



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND  
THE MEETING OF ODIHAM PARISH COUNCIL  
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB  
TUESDAY 18<sup>th</sup> JUNE 2024 at 7.30pm**

12<sup>th</sup> June 2024

*Andrea Mann, Clerk*

Members of the public are welcome to attend in person or online

Join Zoom Meeting

<https://us02web.zoom.us/j/87132323810?pwd=qvqcQksnraSOygdGb0ViuefNFaQIZf.1>

Meeting ID: 871 3232 3810

Passcode: 710399

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- 43/24 To receive apologies for absence**
- 44/24 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 45/24 Approval of minutes**  
To approve the minutes of the Extraordinary Council Meeting held on 4<sup>th</sup> June 2024 (35-42/24).
- 46/24 Chair's announcements**
- 47/24 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***

- 48/24 Meeting reports from councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 49/24 Reports from other councils**  
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

***General***

- 50/24 Meeting action points (pages 4-5)**  
To consider matters arising from the Minutes not elsewhere on the agenda
- 51/24 The Bridewell – project to improve the first floor space for co-working**  
Verbal update from the working group.
- 52/24 Montford Place Public Open Space**  
To receive an update from Hart District Council.



**53/24 Accountability in Public Life Review – Consultation (pages 6-7)**

To accept the response submitted by the Clerk.

**54/24 Policies (pages 8-13)**

- i) To review OPC's list of policies (page 8).
- ii) To consider the draft Cyber Security Policy (pages 9-13).
- iii) To note that the drafting of a new Discretions Policy, as requested by the employees' pension provider (Hampshire Pension Services) will be referred to the Staffing Committee.

**55/24 Working Group Terms of Reference (pages 14-15)**

To consider draft terms of reference for:

- i) The War Memorial Working Group (page 14)
- ii) The Health & Safety Working Group (page 15).

***Amenity Areas Committee***

**56/24 Chapel Cottage**

To consider a report and estimate for works to the septic tank. (report circulated to councillors separately).

**57/24 Grounds Maintenance, Odiham Cemetery**

To note actions taken by the grounds contractor and OPC following complaints made regarding grounds maintenance.

**58/24 Tree works, land at Colt Hill**

To consider a quote received for works to 2 trees on land at Colt Hill which is higher than the Clerk's delegated authority to spend. (Quote and photos emailed to councillors separately).

**59/24 Fallen headstone, Odiham Cemetery**

To consider a complaint received and quote to repair a headstone. (details provided to councillors separately).

***Community Committee***

**60/24 80<sup>th</sup> anniversary of D-Day**

To receive a verbal report from the event, record a vote of thanks to community groups and to note the final event budget.

**61/24 Armed Forces Day flag raising event (page 16)**

To receive a verbal update on the final arrangement for the event.

**62/24 InOdiham**

To receive a verbal update from Cllr Bell following InOdiham's AGM and note future opportunities for partnership working.



### ***Financial Matters***

**63/24      Payments Listing (to follow)**

To approve the payments listing for the period 5<sup>th</sup>-18<sup>th</sup> June 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

### ***Planning Matters***

**64/24      Neighbourhood Plan review**

To consider approving the revised Neighbourhood Plan following review by the Review Group. Once approved, the revised Submission Plan will be forwarded to Hart District Council for the Regulation 16 stage which will then be followed by it being forwarded to an examiner.

### ***Traffic & Transport***

**65/24      On-street parking enforcement (pages 17-18)**

To note response to Cllr McFarlane's from HCC relating to on-street parking enforcement.

**66/24      Seasonal Vegetation Management on Public Rights of Way (page 19)**

To note correspondence from Hampshire Countryside Services, note the article in the Summer newsletter and agree any further actions.

**67/24      Clerk's report on highways related enquiries received by the Parish Office (pages 20-27)**

As requested at the May meeting, a summary report is attached for information.

**68/24      King Street road safety (pages 28-33)**

To consider correspondence from residents proposing a 20mph zone in King Street, noting further correspondence from HCC Cllr Glen and a potential funding source [Parish and Town Council Investment Fund | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/town-council-investment-fund)

**69/24      Date of next meeting - Tuesday 16<sup>th</sup> July 2024**

### ***Confidential Matters***

**70/24      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**

**71/24      Rural Exception Site proposal**

To consider a recommended site from Cllr Verdon and to agree whether to progress enquiries.

