



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 18th NOVEMBER 2025 at 7.30pm**

12th November 2025

Andrea Mann, Clerk

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89479741151?pwd=e4dGAjhQYaKeNaECIDbb6Jel4ZI4St.1>

Meeting ID: 894 7974 1151

Passcode: 996089

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- 162/25 To receive apologies for absence**
- 163/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 164/25 Approval of minutes**
To approve the minutes of the Council meeting held on 21st October 2025 (137-162/25).
- 165/25 Chair's announcements**
- 166/25 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/wp-content/uploads/2024/11/Standing-orders-revised-January-2025.pdf> or contact the Parish Office for further advice.

Councillor Reports

- 167/25 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 168/25 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 169/25 Casual Vacancy for the North Warnborough ward**
To consider applications received for co-option. Applicants will be invited to speak to the meeting to support their written application.
- 170/25 Meeting action points (pages 5-6)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 171/25 Outside representatives**
To appoint a councillor to the following joint, outside representative positions:
Environment Champion and the Odiham and Broad Oak commons representative.



172/25 Policies (pages 7-34)

- i) To review the rolling schedule of policies and updates (page 7).
- ii) To review financial policies
 - a) Financial Regulations (pages 8-23). No proposed revisions, see notes on thresholds in section 5.
 - b) Statement of Internal Controls (pages 24-27)
 - c) Investment Policy (pages 28-29).
 - d) Reserves Policy (pages 30-32).
- iii) To review the Staffing Handbook, as proposed by the Staffing Committee, with no proposed revisions to (covering pages only, pages 33-36):
 - a) Disciplinary and Grievance Arrangements.
 - b) Training and Development Policy.
 - c) Sickness Absence Policy.
 - d) Flexible Working Policy.
 - e) Emergency Dependents Leave Policy.
 - f) Lone Working Policy.
 - g) Pensions Discretionary Policy.
- iv) To consider changing the title of the Cyber Security Policy to IT Policy, to comply with a new audit assertion. <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/Cyber-Security-Policy-June-2024.pdf>

173/25 New Capital Projects steering group terms of reference (pages 37-38)

As agreed at the previous meeting, to consider new terms of reference for a Capital Projects steering group to replace The Bridewell working group.

Amenity Areas Matters

174/25 Amenity Areas Committee governance

- i) To agree whether to appoint a committee chair for the remainder of the civic year and agree the appointment.
- ii) To consider moving amenity areas matters under full Council until the next governance review, May 2026.

175/25 Flag poles (page 39)

To receive the Clerk's report summarising research on new flagpoles and agree whether to progress research. Full quotes are circulated to members.

176/25 Grant applications submitted (page 40)

To note the following grants submitted for external funding.

Community Matters

177/25 RAF Christmas gifts (page 41)

To agree spending of the 2024 unclaimed vouchers and 2025 budget.

178/25 2026 Community Awards (page 42)

To consider the Deputy Clerk's report.



Finance Matters

179/25 Payments Listing (to follow)

To approve the payments listing for the period 22nd October-18th November 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

180/25 Ratification of Planning & Development Committee decisions

To ratify the decisions agreed online by the Planning & Development Committees held on 29th October and submitted to Hart under delegated authority.

<https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>

181/25 Planning applications (refer to separate Planning List)

To consider the following applications:

41/25	25/01985/LBC	Pond House Rye Common Odiham Hook Hampshire RG29 1HT	Enlarging two windows (in the listed building)	Link
42/25	25/01981/FUL	Longwood West Street Odiham Hook Hampshire RG29 1NX	Erection of part two, part three storey building comprising retirement living apartments with associated communal lounge, house managers office refuse/recycling area, electric buggy store, car parking, landscaped grounds and vehicular access onto West Street following demolition of existing dwelling and outbuilding	Link
43/25	25/02275/HOU	Honeymans Cottage Palace Gate Farm Odiham Hook Hampshire RG29 1JX	Replacement windows and doors from existing painted timber to matching uPVC	Link
44/25	25/02281/HOU	Highfield Colt Hill Odiham Hook Hampshire RG29 1AN	Replace lean-to roof with a flat roof on single storey rear extension, extend porch to front elevation and erection of car port onto existing parking bay	Link
45/25	25/00815/FUL	Swan Inn Ph Hook Road North Warnborough Hook Hampshire RG29 1EX	Change of Use of former Public House to a pair of semi-detached dwellings with associated restoration, repairs, extensions and alterations and construction of a detached dwelling with associated access, parking and garden.	Link
46/25	25/00816/LBC	Swan Inn Ph Hook Road North Warnborough Hook Hampshire RG29 1EX	Internal/external restoration and repair of the Listed Building and construction of part single part two storey rear extension, changes to ground levels and provision of hard and soft landscaping works (following the removal of rear and side extensions), all associated with the conversion of the listed building into two 3 bedroom homes and the construction of a 3 bedroom home.	Link



- | | | | | |
|--------|-------------|---|--|----------------------|
| 14T/25 | 25/02204/CA | St Johns House
4 The Close
Odiham Hook
Hampshire
RG29 1FE | T1 - Mulberry - Crown reduce by 1.5m. T2 - Mulberry - Crown reduce by 1.5m. T3 - Quince - Crown reduce by 1m. T4 - Indian Bean tree - Crown lift to 2m above ground level. T5 - Birch - Crown lift to 3.5m above ground level. | Link |
| 15T/25 | 25/02234/CA | 176 High Street
Odiham Hook
Hampshire RG29
1NP | T1 - Goat Willow - Pollard to 7 to 8 metres (same height as the apex of the adjacent building), Prune back branches overhanging to suitable live secondary growth as per annotated photo. T2 - Honey Locust - Remove dead wood down to 25mm or 1 metre in length. | Link |

182/25 Deed of Variation – land west of Alton Road (pages 43-61)

To agree and sign the Deed of Variation for the Neighbourhood Plan development site at Crownfields, as requested by the Hart/Basingstoke legal team. The original S106 agreement is also circulated to members.

Traffic and Transport

183/25 Traffic Regulation Order - 30 Miles Per Hour Speed Limit Extension - B3349, Alton Road, Odiham (pages 62-67)

To note decision and agree any next steps.

184/25 20mph schemes and other traffic calming

To receive a verbal progress report from the 20mph working group including current responses to the traffic calming consultation, speed survey data, and plans to consider a scheme or schemes suitable for grant funding, in light of the recently published traffic calming grant scheme offered by the Police and Crime Commissioner.

185/25 Date of next meetings

Tuesday 16th December, 7.30pm.

Confidential Matters

186/25 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

187/25 Parish Room (pages 68-74)

To consider a new draft Licence to the Odiham Society's Licence for continued use of the Parish Room for the purposes of running a heritage centre.

188/25 Chapel Cottage (pages 75-77)

