



**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 11th OCTOBER 2022 COMMENCING AT 7.30pm**

5th October 2022

Andrea Mann, Parish Clerk

Members of the public are welcome to attend

- 111/22 To receive apologies for absence**
- 112/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 113/22 Approval of Minutes**
To approve the minutes of the Annual Council meeting held on 16th August 2022 (84-110/22).
- 114/22 Chair's Announcements**
- 115/22 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

- 116/22 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 117/22 Reports from other Councils**
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

General

- 118/22 To consider Matters Arising from the Minutes not elsewhere on the agenda (page 5)**
- 119/22 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Planning & Development Committees held on 2nd August 2022.



- 120/22 Special motions from the Hampshire Association of Local Councils (HALC) (Pages 6-8)**
To consider OPC's response to the proposed changes in the HALC Articles of Associations which will dictate OPC's vote at the HALC AGM on 20th October. (The proposed new Articles of Association will be emailed to Councillors as a separate attachment).
- 121/22 North Hampshire Downs Area of Outstanding Natural Beauty (AONB) (pages 9-12)**
To consider OPC's position on the proposed North Downs Area AONB designation and whether to write to the MP and County Councillor as requested.
- 122/22 Odiham Common Management Plan**
To note Hart DC's decision to adopt the draft plan and resolved that a suitable engagement plan will be prepared to ensure Parish Councils' and local residents; views are accommodated to help deliver the Odiham Common Management Plan.
[Agenda for Cabinet on Thursday, 1st September, 2022, 7.00 pm | Hart District Council \(moderngov.co.uk\)](#)
- 123/22 Odiham Consolidated Charities**
i) To consider the request from the Odiham Consolidated Charities that John Champion is re-appointed as one of four OPC nominated trustees for a further four years from 1st October.
ii) To approve the request to accept future management of the defibrillator located outside Cottage Hospital and add it to OPC's inspection regime.
iii) To consider a request from the Odiham Consolidated Charities that a joint working party be set up to establish whether there is any scope to build further affordable houses similar to the 6 OCC owned houses in Buftons Field, North Warnborough. Odiham Consolidated Charities suggest this is timely should OPC decide to review the Neighbourhood Plan next year and have 3 interested trustees ready to join the group.
- 124/22 "More changes to airspace and aircraft noise" (pages 13-14)**
To OPC's response to correspondence from The Farnborough Noise Group.
- 125/22 Update on The Greening Campaign**
Verbal update from the Chair.
- 126/22 Civility and Respect Pledge**
The National Association of Local Councils (NALC) is inviting all local councils to take the Civility and Respect Pledge. By signing the Pledge, OPC will be agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:
- Has put in place a training programme for councillors and staff



- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Full details can be read at: <https://www.nalc.gov.uk/our-work/civility-and-respect-project>

127/22 Hampshire Countryside Conservation Volunteer Work Group (pages 15-16)

- i) To consider the recommendation from Cllr McFarlane that a volunteer work group be set up to support the Hampshire Countryside Service in maintaining Hampshire's Rights of Way within the Parish. The recommendation follows concerns about insufficient resources to effectively manage the rights of way and a recommendation from the Hampshire Countryside Service. A local rambler's group has expressed an interest in supporting the group.
- ii) Subject to the decision of i), to consider the Hampshire Countryside Conservation Volunteer Work Group terms of reference (pages 15-16).

128/22 Recreation Ground

To note correspondence suggesting the Recreation Ground is renamed and agree whether to pursue research.

Financial Matters

129/22 Smaller Authorities' Audit Appointment (SAAA) (pages 17-19)

To consider whether to opt out of the SAAA sector led auditor appointment regime.

The SAAA is responsible for appointing external auditors to all smaller authorities and the next round of 5-year appointments is about to take place. All smaller authorities must have an external auditor even if they declare themselves exempt as the certificate of exemption must still be submitted.

If OPC wishes to remain as part of the SAAA sector led appointment scheme then no further action by the council is required but all councils must be given the opportunity to opt out and appoint their own external auditor. This must be done by 28th October at the latest. Opting out and appointing your own external auditor is a significant decision and it is important the council understand the implications of



doing this. They should carefully read the implications and advice contained in the email/notice sent to them by the SAAA or go to the website here: www.saaa.co.uk.

OPC is required to consider this agenda item and minute the decision.

130/22 Expenditure from the Community Grants budget – Speedwatch equipment (pages 20-24)

To consider the Clerk's report including the recommendation to spend the remaining Community Grants budget on Speedwatch equipment.

131/22 September-October 2022 Payments

To approve the payments listings 17th August to 11th October 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).

132/22 Response from HCC Cllr Adams-King regarding funding for village gateway (page 25)

To note the email from Cllr Adams-King offering funding for village gateway.

