



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE
COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN
THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 16th AUGUST 2022 COMMENCING AT 7.30pm**

10th August 2022

Andrea Mann, Parish Clerk

Members of the public are welcome to attend

- 84/22 To receive apologies for absence**
- 85/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 86/22 Approval of Minutes**
To approve the minutes of the Annual Council meeting held on 19th July 2022 (64-83/22).
- 87/22 Chair's Announcements**
- 88/22 Public Session**
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.

Councillor Reports

- 89/22 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 90/22 Reports from other Councils**
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

General

- 91/22 To consider Matters Arising from the Minutes not elsewhere on the agenda (page 5)**
- 92/22 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Finance Committee held on 19th April 2021.
 - Planning & Development Committees held on 10th May, 31st May and 12th July 2022.



- Amenities Areas Committee held on 31st May 2022.

- 93/22 Response from letter to the Basingstoke Canal Authority Joint Management Committee (pages 6-7)**
To note the response from Hart Association of Parish & Town Councils (HAPTC) representative on the Basingstoke Canal Authority Joint Management Committee.
- 94/22 The Bell Public House – community ownership**
To note the community led bid to buy The Bell public house and consider Odiham Parish Council's position:
- i) Does OPC support this bid in principle?
 - ii) Should OPC publicise the campaign and signpost residents to the pledge to buy shares on OPC's website, Facebook page.
 - iii) Should OPC promote the campaign in the Autumn newsletter (if timescales permit).
- 95/22 Annual review of OPC's Health & Safety Policy (pages 8-18)**
To carry out an annual review of OPC's Health & Safety Policy and consider changes shown in red.
- 96/22 Parish Biodiversity Action Plan (emailed to Councillors separately)**
- i) To adopt the Parish Biodiversity Action Plan produced by Arcadian.
 - ii) To agree to implement the Action Plan as and when resources become available.
 - iii) To note that staff will review the Action Plan in consultation with OPC's grounds contractor to see what can be achieved within current budgets.

Financial Matters

- 97/22 Notice of Conclusion of Audit for the year ended 31 March 2022 (pages 19-22)**
To accept the External Auditors review of the Annual Governance & Accountability Return (AGAR) for Odiham Parish Council for the year ended 31 March 2022 and note the Notice of Conclusion of Audit.
- 98/22 August 2022 Payments**
To approve the payments listings 19th July to 16th August 2022 and appoint two Councillors with signatory rights to complete the payment process.
(This listing will be circulated to Councillors by email before the meeting).

Traffic and Transport

- 99/22 Response from Hampshire County Council Cabinet Member for Highway Operations (pages 23-24)**
To note the response from Hampshire County Council Cllr Adams-King.



100/22 Hampshire County Council 20mph Speed Limit Review (pages 25-34)

To consider a response or delegation of response.

<https://hampshirecc.welcomesyourfeedback.net/s/20MPH>

101/22 Speedwatch data

To review and note the latest Speedwatch data provided by Hampshire Police.

Planning & Development Committee

102/22 To ratify the responses proposed by the Planning & Development Committee held by Zoom on 2nd August

[Notes-220802-DRAFT.pdf \(odihamparishcouncil.gov.uk\)](#)

103/22 Planning advice on large applications

- i) To consider the recommendation from Cllrs McFarlane and Verdon that the Clerk be delegated authority to seek expertise, planning advice on any large and complex planning application in the parish to enable OPC to provide the best informed response as a statutory consultee.
- ii) To agree expenditure up to £2,000 from the Professional Fees budget, noting this budget code may be overspent by approximately £2,000 due to an invoice for The Bridewell works being higher than expected.

104/22 Current planning applications

To consider the following planning applications due to response before the next Planning & Development Committee on 30th August.

32/22 - 22/01414/HOU - Comments due 19.08.22

Fletching House 18 Archery Fields Odiham Hook RG29 1AE

Erection of a two storey rear extension and insertion of window to ground floor side.

[Link](#)

33/22 - 22/01122/HOU - comments due 22.08.22

Springwell House The Street North Warnborough Hook Hampshire RG29 1BD

Repairs to brick wall and replacement of existing wooden fence fronting The Street and Tunnel Lane

[Link](#)

34/44 - 22/01124/LBC - comments due: 22.08.22

Springwell House The Street North Warnborough Hook Hampshire RG29 1BD

Repairs to brick wall and replacement of existing wooden fence fronting The Street and Tunnel Lane

[Link](#)



Community Committee

105/22 Spooktacula – 29th October 2022

- i) To confirm OPC's representatives on the Hook & Odiham Lions' working group.
- ii) To agree to transfer the £1,000 budget allocation to Hook & Odiham Lions.
- iii) To note that the Hook & Odiham Lions are seeking event volunteers.

106/22 To ratify the decisions made by the Community Committee and agree the minutes of the meeting due to the community committee items being referred to full Council until further notice

<https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/07/220712-Minutes-DRAFT.pdf>

Confidential Matters

107/22 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 and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.

108/22 Police Lease for offices at The Bridewell (pages to follow)

- i) To consider approving the final lease for offices including resolution for two Councillors to sign the lease. **Do not date.**
- ii) To note that, by issuing this lease, the Clerk will serve a Warning Notice together with the Statutory Declaration contracting the lease out of the provisions of the Landlord and Tenant Act 1954 Part 11:
 - a. Agreement to exclude security of tenure landlord's warning notice.
 - b. Agreement to exclude security of tenure statutory declaration by tenant.

109/22 The Bridewell – repairs and maintenance quotes to repair roofing, replace guttering and replace a fire door (report to follow) To consider the quotations received.