To review feedback from the Solicitor, agree restricted covenants and next steps.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Jul-25	51/25	Clerk	Change previous minutes from draft and add to website.	Complete
	59/25	Clerk	Add revised terms of reference to website.	Complete
	60/25	Clerk	Add new tree policy on website.	Complete
	61/25	Clerk	Accept Hart's recommendation for one additional councillor, as part of the Community Governance Review.	Complete
	64/25	CllrSB	Draft response to HCC draft Countryside Access Plan	x
	65/25	Clerk	Add Pre-school Land Working Group terms of reference on website.	Complete
		Clerk	Arrange meeting with Leapfrogs.	Requested
	66/25	CllrAMc/Clerk	Revised 20mph on King Street terms of reference to widen scope and refer to next meeting.	Complete
		CllrAMc/Clerk	Progress research on new 20pmh schemes and consult in Autumn.	Complete
	67/25	Clerk	Response to enquiries on accessible toilet provision and share online.	Complete
	68/25	Deputy Clerk	Respond to grant applicants to notify outcome of their applications.	Complete
		Deputy Clerk	Make grant payments.	Complete
	69/25	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	70/25	Clerk	Thank Basingstoke Canal Authority for offer to miss a years contribution and notify of decision.	Complete
	72/25	Deputy Clerk	Submit planning decisions to Hart.	Complete
	73/25	Clerk/Planning Committee	Submit asset of community value nominations to Hart for The Bridewell and Galleon Marine Boatyard.	
74/25ii	Deputy Clerk	Implement regular user rates for hot desks and publish online.	Complete	
74/25iii	Clerk	Update Bridewell booking t&c's to include cancellation charge.	Complete	
74/25iv	Office	Promote marketing pack for vacant offices at The Bridewell.	Complete	
Aug-25	81/25	Clerk	Change previous minutes from draft and add to website.	Complete
	87/25	Clerk	Add revised Communications Strategy on website.	Complete
	88/25	Clerk	Finalise and submit nomination for NALC Star Council awards.	Complete
	89/25	Clerk	Award contract for war memorial works.	Complete
		Office/Cllr Bell	Arrange comms for war memorial works including letter to adjacent properties.	Complete
	90/25i	Office	Award contract for replacing bus shelter seat.	Complete
		Office	Complete works.	
	90/25ii	Office	Award contract for replacement bins at Rec.	Complete
		Office	Complete works.	
	90/25iii	Office	Award contract for replacement bin in Chamberlain Gardens.	Complete
		Office	Complete works.	
	90/25iv	Office	Award contract for additional goalpost at rec plus re-seeding.	Complete
		Office	Complete works.	
	91/25	Office	Update action plan to include updating play equipment at Chamberlain Gardens and research costs.	In progress
	92/25	Deputy Clerk	Report back Council's decision re allocation of plaque on bird bath and complete application.	Complete
	93/25	Officer/Cllr Cornall	Develop plan for a tree planting scheme on the recreation ground.	On agenda
	94/25	All	Progress the Autumn newsletter.	Complete
	96/25	Clerk	Award contract for 2025/26 internal audit.	Complete
	97/25	Office/CllrsLC&CG	Set up payments on Unity Trust Bank and complete payments approval process.	Complete
	100/25	Clerk	Report back to HCC OPC's no objection to extinguishing footpath rights on part of FP55.	Complete
	101/25	Clerk	Obtain legal advice surrounding the process of taking ownership of highways land.	Complete
	102/25	Clerk	Add revised 20mph working group ToR's to website and invite RMS rep to working group.	Complete
	Working group	Draw up plan of action for progressing research on 20mph schemes.	Complete	
103/25	Office	Request accident data for M3.		
104/25	All	Support MP's campaign for re-routing No. 13 bus to include Odiham High Street.	On agenda	
107/25	All	Write to Montford Place residents to notify that OPC won't be taking on the public open space.	Complete	
108/25	Office	Make arrangements for new Bridewell tenant.	Complete	
109/25	Clerk/AO	Complete researh on potential disposal of Council asset and refer for decision.	Complete	
Sep-25	112/25	Clerk	Change previous minutes from draft and add to website.	Complete
	116/25	Office	Consider post on vehicle theft and security.	Hampshire Police Crime Bulletins are promoted.
	118/25	Clerk	Finalise and submit nomination for HALC awards.	Complete
	119/25	Clerk	Report back to Odiham Society decision on solar panels.	Complete
	120/25	Office/CllrMT	Submit application to the HDC Climate Change grant fund.	Complete
		Office	Continue research on Bridewell energy efficiency and refer back to Council.	Ongoing
	121/25	Deputy Clerk	Report back to Lions re decision to continue communicating via office.	Complete
	122/25	Deputy Clerk	Award contracts for printing and distributing Autumn newsletter.	Complete
		All	Complete newsletter and distribute.	Complete
	123/25	Clerk	Publish 24-25 audited AGAR in accordance with rules.	Complete
	124/25	Office/CllrsCG&Amc	Set up payments on Unity Trust Bank and complete payments approval process.	Complete
	125/25	Deputy Clerk	Change draft P&D mins to final.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
	127/25	Clerk	Respond to The Bell premises licence application.	Complete
	128/25i	Clerk	Make further enquiries to HCC re taking ownership of blocked paving area at front of Bridewell.	Complete
	128/25ii	Office	Prepare campaign to deter engine idling in partnership with the Police, Mayhill School and Hart District Council and to promote through posters	In progress. Included in Autumn newsletter and Cllr McFarlane to meet Mayhill.
	129/25	CllrMT	Report back to RAF Odiham OPC's support for a traffic safety survey.	Complete
	130/25	Clerk	Submit response to TRO application to extend 30mph zone past Crownfields.	Complete
	131/25	Office	Include traffic calming consultation in Autumn newsletter for King St/Cemetery Hill, West St, High Street	Complete
		Clerk	Make enquiries to HCC re combining multiple locations into one TRO application for a 20mph scheme.	Enquiry submitted
		Office	Liaise with Robert Mays and arrange speed survey.	Complete
		Office	Arrange speed survey for High Street.	In progress
	134/25	AO	Arrange survey of beacon.	Complete
	135/25ii	Clerk	Communication persons affected by property sale.	Complete
	135/25iii	Clerk	Prepare public statement of sale and publish.	Complete
	135/25iv	Clerk/AO	Progress legal enquiries for property sale.	Enquiries in progress
	135/25v	Clerk/Council	Complete full review of Strategic Plan.	Refer to working group
Oct-25	138/25	Clerk	Change previous minutes from draft and add to website.	Complete
	143/25i	Clerk	Follow up action to request M3 accident data.	
	143/25ii	Clerk	Follow up action to establish whether multiple locations can be included in one TRO application.	Enquiry submitted
	145/25ii	Clerk	Code war memorial overspend to supporting High St EMR.	Complete
	145/25iv	Clerk/CllrSB	Pursue external funding for remaining war memorial works.	Complete
	146/25iii	CllrsAMc&PV/AO	Meet with Rotary to draw up project proposal for The Firs.	Complete. Grant application sent to Hart.
	147/25	Office	Defer proposal for tree planting scheme on the Rec until 2026 and research "adopt a tree" schemes.	On hold
	148/25i	Office	Award contract for office lights and complete works.	Complete
	148/25ii	Office	Award contract for re-decoration of office and complete works.	
	148/25iii	Office	Award contract to replace office floor tiles and complete works.	
	148/25iv	Office	Award contract to install replacement blinds in office and complete works.	
	149/25	Deputy Clerk	Respond to time trial rally organisers showing support.	Complete
	150/25	Clerk	Respond to organisers of the Commemorative Convoys and direct to InOdiham.	
	151/25	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and complete payment approval process for outstanding payments.	Complete
	152/25	Deputy Clerk	Change draft P&D mins to final.	Complete
	153/25	Clerk	Submit OPC's response for ext of land used at Stapeley Manor Farm.	Complete
	154/25	Clerk	Ask Cllr Dorn whether comments on best time to respond to Farnborough airport planning can be published and share online.	
	155/25	CllrAMc	Email MP showing support for campaign to re-route bus to High Street and ask how OPC can support the campaign.	Complete
	156/25	All	Attend SSE drop-in event 10.12.25 and report back on potential impact of works on Bridewell and OPC.	
		Clerk/CllrPV	Send details of SSE works to Odiham Consolidate Charities.	Complete
	159/25	Clerk	Add draft licence for Parish Room on November agenda.	On agenda
	160/25	Clerk	Respond to RMD Adventure Learning re Bridewell user numbers and finalise lease.	Complete
	161/25	Clerk	Revise Bridewell working group ToR's.	On agenda
		Clerk/CllrsLC,Amc,PV,CG	Meet to review strategic projects list and report back with proposed priorities.	Scheduled 21.11.25