Planning & Development Committee

133/22 To ratify the responses proposed by the Planning & Development Committee held by Zoom

30th August [Notes-220830-DRAFT.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/10/Notes-220830-DRAFT.pdf)

20th September <https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/10/Notes-220920-DRAFT.pdf>

Confidential Matters

134/22 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.

135/22 All Saints Church hiring agreement for the Library Room, The Bridewell

To consider whether to extend the short term hire agreement previously agreed 15.02.22. [Minutes of the Planning & Development Committee 4th August 2020 \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/wp-content/uploads/2022/10/Minutes-of-the-Planning-&-Development-Committee-4th-August-2020.pdf) (Item 207/21 refers).

136/22 Chapel Cottage (pages 26-27)

To record the decision taken by delegated authority to terminate the tenancy on 30th September and consider the proposed rent, as proposed by McCarthy Holden.

137/22 Annual staff appraisals

To consider recommendation from the Staffing Committee – to be presented at the meeting.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
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
	71/22iia	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.	Complete
	75/22	Clerk	Add Hart's response regarding Odiham Management Plan to website.	
		Clerk	Include article on above in Autumn newsletter.	Complete
	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.	Complete
Aug-22	86/22	Clerk	Change previous minutes from draft and add to website.	Complete
	94/22	Clerk	Promote community bid to buy The Bell on Facebook.	Complete
		Clerk/CllrHT	Promote community bid to buy The Bell in Autumn newsletter.	Complete
	95/22	Clerk	Add revised H&S Policy to website and circulate to Councillors and staff.	Complete
	96/22	Clerk	Add Biodiversity Action Plan to website.	Complete
		Clerk/AO/Cllrs	Review Biodiversity Action Plan with grounds contractor.	Review meeting booked 19.10.22
	97/22	Clerk	Publish conclusion of audit papers in accordance with rules.	Complete
	98/22	Clerk/CllrTY&PV	Complete August payments process.	Complete
	99/22	Clerk	Include local highways article in Autumn newsletter.	Complete
	100/22	Clerk	Complete HCC's consultation on 20mph speed limits.	Complete
	101/22	Deputy Clerk	Respond to S Warnborough re Speedwatch.	Complete
		Clerk	Add Speedwatch data to website.	
		Clerk	Investigate funding for 2nd SID to allow current SID to be returned to lampposts.	In progress
	103/22	Clerk	Research planning consultants.	
	104/22	Clerk	Submit planning responses to Hart DC.	Complete
	105/22	CllrsAM/PV	Meet with Hook & Odiham Lions re Spooktacula.	Complete
		Clerk	Transfer £1,000 grant funding.	On payments listing 11.10.22
	106/22	Clerk	Add agenda item to next meeting to rescind previous decision re Community Committee governance.	
	108/22i	Clerk	Return signed lease to Police.	Complete
	108/22ii	Clerk	Serve warning notice and statutory declaration to Police.	Complete
	109/22	Clerk	Seek confirmation the £10,000 grant can be used as requested.	Complete
	109/22i	Clerk	Award contract to Pool & Sons for fire door.	Complete
	110/22ii	Clerk	Seek confirmation from TPS they can complete works within 6 weeks.	Complete
		Clerk	Award contract to TPS for replacement guttering, fascias, roof tiles, redecoration front entrance including repointing steps.	Complete

Clerk

Subject: FW: HALC AGM 2022 - Special Motion Item
Attachments: Summary of Changes for AGM .pdf; New Articles AGM.pdf
Importance: High

High

Dear Member Councils,

This year's Hampshire ALC AGM agenda will include a special motion to amend the company's articles of association. A number of proposed changes are being recommended to ensure the articles reflect the changing needs of the business and in line with current business legislation.

Attached is a document providing a full summary of the changes being proposed, along with a draft copy of the new articles recommended for adoption.

Hampshire ALC kindly request your council review these documents in order to be fully informed when partaking in the voting process.

Each member council has one vote, and as per current articles, the meeting requires a quorum of one fifth of member councils in attendance for the meeting to take place, therefore we encourage as many member councils attend as possible.

This year's AGM, followed by the Annual Conference, will be held on Thursday 20th October 2022, at the Doubletree Hilton, Chilworth.

It is important that member councils fully understand the issues in relation to this. Therefore, if you would like any further information or clarification please email us at comms@hampshirealc.org.uk. We have also asked the district association chairmen to discuss this issue at the district association meetings they may be holding prior to our AGM.

Kind Regards,

Hampshire Association of Local Councils

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Hampshire Association of Local Councils Limited | Registered Office - as listed above | Registered in England - Company number: 6879309



Hampshire Association of Local Councils

President: Professor John Denham FRSA

Chief Executive: Dawn Hamblet MSc, FICPD

Summary of changes proposed in the new Articles of Association ("**New Articles**") of Hampshire Association of Local Councils Limited (the "**Company**")

Overview

Hampshire ALC is a member owned not for profit limited company and exists to provide support, guidance and a collective voice for Parish and Town Councils and Parish meetings. Although we are a not for profit organisation, we are still a registered limited company and so covered by the Companies Act. We are therefore required to have Articles of Association. These are the governing document of our Limited Company (in a similar way to the standing orders within a parish council) and they must reflect the requirements of the companies Act.