**72/24      Nomination for award (page 34)**

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
Mar-24	286/23	Clerk	Change previous minutes from draft and add to website.	Complete
	287/23	Chair	Report from wildlife corridor event 08.04.24.	Complete
	288/23	Clerk	Add EVCP agenda item to next meeting to consider whether OPC can suggest suitable locations.	Complete
	292/23	Clerk/AO	Request quotes for structural survey of South Chapel, North Chapel, Chapel Cottage, Parish Room and car park wall.	Surveys completed 11.06.24, awaiting reports.
			Report findings back to Council/Amenities.	
	293/23i	Clerk	Circulate final comms strategy to all.	Complete
	293/23ii	Clerk	Add Social Media and Electronic Communications Policy review to April agenda.	Complete
	294/23	Clerk	Add Business Plan to website.	Complete
		Clerk	Report in newsletter.	Complete
		All	Report at APA.	Complete
	295/23	Clerk	Notify Odiham Consolidated Charities of Council agreement to support re-appointment of 3 trustees.	Complete
	296/23	Clerk/AMc/PV	Arrange for Hart Countryside Service memorandum of understanding to be revised and Cllrs McFarlane and Verdon to sign.	Complete
	297/23i	Clerk	Make £275 grant payment to Odiham Society.	Complete
	297/23ii	Clerk	Confirm ownership of car park wall.	
		Clerk	Award new contract for Parish Room roof and wall repairs.	
	298/23i	CllrSB	Review draft community emergency plan and report back to Council.	Complete
	298/23ii	Clerk	Email Hart officer re Hart's statutory responsibility for emergency planning, request copy of Hart's plan, will parish plan become appendix of main Plan?	Complete
	299/23	Clerk	Instruct new policy for Chapels insurance and make payment.	Complete
	300/23	Clerk	Set up payments on Unity Trust.	Complete
		CllrsLC/AMc	Login to Unity Trust to authorise payments.	Complete
	301/23	Clerk	Add subscriptions and contracts review to website.	Complete
	302/23	Clerk/Cllrs	Liaise with the Lions to agree Spooktacula comms message.	Include statement in Summer or Autumn newsletter.
	303/23i	Clerk	Confirm draft P&D comments from meeting 11.03.24.	Complete
	303/23ii	CllrPV	Confirm whether comment on Hook Road development was referred directly to Hart.	Complete
	304/23ii	Clerk	Award contract for additional work on Neighbourhood Plan review.	Complete
	304/23iii	NP review group	Progress research in identifying greenspaces as part of NP review.	Complete
	305/23	CllrPV	Make enquiries with Action Hampshire for affordable housing and report back to Council.	Complete
	307/23	Clerk	Notify HCC of OPC's decision to progress research for bus shelter on Alton Road.	Complete
		Clerk	Report back to Council for final decision.	Complete
	308/23i	Clerk	Respond to RAF Odiham agreeing to join road safety group.	Complete
			Add appointment of representative to the next agenda.	Complete
	308/23ii	Clerk	Forward any supplementary info re RAF/B3349 junction to Cllr Glen.	Ongoing
	308/23iii	Clerk	Ask HCC to expenditure extension of 30mph zone to south of RAF/B3349 junction.	Complete
	310/23i	Clerk	Award contract for 2 x ring doorbells and complete installation.	Complete
	310/23ii	Clerk	Request meeting with MP re security proposals.	On hold
Apr-24	313/23	Clerk	Change previous minutes from draft and add to website.	Complete
	319/23	Clerk	Add Social Meda and Electronic Communications Policy to website	Complete
	320/23	Clerk	Confirm Rural EV Charging can be promoted to community and promote.	Checked with Rural EV Charging
	322/23	CllrSB/Office	Develop a final Community Emergency Plan using the HDC template.	On agenda
	323/23	CllrSB/Deputy Clerk	Promote the "Shoots Along the Routes" project.	Complete
	324/23	Clerk/CllrAMc	Write to Cllr Glen expressing concerns on the future management of the Basingstoke Canal now that the management group has disbanded.	Complete
	325/23	Clerk	Arrange Business Forum meeting.	Complete
	326/23	Deputy Clerk	Notify All Saints of decision not to run an OPC stall at fete.	Complete
	327/23	Office	Progress installation of defib at NW Village Hall.	Complete
	328/23	Clerk	Notify Lions of £500 grant towards cost of running PSA blood screening event and make payment.	Complete
	329/23	Clerk	Add revised Community Award terms of reference to website.	Complete
	330/23	Clerk	Set up payments on Unity Trust.	Complete
		CllrsLC/PV	Login to Unity Trust to authorise payments.	Complete
	331/23	Deputy Clerk	Complete membership to the ICCM.	Complete
	332/23	Office	Award contract to replace water heater in King St public toilets and complete work.	Complete
	333/23	Clerk	Submit planning comment to HDC.	Complete
	334/23	CllrPV	Feed decision to accept NP aims and proposals to the review group.	Complete
	335/23	Clerk	Notify HCC of decision to proceed with bus shelter on the southbound carriageway of B3349 close to former Crown public house.	Complete
		Clerk	Write to adjacent property to inform of OPC's decision.	
	336/23	Clerk	Notify RAF Odiham of OPC's representatives for future road related meetings.	Complete
	337/23	Deputy Clerk	Notify community award nominees and prepare certificates.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
May-24	1/24	Clerk	Update website to reflect Chair and Vice Chair.	N/A
	5/24	Clerk	Change previous minutes from draft and add to website.	Complete
	9/24	Clerk	Check HCC reporting details on website.	Complete
	11/24	Clerk	Add revised governance structure to website.	Complete
	12/24	Clerk	Add new committee terms of reference to website.	Complete
	13/24	Clerk	Revise website to reflect new committee memberships, chairs and vice chairs.	Complete
	14/24	Clerk	Revise website to reflect changes to working groups.	Complete
		Clerk	Review Armed Forces, Environment & Climate Change, Countryside Conservation Volunteers, and NP MG terms of ref later in 2024.	
		Clerk	Prepare H&S and War Memorial terms of reference for consideration at June meeting.	On agenda
	15/24	Clerk	Revise website to reflect outside body representatives.	Complete
	16/24	Clerk/Bridewell Working Group	Progress project for improving Bridewell first floor for co-working and spend in accordance with grant.	On agenda
	17/24	Clerk/Cllr Bell	Ask community for volunteers with relevant skills to support the delivery of the Emergency Plan in the event of an emergency situation.	
	18/24	All	Consider Basingstoke Canal contribution as part of 25/26 budget setting process.	Due Oct '24
	19/24	Clerk	Forward OPC's request to Hart asking for a review of Montford Place management plan and to renegotiate appropriate S106 contribution.	Complete
20/24	Clerk	Invite neighbourhood Police Officer to an introductory meeting.		
21/24	Clerk	Submit response to Accountability in Public Life Review consultation.	Complete	
22/24	Deputy Clerk	Add revised Grants Policy to website.	Complete	
23/24	Deputy Clerk	Respond to Old School/Vine Church request to change purpose of grant award.	Complete	
25/24	Clerk	Add 23/24 accounts to website.	Complete	
26-29/24	Clerk	Submit 23/24 AGAR papers and publish in accordance with rules.	Submitted 03.06.24	
30/24	All	Review Councillors' expenses as part of 25/26 budget setting process.	Due Oct '24	
31/24	Clerk	Set up payments on Unity Trust.	Complete	
	CllrsLC/PV	Login to Unity Trust to authorise payments.	Complete	
33/24	Clerk	Present report on highways related enquiries received by the Parish Office to the next Council meeting.	On agenda	
Jun-24	37/24	Clerk	Change previous minutes from draft and add to website.	Complete
	40/24	Clerk	Submit statements to support OPC's application for the NALC for Local Council Award Scheme.	Complete
	41/24	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and login to approve payments.	Complete



## **Accountability within public bodies - acting on early warning signs open consultation**

Response from Odiham Parish Council:

1. What are the main reasons why public bodies might fail to act quickly and decisively at the first sign of a problem within the organisation?

Response

- i) Differing views on reasonable behaviour,
- ii) Lack of sanctions,
- iii) Fear of creating conflict within organisation,
- iv) Governance at parish/town council level doesn't give authority/powers to an individual councillor,
- v) Political affiliations and support for members of same party.

2. Can you describe any examples of practical measures used by public bodies to ensure that employees are guided by the Nolan Principles at critical decision points, including but not limited to decision-making models, codes of conduct, guidance and training?

Response

- i) Governance and accountability training for all employees,
- ii) A standard item on relevant agenda report which asks the author to make a declaration confirming the report and its recommendations have been written in accordance with NOLAN principles.