REVIEW OF OPC POLICIES - 18.11.25

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
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	Jan-25	Essential	Jan-26 - annual review required. Note new model Standing Orders issued by NALC April 2025.
Scheme of Delegation	Jan-25	Desirable	Jan-27 - unless change in circumstances.
Business Continuity Plan	Feb-25	Desirable	Feb-27 - unless change in circumstances.
Equality, Diversity and Inclusion Policy	Dec-24	Advisable	Dec-26.
Dignity at Work Policy	Dec-24	Advisable	Dec-26.
Councillor Officer Protocol	Dec-24	Advisable	Dec-26.
Finance			
Financial Regulations	Nov-24	Essential	Nov-25. On agenda.
Statement of Internal Controls	Nov-24	Desirable	Nov-25. On agenda.
Claiming expenses by Cllrs Policy	Nov-24	Optional	Jul-27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			-
Investment Policy	Nov-24	Essential	Nov-25. On agenda.
Reserves Policy	Nov-24	Optional	Nov-25. On agenda.
Grant Giving Policy	May-25	Essential	May-26.
Council Strategy			
Strategic Plan/Business Plan	Mar-25	Desirable	Mar-26 - annual review required. Reviewed with Annual Action Plan and Annual Report.
Annual Action Plan	Mar-25	Desirable	Mar-26 - annual review required. Reviewed with Business Plan and Annual Report.
Casual Vacancy and Co-option Policy	Sep-24	Optional	May-27.
Complaints Procedure	Mar-25	Essential	Mar '27
Data Protection			
Data Protection Policy	Jul-23	Essential	May-2027 - unless change in legislation.
Document Retention Policy	Aug'24	Desirable	May-2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	May-2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	May-2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	May-2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	May-2027 - unless change in legislation.
Cyber Security Policy	Jun-24	Desirable	Jun-26. On agenda with proposal to change title to IT Policy.
Health & Safety			
Health & Safety Policy	Dec-24	Essential	Dec-25.
Safeguarding Policy	Dec-23	Desirable	Dec-25.
Environment			
Environment & Climate Change Policy	Sep-24	Desirable	Sep-26.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
Managing assets			
Memorial Bench Policy	Apr-25	Optional	Apr-27.
Hiring OPC's land and equipment	Sep-24	Optional	Sep-26.
Tree Policy	Jul-25	Optional	Jul-27
Communication			
Communication Strategy	Aug-25	Desirable	Aug-27.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
Staffing			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Training and Development Policy	Dec-23	Desirable	Dec-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Staff Handbook	Oct-24	Optional	Oct-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Sickness absence policy	Oct-23	Desirable	Oct-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Flexible working policy	Oct-23	Desirable	Oct-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Emergency dependants leave policy	Oct-23	Desirable	Oct-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Lone working policy	Oct-23	Desirable	Oct-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.
Pensions Discretionary Policy	Oct-24	Essential	Oct-25. On agenda. Reviewed by Staffing Committee 23.10.25 with no proposed changes.



ODIHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on ~~19th November~~ **2024**.



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**



- **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £1,000.
- 2. Risk management and internal control**
- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk/RFO shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put



measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council



3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Staffing Committee at least annually in October for the following financial year before being agreed by full Council as part of the annual budget setting process and the final version shall be evidenced by a hard copy schedule signed by the Clerk/RFO and the Chair of the Staffing Committee.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall be general reserves. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Finance Committee.

4.5. Each committee cost centre shall be reviewed as part of the annual budget setting process not later than the end of November.

4.6. The draft budget with any committee proposals for the following year including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to full council.



- 4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than January full Council meeting, normally the third Tuesday. for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the**

Legislation”), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the**

For parish councils in the UK, the current public contracts thresholds are **£214,904** for goods and services contracts, and **£5,372,609** for works contracts, both inclusive of VAT. Contracts above these thresholds must follow the public procurement process, while contracts below them have their own rules for getting quotes and advertising, typically requiring three quotes for contracts over **£20,000**.



Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;

Below-threshold contracts

- **Below £20,000:** You must demonstrate value for money and can use the most appropriate method, such as getting a single quote.
- **£20,000 to £50,000:** You are required to get three written quotes, with at least one from a local supplier.
- **Above £50,000 and below £214,904:** You must conduct a local tender process, advertising the opportunity on portals like the SE Shared Services Portal and Contracts Finder.

5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk/RFO shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals

acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk/RFO under delegated authority, for any items below £1,000 excluding VAT.
- The Clerk/RFO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency or to ensure the safe maintenance of OPC's assets
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/RFO shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 purchase orders are generally issue for expenditure over £100 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually at the Annual Council meeting for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.



- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, except in exceptional circumstances, in accordance with a resolution of the council, duly delegated committee or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 6.6. The Clerk/RFO shall have delegated authority to authorise payments {only} in the following circumstances: See limits in 5.15
 - i. {any payments of up to £1,000 excluding VAT, within an agreed budget}.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.7. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least three and no more than five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk/RFO may be an authorised signatory of an investment account only, but no signatory should be involved in approving any payment to themselves.



- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. The Service Administrator or Deputy Clerk shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to the two authorised signatories agreed by Council.
- 7.4. Evidence shall be retained showing which members approved the payment online
- 7.5. A full list of all payments made in a quarter shall be provided to the next Finance Committee.
- 7.6. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by the Clerk/RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every three years.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every three years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and checked by a member when checking the bank reconciliation. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years].
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.



8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

~~8.4.~~ Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting}. Any signatures obtained away from council meetings shall be reported at the next convenient meeting.



9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/ RFO and will also be restricted to a single transaction maximum value of £1.000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and Deputy Clerk and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used unless in exceptional circumstances and pre-arranged with the Clerk, only for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float or receive cash.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Internal Auditor.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.



- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the



contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation or addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment relating to their area of work.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.



17. Insurance

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO shall notify of any loss, liability, damage or event likely to lead to a claim, to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened



at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 17 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



STATEMENT OF INTERNAL CONTROLS

Reviewed and adopted on
~~19th November 2024~~

1 Introduction

Odiham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 The System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- a) identify and prioritise the risks to the achievement of the Council's policies, aims and objectives
- b) evaluate the likelihood of those risks being realised and the impact should they be realised
- c) manage them efficiently, effectively and economically.

3 The Council's Internal Controls

i) Decisions

The Council has elected a Chair who is responsible for the smooth running of meetings and appointed a Parish Clerk to advise the Council for ensuring that all Council decisions are lawful. The Parish Clerk is also the Responsible Financial Officer. The Deputy Clerk may deputise for the RFO in their absence.

ii) Responsibility

The Finance Committee meets at least quarterly and reviews and recommends all OPC's financial matters, unless required by full Council as specified by law.

The Council carries out regular reviews of its internal controls, systems and procedures.

The Committees carry out regular reviews of their relevant budget codes and recommends budget provision in line with their committee's service provision and strategic aims.

OPC has adopted a Strategic-Business Plan which is regularly reviewed by the Council annually and reported to the annual meeting of electors (Annual Parish Assembly). The Plan is supported by an annual Action Plan.

The Capital Projects steering group is responsible for reviewing and prioritising the Council's capital projects and providing guidance, oversight and strategic direction to the Council, ensuring projects align with the Council's strategic projects and budgets.

iii) Budgets and Precepts

OPC reviews its obligations ~~and~~ objectives and projects before determining the level of precept and individual budgets for the following financial year. All Councillors are invited to a budget workshop and the Finance Committee reviews the draft budget before being presented to full Council at its January meeting.

iv) Management of Financial Records

OPC employs a Parish Clerk who acts as the Responsible Financial Officer where specified

in law. The Parish Clerk holds qualified Clerk's status and is responsible for advising the Council, processing payments and preparing financial records.

The Parish Clerk is responsible for managing Scribe, OPC's chosen accounts program, which is used to record payments, manage OPC's budgets, generate reports, reconcile accounts, complete the end of year audit papers and to submit VAT returns to HMRC.

v) Payments

In most cases, invoices are input into Scribe and a monthly Payments Listing presented to full Council or the Finance Committee, whichever is sooner, for decision before payments are made. Where urgent payments are required to meet contractual obligations, the Clerk may seek approval from cheque signatories by email and payments are reported to the next available meeting.

Payments are made by BACS from OPC's main current account, Unity Trust. Payments are first set up by the Parish Clerk or Deputy Clerk then authorised by two Councillors with cheque signatory rights and OPC aims to rotate those Councillors authorising payments regular basis. There are no less than 3 and no more than 5 Councillors with approval rights who are agreed at each annual council meeting.

The Clerk is issued with a Lloyds Multipay credit card for purchases where suppliers are unable to issue an invoice. The daily limits of £500 and total credit limit of £750 is agreed by the Finance Committee.

OPC has agreed a policy not to accept cash payments. No cash is stored in the premises and no member of staff is expected to handle or transport cash.

vi) Bank Reconciliations

The Parish Clerk carries out monthly bank reconciliations on all accounts and these are reported to the Finance Committee on a quarterly basis, then countersigned by the Finance Committee Chair, or other committee member agreed by resolution.

vii) The Council as an Employer

The Staffing Committee is responsible for monitoring the Staffing budget including recommending the Clerk's salary which is then determined by full Council.

The Parish Clerk is responsible for determining salary levels for other staff in line with budgets and in consultation with the Staffing Committee.

