



ANDOVER TOWN COUNCIL

To the Members of the **Policy and Resources Committee**:

Cllrs Phil North (**Chairman**), Katherine Bird (**Vice-Chairman**), Zilliah Brooks, David Drew, Karen Hamilton, Steven Hardstaff, Kevin Hughes, Marion Kerley, Geoff McBride, Veronika Pond and Roy Shukri.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Wednesday 25 September 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
19 September 2013

THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**

To agree the minutes of the Policy and Resources Committee meeting held on 31 July 2013 – attached at **Appendix A.**

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **CORPORATE RISK ASSESSMENT**

The Council has a duty under its responsibilities for Corporate Governance to undertake an annual Corporate Risk Assessment.

To consider the Risk Assessment and to recommend the Assessment to Full Council.

Report attached at **Appendix B.**

6 **TOWN CENTRE MANAGER**

To consider a proposal for a Town Centre Manager position for Andover – report attached at **Appendix C.**

7 **COMMUNITY SPEEDWATCH**

To consider a proposal for a Community Speedwatch Scheme in Andover – information papers attached at **Appendix D.**

9 **TOWN COUNCIL FORUM**

To receive an update regarding the Town Council Forum, following a visit to Romsey Forum.

9 **COMMUNITY RIGHT TO BID**

To consider a list of Community Assets in line with the Community Right to Bid process – list attached at **Appendix E.**

10 **FINANCE**

Payment of Accounts up to 24 September 2013

To approve the Payment of accounts up to 24 September 2013 – papers to follow.

Accounts up to 31 August 2013

To receive bank statement and reconciled accounts up to 31 August 2013 – papers to follow.

11 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix F.**

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 31 July 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P) (arrived at 7.15pm) (left at 8.00pm)

Cllr Z Brooks (P) Cllr D Drew (P) Cllr K Hamilton (A) Cllr S Hardstaff (A)

Cllr K Hughes (P) Cllr M Kerley (A) Cllr G McBride (A) Cllr V Pond (P)

Cllr R Shukri (A)

Cllr Long (P) – substitute for Cllr Bird.

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

PR17/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs K Hamilton, S Hardstaff, M Kerley, G McBride and R Shukri.

PR18/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR19/13 MINUTES

It was proposed by Councillor Brooks and seconded by Councillor Drew and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 5 June 2013 were agreed and signed by the Chairman as a correct record.

PR20/13 PUBLIC PARTICIPATION

Councillor B Long informed Members that Ellen House in London Road had become available for office rent. She encouraged Members to note alternative premises if, in the future, the Town Council had need to move to alternative premises.

Cllr North agreed that the information be noted but that at the current time the Town Council had no requirement for alternative premises. It was agreed that if in the future premises became available that were suitable for consideration, the Town Clerk would liaise with the Chairman and Vice Chairman of the Town Council.

PR22/13 REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE

Members reviewed the amended Terms of Reference for the Policy and Resources Committee and noted the revised Work Programme including the actions required of the Committee.

Members suggested that it be recommended to full Council that all Committees operate on a quorum of 1/3 + 1.

RESOLVED:

1. That the revised Terms of Reference for Policy and Resources be recommended to Full Council for approval.
2. To recommend to Full Council that all Committees operate on a Quorum of 1/3 + 1.

PR23/13 MEMORIAL TO REG PRESLEY

Members received an update report on the Memorial to Reg Presley. Members noted that a letter had been received from Mrs Presley suggesting a change in the wording. A further change of wording was suggested:

Reg Presley 12.06.41 – 04.02.13. The Troggs played here 1964-1965.

The Town Clerk reported that there was some difficulty in obtaining permission from the owner of 12 High Street to put up the plaque. Cllr Brooks agreed to find out who the owners were for the Town Clerk to contact them directly.

RESOLVED:

1. That the progress of the project be noted and the change of wording.
2. That the Town Clerk telephone Mrs Presley to agree the revised wording of the plaque.
3. That the Town Clerk write to the owners of 12 High Street to obtain permission to put up the plaque.
4. That the Town Clerk apply for planning permission to put up the plaque.

PR24/13 UPDATE ON AUDIT REPORT

Members noted an update report on the progress of completion of the Audit Action Plan from the Internal Audit 2013.

Members noted that all points on the Action Plan had been completed.

PR25/13 INTERNAL AUDIT PLAN

Members considered the adoption of a 3 Year Internal Audit Plan outlining the actions to be taken by the Town Council over a yearly period in preparation for the Internal Audit.

RESOLVED: That the 3 Year Internal Audit Plan be recommended to Full Council.

PR26/13 TOWN COUNCIL FORUM

Members received a verbal report for Cllr Long who had attended the Romsey Forum accompanied by Cllr McBride, Cllr Fitchet and Cllr Hardstaff.

Cllr Long indicated that those who had attended would meet and put together a proposal report for consideration at the next meeting of the Policy and Resources Committee.

PR27/13 COMMUNITY RIGHT TO BID

Members noted an information report about the Community Right to Bid Scheme, introduced within the Localism Act 2011.