110/22 Verbal update from the Clerk on the Deputy Parish Clerk vacancy

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
May-22	Various	Clerk	Revise councillor positions on website.	Complete
	5/22	Clerk	Change previous minutes from draft and add to website.	Complete
	8/22	Clerk	Arrange for new councillor forms to be completed, notify Hart DC of co-option and updated website.	Complete
	13/22ib	Clerk	Update website to reflect new arrangement for Planning & Development committee meetings.	Complete
	13/22id	Clerk	Add to agenda a review of revised meeting arrangements no later than November 2022.	
	14/22	Clerk	Update website to reflect change in working groups.	Complete
	16/22	Clerk/Cllr HT	Complete application forms for changes to Unity Trust and CCLA bank mandates.	Applications sent.
	17/22	Clerk	Notify OCC of OPC's decision on trustees.	Complete
	18/22	Clerk/working group	Receive and review costed schedule of works quotes and refer to meeting with recommendation.	Defer to next meeting.
	19/22	Clerk	Ask HCC to remove concrete bases in the ford as well as the poles.	Requested
	20-21/22	All	Hold Strategy Working Group meeting to review Strategic Plan and agree priorities and projects for S106 funding.	Complete
	23/22	Clerk	Sign and return Parish Lengthsman contract and refer work list to Amenities Areas Committee.	Complete
	24-29/22	Clerk	Submit annual return documentation and update on website and noticeboard s as required.	Complete
	30/22	Clerk/Deputy Clerk	Order The Greening Campaign promotional cards.	Due Sept
	31/22	Clerk/Cllrs RC&PV	Set up payments online and complete the approval process.	Complete
	32/22	Clerk	Make grant payment to Voila.	Complete
	35/22	Clerk/Cllrs Amc&PV	Sign MP lease, file and return copy to MP.	Complete
	36/22	Clerk	Forward draft lease to Police for consideration, seek legal advice on one of the clauses and manage appropriately.	Complete, pending response.
	37/22	Clerk	Refer decision on planning applications for the Parish Room to Odiham Society.	Complete
Jun-22	41/22	Clerk	Change previous minutes from draft and add to website.	Complete
	42/22	Clerk	Promote Hart's hackney carriage charges consultation.	Complete
	44/22	Clerk	Arrange for new councillor forms to be completed, notify Hart DC of co-option and updated website.	Complete
	46/22	Clerk	Email Cllr Glen with suggestions for roads causing most local concern.	Complete
	48/22	Clerk	Update website to reflect changes to committee memberships.	Complete
	49/22	Clerk	Notify OCC of OPC's decision on trustee.	Complete
	50/22	Clerk/CllrPV	Defer NP review to 2023/24. Ensure budget provision.	On hold
	51/22	Clerk	Publish OPC's priorities on website.	Complete
	52/22	Clerk	Publish OPC's list of suitable S106/CIL funded projects on OPC's website.	Complete
	53/22	Clerk	Respond to enquiry regarding proposed diversion of a bridleway.	Complete
	54/22	Clerk/CllrAmc	Revise letter to Basingstoke Canal, send and report back to Council.	Letter sent, response, awaiting feedback from mtg
	56/22	Clerk	Respond to Hampshire's draft Local Transport Plan consultation re lack of detail on 20mph zones.	Complete
	57/22	Clerk	Refer Hampshire's consultation on proposed changes to supported passenger services to next meeting.	Complete
	58/22	Clerk	Respond to draft Odiham Common Management Plan and report back.	Complete. Response on agenda.
	59/22	Clerk	Submit OPC's comment on planning applications.	Complete
Jul-22	66/22	Clerk	Change previous minutes from draft and add to website.	Complete
	67/22i	CllrTM	Circulate Deputy Clerk advert at RAF base.	Complete
	69/22	CllrAmc	Refer Citizens Advice First Aid project to Book Exchange.	Complete
		Clerk	Leave flyers in Library Room and share news online.	Complete (ongoing)
		Clerk	Pay Citizens Advice grant.	Complete
	71/22ia	Clerk	Share direct links to HCC's reporting for highways related matters.	Complete
	71/22iib	Clerk	Clarify text in Cllr Glen's report.	Complete, corrected version with minutes
	73/22	Clerk	Update website and contact lists with changes to committees.	Complete
	74/22	Clerk/CllrAmc	Report to full Council response from Basingstoke Canal Joint Management Committee.	
	75/22	Clerk	Add Hart's response regarding Odiham Management Plan to website.	
		Clerk	Include article on above in Autumn newsletter.	
	76/22	Clerk	Respond to Hampshire's consultation on proposed changes to supported passenger services and the Concessionary Travel Scheme in Hampshire	Complete
	82/22	Clerk	Refer Police lease for Bridewell to next meeting.	On agenda

Subject: Agenda item 93/22: Canal Update for HDAPTC

Further to discussion at the last HDAPTC meeting, and letters to BCA from riparian parish councils, here is a progress report on the canal issues raised

At the Joint Management Committee meeting on 15 July it was decided that £24k would be released from reserves for spot dredging in the Western section of the canal at sites to be determined in consultation with the Canal Society. There was also discussion about the parlous state of the BCA dredger with a suggestion that a study was required to decide whether repair or replacement (£250k was mentioned) would be the best way forward. Hard to tell from the meeting when any dredging might actually happen, but they did seem to rule out any general dredging schemes.

Funding not helped by Rushmoor announcing that they would only contribute half their expected amount this year despite their agreement stating one year's notice required. Diplomatic efforts promised to attempt to reverse this shortfall.

It was confirmed that a new contractor would be engaged to address the leak at Crookham Deeps. Recently it was advised that work was due to start at the end of last week. Today at 1340 equipment was parked at the 37.18km point along the canal, but no sign of any workmen (see picture) – maybe it was still their lunch break? Work is estimated to take 4-6 weeks with no restrictions to navigation expected past the site.