At least two references are obtained for all staff appointments.

OPC is registered with HMRC and uses the HMRC Payroll system to calculate payments. Monthly salary payments are included on the monthly Payments Listing and payments processed by BACS.

Staff may reclaim any purchases made on the Council's behalf, subject to the purchase having been previously been agreed by an allocated budget.

Staff and Councillors may claim reasonable and justifiable expenses incurred in line with OPC's policies on claiming expenses, including as a result of travelling to meetings/training/events which have been agreed by the Clerk or Chair, as line manager:

- For cars - 45p per mile up to 10,000 mile.__(note: the Government rate for EV's remains @ 45p but we should continue to monitor this).
- Meal allowance: up to £10.00 per day and up to £25.00 per 24 hour period when an overnight stay is required.

Expense reclaim forms are countersigned by the Parish Clerk or the Chair of the Council.

viii) Management of Risk

OPC has a Council Risk Assessment which is reviewed and agreed by full Council every year.

OPC's insurance cover is provided by Zurich Ltd and Access Insurance (for unoccupied buildings) which are reviewed annually to ensure adequate cover.

OPC appoints an independent Internal Auditor Do The Numbers, who reports to the Council on the adequacy of its: financial records, procedures, systems, internal control and management of risk. This appointment is reviewed and agreed annually.

OPC is subject to an annual, external, Intermediate Audit Review which is undertaken by the Council's External Auditors, BDO Ltd.



INVESTMENT POLICY

~~Reviewed and adopted 19th November 2024~~

1 A Local Council's Investment Strategy

A local council has a general power to invest its funds for any purpose relevant to its functions under any enactment and for the prudent management of its financial affairs (Local Government Act (LGA) 2003 sections 12).

HM Government has issued statutory guidance on local government investments, under section 15(1)(a) of the Local Government Act 2003. Under that section, local authorities including Parish Councils are required to 'have regard' to 'such guidance as the Secretary of State may issue'.

The guidance states that for each financial year, a local authority should prepare at least one investment policy which should be approved by the Full Council and be made publicly available. The term 'investment' covers all financial assets of a Local Authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit. The guidance is effective for financial years commencing on or after 1 April 2018. It applies to Parish Councils whose investment of surplus funds exceed or are expected to exceed £100,000 at any time during the financial year. Surplus funds are defined as funds not earmarked for specific projects or budgeted funds for planned expenditure. Investments below £10,000 are not subject to this guidance but the Council must make a formal decision on the extent to which the guidance applies for investments between £10,000 and £50,000.

2 OPC adopted the following investment terms at the full Council meeting on ~~19th November 2024~~

All investments shall be made in £ sterling.

Short term investments are defined as investments up to 1 year.

Long term investments are defined as investments over one year.

Investments shall consider the following objectives to ensure the best balance between:

1. Security
2. Liquidity
3. Yield

All investments shall be "specified investments" giving relatively high security and liquidity such as short term deposits, 1, 2 or 3 year bonds or short term fixed deposits with high street banks or other funds marketed to the public sector.

"Non-specified investments" such as stocks and shares give a much higher, potential risk and shall not be considered.

Full Council or the Finance Committee will review and agree all investments and every transaction will require two Councillor signatories plus the Responsible Finance Officer.

Assumptions:

No less than **£25,000** shall be held in the Unity Trust account to cover any unforeseen expenditure or interruption to OPC's administration. This is based on easy to access funds being available in the CCLA Deposit account and Lloyds Treasurers account.



RESERVES POLICY

Reviewed and adopted on

~~19th November 2024~~

1 PURPOSE

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Odiham Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-

- the expenditure must not be recurring
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Council, so long as the total expenditure for the financial year is not exceeded.

2 TYPES OF RESERVES

Earmarked and other reserves:

Reserves can be categorised as earmarked, ring fenced or general.

2.1 Earmarked Reserves

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.

Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting and should include a costed project plan. The Finance Committee reviews total earmarked reserves quarterly.

Earmarked reserves are to be administered by the relevant committee in consultation with the RFO. Any changes (virements) to the proposed use of reserves must be agreed by Council.

The RFO will note earmarked reserves movements at the end of the financial year.

Earmarked reserves can be held for:

- Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of significant under spend for a project which started within a financial year - some services commit expenditure to projects, but cannot spend the budget in year. Reserves can be used as a mechanism to carry forward these resources but general reserves should be used for lower values.

2.2 Ring Fenced

Ring fenced reserves are money or grants allocated for a specific project only.

2.3 General Reserves

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Odiham Parish Council has considered guidance in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide 2024 which states that "any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserves" and considers a prudent level of general reserves to be closer to approximately 6 months of its annual expenditure due to specific liabilities, including a high number of Grade II listed properties and timber play equipment. Odiham Parish Council acknowledges this level of reserves is higher than recommended in the Joint Panel on Accountability and Governance and will review levels regularly, at least quarterly or following a change in circumstances.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to staff in general reserves at all times.

2 OPPORTUNITY COST OF HOLDING RESERVES

In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.

However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.



STAFF HANDBOOK

Adopted on 10th November 2021

Reviewed 2nd November 2023

Reviewed 9th October 2024

Reviewed 23rd October 2025

1. Introduction

Odiham Parish Council (OPC) takes its role as an employer seriously and understands the importance of setting out clear policies and guidelines which apply to all staff. This Staff Handbook will be issued to staff when commencing employment, in addition to a personal "Statement of Particulars" (contract) and is intended to provide a useful reference document on policies and procedures which apply to all staff.

This Staff Handbook was prepared by the Staffing Committee and adopted by OPC on 10th November 2021 and reviewed annually.

2. Statement of Particulars (Contract)

All permanent appointments will be issued with a Statement of Particulars within one month of starting employment. This will, as a minimum, include:

1. Period of employment
2. Job title
3. Normal place of work
4. Reporting arrangements
5. Remuneration
6. Pay reviews
7. Hours of works
8. Termination of employment
9. Annual leave (with pay)
10. Sickness absence and sick pay
11. Pensions (where applicable)
12. Collective agreements
13. Health & safety
14. Disciplinary and dismissal procedure
15. Grievance procedure
16. Changes of terms of employment
17. Inventions and intellectual property
18. Computer equipment
19. Data protection
20. Deductions from salary
21. Declaration of entitlement to work in UK

3. Other staff related policies adopted by OPC which form part of your terms & conditions

- I. Sickness Absence Policy (Appendix 1 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/10/Sickness-absence-policy-October-2023.pdf>)
- II. Flexible Working Policy (Appendix 2 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/10/Flexible-Working-Policy-October-2023.pdf>)
- III. Emergency Dependants Leave Policy (Appendix 3 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/10/Emergency-Dependants-Leave-Policy-October-2023.pdf>)
- IV. Pensions Retention Policy (Appendix 4 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/Pensions-Discretions-Policy-October-2024.pdf>)

4. Health & Safety

The health and wellbeing of staff and volunteers is considered as the highest priority by OPC and this commitment is evidenced by the Health & Safety Policy Statement which

is regularly reviewed and published online at the start of the Health & Safety Policy (Appendix 5 - <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/11/Health-and-Safety-Policy-December-2024.pdf>) This applies to staff, councillors and volunteers.

All staff and volunteers must take responsibility for their own health and safety and not place themselves in any dangerous situations or take any action which may cause injury or harm. It is essential for all staff to familiarise themselves with the Health & Safety Policy and acknowledge in writing they have read and understood it.

5. Lone Working Policy

There is also a separate Lone Working Policy (Appendix 6 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/10/Lone-Working-Policy-October-2023.pdf>). Due to the nature of the job, it is inevitable there will be times when you are lone working, either in the Parish Office or out at OPC owned sites. Please take time to risk assess each situation and talk through each scenario with your manager before acting.

6. Emergency Procedures

Emergency procedures in the office will be explained to you as close as possible to the first day of your employment.

The Health & Safety Policy and individual Statement of Particulars both include information on what to do if an emergency situation arises. But we cannot guarantee they include details of every emergency situation. All staff and volunteers are expected to respond to further instruction and respond reasonably should an unforeseen emergency situation arise. This may include a verbal instruction.

7. Safeguarding

As a local council working in the heart of the community, you will come into contact with a range of different people living and working in the community. There is a Safeguarding Policy (Appendix 7 - <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Safeguarding-Policy-December-2023.pdf>) setting out what you should do if you identify a concern and the process OPC will follow in reporting these concerns to the relevant responsible authority.