The articles currently in use at Hampshire ALC are the same ones that were adopted when the Limited Company was set up 13 years ago. These do not fully reflect recent changes in legislation or in the way organisations now operate in terms of electronic payments etc. and therefore need to be updated. In order to do this, we commissioned a specialist in company law solicitor to draft recommended amendments that will bring practices up to date and futureproof any more changes.

These have been fully debated by the Chairmen of the District Associations (DAs) in their capacity as Directors of the Limited Company. However, they do need to be voted on by the membership at the AGM being held on 20th October 2022. We have outlined below a summary of the key changes, so that member councils can be familiar with them prior to the AGM.

Explanations are noted in italics

Key Changes

1. Membership

Membership is now divided into Four classes:

- Full Members (*pay Hampshire fees and chose to also pay NALC affiliation fees*)
- Hampshire Members (*pay Hampshire affiliation fees only*)
- Non-Hampshire Members (*located outside of Hampshire and pay Hampshire affiliation fees only*)
- Associate Members (*typically individuals, such as Internal Auditors, or Interim Clerks*)

All Members, with the exception Associate Members, can attend and vote at general meetings. Associate Members have the right to attend general meetings, but cannot vote on shareholder resolutions.

The Company proposes to update its byelaws to impose further restrictions on which members can vote on specific matters. At this stage, the following restrictions are proposed:

- Both Full and Hampshire Members can each propose the appointment of a non-executive director to the board to represent the district that their Council operates within. For the avoidance of doubt, Non-Hampshire Members and Associate Members cannot individually propose non-executive directors in this manner.
- If a resolution relates to an issue geographically centred on Hampshire then only the Full Members and Hampshire Members shall be entitled to vote on that resolution.

Under the existing Articles, membership would automatically terminate if a member did not pay their annual membership fee. This has been amended in the New Articles so that members who have not paid their fees by 31 July each year are not automatically removed as members but instead cannot vote on shareholder resolutions, or access any Hampshire ALC services until their membership fees are paid in full.

The power of the directors to remove members, where it is determined to be in the best interests of the Company remains, however this now requires a simple majority (>50%) to vote in favour, rather than a two-thirds majority under the existing Articles.

2. Directorship

The New Articles reduce the minimum number of directors from seven to three. The maximum number of directors has been increased from nine to ten. *Whilst it is always the intention of Hampshire ALC to have a director from each DA, Hampshire ALC were advised that the current articles were too restrictive and were a risk to the operation of the company going forward.*

Non-executive directors serve for a term of four years. They may be reappointed by the other directors for a further term of four years. A non-executive director can serve for more than eight consecutive years only if it would be in the best interests of the Company. The absolute maximum total term for which a non-executive director can serve is twelve years.

The byelaws will state that a non-executive director appointed following a proposal from a Full or a Hampshire Member can be removed by that Member council by giving the Company notice, or upon the Company determining that the director is no longer an employee or officer of the Member council who proposed their appointment. *This is to ensure the DA retain influence over the director appointed to represent them.*

Quorum

The quorum for general meetings of the Company has been reduced from 20% to 10% of the total membership that are eligible to vote. *This has been changed to be in line with other similar organisations and also to ensure the AGMs remain viable as it has often been challenging to achieve 20% attendance. This futureproofs allowance of hybrid meetings, requiring the quorum to be physically present in the room, those over and above may attend remotely.*

The quorum for board meetings has been changed from one-third of the total board to three eligible directors. This compliments the minimum number of directors being reduced from seven to three.

3. Virtual and hybrid general meetings

The New Articles include wording which will allow virtual general meetings as well as 'hybrid' virtual meetings (where there is a physical meeting, but people can also connect digitally).

The solicitors have therefore recommended the wording so if the law is changed to allow fully virtual meetings in the future the wording of the New Articles would allow the Company to transition to virtual meetings without needing to make further amendments to the Articles.

Clerk

Subject: FW: North Hampshire Downs - AONB
Attachments: AONB What does it mean August 22.pdf

From: STaNHd <office@stanhd.com>
Sent: 29 August 2022 08:17
To: Clerk <Clerk@odiham.org.uk>
Subject: North Hampshire Downs - AONB

Dear Odiham Parish Council

A year ago, we wrote to your Parish Council asking for support in seeking the status of "Area of

Outstanding Natural Beauty" (AONB) for the North Hampshire Downs.

We have had an excellent response from Parish Councils in the area with over 80% responding that they

are in support or would like to receive further information.