Water levels in the Hampshire pound are still mainly maintained at between 130 and 150mm down, which makes cruising from Colt Hill to Barley Mow difficult, but still possible, for both JP and ABA's boats. Still not feasible for these boats to go the other way to the Castle.

Water levels in the Hampshire pound are being managed at the expense of the Mytchett pound past the Canal Centre, which is now almost dry. Assuming sufficient rainfall, only a slow return to normal water levels is expected in Hampshire to allow the efficacy of the repair to be assessed, so there is unlikely to be much benefit for the rest of this year's main boating season.

Good news is that HDAPTC now attends as a full member of the JMC, not just as an observer, and I was able to take full part in the meeting.

Regards,

Cllr David Jackson
Crookham Village Parish Council
david.jackson@crookhamvillage.org.uk
HDAPTC rep on the JMC





Odiham
Parish Council

HEALTH AND SAFETY POLICY

Adopted February 2021

Revised August 2022

POLICY STATEMENT:

This is the Health and Safety Policy Statement of Odiham Parish Council:

Odiham Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. For the purpose of this Policy, Councillors are defined as volunteers unless otherwise stated.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practical;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practical;
- To prevent accidents and activity-related ill health as far as is reasonably practical;
- To maintain safe and healthy conditions for conducting the Council’s business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

Signed: Chairman
 Responsible Officer

1. Responsibilities

1.1 The full Council has overall responsibility for Health and Safety. The Council:

- Provides a lead in developing a positive health & safety culture through its decisions, policies and individual behaviour.
- Ensure adequate resources are available to implement adequate health & safety systems.

1.2 The Parish Clerk will fulfil the role of 'Competent Person' responsible for the implementation of the policy. The Parish Clerk shall:

- Keep informed of relevant Health and Safety policy legislation and inform the Council accordingly.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work legislation.
- Make effective arrangements to implement this Policy.
- Ensure that matters of Health and Safety are regularly discussed at OPC meetings.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- For major works, request method statements from contractors prior to the works starting and retain these in a file.
- Maintain a file of risk assessments for all staff and voluntary activities.
- Ensure all staff and volunteers are given access to this policy before starting any task or activity or as soon as practical upon joining the Council.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

1.3 All employees and voluntary helpers will:

- Co-operate fully with this Policy.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not operate any item or equipment or machinery unless they have been trained or authorised to do so.
- Not misuse any plant, equipment tools or materials so as to cause risks to health and safety or carry out any repairs.
- Not undertake any unauthorised activity or task without prior consent and training.

- Wear appropriate PPE which has been provided to them.
- Report any accidents or hazardous incidents to the Parish Clerk.
- Report to management any medical condition or medication which could affect the safety of themselves or others.
- Co-operate with the management on the implementation of the medical or occupational health providers (employees only).

1.4 When it is necessary to employ, engage or facilitate outside contractors, the Contractor shall:

- Provide a method statement, risk assessments and evidence of Public Liability Insurance not less than £10M.
- Consider all potential hazards imposed upon OPC employees, volunteers or members of the public.
- Ensure all control methods are in place to minimise all risks to OPC employees, volunteers, members of the public and their own staff.
- Ensure their own staff are trained and competent in undertaking the work they have been instructed to carry out.
- Manage the provision of PPE for their workers.
- If necessary, agree to arrange for a building or facility to be closed throughout the works or schedule their works at a time when less footfall is expected.

2. Arrangements

2.1 Risk assessments

- The Parish Clerk will complete a risk assessment for every building, facility and equipment owned by OPC.
- The Parish Clerk will complete risk assessments for all employee activities. In some instances a verbal discussion and agreement on the potential risks and control methods will suffice.
- Risk assessments will be completed for all events and activities by the lead organiser who will act as the H&S Responsible Person at the event.
- Every member of staff and volunteer has a duty to risk assess their own actions before undertaking a new or different task.
- Risk assessments shall be reviewed regularly or following a significant change in circumstances or legislation.

2.2 First aid kit

- A First Aid kit is located in the Parish Office.
- Use of an item from any first aid kit must be notified to the Parish Clerk who will then arrange suitable replenishment.
- It is the duty of the Parish Clerk to ensure that the contents of the office first aid kit is always at least at the prescribed stock level and in date.

2.3 Fire safety

- Fire extinguishers and smoke alarms are sited at the specified locations in the Bridewell and are maintained by **KBO Fire & Security Ltd.**
- Fire extinguishers in the parish room and south chapel are maintained **and serviced** annually by **KBO Fire & Security Ltd-Walker-Fire.**

2.4 Personal Protective Equipment (PPE)

- PPE will be provided to all employees and volunteers who are involved in activities where there is a potential risk of injury or exposure to the elements.
- **A high viz jacket must be worn for all activities working on, adjacent to or near the highway.**

3. Accident and injury at work procedures

3.1 Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. Accidents and incidents occurring in the OPC offices and/or OPC premises shall be reported immediately to the Parish Clerk or senior employee on duty at the time of the accident.

3.2 If any of the following occur they must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures (see <https://www.hse.gov.uk/riddor/index.htm>):

- Fatal accidents.
- A specified injury to an employee as detailed in regulation 4.
- An injury to a non-employee where that person is taken to hospital immediately following the injury.
- Any employee diagnosed as suffering from a disease specified in the Regulations.
- Any employee diagnosed with a cancer caused by work related exposure to a known carcinogen or mutagen.
- Accidents resulting in a period of absence of more than 7 days.
- Injuries to the public where they have to be taken to hospital.
- Some dangerous occurrences.