8. Training and Development

Training and development is encouraged for everyone and supported by OPC where possible. Please refer to the Training and Development Policy (Appendix 8 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Training-and-Development-Policy-December-2023.pdf>) for further information.

9. Privacy and General Data Protection Policy

The General Data Protection Regulations (GDPR) 2018 applies to OPC. There are various policies which cover the way in which OPC handles Council documentation and personal data.

All new staff are required to complete a consent form to hold and process personal data in connection with their employment (Appendix 9 - <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Consent-form-July-2023.pdf>).

The Privacy Notice (Appendix 10 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Privacy-notice-Staff->

[Cllrs-and-role-holders-July-2023.pdf](https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Cllrs-and-role-holders-July-2023.pdf)) provides further information on how OPC will store and process your personal data.

The full data Protection Policy can be read online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Data-Protection-Policy-July-2023.pdf>

GDPR provides the legal right to request details of your personal data OPC holds. There is a subject access request policy (Appendix 11 also available at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Subject-Access-Request-Policy-July-2023.pdf>) for this purpose.

10. General

As a Parish Council, OPC must act in accordance with certain legislation, guidance and Council rules (policies). All policies are published at <https://odihamparishcouncil.gov.uk/council/policies-and-publications>

Whilst we do not expect every role to have an in depth knowledge, the following rules determine the way in which OPC operates and every member of staff should be aware they exist and refer to them before taking action:

Standing Orders <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/11/Standing-orders-revised-January-2025.pdf>

Financial Regulations <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/Financial-Regulations-November-2024.pdf>

Internal controls <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/Internal-Controls-November-2024.pdf>

11. If things go wrong

Odiham Parish Council will do everything possible to avoid disputes and respond to issues raised in a reasonable and timely manner. Should you feel your line manager or Council has not listened to your immediate concerns, you should follow:

- a. The process set out in the Disciplinary Procedure (Appendix 12 and available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Disciplinary-Policy-Procedure-December-2023.pdf>

And/or

- b. The Grievance Procedures (Included as Appendix 13 and also available online at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Grievance-policy-procedure-December-2023.pdf>).



~~The Bridewell Working Group Capital Projects Steering Group~~
Terms of Reference (updated December 2023 revised November 2025)

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1. The ~~Bridewell Working Capital Projects Steering~~ Group is constituted to review and prioritise OPC's capital projects and provide guidance, oversight and strategic direction to the Council, ensuring:

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- i) ~~projects align with the Council Business Plan and Annual Action Plan~~
- ii) ~~priority is given to projects which give maximum benefit to the community~~
- iii) ~~??~~
- iv) ~~??~~
- v) ~~??~~
- ~~4-vi)??~~

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- i) ~~To oversee research and delivery of overarching Business Plan 2.~~
- ii) ~~vii) To research and develop Business Plan 3 setting out a future vision for The Bridewell which aspires to reach a cost neutral management position by maximising community use.~~
- iii) ~~viii) Oversee OPC's request to HCC for extending OPC's ownership to include the front parking area.~~

ix) ~~The Working steering Group group may decide to set up separate work streams for the above activities.~~

2.1. In delivering these objectives, the Working Group shall have authority to:

- i) Liaise with third party organisations, including tenants, hirers and professional service providers.
- ii) Request and review data from contractors and principal authorities.
- iii) Through the Clerk, seek professional advice such as advice on planning, legal and financial matters.
- iv) ~~Consult with the Odiham & North Warnborough community. Note that the draft Business Plan shall be approved by OPC before public consultation.~~
- v) Make applications for grant funding and receive donations, on behalf of OPC.

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vi) ~~Make planning applications relating to agreed work and projects.~~

3.2. Membership shall comprise of:

Adopted July 2021 – reviewed and ~~adopted December 2023~~



- A minimum of three Councillors.

~~Community representatives, subject to the Working Group's view that their input adds value.
Non-Councillors do not have voting rights.~~

4.3. The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk or Deputy Clerk.

5.4. The Working Group may appoint its own ~~Chairman~~chair, normally the chair of the Council.

6.5. Full Council retains overall responsibility:

- i) The ~~Working steering Group group~~ must provide regular progress reports to full Council.
- ii) The ~~Working Steering group~~ does not have authority to agree or sign any contracts or deeds.
- iii) The ~~Working Group steering 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.

7.6. The ~~Working Steering group~~ must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.

8.7. Conflicts of Interest - ~~Working steering Group 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.

9.8. Data Protection – the ~~Working Steering 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.

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REPORT ON: Flagpoles
WRITTEN BY: Parish Clerk
MEETING DATE: 18th November 2025
AGENDA REF: 175/25

Background

Earlier this year Council considered quotes to install a new flagpole at the war memorial and resolved to ask the community whether they supported the suggestion. At the time, a quote for £4,878 was considered to be too expensive and the Council requested research on further options.

This report pack, circulated to councillors, includes:

1. Consultation responses (pages 2-4).
2. A quote in the value of £1,095.59 to supply and install a 6m white glass fibre pole (pages 5-14).
3. A quote in the value of £1,802.64 to supply and install a 6m black painted glass fibre pole (pages 15-24).
4. The original quote presented in May to supply and install a 6m black painted aluminium pole, totalling £2,985.35 for installation on grass or £3,320.75 for installing on hardstanding. (pages 25-26).
5. A further quote received to supply and install 8 x 2m flagpoles on the side of the High St properties in the value of £2,183.06 (pages 27-28).

A cheaper option is [Flag Pole Kit, 6FT Wall Mounted Flagpoles for Garden Stainless Steel Flag and Pole Set for House Garden Yard Outdoor Fence Black : Amazon.co.uk: Garden](#) which was installed at The Bridewell and includes the poles currently used on the High Street.

For decision

To agree whether and how to progress this research.

Notes:

- i) Flagpoles will require listed building consent. The Hart conservation officers have indicated they will consider one LBC application for all poles.
- ii) OPC has already secured interest from some High St properties to have a flagpole on their property. We will need to confirm insurance liability and future responsibility.
- iii) The “supporting the High St” earmarked reserve balance is £5,264, reducing to £2,992 if the full spend on the war memorial which was above budget is coded to the same earmarked reserve.

REPORT ON: Grant applications submitted
WRITTEN BY: Parish Clerk
MEETING DATE: 18th November 2025
AGENDA REF: 176/25

Summary

The following grant applications have been submitted:

- i) Creating a community space at The Firs – an application was submitted to HDC's countryside grant scheme, in order to meet the 31st October deadline. See project proposal (pages 2-7).
- ii) To upgrade lighting in the communal spaces at The Bridewell – an application was submitted to HDC's climate change grant scheme. See application (pages 8-10).
- iii) For path improvements in Bartley Heath, due to a change in the materials and spec (requested by HCC) – an application was submitted to HDC's countryside grant scheme with the plan to also request funding from HCC. See application (pages 11-13).

Note HDC has already allocated the remaining S106 funds for the area to this project, £697.97. We will need to ask HDC for their consent to change the purpose of spend.

REPORT ON: RAF Christmas gifts
WRITTEN BY: Parish Clerk
MEETING DATE: 18th November 2025
AGENDA REF: 177/25

For decision

- i) To consider Cllr Greenside's email reporting £550 unspent Amazon vouchers from 2024.
- ii) To agree gifts and budget spending from the 2025 budget allocation of £1,000.

REPORT ON: Community Awards 2026
WRITTEN BY: Deputy Clerk
MEETING DATE: 18th November
AGENDA ITEM: 178/25

Background

Odiham Parish Council works in partnership with several community organisations to present The Bi-annual Community Awards in recognition of outstanding service to the community. These organisations include representatives from all three schools, the fire station, Odiham Society, and In Odiham.

<https://odihamparishcouncil.gov.uk/council-business/council/community-awards>

The OPC Community Awards are an opportunity for our community to show appreciation to those who have gone 'above and beyond' to make a positive difference, to help those in need and tirelessly volunteer their time to support others. The representatives get together to discuss the applications received and select ones to be put forward for the Council to agree.

The TORs were reviewed in May 2025 this year and can be viewed here:

<https://odihamparishcouncil.gov.uk/council-business/council/committees>

Budget:

There is currently £250 in the 2026/27 budget for the community awards. This will need to cover the hire of the hall, and the cost of the certificate or other prize. In 2024 the awards were held on the same night as the APA which seemed to work well.