Working with CPRE, The Countryside Charity, we have prepared the attached information sheet which

explains the implications of the AONB in greater detail. Please feel free to distribute the information

sheet to anyone who would find it useful. If you have any queries on the contents, please contact us at

office@stanhd.com.

We now feel we have the necessary local support and need to widen the debate to County Councillors,

MPs and other decision makers. Can we ask for your assistance by asking you to write to these people expressing

your support for the principle of an AONB for the North Hampshire Downs and urging them to do

likewise. Please also mention the idea every time you find yourselves talking to your MP - the more

the more they hear it mentioned, the more likely they will take the movement seriously.

We need now to discuss further with the relevant authorities the next steps that are required for the

proposal to be fully considered and engage a Landscape consultant to assess the landscape within the area.

Thank you for your support to date and we will keep you informed of progress.

Yours sincerely

STaNHd
Stand Up for The North Hampshire Downs

<https://www.stanhd.com>

<https://www.facebook.com/Standupfornorthhampshiredowns>

An 'Area of Outstanding Natural Beauty' for the North Hampshire Downs. What would it mean?



A view across the Candover Valley

The Big Chalk

The tranquil North Hampshire Downs is a landscape of rolling chalk hills and valleys interspersed with ancient woodland, chalk streams, farms and historic villages.

Located between the South Downs National Park and the North Wessex Downs AONB and stretching almost to the Surrey Hills AONB, there are areas of high scenic quality, Grade 1 listed parkland and many historic features. The area forms the catchments for six chalk streams: The Test, Itchen, Loddon, Lyde, Whitewater, and Wey.

The land has been farmed for thousands of years and the agricultural landscape combines with the underlying chalk to give the area its character. This landscape is the setting for historic villages and market towns and the many footpaths provide vital access for recreation to the residents of Basingstoke, Alton, Odiham, Alresford, Whitchurch and Farnham.

With good road and rail access the area is within easy reach of a large number of people particularly from London, making it an attractive place to live and work and increasing the pressure for more development.

For more reading on protected Landscapes visit;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/833726/landscapes-review-final-report.pdf

What would an AONB mean?

For Householders

The National Planning Policy Framework (NPPF) recognises the importance of the landscape within an AONB. However, the responsibility for Planning Applications within an AONB would remain with the Local Planning Authority. Extensions to existing residential properties will need to meet the requirements set down by the Planning Authority and fit in with the character of the area. However, requirements relating to development in a Conservation Area are generally more onerous than those in an AONB but of course many settlements within the AONB area are also already conservation areas.

Within AONBs the scope for change under permitted development rights is not as extensive compared with areas outside the boundary so some forms of development would need permission. If not a listed building, then house extensions in an AONB should be straightforward if they are sympathetic to the landscape and natural beauty of the area. Within settlement policy boundaries, where there is a presumption in favour of development, the situation would be much the same as now.

It is always advisable to consult the Local Planning Authority at the outset of any project.

For Farmers and Land Managers

How the land within an AONB is managed and the role of the farming community is of great importance.

How agriculture is supported is being radically changed nationally through the introduction of the new Environmental Land Management Scheme (ELMS). Designation as an AONB would be a positive step as resources become available to complement the work of farmers e.g. the [Defra 'Farming in Protected Landscapes Programme'](#). Designation as an AONB, in recognition of the national importance of the landscape would be a positive factor when seeking funding for projects which support the objectives of the designation. For example, the North Wessex Downs Sustainable Development Fund supports projects which deliver environmental, social and economic benefits to the area, or supporting farmer clusters which help deliver environment-friendly farming at a landscape scale.

Development of Farm Buildings; The same permitted development rights apply as to elsewhere. For farms/farmers there is this page from the government - [Planning permission for farms: Permitted development - GOV.UK \(www.gov.uk\)](#) which includes the document, 'Permitted development rights for agriculture and forestry'.

Managing Larger Development Pressures

In the NPPF, the Government gives an AONB special status in planning terms which means that local planning authorities have greater scope to resist large development pressures (ref para 11). AONBs have the highest level of protection in relation to conserving and enhancing their landscape and scenic beauty. The scale of development in an AONB should be limited (ref Para 176). Major development should be refused unless it be shown that it would be in the public interest (ref para 177).

The NPPF requires that any development is considered against the **need** for the development, the cost/scope for meeting the need in another way (outside of the AONB), and any detrimental environmental effect.