3.3 All accidents resulting in injury and near misses will be investigated to identify any unsafe acts, equipment or working practices to determine whether changes need to be made to equipment, training or systems of work to reduce, as far as possible, the likelihood of the same occurring in the future.

3.4 All accidents resulting in injury and near misses will be reported to the Council in accordance with OPC's Data Protection Policy.

4. Communication to employees and volunteers:

- The H&S Policy Statement will be published on OPC's website.
- The H&S Law Poster will be displayed on internal noticeboards at The Bridewell.
- A copy of this Policy will be provided to all staff and volunteers carrying out a task or function on behalf of the Council.
- New employees and volunteers will be required to sign to confirm they have read this Policy.
- H&S will be a regular item for discussion in Staff Meetings and meetings of the Staffing Committee.
- Formal H&S training will be offered to staff where this is considered appropriate.

- Any new activity or project involving volunteers will involve a dedicated H&S briefing or training session.
- Any employee seen breaching or showing disregard to this Policy will be spoken to by the Parish Clerk or the Staffing Committee and serious actions may lead to disciplinary action.
- Any volunteer or organisation using the Council's amenities seen breaching or showing disregard to this Policy will be spoken to by a representative of OPC and serious actions may lead to the volunteer or organisation being refused use of OPC's amenities.

5. Hazards and risks

5.1 Fire

Evacuation procedures in the event of outbreak of smoke and/or fire:

- Visitors and other persons in the building should immediately proceed and assemble in an orderly manner to the Mayhill Junior School playground, which is the fire assembly point.
- The Parish Clerk or senior employee should arrange for a register to be called.
- The Parish Clerk or senior employee should ensure the emergency services are summoned.
- Employees and visitors shall not remove a fire appliance from its designated place unless it is to be used in an attempt to extinguish a fire.
- Any use of a fire extinguisher should be reported to the Parish Clerk.

5.2 Display Screen Equipment

OPC complies with the H&S (Display Screen Equipment) Regulations 1992 by:

Staff:

- All staff who regularly use DSE as part of their work must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting work or following a change in equipment. This should be a home work station where a member of staff has been sanctioned to work from home.
- The risk assessment(s) will be discussed with the Parish Clerk to agree and implement control methods which will minimise risk.
- OPC will offer free eye tests to employees, in accordance with the Regulations, for employees who spend a significant amount of their working day using a display screen.

Volunteers:

- All volunteers who regularly use DSE as part of their work or voluntary activities on Council owned or managed premises must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting the voluntary activity or following a change in equipment.

- The risk assessment(s) will be discussed with the person in charge of the voluntary activity to agree and implement control methods which will minimise risk.
- All volunteers who regularly use DSE at home as part of their voluntary activity are encouraged to complete a risk assessment for their home work station. Volunteers should discuss concerns with the person in charge of the voluntary activity for advice on how control methods may help to minimise risk.
- All risk assessments should be reviewed regularly and following any change in circumstances.
- Employees and volunteers should read further details on the DSE Regulations at: <https://www.hse.gov.uk/pubns/ck1.htm>

5.3 Manual Handling

The incorrect handling of loads causes high numbers of injuries each year and can result in pain, time off work and sometimes permanent disability.

- All employees and regular volunteers will be required to undertake manual handling training.
- Manual handling should be avoided wherever possible but, where operations cannot be avoided, these general principles should be followed:
 - o Assess the load and the task
 - o Plan the route
 - o Position feet
 - o Get a good grip
 - o Keep the load close to the body
 - o Maintain good posture throughout the procedure
 - o Use the leg muscles
 - o Use body momentum
- Where it is possible to move a load without lifting the load should be pushed and not pulled.

5.4 Driving for Work

- All employees required to drive as part of their working day, either as part of their normal duties or when driving to and from a meeting or training event etc shall provide a copy of their driving licence to the Parish Clerk.
- No member of staff or volunteer disqualified from driving will be permitted to drive for work related activities whatsoever or permitted to drive any Council owned vehicle.
- Employees and volunteers driving their own vehicles for work related activities should ensure they hold the relevant insurance cover and provide a copy to the Council.
- Employees and volunteers are responsible for ensuring their own vehicles are road worthy with a valid MOT certificate where required and should not volunteer to drive for work related activities if they are aware of any issues.
- Employees and volunteers should not drive for work related activities if they are tired, feeling unwell or under the influence of drugs, alcohol or prescribed medication which affects their ability to drive.

- Any employee or volunteer driving to work related appointments should prioritise safety over time and never rush to make an appointment on time.

5.5 Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. Generally, Council employees and volunteers have limited need to work from heights themselves and as such should avoid working at height where it is reasonably practical to do so.

OPC acknowledges the following tasks require staff or volunteers to work from height:

- Displaying flags on the High Street.
- Arranging books.
- Setting up/clearing away from events.
- Managing the Speed Indicator Device (SID).

Where work at height cannot be avoided:

- Use the correct equipment – for use in The Bridewell a kick step should be sufficient.
- Ensure the equipment is suitable, stable and strong enough for the job.
- Don't overload or overreach.
- Take precautions when working near fragile surfaces.
- Provide protection from falling objects.
- Consider space to fall should be by clearing space around the ladder or kick step.
- When a ladder is required, always ensure a second person is present to hold the ladder stable.

5.6 Lone Working

There ~~may be frequent~~ occasions when employees are lone working, either in the parish office or on site. In this situation to ensure employees are as safe as possible all members of staff must ensure they:

- Have access to a working phone; for off-site workers this shall be a mobile phone.
- Outside of the public opening hours for the office, ensure that the Bridewell door is locked.
- The front and rear parish office doors should remain locked at all times.
- ~~All windows are shut and window security locks are in place.~~
- Inform a second person where they are working and how long they expect to be lone working.
- When working in The Bridewell, always ensure the sign at the front door indicates when someone is in the building.