Timeline:

The sooner we promote these awards, means people have a longer period of time to think about nominations. The suggestion is start to promote Mid January until the end of February, with the panel meeting to decide on the applications to put forward in March. This time frame would work well with the awards being presented at the APA again in April date TBC.

For decision:

- 1) Look at the TOR's to see if there are any other organisations that can be identified to add to the panel and to decide when engagement with the panel will begin.
- 2) Agree the budget for the awards
- 3) Agree the timeline of events for the awards

[Draft] Fw: Land to the West of Alton Road, Odiham - Variation to S106 Agreement

From clerk@odihamparishcouncil.gov.uk

Draft saved Wed 29/10/2025 14:23

 2 attachments (23 MB)

1054950 - DoV Land West of Alton Road Odiham 161025(33786808.1).doc; 21_00777_OUT-LEGAL_AGREEMENT-1671832.pdf;

From: x@basingstoke.gov.uk>

Sent: Tuesday, October 28, 2025 11:27

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

Subject: Land to the West of Alton Road, Odiham - Variation to S106 Agreement

Dear Andrea

The applicant has applied to the Council to amend some plans relating to this planning permission. The Parish Council was a party to the original S106 legal agreement. This application requires a Deed of Variation to amend the original legal agreement so that it reflects the new variation application. As the Parish Council were parties to the original deed, they will need to be a party to the variation agreement. I have therefore drafted this agreement and attach this for Odiham Parish Council's consideration.

I have included a clause whereby the applicant pays the Parish Council's legal fees, but please feel free to remove this if you do not need it.

I also attach the original agreement for your ease of reference.

Kind regards

Lawyer

Basingstoke and Deane Borough Council

01256 845243

debbie.berry@basingstoke.gov.uk

Reference: 054021 / 01103542



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S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

DATED 2025

HART DISTRICT COUNCIL

and

HAMPSHIRE COUNTY COUNCIL

and

ODIHAM PARISH COUNCIL

and

SHANLY HOMES (SOUTH EAST) LIMTIED

and

GCH (SEVEN) LIMITED

and

LUCAS MORE SEVEN LIMITED

STATUTORY POWERS

Under (inter alia) Section 106A of the Town and Country Planning Act 1990 (as amended)

SITE: Land On The West Side of Alton Road,
Odiham, Hook, Hampshire

DEVELOPMENT: Erection of 60 bed care home and 30 dwellings
(10 x 2 bed houses, 12 x 3 bed houses, 4 x 4+
bed houses and 4 x 2 bed flats) with
associated parking and pedestrian and
vehicular access

PLANNING 21/00777/OUT
APPLICATION NOS: 23/01096/AMCON

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

Shared Legal Services
Basingstoke and Deane Borough Council and Hart District Council
Civic Offices
London Road
Basingstoke
Hampshire
RG21 4AH

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"Plan"	The plan annexed to the <u>Original Agreement</u> identifying the <u>Site</u>
"Site"	Has the same meaning as defined in the <u>Original Agreement</u>
"Variation Application"	Application reference <u>nNo.</u> 23/01096/AMCON for Minor Material Amendment (Section 73 application) for the variation of Condition 2 attached to outline planning permission (ref: 21/00777/OUT) to replace the approved plans as a result of architectural changes to Plots 1-2, 5-12, 23-26, consisting of: - Windows proportions & detailing - Introduction of bay windows and additional dormers (4 plots only) - Introduction/alterations to open sided porches - Garage doors (one wide door instead of two) - Alterations to roof profiles (half hip to gables and vice versa) - Addition of 2m deep single storey rear projections with sloping roofs - Minor increase to properties footprints (ranging from 0.25m-0.55m) - Increase/decrease of roof ridgeline heights (ranging from

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

0.10m -0.25m) - Removal of 2
chimney stacks (23-26) - Introduction
of rooflights;

2. CONSTRUCTION OF THIS DEED

- 2.1 Where in this Deed reference is made to any clause, paragraph or schedule or recital such reference (unless the context otherwise requires) is a reference to a clause, paragraph or schedule or recital in this Deed.
- 2.2 Words importing the singular meaning where the context so admits include the plural meaning and vice versa.
- 2.3 Words of the masculine gender include the feminine and neuter genders and words denoting actual persons include companies, corporations and firms and all such words shall be construed interchangeable in that manner.
- 2.4 Wherever there is more than one person named as a party and where more than one party undertakes an obligation all their obligations can be enforced against all of them jointly and against each individually unless there is an express provision otherwise.
- 2.5 Any reference to an Act of Parliament shall include any modification, extension or re-enactment of that Act for the time being in force and shall include all instruments, orders, plans regulations, permissions and directions for the time being made, issued or given under that Act or deriving validity from it.
- 2.6 References to any party to this Deed shall include the successors in title to that party and to any deriving title through or under that party and in the case of the Council includes the successors to its statutory functions.
- 2.7 For the purpose of such parts of this Deed as may be subject to the rule against perpetuities the perpetuity period applicable to this Deed shall be eighty years from the date hereof.
- 2.8 Headings are for reference only and shall not affect construction.
- 2.9 Any covenant by the Owners not to do an act or thing shall be deemed to include an obligation not to cause or permit or suffer such act or thing to be done by any other person.

3. LEGAL BASIS

- 3.1 This Deed is made in pursuance of Section 106A of the Act, Section 111 of the Local Government Act 1972, Section 1 of the Localism Act 2011 and all other powers so enabling.

4. OWNERSHIP OF SITE

- 4.1 The First Owner HEREBY CONFIRMS AND WARRANTS that the First Owner is the registered proprietor of part of the Site registered with the Land Registry under title number HPHP874882 and that he has full power to enter into this Deed and that there is no other person having a charge over or any other interest in the Site save for the interests as shown in clauses 4.2 and 4.3

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON 054021

below whose consent is necessary to make this Deed binding on the **Site** and all estates and interests therein. The First Owner's interest is shown coloured ~~coloured~~ ~~edged red and coloured white and yellow~~ on the attached **Ownership Plan**.

Commented [DB1]: Applicant to provide ownership plan

- 4.2 The Second Owner HEREBY CONFIRMS AND WARRANTS that the Second Owner is the registered proprietor of part of the Site registered with the Land Registry under title number HP874991 and that he has full power to enter into this Deed and that there is no other person having a charge over or any other interest in the **Site** save for the interests as shown in clauses 4.1 and 4.3 whose consent is necessary to make this Deed binding on the **Site** and all estates and interests therein. The Second Owner's interest is shown coloured ~~green~~ on the attached **Ownership Plan**.
- 4.3 The Third Owner HEREBY CONFIRMS AND WARRANTS that the Third Owner is the registered proprietor of part of the **Site** registered with the Land Registry under title number HPHP874990 and that he has full power to enter into this Deed and that there is no other person having a charge over or any other interest in the **Site** save for the interests as shown in clauses 4.1 and 4.2 whose consent is necessary to make this Deed binding on the **Site** and all estates and interests therein. The Third Owner's interest is shown coloured ~~blue~~ on the attached **Ownership Plan**.

5. MISCELLANEOUS

- 5.1 The First Owner shall pay to the Council on completion of this Deed the costs of the Council incurred in the negotiation, preparation, execution and registration of this Deed.
- 5.2 The First Owner shall pay to the County Council on completion of this Deed the costs of the County Council incurred in the negotiation, preparation, execution and registration of this Deed.
- 5.3 The First Owner shall pay to the Parish Council on completion of this Deed the costs of the Parish Council incurred in the negotiation, preparation, execution and registration of this Deed.

- 5.3 No provision of this Deed shall be enforceable under the Contracts (Rights of Third Parties) Act 1999.
- 5.4 This Deed shall be registrable as a local land charge in respect of the **Site** by the Council
- 5.5 Any notices shall be deemed to have been properly served if sent by recorded delivery to the principal address or registered office (as appropriate) of the relevant party.
- 5.6 All approvals, certificates, consents, agreements, satisfactions, confirmations or calculations (or anything of a similar nature) that may be requested by the Owner and/or given by the Council or its officers or the County Council or its officers in accordance with this Deed shall be in addition to any other approvals, consents, agreements or confirmations that may be required by the **Act** or by any other statute or regulations, and all such approvals, consents, agreements, satisfactions, confirmations or calculations (together with all determinations as to whether for the purposes of this Deed dwellings have been occupied and/or completed) shall be at the sole discretion of the Council or its relevant officers whose decisions shall be final.
- 5.7 Insofar as any clause or clauses of this Deed are found (for whatever reason) to be invalid, illegal or unenforceable then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of this Deed.