1 3. Public bodies are required to manage a variety of risks to the successful delivery of public services. What role can data play in understanding these risks?

Response

- i) Internal and external audit data and reports,
- ii) Code of Conduct complaints,
- iii) Customer surveys and complaints,
- iv) Detailed and true/accurate financial reporting which includes money lost through bad debts, default payments, contract defaults and severance payments and employee severance payments.

4. Are you aware of any examples of organisations that have good processes in place for identifying patterns and spotting problems that need addressing?

Response

Nothing specific but evidence of councils monitoring and reporting work schedules and progress using Modern.gov.

5. What practices and behaviours can the boards of public bodies adopt to ensure that they have proper oversight of their organisation?

Response

- i) Clear powers for overview and scrutiny committees to have sight of information,



- ii) Independent and impartial members of overview and scrutiny committees which must be separate from executive/cabinet members,
- iii) Regular honest reporting of all activities including customer complaints,
- iv) Publication of Code of Conduct complaints.
- v) Detailed and true/accurate financial reporting which includes money lost through bad debts, default payments, contract defaults and severance payments and employee severance payments.

6. How should public sector bodies conduct their annual board effectiveness evaluations? What does best practice look like?

Response

- i) Set clear targets to monitor,
- ii) Set clear monitoring criteria agreed in advance by council,
- iii) Include external responses, eg customer feedback and from third parties,
- iv) Include the findings of the internal and external auditors,
- v) Monitor performance, effectiveness and financial data,
- vi) Publish easy to read annual report.

7. Accountability in public life can sometimes be associated with blame. How can public bodies build a culture where people feel safe to speak up about concerns, allowing problems to be addressed early and lessons to be learned?

Response

- i) Training for staff and councillors,
- ii) Clear policies and processes for reporting concerns,
- iii) Methods for anonymous reporting,
- iv) Clear policies to give assurance that concerns raised will be considered and responded to and not covered up,
- v) Support for monitoring officer to deal with complaints and advise the council without fear of repercussions,
- vi) Effective processes and record keeping to ensure reports of concerns and ongoing investigations are not lost following a change of administration.

8. The Nolan Principles of honesty and openness require public bodies to be transparent about how they operate and the decisions they make on behalf of the public. Are you aware of any examples of organisations exhibiting good practice in this area?

No Response

**REVIEW OF OPC POLICIES - 18.06.24**

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
<b>Governance</b>			
Code of Conduct	Sep-23	Essential	Sep 26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep 26 - unless change in ICO model scheme.
Standing Orders	Feb-24	Essential	Feb 25 - annual review required.
Scheme of Delegation	Jan-22	Desirable	Jan 25 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb 25 - unless change in circumstances.
<b>Finance</b>			
Financial Regulations	Dec-23	Essential	Dec 24. <b>Note new model Financial Regulations now available - plan to update asap now that 6 month decision past.</b>
Statement of Internal Controls	Aug-23	Desirable	Aug 24 - unless change in circumstances.
Claiming expenses by Cllrs Policy	Jul-23	Optional	Jul 27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			Jul 27 - new Council.
Investment Policy	Jul-23	Essential	Jul 24.
Reserves Policy	Aug-23	Optional	Aug 24.
Grant Giving Policy	May-24	Essential	May 25.
<b>Council Strategy</b>			
Strategic Plan/Business Plan	Mar-24	Desirable	Mar 25 - annual review required.
Casual Vacancy and Co-option Policy	Feb-21	Optional	Jun 23 - new Council. <b>Due (don't change when co-options under consideration).</b>
Complaints Procedure	Feb-24	Essential	May 27.
<b>Data Protection</b>			
Data Protection Policy	Jul-23	Essential	Review May 2027 - unless change in legislation.
Document Retention Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	Review May 2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	Review May 2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Cyber Security Policy			<b>New</b>
<b>Health &amp; Safety</b>			
Health & Safety Policy	Dec-23	Essential	Dec 24.
Safeguarding Policy	Dec-23	Desirable	Dec 25.
<b>Environment</b>			
Environment & Climate Change Policy	Feb-22	Desirable	Feb 24.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
<b>Managing assets</b>			
Memorial Bench Policy	Feb-23	Optional	Feb 25.
Hiring OPC's land and equipment	Aug-22	Optional	Aug 24.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
<b>Communication</b>			
Communication Strategy	Mar-24	Desirable	Mar 25 - annual review required.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
<b>Staffing</b>			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Dec-23	Optional	Dec 24.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.
Pensions Discretionary Policy			<b>New</b>





# **CYBER SECURITY POLICY**

**Draft 18<sup>th</sup> June 2024**

## 1. Introduction

The more we rely on technology to collect, store and manage information, the more vulnerable we become to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great financial damage and may jeopardise Odiham Parish Council's (OPC) reputation.

OPC's Cyber Security Policy outlines our guidelines and provisions for preserving the security of our data and technology infrastructure.

## 2. Purpose

- i) To ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring.
- ii) To protect the Council from the risk of financial loss, loss of reputation or libel.
- iii) To ensure that the equipment is not used so as to cause harm or damage to any person or organisation.

## 3. Scope

- i) This policy applies to all our employees, contractors, volunteers and anyone who has permanent or temporary access to our systems and hardware.
- ii) Confidential data includes, but is not limited to:
  - Personally Identifiable Information (PII)** - Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.
  - Secret information** - Very sensitive information that justifies heightened protective measures to defend against determined and highly capable threat actors. For example, where compromise could seriously damage military capabilities, international relations or the investigation of serious organised crime.
  - Commercial/operationally sensitive data** - information whose loss, misuse, or unauthorised access or modification could adversely affect the commercial or operational security of an organisation
  - Commercial-in-confidence data** - Commercially sensitive information which must be kept confidential between relevant parties for example a supplier's trade secrets that were shared in confidence with a council
  - Special category personal data** - personal data that needs more protection because it is sensitive according to UK General Data Protection Regulation (GDPR) - this includes racial, religious, biometric and health data
  - Criminal offence data** - personal data relating to criminal convictions and offences or related security measures
  - Personal financial data** - an individual's personal credit, charge or debit card information; bank account information; bank, credit or financial statements; account or PIN numbers and other information relating to an individual's personal finances.
  - Payment card data** - information used to process credit or debit card transactions
  - Other sensitive or critical data** - any other information whose loss, misuse, or unauthorised access or modification could adversely affect security.
- iii) This Policy should be read in conjunction with OPC's Data Protection Policy <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Data-Protection-Policy-July-2023.pdf> and Social Media and Electronic Communications Policy <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/Social-Media-and-Electronic-Communication-Policy-April-2024.pdf>