View of chalk downland from Cliddesdon School looking South

Information prepared by CPRE Hampshire July 2022

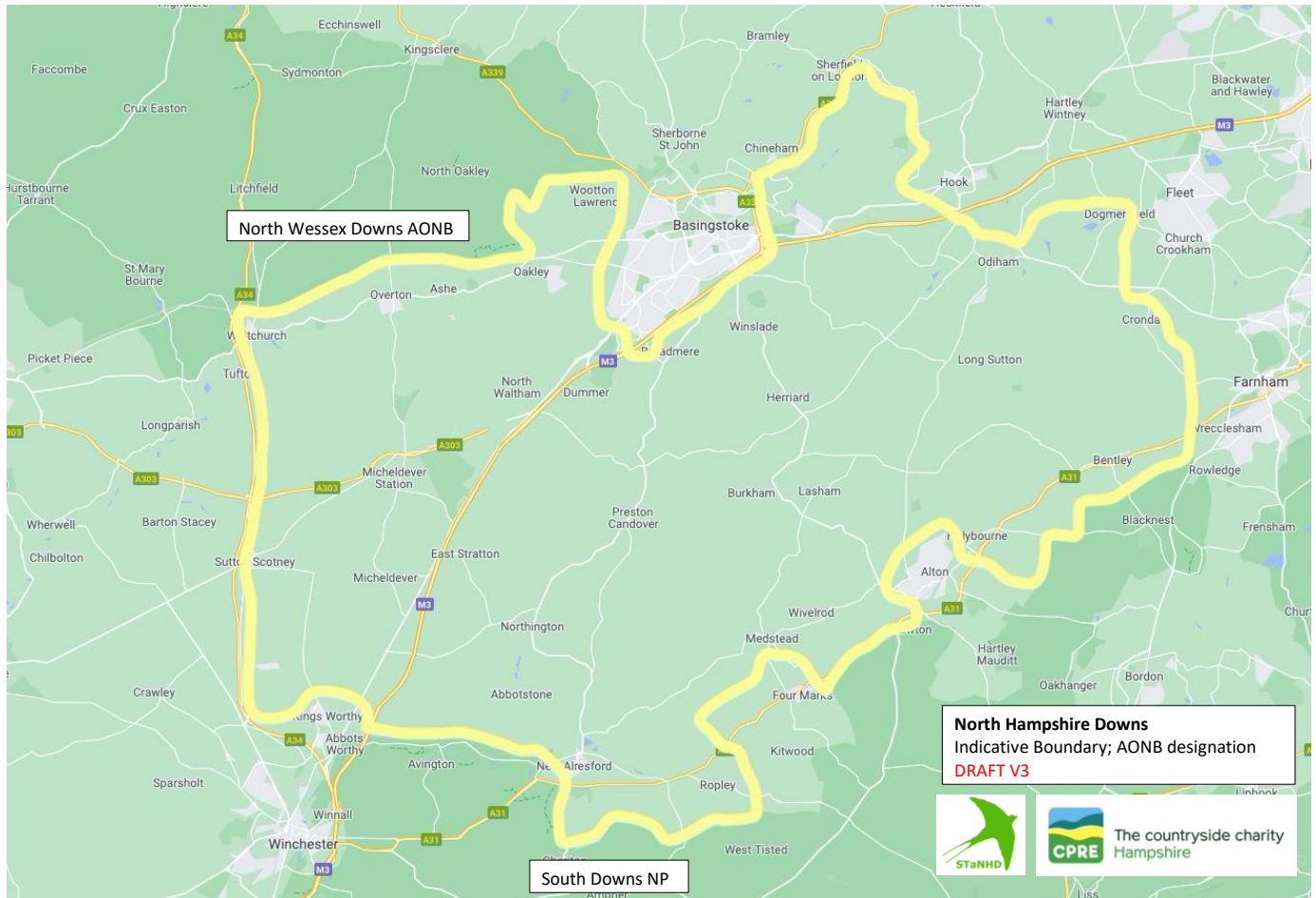


The countryside charity
Hampshire

DRAFT MAP

to show potential extent of the North Hampshire Downs AONB

Note that the AONB boundary meets the boundaries for both North Wessex AONB and the South Downs National Park



Clerk

Subject:

FW: More changes to airspace and aircraft noise

Hi, could you please raise this with your councils. I appreciate there may be a lead time to get the issue onto council agendas but time is very tight as key decisions about another airspace change are being made in October/November. A public meeting is being arranged in Churt village hall on 20th September. Details of the meeting will be sent separately. If you'd like to arrange a public meeting for your area, please let me know.

If you haven't heard, the CAA has started another review of Farnborough's airspace. This time it is part of a national airspace review. Just like the last one, it is not going to consult with the public, parish councils or other community groups. This update explains what is happening and asks if you will **support a petition for local MPs to get involved**. It is only MPs who can challenge the Department for Transport and the CAA. The link for the petition is here: <https://www.change.org/Farnborough-PIR>

A year ago the Farnborough Noise group approached the Civil Aviation Authority (CAA) to discuss the scope of the review of Farnborough's airspace (the PIR). The PIR is supposed to assess all the impacts of the change such as safety, noise, access to airspace, pollution and emissions. We were "brushed off" and even when the PIR started in April 2022, the CAA did not engage with councils, lobbying groups or the public. When Waverley Borough Council requested information from the CAA over a two-year period during the consultation, they too were ignored. We are now five months into the year-long PIR and only one of the things we said should be included in the review has been changed..... rather than just noise from Farnborough Aircraft within three miles of the airport, all noise from all aircraft will be measured up to 7,000ft and 20 miles from the airport. That is a good step but the CAA, through Farnborough Airport Ltd, still hasn't started collecting noise data. Nor will the CAA explain where the original data came from in 2014 and how it was assessed in the original consultation. This means it can't be challenged or, even worse, that the data used to make the original airspace decision was invalid and the decision made was therefore unsafe.