6. JURISDICTION

- 6.1 This Deed is governed by and interpreted in accordance with the law of England and Wales.

7. EFFECT

- 7.1 This Deed shall take effect on the date hereof.

8. ORIGINAL AGREEMENT

8.1 For the avoidance of doubt:-

- 8.1.1 Except as far as varied by this Deed the words and expressions defined in the **Original Agreement** shall bear the same meaning in this Deed.
- 8.1.2 This Deed varies and shall be construed in connection with and supplemental to the **Original Agreement** and any necessary amendments to the **Original Agreement** to give effect to such variation shall be deemed to have been made.
- 8.1.3 Save as modified or substituted by this Deed the **Original Agreement** shall continue in full force and effect.

9. VARIATION

9.1 The Council, the County Council, the Parish Council and the Owners HEREBY AGREE that the **Original Agreement** shall take effect and be read and construed as if:

- 9.1.1 The definition of Application in clause 1.1 of the **Original Agreement** shall be deleted and replaced with the following definition of **Application**:

"Application reference 21/00777/OUT for the erection of 60 bed care home and 30 dwellings (1 0 x 2 bed houses, 1 2 x 3 bed houses, 4 x 4 + bed houses and 4 x 2 bed flats) with associated parking and pedestrian and vehicular access; and/or

Application reference No. 23/01096/AMCON for Minor Material Amendment (Section 73 application) for the variation of Condition 2 attached to outline planning permission (ref: 21/00777/OUT) to replace the approved plans as a result of architectural changes to Plots 1-2, 5-12, 23-26, consisting of: - Windows proportions & detailing - Introduction of bay windows and additional dormers (4 plots only) - Introduction/alterations to open sided porches - Garage doors (one wide door instead of two) - Alterations to roof profiles (half hip to gables and vice versa) - Addition of 2m deep single storey rear projections with sloping roofs - Minor increase to properties footprints (ranging from 0.25m-0.55m) - Increase/decrease of roof ridgeline heights (ranging

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON 054021

from 0.10m -0.25m) - Removal of 2 chimney stacks
(23-26) - Introduction of rooflights;

9.1.2 The following new Clause 5.15 ~~was shall be~~ inserted into the **Original Agreement**:

5.15 This Deed shall apply to any planning permission subsequently granted ("Subsequent Permission") under section 73 or 73A of the Act which varies or permits non-compliance with any of the conditions attached to the **Planning Permission** and this Deed shall then be construed as including the development authorised by the **Subsequent Permission** in addition to the **Development** authorised by the **Planning Permission** PROVIDED ALWAYS THAT

5.15.1 if any form of development authorised by the **Subsequent Permission** would by itself or in combination with any other planning permission result in the need for planning obligations additional to those set out in this Deed then such additional planning obligations shall be secured either by way of a new deed pursuant to section 106 of the **Act** or by way of a deed of variation of this Deed pursuant to ~~s~~Section 106A of the **Act**; OR

5.15.2 if the Council for whatever other reason considers it appropriate for a new deed pursuant to section 106 of the **Act** or by way of a deed of variation of this Deed pursuant to ~~s~~Section 106A of the **Act** to be entered into THEN the Owners ~~s~~ hereby agreed ~~d~~ to entering ~~ing~~ into such new deed ~~o~~r deed of variation of this Deed.

DELIVERY

9.2 The provisions of this Deed (other than this clause which shall be of immediate effect) shall be of no effect until this Deed has been dated.

IN WITNESS whereof the parties hereto have executed this Deed on the day and year first before written.

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
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Hampshire - 23/01096/AMCON 054021

THE COMMON SEAL of HART DISTRICT)
COUNCIL was hereunto affixed and this)
document was thereby executed as a)
deed in the presence of:)
)
)

Authorised Signatory

EXECUTED as a DEED by affixing the)
COMMON SEAL of HAMPSHIRE)
COUNTY COUNCIL in the presence of:)
)

Authorised Signatory

EXECUTED as a DEED by affixing the)
COMMON SEAL of ODIHAM PARISH)
COUNCIL in the presence of:)
)

Authorised Signatory

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

EXECUTED as a deed by GCH (SEVEN))

LIMITED acting by two directors or one)

director and the secretary)

)
)
)

Director

Director/ Secretary

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

EXECUTED as a deed by SHANLY)

HOMES (SOUTH EAST) LIMITED acting)

by two directors or one director and the)

secretary)

)

Director

Director/ Secretary

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

EXECUTED as a deed by LUCAS MORE)

SEVEN LIMITED acting by two directors)

or one director and the secretary)

)

)

Director

Director/ Secretary

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Adrian Gray
Title:	Traffic Order Proposals: B3349 Alton Road, Odiham 30 Miles Per Hour Speed Limit / The Hampshire (B3349 Odiham and North Warnborough) (30 and 40 Miles Per Hour Speed Limit) Order 2025
Reference:	C853

Tel: 01962 846892

Email: Adrian.Gray@hants.gov.uk
Alistair.Macadam@hants.gov.uk

1. The decision:

- 1.1. That a traffic order be implemented under the Road Traffic Regulation Act 1984 (RTRA), the effects of which will be to extend the 30 miles per hour speed limit on B3349 Alton Road between a point 33 metres south of its southernmost junction with Crownfields and a point 177 metres further south.

This order will revoke / part-revoke two orders with no change of substance save for the change above. The order will also correct a descriptive anomaly.

2. Reasons for the decision:

- 2.1. Due to the recent construction of the new Crownfields development located on the southern residential boundary in Odiham it is proposed to extend the existing 30mph speed limit by 177 metres southwards from its current location. This extension of the 30mph limit will promote speed limit reduction prior to the recently constructed development access road for the new houses.

Alton Road is a heavily trafficked road entering the town of Odiham, which is currently subject to a 40mph speed limit. The road consists of several residential entrances along the length of the road, with narrow footways on either side of the road. A traffic survey, conducted in March 2019, revealed the average number of vehicles utilising Alton Road within a 24-hour period was 5,220 northbound, and 6,047 southbound. As an additional junction to residential dwellings, care home facility and childcare facilities are to be included in the new development, it is proposed that the existing 40mph/30mph speed limit signs are relocated approximately 177m south of their current location, at the revised terminal point, to improve overall safety of the road, and alleviate any highway safety issues.

2.2. Due consideration has been given to RTRA 1984 sections 122(1) and 122(2) and any other relevant legislation. In this case the Decision Maker acting on behalf of the Local Authority considers this TRO expeditious, for the convenient and safe movement of vehicular and other traffic (including pedestrians)

2.3 The decision outlined in paragraph 2.2 (above) to exercise the functions of the Local Authority under RTRA 1984 sections 122(1) and 122(2) has been reached on the basis of what is reasonably practicable after due regard has been given to:

- The desirability of securing and maintaining reasonable access to premises
- the importance of securing the safety and convenience of persons using or desiring to use the particular stretch of road

2.4 4 comments, all of which were in support of the scheme were received during the period which took place between Friday 29th August 2025 and Friday 19th September 2025 - details of which are in the Appendix to this report.

3. Other options considered and rejected:

3.1. None

4. Scheme Funding:

4.1. Capital

5. Conflicts of interest:

5.1. None

6. Dispensation granted by the Head of Paid Service:

6.1. None

7. Supporting information:

7.1. Local Member, Councillor Glen supports the proposal

7.2. Executive Member for Highways and Passenger Transport, Councillor Bowerman supports the proposal

7.3. Police – Hampshire and Isle of Wight Constabulary do not object to the proposal

7.4. Draft Order and Plan

Approved by:

Date:

A black rectangular redaction box covering the signature of the approver.