5.7 Smoking

- OPC complies with the legislation that became law in July 2007 therefore smoking is not permitted in any part of OPC owned or managed buildings.

5.8 Drugs and Alcohol

- No non-prescription drugs are permitted in any Council owned or managed buildings at any time.
- No alcohol should be consumed on the premises unless by prior agreement for pre-arranged functions or events.
- Anyone found to be under the influence of drugs or alcohol may be subject to gross misconduct charges or asked to step down from voluntary activities.

5.9 Premises

- The office should be kept clean and tidy.
- The office temperature should be at least 16C in accordance with HSE guidance. There is no H&S guidance on the maximum temperature but staff and volunteers should raise any concerns with line management.
- Office windows should have blinds or other shading systems in good working order.
- Outside access to the building must be safe and properly maintained.
- Stairs and corridors must be unobstructed.
- All cables, leads and wires should be properly secured so that they do not constitute a trip hazard.
- All filing cabinets, shelves and cupboards should be stable and secure and kept closed when not in use.
- Any spillage must be mopped up and the floor dried.

5.10 Dangerous substances

- Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), OPC must conduct a suitable and sufficient assessment of the risks to health from exposure to any hazardous substance.
- COSHH sheets will be sourced wherever possible and used to assess potential harm and substances will only be used where necessary.
- This list is not exhaustive, but substances used by OPC may include: Tippex, photocopier toner, **weed killer, paint**, WD4O, de-icer, glass cleaning fluids and cleaning solvent.
- All lids/tops must be properly secured after a substance has been used and should be stored safely and clearly labelled in a secure place.
- Photocopier toner can cause eye and skin irritation. The photocopier toner cartridge should be changed in accordance with the manufacturer's instructions; in addition, vinyl or rubber gloves should be worn during this operation.

5.11 Electrical Equipment

- No employee or volunteer should use any electrical appliance which they have not been authorised to use.
- No employee or volunteer should carry out any repair to any electrical appliance on Council owned property.
- Lighting sockets must not be left empty: a suitable bulb or fluorescent tube must be in place.
- Any faulty equipment, wiring, plugs or bulbs must be reported to the Parish Clerk.
- All electrical equipment will be PAT tested annually.

5.12 New and expectant mothers

- Expectant mothers should make their employer aware they are pregnant as soon as practical in order for any required adjustments to be made.
- Each workstation will be assessed and OPC will strive to make all reasonable adjustments to work stations or working practices which may cause harm to them or their unborn child.
- A new or expectant mother should not lift heavy loads, stand for long periods of time or do anything they consider will be a risk to them or their unborn child.
- OPC will consider temporarily adjusting working conditions or offer suitable alternative work if this is deemed necessary.

5.13 Disabilities

- OPC will make all reasonable adjustments for disabled workers and volunteers.
- Employees and volunteers must make OPC aware they have a disability in order for OPC to make these adjustments and may call on third party professional advice if required.

5.14 Working Time Regulations

All employees and volunteers will adhere to the Working Time Regulations which limits the working time to less than 48 hours per week, requires set rest hours, holiday entitlement, rest periods, 11 hours between shifts in any 24 hour periods and rest break if working over 6 hours.

The full legislation can be viewed at
<https://www.legislation.gov.uk/ukxi/1998/1833/contents/made>

5.15 Home Working

This policy applies to employees who are equipped and authorised to work from home. Anyone requiring advice or support to help meet best H&S standards at home should speak to the Parish Clerk or their appointed Councillor support or committee.

5.16 Stress

OPC acknowledges its legal duty to protect employees from stress at work. The HSE defines stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

There are six main areas of work design which effect stress levels:

- Demands
- Control
- Support
- Relationships
- Role
- Change

Stress affects people differently and signs of stress will display differently in different people, a person suffering with stress may not even be aware themselves.

Any employee suffering from stress should speak to the Parish Clerk to discuss what reasonable control methods can be put in place.

Failure to resolve stress in the workplace through reasonable control methods may be referred to the Staffing Committee in confidence.

Further detail is available at: <https://www.hse.gov.uk/stress/what-to-do.htm>

5.17 Infectious Diseases/Illness

Staff and volunteers must not knowingly come to work or join a voluntary activity whilst infected with a contagious disease or illness.

Covid-19

Although HSE will no longer expect COVID-19 control measures, employers must continue to consult workers and their representatives on any changes they make that might affect health and safety

Any member of staff or Councillor testing positive with Covid should not attend the office or any OPC meeting. Staff and Councillors should only return to the office or attend meetings once they have a negative test (PCR or LFT).

6 Monitoring and evaluation

- 6.1 It will be necessary for OPC to determine, from time to time, whether or not health and safety responsibilities are being discharged properly. Monitoring may take place through a number of mechanisms, including spot checks on employee behaviour, a full safety inspection and reports to the full Council by the Parish Clerk.
- 6.2 Reports of all accidents, near-misses and sickness linked to work shall be monitored on a regular basis. Recommendations may follow on the need for greater safeguards, more training or the need to change an employee's work practices.
- 6.3 Employees shall be consulted on any proposed changes to this policy.

7 Review

The full Council shall review this policy at least once every three years from the date of adoption or following a change in legislation or circumstances.

