktacula event at present.

**32/18 RECEIVE THE INSTRUCTIONS AND AUDIT FROM CLLR BELL FOR THE PA SYSTEM**

This item was deferred as no instructions or audit had been received from Cllr Bell for the PA system.

**33/18 CONSIDERATION AND RESOLUTION TO APPROVE GRANT APPLICATIONS**

Three grant applications had been circulated to the committee prior to the meeting from Hook and Odiham Lions, The Basingstoke Canal Society and 2<sup>nd</sup> Odiham (Town) Scout Group.

**It was resolved** to issue grants as follows:

Hook and Odiham Lions	- £500 towards the purchase of a new gazebo
The Basingstoke Canal Society	- £200 towards the raft race being held on 2 September
2 <sup>nd</sup> Odiham (Town) Scout Group	- £1000 towards the installation of a fixed bike rack and the construction of two brick fire pit rings at Baker Hall, subject to completion of the lease and confirmation that further funds are in place for these items.

**34/18 REVIEW OF THE 5-YEAR BUSINESS PLAN FOR THE COMMITTEE**

The updated 5-year business plan for the committee had been circulated to all prior to the meeting (Appendix 9).

It was agreed to add a community event to celebrate Armed Forces Day in June 2019.

**35/18 CONSIDERATION AND APPROVAL OF A LOCATION FOR THE COMMEMORATIVE PLAQUE FOR THE BATTLE OF BRITAIN SPITFIRE PILOT**

The Chair apologised and advised that the plaque is actually for a pilot of a Hurricane that was in the battle over Odiham but actually died in Chilton, Alton and is buried in Odiham cemetery. The RAF have asked OPC for ideas on where a commemorative plaque could be placed in the parish. The idea is to unveil it on Battles Over day, on 15 September.

It was agreed to suggest that All Saints Church, near the RAF window may be the most suitable place for the commemorative plaque or if this isn't possible to explore the possibility of The Bridewell or the Parish Room.

**36/18 APPROVAL OF THE RELEASE OF £765 HELD IN RESERVES FOR THE TWINNING ASSOCIATION FOR THE 25<sup>TH</sup> ANNIVERSARY CELEBRATIONS AND TO RECEIVE AN UPDATE ON THE PLANS**

The 25<sup>th</sup> anniversary celebrations are taking place over the weekend of 5-7 October 2018. Cllr David agreed to chase up the possibility of holding a reception in the officer's mess at RAF Odiham.

It was agreed to release £765 being held in reserves for the Twinning Association subject to them having their own Twinning Association bank account.

**There being no further business the meeting closed at 9.22pm.**

**Signed.....**

**Date.....**