Cllr Bird explained that by initiating the scheme, it would give more options for important and useful buildings in and around the Andover Parish. Cllr Bird further explained that a simple form was available for the Town Council to complete with nominations for the buildings to be included on the Assets of Community Value List.

It was agreed that the Town Clerk would write to all Members to nominate buildings in their Ward to be included on the List. A short explanatory paragraph would be requested as to why the building/s should be included.

Cllr Bird agreed to forward the Proposal Form to the Town Clerk.

RESOLVED: That the Town Clerk write to all Members to nominate buildings in their Ward to be included on the Assets of Community Value List.

A short explanatory paragraph to be included as to why the building/s should be considered.

PR28/13 FINANCE

Payment of Accounts at 29 July 2013

Members noted and approved the payment of accounts up to 29 July 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
08.07.13	Ace Liffaway	Provision of Toilets to Allotment sites	425.15
08.07.13	Administration Assistant	July Salary	884.50
08.07.13	Baxter Confidential	Recycling of Confidential Waste	78.00
08.07.13	Town Clerk	July Salary	2083.06
08.07.13	Town Clerk	June 2013 Reimbursements	125.48
08.07.13	Custom Studio	Monthly Email and Website provision	35.94
08.07.13	Danwood Working Solutions	Quarterly rental charges	187.54
08.07.13	DMJ Butler Country Services	Job no's – 487, 502, 378, 505, 506, 521	1469.98
08.07.13	HALC	Cllr Training – The Knowledge	72.00
08.07.13	H M Revenue & Customs	July Tax Contributions 2013	1035.24
08.07.13	Kevin Justice	Works to water taps – Barlows Lane	65.00

08.07.13	Viking Supplies	Stationery	190.70
31.07.13	Ace Liftaway	Rubbish removal at Vigo Road Allotment	1538.40
31.07.13	Administration Assistant	August Salary	953.20
31.07.13	Mr T Beavis	Grass Cutting – Churchill Way Allotment	10.00
31.07.13	D M J Butler	Job Nos: 542,497,522, 547, 535, 509, 490, 501, 537, 532, 520, 546	1715.77
31.07.13	Town Clerk	August Salary	2154.92
31.07.13	Town Clerk	July 2013 Reimbursements	104.53
31.07.13	Danwood Working Solutions	Photocopying charges April-Jul 2013	257.41
31.07.13	Mr A Fitchet	Reimbursements for Pizzathon	64.44
31.07.13	HALC	Councillor Training – Core Skills	36.00
31.07.13	H M Revenue & Customs	August Tax Contributions 2013	1129.73
31.07.13	Southern Water	Admirals Way Water Charges	102.87
31.07.13	Southern Water	Churchill Way Water Charges	290.57
31.07.13	Test Valley Borough Council	Hire of Guildhall 27.07.2013	48.00
31.07.13	WPS Insurance	Additional cover for Allotment Toilets	22.81
31.07.13	Viking Supplies	IT Equipment & Office Furniture	299.35
31.07.13	British Telecom	Telephone & Broadband Services	76.87
	Total		£15,457.46

Accounts up to 30 June 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 30 June 2013. The Chairman signed the documents as a correct record.

PR29/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes:

To add to the Work Programme for 25 September 2013 the following items:

Community Speed Watch

Town Centre Manager

Town Council Forum

The Chairman closed the meeting at 8.20pm.

Chairman

Date



LCRS6 Overall Summary

Andover Town Council Assessment for year 2013 To 2014

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	19	19	4.5	10	
Code of Conduct	Duty to adopt a code of conduct	1	1	3.0	0	
Computing	Power to facilitate discharge of any function	4	4	4.8	3	
Council Meetings		4	4	2.8	1	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	2	2	1.5	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	3.0	0	
Employment of Staff	Duty to Appoint	7	7	3.9	3	
Entertainment and the arts	Provision of entertainment and support of the arts	17	17	2.1	0	
Financial Management	Duty to ensure responsibility for financial affairs	11	11	2.6	1	
Gifts	Power to accept	1	1	2.0	0	
Investments	Power to participate in schemes of collective investment	3	3	2.0	0	
Markets	Power to provide	18	18	2.4	0	
Meetings of the Council	Duty to meet	5	5	2.4	1	
Newsletters	Power to provide from 'free resource'	2	2	4.0	2	
Planning & Development Contr	Rights of consultation	1	1	4.0	1	
Provision of Office Accommod	Power to provide	5	5	3.6	1	
Provision of Website/Internet A	Power to provide from 'free resource'	2	2	5.0	2	
Tourism	Power to contribute to organisations encouraging tourism	2	2	4.5	1	
Town and Country Planning	Right to be notified of planning applications	3	3	2.7	0	
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom	2	2	3.0	0	
Web Sites		18	18	3.3	6	



LORS 6. Overall Summary

**Andover Town Council
Assessment for year 2013 To 2014**

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Overall totals/ scores		129	129	3.1	32	

Completed by:

Date:

Position:

How to complete:
 1. Review each area and the number of uncontrolled risks.
 2. Decide which area is at most risk and should be actioned firstly mark this as number One.
 3. Repeat on all areas until all uncontrolled areas are allocated.