Odiham Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Odiham Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Odiham Parish Council on application to:	
(a) <u>Parish Clerk</u> <u>The Bidewell</u> <u>The King</u> <u>Odiham</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>Mon, Tue, Wed & Fri</u> <u>9:30am to 2:30pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£10p</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>AMann, Parish Clerk</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>29/7/22</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Odiham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/22

and recorded as minute reference:

27/22

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://odihamparishcouncil.gov.uk/council/finance-transparency/audits/>

Section 2 – Accounting Statements 2021/22 for

Odiham Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	197,170	* 213,559	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	164,202	190,343	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	42,277	37,776	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	69,809	85,236	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments REINSTATED *	120,281	145,202	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward REINSTATED *	213,559	211,241	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	207,796	205,032	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,241,544	1,251,223	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Ad Man CHIEF FINANCIAL OFFICER

Date

13/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/22

as recorded in minute reference:

28/22

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Odiham Parish Council – HA0201

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for matter raised, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.) and items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 for the year 2021/22 should read £84,877 and £145,561 (respectively) and for the year 2020/21 should read £69,698 and £120,392 (respectively). Please restate Boxes 4 and 6 in next year's prior year comparatives if appropriate.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

27/07/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Clerk

Subject: FW: Highways related concerns in Odiham and North Warnborough

From: Adams-King, Cllr N <Nick.Adams-King@hants.gov.uk>

Sent: 30 July 2022 11:45

To: Clerk <Clerk@odiham.org.uk>

Cc: Glen, Cllr J K <jonathan.glen@hants.gov.uk>; Angela McFarlane <cllrmcfarlane@odiham.org.uk>

Subject: Re: Highways related concerns in Odiham and North Warnborough

Dear Ms Mann

Thanks for your note and for highlighting the issues in North Warnborough and Odiham.

I'll ask our team to provide you with a formal response from our team. It may well be that this tells you there is little that can be done at the current time (although I think we may be able to help with some additional signage you request, I'll press for that). The reason will be that the roads do not meet the criteria set out by our current policy.

The policy is, I think, now too restrictive and is based upon data which is largely out of date too (the policy on speed limits, traffic calming and parking restrictions was set in 2015, setting the landscape of traffic rules on data from 2012-2014). I'm therefore keen to get that changed and have begun a conversation about how we can do that and how we begin to allow suggestions for changes to be made, reviewed and if agreed implemented. That's the work to which Jonathan referred when at your meeting.

The challenge, as always, is money. We simply do not have the funding to carry out the number of changes residents and councillors would wish, indeed it would be a challenge to find the funding for hardly any at all. Hampshire has 5,500 miles of adopted roads, a figure that grows each year, and our budget is set from Government at the same level for the next 3 years at £33million. Inflation in materials for road maintenance and repair has, in the last year, run at a figure in excess of 20%. That's not an excuse, it is an explanation of the challenge we face.

I think there is a solution in working in partnership with our districts, boroughs and most importantly parishes. Many parishes are in receipt of quite significant amounts of developer contribution thanks to the new Community Infrastructure Levy, so tapping into those pots of money to deliver on projects that parish would like implemented may well help us deliver schemes we have previously had to refuse.

Changing that policy will take time, quite probably some months if not a year or more. There is a democratic process through which it needs to go and there are a number of stakeholders with whom we need to engage. But I am hopeful we can move this forward.

Sorry that's not a more positive answer, but I hope it reassures you I am trying to move things forward from the current position of there being no hope of improvement.

I will come back to you with a formal response in the next few days.

Best wishes

Nick

Nick Adams-King

**Hampshire County Councillor for Romsey Rural
(Chilworth, Nursling & Rownhams, Romsey Extra, the Blackwater Parishes and the Dun Valley Parishes)**

Cabinet Member for Highways Operations

TVBC Councillor for Blackwater (Wellow, Awbridge, Michelmersh & Timsbury, Sherfield English and Plaitford & Melchet Park)

Deputy Leader, Test Valley Borough Council

Cabinet Member for Recycling, Environmental Services, Parking and Romsey

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e: nick.adamsking@me.com

twitter: @nickking

Facebook: facebook.com/nickadamsking

On 29 Jul 2022, at 09:36, Clerk <Clerk@odiham.org.uk> wrote:

Dear Cllr Adams-King

Cllr Glen suggested Odiham Parish Council brings to your attention two significant and longstanding highways issues within the parish. Despite numerous discussions between the relevant authorities over many years, these issues remain unresolved and the focus of complaints from residents. These are:

1. Speeding on Dunley's Hill/B3349 – this arterial route running through the parish links the M3 to Alton. North Warnborough residents from the properties fronting the road regularly complain of speeding vehicles day and night and residents from a new development say there is no safe crossing point. Further south, RAF Odiham traffic is unable to turn right into the village and there are frequent queues of 20 vehicles or more.

Following reviews of SID data, Speedwatch data and discussions with the Traffic Partnership Group (which HCC are no longer able to commit to), Odiham Parish Council believes the following measures will have a significant impact on these issues:

- i) Extending the 30mph zone on B3349 further towards Alton and including the RAF Station junction.
 - ii) Improving signage by replacing the existing SLOW painted on the road with a 30mph symbol, or at least repainting SLOW as it is very worn.
 - iii) Repainting white lines on the Dunley's Hill section between the two mini roundabouts. The junction markings on the mini-roundabout at the top of the High St where it joins the B3349 are so worn as to be illegible.
 - iv) Note that Odiham Parish Council is already working with developers and secured S106 contributions for village gateways at either end of this route and discussions with HCC officers are underway.
2. Speeding and heavy vehicles on King Street/Cemetery Hill – this is a narrow, residential road with no pavements or off-street parking. It is unsuitable for heavy vehicles yet it continues to be a popular route for heavy goods vehicles and a "rat-run" for traffic to Well and Long Sutton. On the brow of the hill, there are no sight lines when exiting Odiham Cemetery and further along the road where the road becomes Cemetery Hill, safety concerns have been raised by properties directly facing the road, with reports that vehicles are accelerating from 30-60mph before the sign.

Odiham Parish Council believes that, by extending the 30mph zone on Cemetery Hill to beyond the cricket club, this will improve the overall safety of the road and discourage speeding in this residential area.