#### **4. Computer facilities: Use of computer systems**

- i) Subject to anything to the contrary in this policy the equipment must be used for Council business purposes only.
- ii) In order to maintain the confidentiality of information held on or transferred via the Council's equipment, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's equipment/network. This will be changed regularly and must be kept secure and not shared with anyone. A full list of account details is held by OPC's appointed IT support.
- iii) You are expressly prohibited from using the equipment for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.
- iv) In order to ensure proper use of Council computers, you must adhere to the following practices:
  - Anti-virus software must be kept running at all times
  - Media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier or approved by Council
  - Obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers)
  - All files must be stored on the network/computer cloud drive which is backed up daily to avoid loss of information
  - Always log off the computer/network before leaving your computer for long periods of time or overnight

#### **5. Laptop computers, PC's, tablets and smart phones**

- i) Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software.
- ii) All laptops, PC's and tablets will be encrypted.
- iii) When using such equipment:
  - You are responsible for all equipment and software until you return it.
  - Equipment must be kept secure at all times.
  - You must work within the Council's filing/software environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk.
  - If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention
  - Upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council
  - If you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop or PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses

#### **6. Software**

Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licences to which the Council is a contracting party. This means, that:

- Software must not be installed onto any of the Council's computers unless this has been approved in advance by OPC's IT support, Clerk or Council. They will be responsible for

establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer facilities.

- Software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

## **7. Email (internal or external use)**

- i) All Cllrs & Staff will be issued a Council email account which must always be used when transacting on behalf of the PC.
- ii) Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should be sent using password protected attachments.
- iii) Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
- iv) As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.
- v) Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.
- vi) Staff will be required to surrender their email account and all of its contents to the Clerk upon leaving the Council.

## **8. Personal devices**

- i) When employees use their digital devices to access company emails or accounts, they introduce security risk to our data. As such, use of personal devices should be kept to an absolute minimum.
- ii) OPC advises employees use of personal computer, tablet and cell phone secure to:
  - Keep all devices password protected.
  - Choose and upgrade antivirus software.
  - Do not leave their devices exposed or unattended.
  - Install security updates of browsers and systems as soon as updates are available.
  - Only log into personal accounts and systems through secure and private networks only.

## **9. Password Policy**

## **10. Monitoring policy**

- i) The policy of the Council is that we may monitor your use of the equipment.
- ii) The Council may from time to time monitor the equipment. Principal reasons for this are to:
  - Detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies.
  - Ensure compliance of this policy.

- Ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time
- iii) The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:
  - Recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content.
  - Recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited.
  - Physical inspections of individual users computers, software and telephone messaging services.
- iv) The Council will not (unless required by law):
  - Allow third parties to monitor the Facilities (with the exception of OPC's appointed IT support); or
  - Disclose information obtained by such monitoring of the Facilities to third parties unless the law permits. The Council may be prohibited by law from notifying employees using the equipment of a disclosure to third parties.

## **11. General guidance**

Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

## **12. Breach of the policy**

Compliance with this policy is mandatory and forms part of the terms and conditions of employment of staff. Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council's disciplinary process.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.



## **War Memorial Working Group Terms of Reference**

1. The War Memorial Working Group is constituted to  
  
Research, propose and oversee works to improve the general appearance and condition of the war memorial.
  
2. In carrying out these functions, the working group
  - i) Has authority to liaise with third party organisations and contractors.
  - ii) Request and review data from contractors and principal authorities.
  - iii) Consult with the Odiham, North Warnborough and RAF Odiham communities.
  - iv) Make applications for grant funding and receive donations, on behalf of OPC.
  - v) Make planning applications relating to agreed work and projects.
  - vi) Through the Clerk, seek professional advice such as advice on planning, legal and financial matters.
  - vii) 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.
  
3. General
  - i) All serving Councillors may request to be a member of the group.
  - ii) The minimum membership is two councillors plus support from a member of staff. This is also the quorum for working group meetings.
  - iii) The group may invite community representatives and non-councillors to participate in meetings and joint working parties, subject to the working group's view that their input adds value. Non-councillors do not have voting rights.
  - iv) The working group may appoint a Chair.
  - v) Full Council retains overall responsibility:
    - a. The Working Group must provide regular progress reports to full Council.
    - b. The Working Group does not have authority to agree or sign any contracts or deeds.
  - vi) The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
  - vii) 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.
  - viii) 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.



## **Health and Safety Working Group Terms of Reference**

1. The Health and Safety Working Group is constituted to
  - i) Ensure the Council complies with relevant health & safety legislation.
  - ii) Ensure OPC's Health & Safety Policy and other best practises are followed.
  - iii) Checks and makes suggestion to Council for providing and implementing adequate health & safety systems at work.
  - iv) Support the Clerk in their role of "Competent Person", where stated in law and in OPC's Health & Safety Policy.
  
2. In carrying out these functions, the working group
  - i) Has authority to view OPC's health & safety records.
  - ii) Has authority to liaise with third party organisations and contractors.
  - iii) May request and review data from contractors and principal authorities.
  - iv) Through the Clerk, seek professional advice.
  - v) Confirm to Council within 3 months that OPC's health & safety procedures and records are in order and/or make recommendation to improvement.
  - vi) 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.
  
3. General
  - i) All serving Councillors may request to be a member of the group.
  - ii) The minimum membership is two councillors plus support from a member of staff. This is also the quorum for working group meetings.
  - iii) The working group may appoint a Chair.
  - iv) Full Council retains overall responsibility:
    - i. The Working Group must provide regular progress reports to full Council.
    - ii. The Working Group does not have authority to agree or sign any contracts or deeds.
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  - vi) 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.
  - vii) 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.



**ARMED FORCES DAY**  
**SHOW YOUR SUPPORT**

## **Flag Raising Ceremony**

**to commemorate Armed Forces Week**

**Monday 24th June, 11-11.30am**

**Beacon Field**

**Everyone welcome!**

***tea & coffee will be available***





## Clerk

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**Subject:** FW: On-Street Parking Enforcement - High Street, Odiham

---

**From:** Parking Services <[parking.services@hants.gov.uk](mailto:parking.services@hants.gov.uk)>

**Sent:** Wednesday, May 29, 2024 3:33 PM

**To:** Angela McFarlane <[cllrmcfarlane@odihamparishcouncil.gov.uk](mailto:cllrmcfarlane@odihamparishcouncil.gov.uk)>

**Cc:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>; Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>; Musson, Joanne <[Joanne.Musson@hants.gov.uk](mailto:Joanne.Musson@hants.gov.uk)>

**Subject:** On-Street Parking Enforcement - High Street, Odiham

Dear Cllr Mcfarlane,

I am writing in response to your recent email to Cllr Jonathan Glen who has asked me to respond on his behalf regarding the parking enforcement in High Street, Odiham.