The Farnborough Aerodrome Consultative Committee (FACC) has a formal role to represent the views of stakeholders. It has also been trying to get a response from the CAA. In frustration, the FACC has agreed to share the attached email that clearly shows the lack of response from the CAA.

One reason why it is important that this PIR is done properly is because the CAA will follow the same process in the national restructuring of UK airspace. This is called the Airspace Modernisation Strategy (AMS) and it will result in a doubling of the number of aircraft in the next 15 years. The issue of aircraft noise, pollution and emissions is going to get a whole lot worse and, on the current trajectory, the views of the public will be ignored. Consultations and reviews must be done properly and seen to be done fairly by all stakeholders, including the public. MPs are being contacted about the national AMS in the next couple of weeks.... And guess what? Just like the last Farnborough Airspace Change Proposal in 2014, the public, parishes and other local interest groups are not going to be consulted. I attach a page from the CAA's communication about AMS.

CAP1616; Step 1B

Proposed Phase 1 Engagement Plan

- **INFORM** MPs via email – include outline of the ACP, proposed timeline
- **ENGAGE Face to Face/online** elected representatives via workshops with Local Authorities, County Councils, FAB Stakeholders, Environmental Groups, users, NATS and MoD
- **ENGAGE** via email – 2022 Operator List & NATMAC

Stage 1 Provision Timeline (TBC)



We need our local MPs to get involved and to get the Department for Transport to take control from the CAA so that this PIR is done properly. Many people and some councils/local groups have written to MPs individually. We are asking if parish and borough councils will sign the petition on behalf of the public in your wards requesting that our MPs meet with Farnborough Noise group to discuss the situation.

Best regards,

Colin Shearn
Farnborough Noise group



Countryside Conservation Volunteer Working Group Terms of Reference

1. The Countryside Conservation Volunteer Working Group is constituted to research and set up a volunteer work group to support Hampshire Countryside Services in maintaining Rights of Way in the Parish of Odiham.
2. Membership shall be informal but must include at least two Councillors at each meeting and will be supported by an OPC officer, where possible.
3. The working group may invite community representatives who will not have voting rights.
4. The working group may appoint its own chair.
5. Typical tasks, not limited to, may include:
 - Footpath clearance.
 - Wild flower planting.
 - Attracting volunteers.
 - Identifying problem areas and reporting to Hampshire Countryside Services.
 - Sourcing funding for rights of way projects.
 - Recommending related project ideas to the full Council.
 - Make recommendations for tools or equipment.
6. In delivering these objectives, the working Group shall have authority to:
 - i) Advertise for volunteers. Any campaigns or correspondence must be through the Parish Council office.
 - ii) Arrange volunteer work days.
 - iii) Liaise with third party organisations. Any correspondence to volunteer groups, the community or sourcing of quotes must be via the Parish Council office.
 - iv) Request and review data from contractors and principal authorities.
7. The working group does not have delegated financial authority, however, the Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
8. The working group must abide by OPC's Health & Safety Policy and Environment and Climate Change Action Plan.

Adopted ?



9. The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
10. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
11. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.

Adopted ?

Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;

- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Opted Out Authorities - Key Messages

Authorities that have decided to opt out of the central appointment scheme must have undertaken their own research and due diligence in making that decision. SAAA are appointed by the Department for Levelling Up, Housing and Communities (DLUHC) to act on behalf of authorities that remain in the central regime, therefore SAAA cannot provide advice or support to an opted-out authority who should contact their local sector membership organisation.

- Opted out authorities will be subject to review to ensure they have complied with the required procedures for opting out and appointing auditors.
- SAAA will send a form/certificate to opted-out authorities requiring confirmation they have complied with the proper procedures.
The following information will be required:
 - Date of full meeting of the authority when the decision to opt-out was agreed and minute reference number;
 - Details of the website where the minutes of the meeting have been published;
 - Names and contact details of Members of the audit committee/panel;
 - Name and address of the audit firm appointed;
 - Name and contact details of the auditor engagement partner;
 - Details of indemnity arrangements, for example, in the event of a judicial review, that have been agreed with the auditor.
- DLUHC will be informed of any opted-out authorities that have failed to return the certificate by the due date. If an authority has failed to comply with the proper procedures, the Secretary of State at DLUHC will appoint an external auditor for the authority. This will incur an administrative cost to be paid by the authority of £300 plus VAT.