**Andover Town Council
Assessment for year 2013 To 2014**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
Allotments									
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Medium Medium	4	Keep all records on file	Allotments Administrat or	01/04/2014	
219	Contractor	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Medium Medium	4	To regularly review maintenance contract and review costs with contractor	Town Clerk	31/03/2014	
214	Environmental	Untidy Plots	Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	High High	9	To receive updates from Wardens every six weeks and to follow up immediately with enforcement letters.	Town Clerk	31/03/2014	
215	Environmental	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	High Medium	6	Allotments sub-committee to consider skip hire and removal of rubbish	Town Clerk	01/04/2014	
52	Environmental	Accumulation of rubbish	Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	High Medium	6	To liaise with Wardens and Allotment Associations, Allotment Sub-Committee to consider provision of skips for waste removal.	Allotment Administrat or	01/04/2014	



**Andover Town Council
Assessment for year 2013 To 2014**

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
448	Environmental	Vandalism	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	Medium High	6	Warden to carry out allotment inspections. Warden asked to complete six weekly checks. Constant liaison with local police.	Allotment Administrat or	01/04/2014	<input type="checkbox"/>
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	High High	9	To send reminder letters to allotment holders breaking allotment rules. Wardens required to report any problems.	Allotment Administrat or	01/04/2014	<input type="checkbox"/>
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Medium High	6	Wardens to report any leaks or problems. Plumber to repair any faulty taps. Southern Water responsible for supply to sites.	Allotment Administrat or	01/04/2014	<input type="checkbox"/>
311	Environmental	Vandalism of sites	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Medium High	6	Wardens to report any problems. Rolling programme of maintenance and replacement of gates and locks	Town Clerk	31/03/2014	<input type="checkbox"/>
310	Physical	Unoccupied Plots	Maintenance of waiting list. Regular reports in local free press. Details on website. Contact details on notice boards.	Medium Medium	4	Wardens to provide six weekly reports. Uncultivation letters to be sent. Empty plots to be reallocated.	Allotment Administrat or	01/04/2014	<input type="checkbox"/>

Computing



**Andover Town Council
Assessment for year 2013 To 2014**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Medium High	6	Ensure door shutter is locked each evening. Laptop harddrive backed up on to separteate hard drive 2 a week. All office equipment insured on Council	Town Clerk	11/06/2014
0	Physical	Computer system 'hacked' and loss of data	All 'Fire Wall' systems regularly updated. Laptop computers to be in secure locations at all times. Allow automatic updates on Computer Operating systems to allow systems to be secure. Emails carefully monitored to prevent system crashes	Medium High	6	Up to date Firewall software to be purchased annually. Allow automatic updates on computer systems. Check emails carefully to prevent 'hacking'. Never leave laptops in vulnerable places when out of the office	Town Clerk	15/06/2014
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Medium Medium	4	Data backed up twice a week onto external hard drive. Hard drive taken off site overnight. New software systems stored remotley off-site to minimise risk.	Town Clerk	01/06/2014
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	Medium Medium	4	To continue to hire the Guildhall for Council meetings. Relocation of committee meetings is available if requested.	Town Clerk	30/09/2014

Council Meetings

Employment of Staff



**Andover Town Council
Assessment for year 2013 To 2014**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements	Medium High	6	To review annually	Town Clerk	31/12/2014
332	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Medium High	6	To periodically review lone working policy. Security cameras installed in office and Members given access via keys.	Town Clerk	30/11/2013
338	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Medium High	6	To review annually	Town Clerk	31/12/2014
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Medium High	6	To review annually	Town Clerk	31/03/2014

Financial Management

Meetings of the Council



**Andover Town Council
Assessment for year 2013 To 2014**

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Medium Medium	4	To make suitable adaptation as required for each meeting	Town Clerk	31/03/2014	
Newsletters									
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Medium Medium	4	Review annually	Town Clerk	12/12/2014	
0	Physical	Non production of newsletter	Determine responsibility for and ensure that all publication deadlines are met. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.	Medium Medium	4	Council to agree on policy for delivering Newsletter	Council	30/06/2014	
Planning & Development Control									
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Medium Medium	4	Town Council holds meetings every three weeks to comply with TVBC deadlines. Reviewed annually.	Town Clerk	30/10/2014	
Provision of Office Accommodation									