Hampshire County Council as the highway authority, is solely responsible for all on-street parking enforcement and therefore, we operate a Countywide service for approximately 1.4 million residents. Due to this we receive very high volumes of requests for parking enforcement and any enquiries relating to on-street enforcement and we aim to ensure that all on-street parking controls are regularly patrolled but we are unable to enforce all restrictions at all times.

Our Civil Enforcement Officers do visit High Street, Odiham and have been doing so since we took over in April of last year. There is not a fixed number of times for our Civil Enforcement Officers to visit specific areas, this will depend on the number of contraventions in an area, the level of safety concerns and the available resources. Following your report of this problem, I have asked our enforcement team to increase the visits over the next few weeks with the aim of tackling the problems. On the completion of this, the team can review the activity that has taken place and amend the regular enforcement levels appropriately.

If you or a member of the public do witness a parking contravention this can be reported to us online by clicking on the following link: [Report a parking contravention | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/report-a-parking-contravention). This report is sent to our enforcement team for their review, an officer will be asked to attend if the resource is available. If we are unable to attend, then the reports still help us to build up a picture of where and when enforcement is required.

I do hope that this information is of assistance.

Kind Regards

**Parking & Traffic Enforcement Team Leader**

**Traffic & Safety**

**Universal Services**

**Hampshire County Council**

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**From:** Angela McFarlane <[cllrmcfarlane@odihamparishcouncil.gov.uk](mailto:cllrmcfarlane@odihamparishcouncil.gov.uk)>

**Sent:** Saturday, May 11, 2024 7:58 am

**To:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>

**Cc:** Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>

**Subject:** On street parking in Odiham

**Caution:** This is an external email and could contain malicious content. Do not open any links or attachments if you were not expecting them. If the e-mail looks suspicious, please report via the 'Report Phishing' Button found on your toolbar.

Dear Cllr Glen

I hope this finds you well. We had a meeting last night with local business owners and our MP. The purpose was to hear from Ranil and others about possible solutions to keep a Post Office in Odiham. I will report on the outcomes at OPC. There was promising news but we do not have a sure solution at present.

The session also served as a catch up to hear from business owners how things are going and whether there is anything OPC can do to support them. The thing they all asked was, “What has happened to the monitoring of parking on the High St?” It would seem that since HCC took back responsibility for this, no-one has seen a warden. It is now common place for vehicles to be left all day even on yellow lines. This rather defeats the object of the two hour free parking which was designed to support local commerce. In their last report on parking revenue, Hart reported that Odiham was its highest earner from PCNs. It seems HCC may be missing out.

Would you be able to make enquiries of HCC as to when and how often we can expect the parking to be monitored?

Many thanks

Dr Angela McFarlane

Chair of Odiham Parish Council

**HALC Village of the Year 2022**

**HALC Local Council of the Year 2021**

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## Clerk

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**Subject:** FW: Update on Seasonal Vegetation Management on Public Rights of Way

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**From:** PROW <PROW@hants.gov.uk>

**Sent:** Thursday, May 30, 2024 9:50 AM

**Subject:** Update on Seasonal Vegetation Management on Public Rights of Way

*Dear Parish Clerks,*

*I hope this message finds you well. I wanted to provide you with an update regarding our seasonal vegetation management on public rights of way across Hampshire.*

*As you may know, each summer, Hampshire County Council's Countryside Access Group embarks on a programme of vegetation cutting to ensure safe and accessible pathways for our communities. Traditionally, this has been carried out by our dedicated Ranger Team and supplemented by contractors. However, this year brings some changes due to escalating contracting costs. Over the past three years, we've witnessed a steady increase in contracting expenses, which has seen the cost of this work over doubling. After careful consideration and review of our budget, we regret to inform you that we are unable to sustain our previous priority cutting schedule with contractors.*

*To address this challenge, we're seeking to mobilising a larger staff resource from within the Countryside Service. This will involve a combination of programmed works and responsive measures to address reported issues. Additionally, we're exploring partnerships with organisations such as community payback and continuing to support the invaluable contributions of our volunteers.*

*If your Parish is concerned about potential shortfalls in vegetation clearance, we're here to assist. We can provide guidance and support on developing your own volunteer network and through the [Countryside Access Parish Delivery Partnership Fund \(CAPDP\)](#), funding is available to support equipment and training for volunteers in your area. For further information or enquiries, please visit the CAPDP website or respond directly to this email.*

*If your parish council is an existing member of the lengthsman scheme, you may wish to consider using your lengthsman to undertake this maintenance work.*

*With the ongoing financial pressures faced by local councils, we appreciate your understanding as we navigate these challenges together.*

*Should you have any concerns or suggestions for collaboration, please do not hesitate to reach out, using [prow@hants.gov.uk](mailto:prow@hants.gov.uk). Your input is invaluable as we strive to maintain our public rights of way together for the benefit of all.*

*If you identify any issues on the path network please report through our online reporting system - [Problems on rights of way | Hampshire County Council \(hants.gov.uk\)](#)*

*Thank you for your attention to this matter.*

**Area Countryside Access Manger – East**

**REPORT ON:** Highways related enquiries received by the Parish Office  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 18<sup>th</sup> June 2024  
**AGENDA ITEM:** 67/24

### Background

As requested at the Annual Council Meeting in May, this report summaries recent highways related enquiries received by the Parish Office and the actions taken.

	<b>Enquiry</b>	<b>Action taken</b>
1	Are motorbikes allowed to Park on the High St pavements? Enquiry followed accident.	Referred to HCC.
2	Overgrown hedges and dangerous tree on land adjacent to highway leading into Waverley Close.	Referred to HCC. Response attached.
3	How to obtain a busking licence?	Referred to HDC.
4	Safety concerns of pedestrians on King St.	No action. No response when phoned back.
5	Leaves under bench on Dunley's Hill.	Suggested enquirer reports directly to fixmystreet.com.
6	Dangerous parking around Laurel Close during football matches.	Referred to HCC. Also followed up by councillors. Response attached.
7-8	X2 complaints regarding general reduction in public service delivery and specifically bus timetable disruption during works on Alton Rd.	Responded in person. Tried to make own enquiries relating to bus service but unable to find any data online and no response to email request to HCC asking to also be notified of road closures in neighbouring parishes (attached).
9	Path behind Oak Tree Close becomes flooded.	Reported to HCC.