17/10/2025

Adrian Gray, Head of Highways (Traffic and Safety)

On behalf of the Director of Universal Services

APPENDIX

Objector Name	Officer Response
Objection Councillor Chris Dorn - Unknown – Support	
<p>The proposed 30mph extension southwards from the Crownfields development is welcomed.</p> <p>However, the section of road all the way down to the junction with RAF Odiham and The Firs has been a traffic issue for many years. Numerous accidents have occurred at the RAF Odiham entrance. Would it not be helpful to extend the 30mph zone all the way to the RAF Odiham entrance (an extra 500m) as part of this traffic order.</p>	<p>Department for Transport guidance on setting speed limits place some emphasis on the safety history as well as existing mean speeds. Driver speed choices are based on the visual cues around them such as footways, street lighting, visible development, frequent junctions and entrances, as well as the presence of other highway users including pedestrians and cyclists. There is no pattern of excessive speed as a contributory factor in the recorded casualty collisions, and measured speeds to the south of RAF Odiham junction are significantly higher than the current 40mph speed limit. The police will not support any proposed new speed limits that they feel are unrealistic to achieve driver compliance and will merely create an ongoing speed enforcement issue.</p>
Stuart Coventry – Alton Road – Support	
<p>I refer to the public notice of the proposed speed reduction on Alton Road, Odiham. Whilst I am supportive of this speed reduction I have a number of questions and observations to which I require a response.</p> <ol style="list-style-type: none"> 1. As a resident directly affected by this change since I live on Alton road within the proposed change I am surprised that I didn't receive a notice. I'm not aware that any other residents received a notice either. The only notice appears to have been attached to a post next to Alton Road. Can you therefore advise whether you have complied with the necessary public consultation requirements for this proposed change? 2. The proposed change extends the 30mph limit for 177 metres. This is a missed opportunity to extend to beyond RAF Odiham. That change has been requested for some time by Odiham, especially since the fatal accident at the junction with RAF Odiham and other accidents in the vicinity. Please advise whether your order can be amended to reflect this need. 3. Whilst a speed limit reduction is welcome, it would be more effective with traffic calming measures. At the moment there are advance warnings of the 30mph zone for traffic travelling north on Alton Road. As a minimum it would be important to do the same for the new zone. It would also be helpful to have other measures in place. Please advise what the intention is. 4. At the time of the planning application for the carehome and residential development (Land West Sides of Alton Road : 19/02257/OUT) the applicant proposed that the 30mph speed limit be extended south for safety reasons. There was the inference that the extension should extend to RAF Odiham junction and that the applicant would be prepared to contribute. Hampshire 	<ol style="list-style-type: none"> 1. Public notices are advertised in the Hampshire Independent and in local libraries, which complies with the necessary public consultation requirements 2. Department for Transport guidance on setting speed limits place some emphasis on the safety history as well as existing mean speeds. Driver speed choices are based on the visual cues around them such as footways, street lighting, visible development, frequent junctions and entrances, as well as the presence of other highway users including pedestrians and cyclists. There is no pattern of excessive speed as a contributory factor in the recorded casualty collisions, and measured speeds to the south of RAF Odiham junction are significantly higher than the current 40mph speed limit. The police will not support any proposed new speed limits that they feel are unrealistic to achieve driver compliance and will merely create an ongoing speed enforcement issue 3. The existing blue advance warning signs are not authorised under The Traffic Signs Regulations and General Directions (TSRGD) and will be removed as part of the scheme. The developer has proposed gateway features at the new terminal

<p>County Council's response at the time (your reference 026875, letter 9th January 2020, Sam Coleman) both approved the proposed access to the development site and concluded that there were 'no existing highway concerns that would be exacerbated by the development'. Furthermore the letter concluded that 'the Police would object to any speed limit reduction proposal' on the basis that the mean speeds at the time were over the police intervention level for speed enforcement. This seemed to a bizarre conclusion at the time and the result was that the planning application was passed without a condition relating to speed reduction measures. Given that nothing appears to have changed since, please advise why there is now this proposed change and whether the Police will support it now. I attach the relevant HCC letter.</p> <p>5. The new signage might encroach on private land. Please advise whether the relevant landowner(s) have been approached about this and whether agreements have been reached.</p>	<p>point to increase effectiveness of the new speed limit signs.</p> <p>4. The speed limit TRO was requested as part of the Section 278 Agreement for the development. I can confirm that Hampshire Constabulary has no objection to the proposals.</p> <p>5. The signs will be installed on the publicly maintainable highway.</p>
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<p>Alex Hayhoe- West Street – Support</p>	
<p>I approve of the idea of extending the 30mph limit on the B3349 Alton Road between a point 33 metres south of its southernmost junction with Crownfields and a point 177 metres further south due to the new development being built with an exit onto that section of road.</p> <p>However I believe it would be sensible to extend the 30mph limit further and beyond the junction with RAF Odiham. This exit is also dangerous due to the current speed limit on that stretch of the B3349 and there have been many, sometimes fatal, accidents at this junction.</p>	<p>Department for Transport guidance on setting speed limits places some emphasis on the safety history as well as existing mean speeds. Driver speed choices are based on the visual cues around them such as footways, street lighting, visible development, frequent junctions and entrances, as well as the presence of other highway users including pedestrians and cyclists. There is no pattern of excessive speed as a contributory factor in the recorded casualty collisions, and measured speeds to the south of RAF Odiham junction are significantly higher than the current 40mph speed limit. The police will not support any proposed new speed limits that they feel are unrealistic to achieve driver compliance and will merely create an ongoing speed enforcement issue.</p>

<p>Andrea Mann (On Behalf of Odiham Parish Council & RAF Odiham) – The Bury - Support</p>	
<p>This submission recounts Odiham Parish Council's (OPC) response to Hampshire County Council with respect to the matter of Traffic Order Proposal – The Hampshire (B3349 Odiham and North Warnborough) (30 and 40 miles per hour speed limit) Order 2025; hereafter referred to as 'the TOP'. The submission was prepared in concert with RAF Odiham and has been ratified by OPC in Full Council on 23 Sep 2025 as the combined position of both of these organisations.</p> <p>Although both the council and RAF Odiham welcome an extension of the 30mph limit further to the south along the B3349 from where it currently ends, the commitment to change it would offer an opportunity to significantly increase the intent and effectiveness of the proposal further were the 30mph limit extended further, until 200m south of the RAF Odiham Junction (B3349 with Churchill Avenue/The Firs). This junction has long been a hazard, with numerous accidents and near misses (recorded and unrecorded data) having occurred within the last decade. Further, over 100 school children living at RAF Odiham</p>	<p>Measured speeds to the south of RAF Odiham junction are higher than those recorded to the south of the Crownfields junction. The police will not support any proposed new speed limits that they feel are unrealistic to achieve driver compliance and will merely create an ongoing speed enforcement issue.</p>

cross the B3349 from Churchill Avenue to the Firs daily during term time in order to get to Robert Mays School.

Were a 30mph limit extended to the south of this junction it would fulfil the following purposes of a Traffic Regulation Order:

1. Avoiding danger to a persons of traffic; as described above.
2. Facilitating the passage of traffic; by offering additional opportunity for traffic to enter the B3349 from Churchill Avenue and the Firs, particularly during rush hour.
3. Improvement in air quality; by a reduction in speed changes in the area, decreasing emissions.

As such, OPC and RAF Odiham would support the further extension of the 30mph zone as described above.

In addition, and separate to this, were the 30mph zone to also encompass the southernmost 200m of The Firs from where it forms a junction with the B3349 this would offer additional weight to points 1 and 2 above; currently the entirety of The Firs is at the national speed limit (ie 60mph) and the southern-most 100m doesn't have a footway and therefore the road is traversed daily by the aforementioned school children. Therefore extending the 30mph limit along the southernmost 200m of The Firs would manifestly increase the safety of children walking along this road.

Furthermore, planning application 20/03185/FUL, for a Solar Photovoltaic Farm with an output capacity not to exceed 49.9MW of energy, suggests the site should expect an additional 2482 two-way HGV vehicle movements plus contractors to take place throughout construction, which is likely to route along this section of B3349. 24/02473/AMCON was the application to vary this condition, with a transport statement document attached detailing routes the vehicles are likely to take along the B3349 and results of a traffic and speed survey undertaken by their contractors, showing average and 85th percentile speeds being above the current 40mph limit in both directions.

Ultimately the safety of both pedestrians and road users can be appreciably improved were these changes to be implemented.

OPC and RAF Odiham are therefore amenable to working with Hampshire County Council to provide more detail and discussion of this proposal as required.