Andover Town Council Assessment for year 2013 To 2014

LOOKS 76 All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
0	Physical	Fire	<p>Ensure Health/Safety testing complete.</p> <p>Ensure appropriate staff training</p> <p>Provide for strict security/control of combustible materials held by council.</p> <p>Provide appropriate extinguishers etc.</p> <p>Ensure appropriate signage in place.</p> <p>Ensure appropriate regulations/controls in hire documentation.</p>	<p>Medium</p> <p>High</p>	6	Fire alarms are installed at office premises. Fire exit clearly marked and accessible. Review annually.	Town Clerk	30/06/2014	
Provision of Website/Internet Access									
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	<p>Medium</p> <p>Medium</p>	4	Review annually	Town Clerk	30/11/2014	
348	Technical	Failure of Website/Internet Providers	<p>Ensure a backup copy of data is maintained.</p> <p>Liaise with provider to ensure early reinstatement of service.</p>	<p>Medium</p> <p>High</p>	6	Review annually	Council	30/11/2014	
Tourism									
205	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	<p>Medium</p> <p>High</p>	6	Include Events Budget in Annual Budget Provision. To consider expenditure.	Town Clerk	12/12/2014	
Web Sites									
0	Administration/ Legal	Availability of Software tools to build and manage site	<p>Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.</p>	<p>Medium</p> <p>Medium</p>	4	Contract agreed with website provider. Access available at any time.	Council	30/06/2014	



Andover Town Council Assessment for year 2013 To 2014

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	High High	9	Provide training to Members to provide back-up should the Clerk be unable to carry out task. Admin Assistant has been provided with training to ensure continuity of service	Town Clerk	30/11/2014
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Medium Medium	4	Council privacy policy must be displayed on website. Completed, reviewed annually.	Town Clerk	30/11/2014
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.	Medium Medium	4	Delegation given to Town Clerk to ensure website is kept up to date and amendments to be kept within budget provided.	Town Clerk	30/11/2014
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	Medium Medium	4	Qualified website designer appointed, compliance with all JANET guidelines. Reviewed annually.	Town Clerk	30/11/2014



**Andover Town Council
Assessment for year 2013 To 2014**

LCRS - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Medium Medium	4	Website Working Group to review appointment annually	Town Clerk	30/11/2014

No of issues listed: 32

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr G McBride _____

Signed by responsible Finance officer - Wendy Coulter _____

How to complete (individual risk section):
 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
 (not recorded on LCRS .



ANDOVER TOWN COUNCIL



Report

Town Centre Manager	
Produced for: Policy and Resources Committee	Date of Report: Tuesday 17 September 2013
Summary of Key Issues To consider whether the Town Council contributes to a proposed position of a Town Centre Manager for Andover. The funding will initially be for a period of 3 Years. To consider the possible financial implications for the Town Council.	
Current Situation <ul style="list-style-type: none"> • Test Valley Borough Council (TVBC) has approached the Town Council to request funding for a Town Centre Manager (TCM) for Andover. • At TVBC's recent Town Centre Summit meeting it was suggested that a TCM be recruited to assist local retailers and the Local Authorities to rejuvenate Andover town centre. • TVBC and Hampshire County Council (HCC) have agreed to part fund the TCM by £9,330 each for the next 3 years. • The Town Council have been approached to provide matched funding and become a joint partner in the scheme. 	
Identifying the need for a TCM Following the TVBC Summit and the proposal for a TCM, a survey was carried out with local town businesses to establish whether a TCM was required. Over 100 businesses were surveyed with just over 60 responding, more than 70% agreed that a TCM was required.	
The Proposal <ol style="list-style-type: none"> 1. TVBC has sent a proposal report to the Town Council inviting the Council to enter negotiations for a TCM. 2. The Proposal is that HCC, TVBC and the Town Council contribute equal funding to employ a TCM position and contribute £9,330 each per annum for a minimum of 3 years. 3. The TCM will work with local businesses to rejuvenate the Town Centre and generate enough income for the TCM position to become self-funding after the initial three year period. 	
Response to initial enquiries Following receipt of the initial proposal, the Chairman wrote to TVBC to request clarification on a number of points, the following details the questions asked and the answers given: <ul style="list-style-type: none"> • <i>What will the TCM need to carry out the job, if they are working from home, who will carry out the Risk Assessment and offset the cost of overheads?</i> 	

TVBC will pay for a laptop and if needed carry out a risk assessment for home working. It is anticipated that as the position is self-employed there should not be any overheads.

(It is recommended that the TCM work from the Town Council Offices in the centre of Andover, with overheads covered by the joint partners – Andover Town Council, Test Valley Borough Council and Hampshire County Council).

- *What exactly will the individual do?*

TVBC will discuss this in more detail, if ATC come on board they will be able to frame that discussion.

- *The post would be part-time, 20hrs per week? Specific periods should be allocated to include weekends as events would need to be covered. No overtime?*

This is a good idea and we will include weekend working in the Job Description. There will be no overtime agreement in the contract.

- *The Job Description – good IT skills, customer service skills, administration skills, media skills, organisational skills*

Again these are good ideas and will be included in the Job Description.

- *How will the TCM provide businesses with training, will they be required to have this knowledge themselves?*

It is not anticipated that the TCM will deliver the training themselves (unless of course they have the relevant experience/qualifications), but enable training for local businesses. For example by asking what training businesses might find useful; promoting the Andover Skills Training Fund or other local training providers.