## Clerk

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**Subject:** FW: 7145998 - RE: Safety concerns - parking in Laurel Close, North Warnborough

---

**From:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>  
**Sent:** Monday, June 10, 2024 9:15 AM  
**To:** Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>  
**Subject:** Fwd: 7145998 - RE: Safety concerns - parking in Laurel Close, North Warnborough

Reply from HCC for your information.

Apologies for the delay.

regards,

Jonathan

Cllr J K Glen

HCC member for Odiham and Hook and the Western Parishes

Sent from [Outlook for iOS](#)

---

**From:** Highways DMT Correspondence <[Highways.DMT.Correspondence@hants.gov.uk](mailto:Highways.DMT.Correspondence@hants.gov.uk)>  
**Sent:** Tuesday, April 30, 2024 8:59 am  
**To:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>  
**Subject:** RE: 7145998 - RE: Safety concerns - parking in Laurel Close, North Warnborough

Dear Councillor Glen

Thank you for your email to XXX, sent on behalf of Odiham Parish Council, regarding parking issues in and around Laurel Close. Your enquiry was shared with the Traffic Management team and below is the information they have shared.

The County Council receive many requests for parking measures and demand for new parking controls, particularly within residential areas, far outweighs our annual traffic and parking budgets. This has resulted in the County Council having to prioritise its limited resources towards parking issues where highway safety is considered to be severely compromised by inconsiderate parking. In addition, parking controls within residential areas can be very contentious and it is often the case that individual residents will have differing views regarding the need for changes, depending on their own individual circumstances and parking needs.

Whilst it may appear parking controls simply consist of lines painted on the road surface with a few signs and posts, any new or amended parking restrictions have to be underpinned by a Traffic Order, the legal instrument that highway authorities use to implement enforceable traffic restrictions. The processing of a Traffic Order can be a costly and time-consuming process that involves the publication of legal notices and a period of public consultation. This means that even very minor parking changes can cost a minimum of around £10,000 to implement.

The legislative powers that Councils use for Civil Parking Enforcement do not allow us to enforce against pavement parking unless the section of road is already subject to parking controls (such as double-yellow lines). The Department for Transport have previously undertaken a national public consultation regarding possible options to prevent inconsiderate pavement parking and it is

hoped that Central Government will look to amend legislation to allow English Councils to enforce against this very common issue at some point in the future.

It has been acknowledged that parking within Laurel Close may be difficult, but in line with current policy, the location does not currently warrant the introduction of new parking controls.

The team will continue to monitor the road and should there be an evidence-based change, the current position will be reviewed.

Yours sincerely

Highways Customer Support

Highways  
Hampshire County Council  
The Castle  
Winchester, Hampshire, SO23 8UD



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**From:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>  
**Sent:** Sunday, April 7, 2024 1:47 PM  
**To:** XX**Subject:** Fwd: Safety concerns - parking in Laurel Close area, Odiham

dear Tim,  
Are you the correct officer to email about on street parking?  
If not, please pass on.  
Please read the email from an Odiham resident about on street parking problems.  
Please liaise with myself and Odiham Parish Council.  
Regards,  
Jonathan  
Cllr J K Glen  
HCC member for Odiham and Hook and the Western Parishes

Sent from [Outlook for iOS](#)

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**From:** Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>  
**Sent:** Tuesday, March 26, 2024 1:56:54 PM  
**To:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>  
**Cc:** Angela McFarlane <[cllrmcfarlane@odihamparishcouncil.gov.uk](mailto:cllrmcfarlane@odihamparishcouncil.gov.uk)>  
**Subject:** FW: Safety concerns - parking in Laurel Close area

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Dear Cllr Glen

For your information ....

Please find below details of an email sent to Odiham Parish Council which summarises our action taken.

Kind regards

**Andrea Mann**

**2023 National Association of Local Councils (NALC) Clerk of the Year**

Parish Clerk - Odiham Parish Council

[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)

01256 702716

**ODIHAM PARISH COUNCIL - The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB**

**2023 "excellence in community engagement" award from the Hampshire Association of Local Councils**

**"Village of the year".**

**2022 winner of the Hampshire Association of Local Councils "Village of the year".**

**2021 winner of the Hampshire Association of Local Councils "Council of the year".**

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**From:** Wallace, Elizabeth (13240) <[elizabeth.wallace@hampshire.police.uk](mailto:elizabeth.wallace@hampshire.police.uk)>

**Sent:** Monday, March 25, 2024 9:17 PM

**To:** Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>

**Subject:** RE: Safety concerns - parking in Laurel Close area

Andrea Hi again,

Hmm, not much we can do here if there are no restrictions but yes, I can patrol when on duty.

Kind regards

Liz

---

**From:** Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>

**Sent:** 25 March 2024 12:31

**To:** Wallace, Elizabeth (13240) <[elizabeth.wallace@hampshire.police.uk](mailto:elizabeth.wallace@hampshire.police.uk)>

**Subject:** Safety concerns - parking in Laurel Close area

Hi Liz

I received the email below:

The local council need to do something about the parking in an around Laurel close when the football is on  
It is now getting very dangerous with all the cars being parked on the junctions in Laurel close half on the pavements and making it difficult to get off residents driveways  
Today my 10 year old daughter nearly got hit by a car while cycling as she could not navigate the junction due to abandoned cars  
She could not go on the pavement as they were blocked by abandoned cars  
Something needs to be done before someone is KILLED

I have responded saying we were made aware of issues in the past and you have patrolled during match times. I have also asked them to write to HCC directly as they have responsibility for on-street parking.

Kind regards

# Andrea Mann

2023 National Association of Local Councils (NALC) Clerk of the Year

Parish Clerk - Odiham Parish Council

[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)

01256 702716

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\*\*\*\*\*

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\*\*\*\*\*



## Clerk

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**Subject:** FW: HCC Highways - Ref - 21744051

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**From:** Hampshire Highways - Do Not Reply <HampshireHighways.donotreply@hants.gov.uk>

**Sent:** Friday, June 7, 2024 2:51 PM

**To:** Clerk <clerk@odihamparishcouncil.gov.uk>

**Subject:** HCC Highways - Ref - 21744051

Dear Ms Mann,

Enquiry Ref. 2174051. Overgrown vegetation and trees. Waverley Close, Odiham.