Appointment of Auditors

- The authority must appoint an audit panel/committee in line with CIPFA guidance e.g. draw up a specification, advertise, determine the appointment process and recommend to the authority who should be appointed as the "appointed auditor".
- Only firms eligible for appointment as a statutory auditor under Part 2 of the Companies Act 2006 can be considered for appointment.
- The audit committee/panel should determine what information they require from audit firms as part of the tendering process, for example:
 - Audit firm's financial standing.
 - Confirmation the audit firm is not currently subject to any litigation.
 - Public audit experience.
 - Understanding of the smaller authority limited assurance regime.
 - Knowledge and experience of the Engagement Partner and manager.
 - Insurance limits – professional indemnity, public and employers' liability.
 - References.

REPORT ON: Speedwatch SID Funding

WRITTEN BY: Parish Clerk

MEETING DATE: 11th October 2022

AGENDA ITEMS: 130/22

Introduction

The Odiham & North Warnborough Speedwatch group was set up in 2021 by OPC following extensive research concluding a community Speedwatch was the best available option to encourage drivers to reduce their speed through the village.

The Speedwatch volunteers have been using the OPC owned SID which was purchased in 2015 at an approximate cost of £5,250. It is very heavy and cumbersome for the volunteers to collect from the office and set up on the tripod. At a recent Speedwatch meeting, volunteers requested lighter weight and easier to transport equipment.

All equipment must be approved by Hampshire Police. As requested by the Speedwatch volunteers, we have sought quotes for alternative equipment which has been recommended by the Crondall Speedwatch and approved by Hampshire Police:

Speedwatch data collection: <https://trafficttechnology.co.uk/blog/portfolio/community-speedwatch-equipment/> - £1,995 + £35 postage – see following page for details.

The Crondall Speedwatch also said “We also asked the our Parish to purchase an additional to new SID’s ones with the “Smiley” face and “Sad” face... So that we can start to gain a bit of data with regards to the speeds in certain parts for the village. As we can’t be out the whole time. It also helps to remind road users of the speed they are doing, as dose help to keep the speeds down.”

We have also sourced quotes for some suggestions which indicate a cost in the region of £1,855 to £2,352 (see following pages).

Proposal

There is £2,695 remaining the Community Grants earmarked reserve which was earmarked at the end of the 2021/22 financial year because it had not been fully utilised and there was no budget allocation this year. This could be used to grant fund the Odiham & North Warnborough Speedwatch by purchasing the Speedwatch equipment. This is perfectly acceptable as it will be funding a community project.

For Decision

- i) To consider the Clerk’s suggestion that OPC purchases the Speedwatch data collection equipment @ £2,030 funded from the Community Grants earmarked reserve.
- ii) To consider whether a smaller SID is required as suggested by the Crondall Speedwatch and how this could be funded.

Clerk

Subject: Speedwatch equipment

Our SpeedWatch units are robust, being enclosed in a tough aluminium casing, yet measuring only 166x105x56mm. They are regularly purchased by Parish Councils, Police Forces and Highway Authorities, conforming to the rigorous standards required by traffic management professionals.

SpeedWatch is a radar activated, wireless non-confrontational monitoring device specifically designed for use by community speed watch teams.

The quick set-up and portability of SpeedWatch makes it ideal for Community Speed Watch use. The ability to use the tablet to monitor speeds from up to 5m away ensures safety for users and means monitoring can take place at sites which would be deemed unsafe with a radar gun.

SpeedWatch's clear and simple display also lends itself to school-based speed education programmes. The user-friendly tablet provides instantaneous speed readings - ideal for communicating with pupils.

Comprising of SpeedWatch Radar, Tripod, Charger and handheld Tablet the system is provided in a lightweight carry case and costs £1995+Vat.

Carriage, packaging and insurance is typically £35.

For more technical information and a short video of the system in use please click the following link. [SpeedWatch](#)

If you require further information please do not hesitate to contact us.

Traffic Technology Ltd - Sales
www.trafficttechnology.co.uk

Traffic Technology Ltd registered in England and Wales | VAT No. 852059134 | Reg No. 5257272
[Active Transportation Monitoring](#) | [Road Safety Displays](#) | [Vehicle Monitoring](#) | [Traffic Surveys](#)

SpeedWatch

The new intuitive SpeedWatch system from Traffic Technology Ltd is a compact radar device specially developed for use by Community Speed Watch teams.

Its user friendly and lightweight design makes it quick and simple to operate with minimal training needed. From start to finish, installation takes just 2 or 3 minutes.

With a radar range of 80m* SpeedWatch gives users ample time to record speeds and vehicle details.