- *The TCM will be required to have good IT Skills, management of databases, email, and social media? Person Specification – this needs to be more specific, regarding the skills required above.*

We will include these suggestions in the Person Specification.

- *What outputs will the individual produce, communication, reports, fiscal generation, others?*

Whatever sponsors including ATC think necessary; please advise.

- *What support will the TCM require and who will provide this? E.g. administration, HR etc.*

EDO will provide advice and guidance but TCM will be responsible for their own admin; not clear why personnel advice will be required.

- *There is mention that the TCM will become self-funding, how specifically is that to be achieved?*

I suspect that the answers to some of these questions cannot be known in detail at the outset which is partly why it was recommended the post be funded for 3 years. Self-funding is likely to come (based on experience elsewhere) from a combination of payment for membership services, events and external grants.

- *What is the liability to the Town Council, such as Insurance, Sickness, Pensions etc.?*

We are assuming there will be no liability on any of the 3 organisations.

- *How will the TCM maintain day to day communication with the businesses?*

It will be the responsibility of the TCM, based on advice from sponsors and best practice, to decide how to manage their day to day communication with businesses.

- *The TCM will be required to organise events and liaise with the new housing developments, how will this be done?*

Again this cannot be known in detail in advance; an Action Plan is being prepared and one of the post holder's first tasks will be to develop these ideas.

- *The TCM will be required to manage a Budget, what Budget? Where is this to come from?*

An operational budget will come from the sponsors, as part of the funding package, but the post holder will also be expected to generate additional operation budget from outset.

- *If the Town Council were to part fund the TCM up to £9330pa as requested, this would be 8.1% of the Town Council's budget. What percentage of the allocation for Andover is this of Test Valley Borough Council and Hampshire County Council's budget?*

Andover Town Council is funded to deal only with Andover, whereas Test Valley Borough Council and Hampshire County Council are resourced to cover larger areas respectively. Therefore the flat contribution of £9,330 comprises a much greater proportion of the former's budget than of the latter two authorities.

- *In three years' time what will have changed?*

Hopefully stated Key Performance Indicators will have improved (KPI's to be developed as part of the Partnership who will manage the post).

- *How will change be measured? Should this be measured every six months to ensure progress and value for Tax Payers Money?*
- *How will the impact be measured, by what, to what?*

See Key Performance Indicators.

Other Towns which employ Town Centre Managers

The following towns employ TCM's, Guildford, Folkstone, Cheltenham and Stevenage.

Alton in Hampshire is in the process of reengaging a Town Centre Manager funded by the Town Council and the Chamber of Commerce.

It is normal practice for the employment of a TCM to be funded by the local authorities and local business or the Chamber of Commerce.

The TCM normally reports to a Town Centre Management Committee.

Financial Implications

(A) Current Town Council Budget

1. The Council is funded only by local residents it does not receive any funds from businesses or other sources.
2. The Council's budget for 2013/2014 is £130K, funded by a precept of £115K and an additional £15K grant from TVBC to make up the shortfall created by recalculation of Band D tax holders.
3. The additional grant of £15K for The Town Council may not be available in future years.
4. This will create a shortfall of £15K in income for 2014/2015.
5. The Council will have to consider how to fund this shortfall. There will be budget underspends in 2013/2014 which could be offset in the budget 2014/2015.

(B) Pressures on the Council Budget in 2014/2015

1. Salaries: Corporate and Allotments will need to increase by a total of £1,100 to cover 1% pay increase as per NJC and increase in National Insurance contributions.
2. Pension contributions as required by statute £5,000
3. General increase in cost due to inflation £2,500 (estimate)
4. Total increase of £8,600

(C) Anticipated Town Council Reserves

1. The Town Council's reserves currently stand at £74,000
2. However £24,000 has been earmarked to cover election costs plus a further £8,000 from 2013/2014 budget.
3. The available reserves are £50,000.
4. The recommended level of reserves is 6 months of operational costs, therefore reserves should be £65,000.

(D) TCM Funding Requested

1. The Council have been requested to fund £9330 per annum towards the TCM, in equal partnership with TVBC and HCC.
2. It is anticipated that the TCM will be in post will start in the new year 2014
3. The financial contributions would be; 2013/2014 £2,332.50, 2014/15 £9,330, 2015/16 £9,330 AND 2016/17 £6,997.50.

(E) Impact of TCM funding on current Council Budget

1. If the Town Council decides to approve funding for the TCM the cost in 2013/2014 would be £2332.50, which is 1.8% of the Town Council's current Budget.
2. The Town Council already has £5,000 in the Development of Town Centre Budget this would allow the 1st payment to be made from the Town Council current budget.
3. Within the Town Council's current budget some funding may be identified from the following - £1,000 from (4000/2) Community Development/Engagement and £5,000 from (4700/6) Development of Town Centre,
4. This would allow for the initial contribution to be paid without any impact on reserves in 2013/14

(F) Impact of 2014/15 Budget

1. The cost of the contribution in 2014/15 of £9,330 would increase the pressures on the Councils budget.
2. These additional costs may also have to consider a shortfall in funding from TVBC of £15K.
3. These shortfalls would have to be funded from savings within the current budget expenditure and or from General Reserves or an increase in the precept.
4. Within the Town Council's current budget structure the same potential savings may be identified from the following - £1,000 from (4000/2) Community Development/Engagement and £5,000 from (4700/6) Development of Town Centre, a TOTAL of £6,000 leaving a shortfall 3300 on the TCM.
5. The Council would also have to consider the impact on other services within the Council.
6. Town and Parish Councils are not constrained by Government legislation to the amount of the percentage increase in its precept at this time.