Thank you for contacting Hampshire County Council Highways on the 29<sup>th</sup> May 2024 to report a member of the Parish has reported trees which pose a hazard to highway users and overgrown vegetation in Waverley Close.

I can confirm that the County Council as the highway authority has received reports in the past over a hazardous tree(s) in Waverley Close between London Road and the garage area to property number 2. On each occasion the inspecting officer reported that the trees were merely growing at an angle and at the time of each inspection did not note anything which could pose a hazard to highway users.

By copy of this email I will ask that an officer of the County Council inspects the trees again and also assesses the growth of other vegetation to ensure that there is no significant encroachment of vegetation into the highway or that the situation has changed in respect of the tree(s).

Yours sincerely,

**James Holt**

**Assistant Highway Manager – North**

**Highways Delivery**

**Universal Services**

**Hampshire County Council**

Web: [www.hants.gov.uk/roads](http://www.hants.gov.uk/roads)



## Clerk

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**Subject:** FW: Planned maintenance

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**From:** Clerk  
**Sent:** Tuesday, April 9, 2024 4:10 PM  
**To:** planned.maintenance@hants.gov.uk  
**Subject:** Planned maintenance

Dear Richard

Many thanks for copying Odiham Parish Council into your email to Cllr Glen. This is important news for the Parish and we will share it online.

We note that we didn't receive notification of the recent and forthcoming works in South Warnborough, on B3349. This is the primary route between Odiham and Alton and recent works resulted in considerable inconvenience to local people. We took several enquiries and complaints directly in the Parish Office but did not have any information to respond with. Please can you include Odiham Parish Council ([clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)) to future notices.

Many thanks

**Andrea Mann**

**2023 National Association of Local Councils (NALC) Clerk of the Year**  
Parish Clerk - Odiham Parish Council  
[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)  
01256 702716

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**From:** Odiham Parish Council <[do-not-reply@odihamparishcouncil.gov.uk](mailto:do-not-reply@odihamparishcouncil.gov.uk)>  
**Sent:** Monday, April 8, 2024 11:11 AM  
**To:** Clerk <[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)>  
**Subject:** New submission from Contact Form

Your Name
Planned Maintenance
Your Email

[planned.maintenance@hants.gov.uk](mailto:planned.maintenance@hants.gov.uk)

## Subject

Planned Maintenance - ST-HR24031 King Johns Road, North Warnborough - Carriageway Surface Repairs - Advance Notification

## Message

Dear Councillor Glen,

As part of the annual Planned Maintenance programme, this is to inform you that we will shortly be undertaking carriageway surface repairs (Crack Sealing) along King Johns Road, North Warnborough, from B3349 Dunleys Hill to end.

The works are currently programmed to start on Wednesday 24th April 2024 and are expected to take 3 days to complete. During this time, the road will be closed to through traffic from approximately 07:30 - 18:00 hours. The road will be open outside of these hours.

Access for residents and businesses will be maintained when possible and safe to do so, pedestrian access to properties will not be affected, and emergency vehicles will have access at all times.

Whilst there is an allowance within the time periods shown above for delays, there may be times when we have to postpone works at very short notice; based on the latest weather forecasts, this can occur just prior to works commencing. We will always look to provide up to date information wherever we can, but sometimes these last minute decisions can be difficult to relay to the travelling public in a timely manner. When we can, any significant changes to the scheduled dates will be made clear on the yellow sign boards located at the works limits.

Information signs advising road users will be erected before the start of works. The attached letter will be sent to local residents and businesses, and a copy of this email will be sent to Hart District Council and Odiham Parish Council offices to advise them accordingly.

Should you have any queries or require further information please do not hesitate to contact me.

Kind regards,

Richard

Richard Peach  
Assistant Highway Manager – Planned Maintenance  
Highways  
Universal Services Directorate  
Hampshire County Council  
Trafalgar House North  
Trafalgar Street  
Winchester, Hampshire SO23 9DH

Web: [www.hants.gov.uk/roads](http://www.hants.gov.uk/roads)

## Clerk

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**Subject:** FW: King Street Road Safety  
**Attachments:** OPC King St request v2.docx

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**From:** XXXX  
**Sent:** Saturday, May 18, 2024 10:29 AM  
**To:** Clerk <clerk@odihamparishcouncil.gov.uk>; Angela McFarlane <cllrmcfarlane@odihamparishcouncil.gov.uk>  
**Cc:** Deputy Clerk <deputyclerk@odihamparishcouncil.gov.uk>  
**Subject:** King Street Road Safety

Dear Andrea and Angela,

I hope you are both well.

Thank you for all your support thus far in our campaign to make the streets of Odiham safer. Following our previous representation to Odiham Parish Council in 2021 we have been working to change Hampshire's Transport plan which has now successfully been achieved. The change in Hampshire's position on 20MPH zones now means that powers are devolved to parish councils. As such we would like to submit a short paper (attached) for consideration of a 20MPH zone on King Street.

I would be grateful if you could confirm if this could be added to the next meeting agenda and also if we may attend in person to present our motion. Any initial feedback on the paper is also welcome!

My mobile number is XXX so happy to talk this through if easier.

Thanks once again for your help and for everything you are doing to make Odiham such a wonderful place to live.

Best wishes,

XXXX



## Making King Street safer for residents, pedestrians & all users by implementing a 20mph speed limit.

### The request

For Odiham Parish Council to introduce a 20mph speed limit along King Street (area outlined below).

### Background

1. A group of motivated King Street residents have got together to form an 'action group' to improve the safety of the street we all call "home". The reason is simple: we all have examples of seeing/experiencing "near misses" and we want to stop a **tragic accident** before it happens.
2. Local residents, schools, businesses on the street, along with the nationwide '20's Plenty Campaign' are all supportive of the scheme. We know this because we've engaged with the key stakeholders in the local vicinity to get their input on how we can make the road safer.
3. Having discussed the matter with Councillor Jonathan Glen (Hampshire County Council) we understand that HCC are supportive of such schemes and the decision to implement them has been devolved: [Decision Record - Traffic Management Policy Update - 20mph Speed Limits-2024-01-15-ELMUS Decision Day \(hants.gov.uk\)](https://www.hants.gov.uk/ELMUS/Decision-Day). Additionally, whilst HCC don't have the funds to implement the plans for 20mph restrictions, they will assess the feasibility of moving the current 30mph speed limit to somewhere near (or ideally past) Odiham & Greywell Cricket club. We believe this will have a positive impact on the speed of cars approaching King Street, from Long Sutton, but by itself won't be enough to stop an accident.
4. We fully appreciate that Parish funds are constrained and we have therefore focussed on devising the optimised solution, which has the biggest impact for the lowest cost. We believe that reducing the speed limit to 20mph is the most cost effective way of achieving our goal.
5. We are willing to assess the feasibility of a funds being contributed by concerned local residents, towards the works. We would undertake this assessment, once we know what the total cost will be and how much can be funded by the Parish Council and any other interested parties.