Thank you for your consideration.

Cc'd to HCC Cllr Glen and Odiham Parish Council Chair Cllr McFarlane.

Clerk

Subject: FW: 20 mph speed limit questionnaire/survey

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 <http://www.odiham.org.uk/your-council/policies/>

From: >

Sent: 20 July 2022 09:40

Subject: 20 mph speed limit questionnaire/survey

Good Morning,

Thank you for your communication with Hampshire County Council regarding 20 mph speed limit restrictions. County Councillors and officers have received significant numbers of enquiries and requests for 20 mph restrictions across the County as a result of recent approaches to Hampshire Parishes and community groups from the 20’s Plenty for Us campaign group.

As you may be aware, a Task and Finish Group of eight Councillors has been formed as part of a review of the Council’s policy for 20mph speed limits across the County which we anticipate to be completed in the Autumn. The current County Council policy restricts mandatory new 20 mph zones and limits to address casualty reduction.

Working alongside officers conducting the review, the Group's purpose is to consider evidence from various sources, along with data related to highway usage, enforcement, road safety, previous 20 mph speed limit implementation and environmental impacts, and to inform the Economy, Transport and Environment Select Committee. In turn this will feed into consideration of the review findings and decisions on future policy by the Executive Lead Member for Transport and Environment Strategy or the County Council’s Cabinet in due course.

In addition to your earlier representation about 20 mph speed limit restrictions, your further views on these matters are welcomed as part of the online feedback form which is open to all Hampshire residents, parishes and other key stakeholders. Understanding wider views about 20 mph limits in the context of other highway priorities, the County Council's statutory duties to maintain the highway in a safe condition, and a limited budget. The Group would also welcome feedback on existing 20 mph limits within Hampshire. The findings from this survey will help to inform any decision by the County Council about future 20mph speed limit policy. At this stage, no new 20 mph speed limits are proposed until the outcomes of the review are known and any policy changes approved.

The survey is now live and can be accessed via the link below. The survey is scheduled to close at 00.30 am on Monday 12 September 2022.

<https://hampshirecc.welcomesyourfeedback.net/20MPH>

Regards

Assistant Manager – Safer Roads & Parking

☎0370 779 5755



[@HantsRoadSafety](https://twitter.com/HantsRoadSafety)

Introduction

Hampshire County Council has formed a Task and Finish Group of eight Councillors as part of a review of the Council's policy for 20mph speed limits across the County. The current policy restricts new 20 mph zones and limits to address casualty reduction.

Working alongside officers conducting the review, the Group's purpose is to consider evidence from various sources, along with data related to highway usage, enforcement, road safety, previous 20 mph speed limit implementation and environmental impacts, and to inform the Economy, Transport and Environment Select Committee. In turn this will feed into consideration of the review findings and decisions on future policy by the Executive Lead Member for Transport and Environment Strategy or Cabinet in due course.

As such, the Group would welcome your views about 20 mph limits in the context of other highway priorities, the County Council's statutory duties to maintain the highway in a safe condition, and a limited budget. The Group would also welcome feedback on existing 20 mph limits within Hampshire. The findings from this survey will help to inform any decision by the County Council about future 20mph speed limit policy. At this stage, no new 20 mph speed limits are proposed until the outcomes of the review are known and any policy changes approved.

Sharing your views will only take a few moments and the survey will remain open until remain open until 00.30 am on Monday 12 September 2022.

Privacy Notice

Hampshire County Council is collecting information through this survey to understand the experiences and views of residents and stakeholders on 20mph speed limits

Your participation in this survey is voluntary. You may refuse to take part or stop taking part at any time without penalty. All data will remain within the UK/EEA (European Economic Area) and will only be shared with third parties where they are undertaking data processing on behalf of Hampshire County Council. We will keep your personal information for one year, after which time it will be destroyed. Your return of the survey will be taken as consent for your data to be used in this way.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page -

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection> for further details. You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>.

Completing the survey

There are four sections to this survey which should take up to 15 minutes to complete.

If you require any extra space for any of the questions in this survey, please write on an additional page and include it with this survey.

Please return your completed survey via email to the Traffic Management Team at traffic.management@hants.gov.uk by 00.30 am Monday 12 September 2022.

About your response

Q1 In what context are you responding? (Please choose one only)

I am a Hampshire resident

I am providing the official response of an **organisation, group or business**

I am responding as a democratically **Elected Representative** of a constituency (e.g. as a county, district, borough, parish or town council Member or MP)

If you are responding as a **Hampshire resident**, please go to **question 5** and then go to **page 4**.

If you are providing the **official response of an organisation, group or business**, please go to **question 2 and question 3** and then go to **page 4**.

If you are responding as a **democratically Elected Representative** of a constituency, please go to **question 4** and then to **page 4**.

🔒 If you are providing the official response of an organisation, group or business, its name may appear in the final report, and the information you provide may be subject to publication or release to other parties or to disclosure regimes such as the Freedom of Information Act 2000.

Q2 Please tell us a bit more about your organisation, group, or business

Name of the organisation, group or business

Business postcode of the organisation, group or business

Your name

Your position in the organisation, group or business


About your response

Q3 Which of these best describes the function of your organisation, group or business?

- District, borough or city council.....
- Town or parish council
- Charity, voluntary or local community group
- Local business or business representative (e.g. BID)
- Nursery, school, college or place of education
- Other public sector organisation (e.g. Police, Fire, Health Authority)
- Other

If you have selected 'other', please describe in the box below.

If you are responding as a **democratically Elected Representative** of a constituency, please answer question 4.