Summary of Issues for Consideration

- TVBC have requested a contribution of £9,330 from the Town Council.
- TVBC have indicated that if the Town Council cannot contribute the funding then the TCM project will not go ahead.
- The Town Councils budget for 2014/15 has pressures of identifying an additional £8,600 (See Note B)
- The Town Council may have its funding reduced by £15,000 in 2014/2015, this saving will need to be found from within the Town Council's current Budget. (See Note A)

Legal and Policy Implications

- The Town Council has already made corporate decisions to effectively reduce its expenditure in the future.
- To fund a further £9,330 per annum would impact on the Town Councils operational functions for 3 years.
- The Town Council must be seen to be operating fairly and with value for tax payers money.
- The Town Council must show due diligence in considering future spending.
- The Town Council has no other sources of income to make up Budget Shortfalls.
- The Town Council may have to consider an increase in the Precept in the future.
- The Town Council would have no liabilities (such as Insurance or Pensions) for the TCM as they would be self-employed.
- The Town Council would be contributing to a Town Centre Pilot Project for three years.
- The Town Council would want to ensure effective management and contribution to the TCM, to ensure any funding was justifiably spent.
- The Town Council has the power to contribute under the Local Government Act 1972 for contributing or employing TCM's (Tourism, Economic....)
- By promoting the development of the Town Centre the project may increase the opportunities for employment within the town by local residents.
- Town and Parish Councils are not constrained by Government legislation to the amount of the percentage increase in its precept at this time.
- The recommended level of reserves is 6 months of operational costs, therefore reserves should be £65,000
- To consider the media implications of this report.

Recommendation:

To support, in principle the establishment of a Town Centre Manager for Andover managed jointly by Andover Town Council, Test Valley Borough Council and Hampshire County Council as equal contributors to the scheme, with the costs for the Town Council, likely to be:

- 1. In 2013/2014 for £2332.50 to be taken from the Budget Head – Development of Town Centre.**
- 2. In 2014/2015 & 2015/2016 for £9330 to be taken from Budget Heads – Development of Town Centre and Community Development/Engagement (TOTAL of £6,000pa) with £3,330pa to be determined at the Policy & Resources Budget setting meeting to be met from savings and or raising the Precept.**
- 3. In 2016/2017 for £6997.50 to be met from Town Council budget.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors



BRIEFING AND IMPLEMENTATION PACK

Version 1

Hampshire Constabulary

Community SpeedWatch – Briefing and implementation pack.

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1. Introduction

Speeding is one of the biggest community concerns in Hampshire and the Isle of Wight. When the Constabulary receive a speeding complaint for a certain road there are guidelines it has to follow and data it has to collect to assess whether it can actually enforce the limit. Many of the roads that are complained about may have a speeding issue but the speed on average is not high enough for the Police to actually enforce. It may also be a perception of speed through, for instance, the noise of loud exhausts or being a busy through road.

If the Police cannot enforce there is not much else it can do to directly resolve the issue. As such, the Constabulary is supporting the community SpeedWatch idea and aims to build this process into the way it deals with speeding concerns.

The aim is to tackle the roads and areas that the Police cannot enforce with Community SpeedWatch and use the evidence gathered to assist in making decisions about future enforcement.

2. Overview and history

Community SpeedWatch (CSW) is a locally driven initiative where active members of the community become Police Support Volunteers and work with the Police to monitor speeds of vehicles at specific locations using speed indication devices.

The initiative allows the community to address the issue of speeding by becoming actively involved in road safety and working in partnership.

Trained volunteers would record the details of vehicles and then the registered keepers would be informed by letter that it exceeded the speed limit threshold. The letter would aim to advise and educate with the aim of changing behaviour and reducing speed.

CSW volunteers would have to apply to set up or join a scheme and once vetted would become part of Police Support Volunteers family. They would receive appropriate training linked in with the local Safer Roads Officers in conjunction with the Roads Policing Unit and Safer Neighbourhood Teams.

Citizen-focused surveys, along with correspondence, complaints, information given at community meetings have identified speeding as a major concern for many communities in both the rural and urban environment. CSW is not, therefore, restricted to villages and rural towns. All Safer Neighbourhood Teams have an important role to play in developing safer communities, and the adoption of speed watch schemes could assist them to more easily achieve their goals.

Defining a 'community' can be difficult as there are so many that can differ. The community in large would be the area that aligns with the Safer Neighbourhood Teams and Council / Parish areas. CSW would cover this

area but can break to tackle issues of specific communities such as a street or certain area.