### Motion

*That Odiham Parish Council uses the newly devolved powers from HCC to agree to the implementation a 20mph zone for King Street, subject to design and funding requirements being met; and that Odiham Parish Council supports the principle of HCC's extension of the 30mph zone beyond the cricket club.*

### Cost estimates

HCC have advised that a 'ballpark' figure of c. £10k is the likely cost to install a 20mph zone. We would be willing to help produce a fully costed proposal, that covers the following suggested items:

- 2-3 x 20 mph roundels painted on to the road, one in each direction at the start of the zone or approaching the brow of the hill in both directions
- 2 x 20 mph large signs to be placed on the side of the road at the entrance of the zone
- 2-4 x 20 mph small repeater signs to be placed on the side of the road (if applicable)
- 1 permanent Vehicle Activated Speed sign.

## Proposed Solution:



- Extend the 30mph limit (red zone) to slow traffic for the Cricket Club
- New 20mph zone (blue zone) before/at Butts End (where current derestriction signage is) and running the length of King Street to the High Street.
- Clear signage for schools and opportunity to use them to educate parents of the benefits of the scheme.

## Benefits to Odiham Parish

The message it sends to local residents and businesses if the Parish Council support this are that:

1. Road safety is a priority in the Parish
2. A safer and more inclusive environment for pedestrians and cyclists is a priority
3. The Parish Council is listening and in touch with the strength of feeling on this issue
4. The Parish Council is aware of the frequent “near misses” on King Street and want to make King Street safe for children.
5. That the Parish Council acknowledge this is a strategically important street in Odiham, providing access to two schools, a cricket club and a hospital, as well as connecting nearby villages and businesses.





*A visual example of walking northwards 'back from Buryfield's school' along King Street*

NB: In the distance a 20mph car can stop, a 30mph car will still be moving at 24mph. These children would not stand a chance. **We have to reduce the speed of traffic on King Street**

## Appendix: Recognised benefits of 20mph speed limits

### 1. POPULAR WITH VOTERS

71% want 20mph limits. This rises after implementation.

### 2. SAFER STREETS FOR ALL, PARTICULARLY CHILDREN AND THE ELDERLY

There is significantly less risk of serious injury, especially for vulnerable road users; less fear and intimidation from motor vehicles for all road users and especially walkers and cyclists. Increasing use of silent electric vehicles – cars, e-bikes, e-scooters means more stealth danger. 20mph means that unheard vehicles are less likely to injure people badly.

Children cannot correctly judge traffic speeds and cross safely at over 20mph until 14 years, even with road safety education. Their eyesight, visual and motor processing can't be relied on, so adults have to keep them safe by setting speed limits and driving at a speed they can understand.

### 3. PROMOTING ACTIVE HEALTH FOR RESIDENTS

Reinforcing healthy lifestyles by encouraging walking and cycling. Less obesity, heart disease, loneliness. The elderly and vulnerable retain independent mobility longer, preventing falls, keeping them self sustaining in daily life which reduces social care costs. Children get to play out and learn independent mobility, less escort and taxi duty for parents and carers.

### 4. BETTER PUBLIC HEALTH

Less pollution reduces respiratory disease and deaths (these are 20 – 25 times more prevalent than road deaths), more active travel, traffic reduction, people sleep better, less anxiety, more sociability, less loneliness. Better all round physical, mental and emotional health.

### 5. ENVIRONMENTAL IMPROVEMENTS

Reduced vehicle emissions and noise due to lower speeds and traffic volumes. 20mph is half as noisy as 30mph. It's good for sustainability and is climate friendly due to less acceleration and braking. Less fumes, especially less diesel which is the most toxic.



### 6. Road Safety

People struck by a motor vehicle are at least 5 times less likely to die if hit at 20mph than 30mph. This increases to 10 times if the pedestrian is over 60 years old.

Being hit by a vehicle travelling at 30mph is like falling from a 3rd floor building, at 20mph it is like a first floor fall.

### The effect of speed

Speed (mph)	Average for all ages	Over 60 year olds
At 40 mph	• 31% are killed	• 98% are killed
At 30 mph	• 7% are killed	• 50% are killed
At 20 mph	• 1% are killed	• 5% are killed

Data from Road Safety Web Publication No. 16 Relationship between Speed and Risk of Fatal Injury: Pedestrians and Car Occupants - Department for Transport (September 2010)

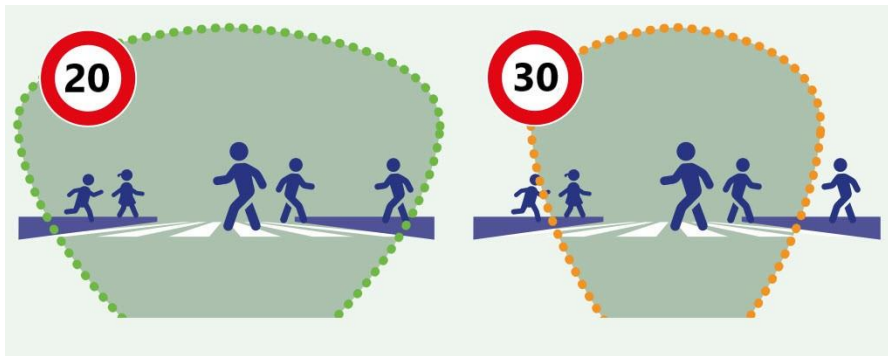


In the distance a 20mph car can stop, a 30mph car will still be moving at 24mph.

Any reduction in vehicle speed reduces risks of injury. Research quoted by DfT in Circular 1/13 found that on urban roads with low average traffic speeds any 1 mph reduction in average speed can reduce the collision frequency by 6%.

Road safety is improved even when full compliance with the 20 mph limit, whether through traffic calming or enforcement, is not achieved. Studies (see Bristol case study at end of document) have confirmed that relatively small changes in average speed result in significant casualty savings; and that speed reductions are greatest on the fastest roads where the risk of casualties is the highest.

- 7. Visually, the driver sees more peripherally at 20mph than 30mph.



- 8. Over time, as 20 mph limits become more established, it is expected that average speeds will reduce further, aided by changing attitudes and technologies such as in car speed limiters.