When designing SpeedWatch we researched current methods of conducting Community Speed Watch (CSW) activities these mainly consisted of the confrontational use of hand-held radar guns pointed at drivers, whilst this is acceptable for Police Officers to conduct enforcement, Community Speed Watch is primarily an education and driver feedback activity.

Experience and evidence with our SID Speed Indication Display shows that a non confrontational approach is the most effective way of reducing speed when addressing the majority of road users.

*vehicle type and location environment can reduce range



£1,995

Traffic Technology Ltd
2265 Silverstone Technology Park
Silverstone, Northamptonshire
NN12 8GX

phone: +44 (0) 1280 474 222
email: sales@traffictechnology.co.uk

Clerk

Subject: SID equipment Options.

Please see the information below regarding our SID units and their options:

Our SID GEN5-Lite “The ‘Simple’ One” is easy to set up and always simple to deploy. This is a 6kg lightweight radar display which can be one person install. This comes with:

- Hand activation for speed threshold change
- SID Smile (Positive driver feedback)
- Bluetooth Communications
- Android SID-Lite App
- Installation Bracket
- Power Pack

- Data capture **is not** included in this pack.



Guideline price £1,855

Our SID GEN5-Smart “The ‘Clever’ one” Easy set up and one person install, 6kg in weight. Data capture and reporting make for smart road safety education. This comes with:

- SID Smile (Positive driver feedback)
- MyTrafficData online analysis suite
- Bluetooth Communications
- TXT/DMP Data Formatter
- Internal Data Memory
- Android SID-Pro App
- Exit Speed Capture
- Installation Bracket
- Cloud Transfer
- Power Pack

- Data capture **is** included in this pack.
- Please see the link below for an example of Data capture on the online MyTrafficData website:

[Data Capture Report](#)



Guideline price £2,114

Our SID GEN5-Pro “The ‘ProActive’ One” Easy set up and one person install, 7.5kg in weight. Data, reporting & messaging for really smart road safety education. This comes with:

- SID Smile (Positive driver feedback)
- MyTrafficData online analysis suite

- Bluetooth Communications
- TXT-DMP Data Formatter
- Internal Data Memory
- Android SID-Pro App
- Exit Speed Capture
- LED Text Message
- Installation Bracket
- Cloud Transfer
- PowerPack (4-6 day life / Solar or mains power recommended)

- Data capture **is** included in this pack.



Guideline price £2,352

Training in use of the SID's data capture features is not compulsory but is advisable and costs £550 (this includes installation and commissioning of the SID). If training is provided, the SID is brought on the day* so no carriage costs apply to the purchase. Carriage, packing and insurance costs typically £100 per unit.

* Location Dependent



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Clerk

Subject: FW: RAF Odiham junction

Dear Jonathan

I hope this note finds you well.

As you know, I fed all of the comments into the team after our trip around your patch last month.

This is the formal response about the RAF Odiham junction.

The Safer Roads team are aware that the safety-related concerns at the locations and these have previously been discussed with the Parish Council and Odiham Traffic Partnership. The casualty reduction priorities have been explained, including the process for considering reduced speed limits. In particular, Andy in Safer Roads is aware there have been detailed discussions regarding the B3349, including Teams meetings with personnel from RAF Odiham.

The ongoing local concerns have been acknowledged and are appreciated by the team but we must reiterate the explanations already provided by Safer Roads. There is considerable demand for safety measures countywide and we have a finite amount of resource which must be used where we are confident it will make a difference.

Speed is often perceived as the main cause of accidents, but other driver error factors are more often recorded by the Police in their incident reports and, therefore, reduced speed limits are not necessarily the most appropriate remedial measure in treating collisions patterns. For example, I understand it has been explained that the B3349 has no recurring pattern of speed-related collisions, with most incidents caused by driver inattention or poor judgement and this is very difficult to treat.

This being said, there may be some good news for the area. After discussions with Steve Woodward (Casualty Reduction Team Leader) and Marc Samways (Traffic and Safety Manager), we can offer a 'quick win' for the RAF Odiham/B3340 Alton Road.

As part of the discussions with Odiham Parish Council, the team designed a scheme of Gateway measures to be installed on the B3349 on both approaches to RAF Odiham. This scheme was going to be funded by the Parish Council through the Community Funded Initiative, but it seems the Parish Council sadly no longer has funds available.

As a goodwill gesture HCC can fund this work through Steve's safety scheme programme. There is justification in respect of recorded collisions on the route, but the collision patterns don't justify the usual type of remedial measures that Steve's team would normally implement. However, the Gateway measures will help to enhance driver awareness on this road that generates regular complaints, so we are happy to fund them on this occasion.

Please be assured that the Safer Roads team regularly monitors the Police injury accident database and will consider intervention where there are any emerging or worsening trends.

I've said yes please to us funding the proposed gateways. I hope that's OK. Andy Smith is going to get in touch with the PC to progress.

Best wishes

Nick

Nick Adams-King