CSW could have a credible part to play in making communities feel safer. The evidence shows that perceptions of speed vary from being unsubstantiated, through to levels that demand an effective enforcement regime.

Volunteers need to be committed to the concept of self-help and taking responsibility to make the area they live and work in safer. They would be providing both their communities and Hampshire Constabulary with an extremely valuable contribution to the wider objectives of road and community safety, as well as casualty reduction.

3. Aims and objectives

3.1 This document provides clear guidance and procedures to ensure that Community SpeedWatch is used in circumstances that are necessary, reasonable and proportionate, in order to:

- Improve the quality of life for local communities by increasing their confidence and satisfaction in the way speeding issues are dealt with
- Reduce the speed of vehicles to the speed limit
- Increase public awareness of inappropriate speed
- Reduce death and injury on the roads
- Empower local people to take action on local issues

3.2 Other police force across the country implementing SpeedWatch can show a reduction in overall average speeds, and a significant reduction in the proportion of drivers exceeding the limit. This objective measurement is obviously a good indicator, but means little if people don't actually perceive that things are better. The good news is that they are reported to have noticed a difference.

3.3 The scheme's aim is NOT to catch as many people exceeding the speed limit as possible. It is to reduce speeds in areas of concern and make drivers aware that excessive speed within posted limits is socially unacceptable. CSW will also re-educate drivers about the dangers of speeding and highlight the local concern and risk to residents.

4. Scheme procedures and guidelines

4.1 Initiating a Scheme

- 4.1.1 A CSW will be initiated either as a result of a number of speeding complaints being received in an area, or as a direct result of a Parish Council or community group wishing to participate in the scheme.
- 4.1.2 When a speeding complaint is received by Hampshire Constabulary, it will be assessed and categorised as per the normal procedure under the Safer Roads Officers. If it is identified as a community priority or non-graded site, it would then become suitable for a CSW scheme. The scheme will be discussed with the local Safer Neighbourhoods Team Inspector / Sgt and the Roads Policing Team and Safer Roads Officer with responsibility for the area. A meeting should then be held in conjunction with the Parish Council or community group with interest.
- 4.1.3 Where a Parish Council or community group would like to establish a scheme as a result of local interest, they should contact their local policing team and the Safer Roads Officer so that a partnership scheme can be considered and assessed.

4.2 Qualification and Set-up Guidelines

- 4.2.1 Ideally, to ensure the scheme is sustainable, there should be a minimum number of six volunteers. However, it is possible that a scheme can be fully functional with a minimum of three volunteers. On road safety and insurance grounds, volunteers must be aged 17 years and above. The scheme will need to have a designated coordinator and deputy, (Police Volunteers / Neighbourhood Watch representative) responsible for the local administration of the scheme, equipment, and liaison with the Police.
- 4.2.2 The Parish or District Council should also support the scheme in writing.
- 4.2.3 The local Safer Neighbourhood Team Police Inspector / Sergeant with responsibility for CSW will be responsible for authorising schemes with the Safer Roads Officers managing the schemes within their area.
- 4.2.4 The Safer Roads Officers will be the single point of contact with the designated coordinator for all CSW matters although PCSOs may also be in a position to provide ongoing support.

- 4.2.5 The essence of the scheme is to slow down the speed of traffic by the presence of visible, trained volunteers who will in turn, be dealing with local community concerns. They would monitor vehicle speeds, and provide registration numbers of those vehicles which have been driven in excess of the limit to the Police / Volunteer administrator.
- 4.2.6 Letters will be sent to the registered keeper of offending vehicles, requesting their future compliance. Persistent offenders will have their details passed to Safer Neighbourhood Teams or Roads Policing Unit (RPU) staff. Police will be encouraged to visit volunteers whilst they are monitoring to offer support and encouragement. Local policing teams will be expected to get actively involved with schemes.
- 4.2.7 On occasions Police staff can reinforce CSW activity by assisting but enforcement activity should not take place until it moves out of CSW and into the next tier.
- 4.2.8 The Police should ideally endeavour to spend at least one hour at each CSW site to show that Hampshire Constabulary are serious about working in partnership with CSWs.

4.3 Training & Deployment

- 4.3.1 Training for volunteers will include use of the equipment, as well as health and safety issues (see Safety Code of Conduct section). These will be both general and site-specific, and therefore volunteers should be made aware of the specific content of the site risk assessment. A training register must be maintained detailing what training has been given, to whom and who delivered the training input.
- 4.3.2 The speed limit threshold to which drivers will be measured against is the official speed limit plus 10% plus 2mph. For example, in a 30mph speed limit, vehicles exceeding 35mph will be logged and issued with a CSW letter.
- 4.3.3 Registration numbers of vehicles exceeding the speed limit threshold must be recorded in full by volunteers – partial numbers will not be accepted. The number must be verified as accurate by both volunteers (minimum two on site), or not recorded at all. It will also be necessary to detail the colour, make and model of the vehicle.
- 4.3.4 Details of vehicles driven in excess of the speed limit threshold are to be recorded on a timed, dated and signed CSW activity log sheet.