 If you are responding officially or as a democratically Elected Representative, the name of the constituency you represent may appear in the final report, and the information you provide may be subject to publication or release to other parties or to disclosure regimes such as the Freedom of Information Act 2000.


Q4 Please tell us a bit more about yourself

Which constituency do you represent?

What is your name?

Please answer question 5 if you are responding as a **Hampshire resident**.

Q5 What is your postcode?

 *Providing your postcode is optional. We are asking for it to help us analyse the views from different areas, to understand how views differ by area and to help model data for different types of respondent. If you do provide your full postcode it is possible that in rural areas this might identify your property. If you do not wish to provide your full postcode, please provide at least the first five digits. By providing your postcode you are consenting to the County Council using the information as outlined.*

Prioritising Council resources

Given the County Council's statutory duty to maintain the safety and usability of roads and a limited budget how would you prioritise the following matters? (Please rank in order of importance, where 1 is most important and 10 is least important)

Q6 Given the County Council's statutory duty to maintain the safety and usability of roads, and a limited budget, how would you prioritise the following matters?

Please rank in order of importance by choosing one option in each row, where 1 is most important and 10 is least important

	1	2	3	4	5	6	7	8	9	10
Improved pedal cycle facilities (e.g. cycle lanes and cycle stands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improved pedestrian facilities (e.g. pedestrian crossings and new footways)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway maintenance (e.g. pothole repairs and verge cutting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of mandatory 20 mph speed limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of other mandatory speed limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic calming schemes (e.g. Humps and Narrowing's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measures to control lorry movements (e.g. restrictions on lorry journeys on unsuitable roads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air quality schemes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking control schemes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of advisory measures such as speed limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prioritising Council resources

Q7 Why have you selected this as your highest priority?

Q8 Why have you selected this as your lowest priority?

Your views on 20mph speed limits in your local area

Please answer **question 9** if you are responding as a **Hampshire resident**.

Q9 Is there a 20mph speed limit on the street where you live? (Please choose one only)
Yes Go to Q12
No Go to Q13

Please answer **question 10** if you are responding as a democratically **Elected Representative** of a constituency (e.g. as a county, district, borough, parish or town council Member or MP) or are responding on behalf of a district, borough, city council, town or parish council.

Q10 Are there currently any 20mph speed limits within the area that you represent? (E.g. constituency, Parish or Town Council area) (Please choose one only)
Yes Go to Q12
No Go to Q14

Please answer **question 11** if you are providing a response for an **organisation, group or business**

Q11 Is there a 20mph speed limit on the street where your business / organisation is based? (Please choose one only)
Yes Go to Q12
No Go to Q13

Your views on 20mph speed limits in your local area

Q12 What impact has the 20mph speed limit had?

Your views on 20mph speed limits in your local area

Q13 What is the current speed limit in this area? (Please choose one only)

- 30mph Go to Q15
- 40mph Go to Q15
- Other Go to Q15

Q14 What are the current speed limits in this area? (Please choose all that apply)

- 30mph Go to Q15
- 40mph Go to Q15
- Other Go to Q15

Q15 Would you support the introduction of 20mph speed limits in this area? (Please choose one only)

- Yes Go to Q17
- No Go to Q19
- Don't know

Please answer **question 16** if you are responding as a democratically **Elected Representative** of a constituency (e.g. as a county, district, borough, parish or town council Member or MP) or are responding on behalf of a district, borough, city council, town or parish council and **currently have 20mph speed limits within the area that you represent.**

Q16 Would you support the introduction of further 20mph speed limits in this area? (Please choose one only)

- Yes Go to Q17
- No Go to Q19
- Don't know

Q17 Whereabouts would you support the introduction of 20mph speed limits?

Your views on 20mph speed limits in your local area

Q18 What are your reasons for supporting a 20mph speed limit in your local area?

Your views on 20mph speed limits in your local area

Q19 What are your reasons for not supporting a 20mph speed limit in your local area?

Please answer **questions 20, 21 and 22** if you are responding on behalf of a town or parish council and **support the introduction of further 20mph speed limits your area.**

Q20 Would your Parish/Town Council support the introduction of a 20mph speed limit without police enforcement? (Please choose one only)

- Yes
- No
- Don't know

Q21 Would your Parish/Town Council organise a community speed watch to help achieve compliance with a 20mph speed limit? (Please choose one only)

- Yes
- No
- Don't know

Your views on 20mph speed limits in your local area

Q22 Would your Parish/Town Council financially support the introduction and future ongoing operational cost (such as maintenance of signs and road markings) of a 20mph speed limit? (Please choose all that apply)

- Yes, we would support the introduction
- Yes, we would support the ongoing costs
- No
- Don't know

Your views on 20mph speed limits in your local area

Please answer **questions 23 and 24** if you are responding as a democratically **Elected Representative** of a constituency (e.g. as a county, district, borough, parish or town council Member or MP) or are responding on behalf of a district, borough, city council, town or parish council and **support the introduction of further 20mph speed limits your area?**

Q23 Do you / your council have any evidence or data that might be useful to support a review of the County Council's policy on 20mph limits? (Please choose one only)

- Yes Go to Q24
- No
- Don't know

Q24 What type of data/evidence is available?

About 20mph speed limits elsewhere in Hampshire

Q25 Would you support the introduction of 20mph speed limits elsewhere in Hampshire? (Please choose one only)

- Yes Go to Q26
- No Go to Q28
- Don't know Go to End

About 20mph speed limits elsewhere in Hampshire

Q26 Whereabouts would you support the introduction of 20mph speed limits?

About 20mph speed limits elsewhere in Hampshire

Q27 What are your reasons for supporting a 20mph speed limit here?

Q28 What are your reasons for not supporting a 20mph speed limit elsewhere in Hampshire?

End of survey

Thank you for taking part in this survey.