- 4.3.5 Completed sheets are to be forwarded to the CSW administrator or Police Single Point of Contact (Spoc) where there is no administrator, who will arrange for letters to be sent to registered keepers. Letters will be sent in accordance with the availability of administrative support, and Hampshire Constabulary will endeavour to contact as many registered keepers of offending vehicles as possible. (the Constabulary is in the process of bringing the speed application back online which was used in the CSW trial in 2005).
- 4.3.6 After a first recorded offence, the registered keeper of the vehicle will be sent a letter by post.
- 4.3.7 After a second recorded offence, another letter will be sent to the registered keeper. This can also be posted or, for maximum impact, hand delivered by the local SNT, if there is the resource to do so.
- 4.3.8 A maximum of two letters in total will be sent to the same registered keeper. If CSW activity identifies a vehicle on a third occasion, where possible, the registered keeper will be visited by an SNT/RPU officer who will undertake a document check and give general driving/speeding advice. After this visit, the vehicle details should be circulated for possible targeted Police intervention, with a view to prosecution, or other appropriate sanction.
- 4.3.9 It must be remembered that letters which mistakenly go to drivers not associated with the incident can cause alarm and distress and undermines the integrity of the scheme whilst impacting upon the public's confidence in Hampshire Constabulary.
- 4.3.10 Where a Police vehicle is identified as driving in excess of the speed limit threshold, the vehicle details should be recorded on the activity log sheet in the normal way. It will then be the responsibility of the CSW Administrator to refer this incident to the local Inspector with responsibility for CSW to deal with.
- 4.3.12 Any data obtained through CSW activity regarding registered keepers will not be held for longer than twelve months. The CSW Administrator will be responsible for deleting old records. (This may just be Excel to begin with but it is hoped the application will be up and running soon)

All Community SpeedWatch volunteers MUST be alert to the principles of the Data Protection Act and must not disclose any personal information from the scheme

- 4.3.13 The use of technology must be agreed and in accordance with the relevant Manufacturers Operating Manual.
- 4.3.14 It is expected that the schemes are self-funded and they will provide funds for their own equipment. Hampshire Constabulary will be responsible for the management of the equipment working with the Safer Neighbourhood Teams. This will ensure maintenance, if required is monitored and the purchaser is made aware. Hampshire Constabulary will provide room for equipment to be kept securely. (The pilot will show if some areas already have their own kit or indeed if Hampshire Constabulary have any spare kit that can be used to assist the CSW scheme)
- 4.3.15 Funding will be necessary for the purchase of high visibility clothing, signs and other sundries necessary to support the scheme. Hampshire Constabulary is not in a position to bear the total costs of establishing these schemes, and would seek funding through partnership initiatives. Funding may be available through Crime and Disorder Partnerships (CDRP), or other local partnership arrangements with Parish, Town or County councils.

4.4 Records

- 4.4.1 Each local Inspector or Sergeant with responsibility for a Community Speed Watch Scheme will ensure that the following are maintained:
- List of volunteers for the CSW scheme
 - Register of actual attendees including start and finish times and date of each duty
 - Training records
 - System of checking to ensure that untrained volunteers are not being used
 - List of authorised CSW sites that have been approved as being safe and appropriate to operate from

5. Site Determination

- 5.1 The following outlines those sites which are **excluded** from CSW schemes. Where the exclusion is of a temporary nature, the time period for exclusion is stated. Where there are aggravating factors, the final decision on authorising a site will rest with the local Inspector with responsibility for CSW, following liaison with the SRO.
- 5.2 Site identified in a speed limit which is not 20 mph or 30mph.
- 5.3 Site which is identified as unsuitable following a Police risk assessment.
- 5.4 Monitoring site is within 100 metres of the start or change in speed limit (although this may not apply to small villages with a very small speed restricted stretch of road).
- 5.5 Monitoring site is not suitable to ensure compliance with the ACPO Code of Practice for Operational Use of Road Policing Enforcement Technology, or the relevant Manufacturer's Operating Manual.
- 5.6 Site identified or located within a newly introduced or revised speed limit. Monitoring will be embargoed for a period of six months from the commencement date of the speed limit, to enable drivers to adjust their behaviour as a result.
- 5.7 Site which is preceded by Vehicle Activated Signs (VAS). Monitoring will be embargoed for a period of six months from the date the sign was erected. This is to enable the Highway Authority to properly monitor and assess the effectiveness of the sign(s).
- 5.8 Site identified or located within 1.5 kms of a mobile camera or static camera enforcement site. Such a site maybe used if prior agreement has been obtained from the Safer Roads Unit, and that if there are any conditions placed upon its use by them, they are strictly complied with.

6 Safety – Code of Conduct

- 6.1 The safety of all road users is paramount, and the following safety rules must be adhered to:
- 6.2 Once on site, and prior to commencing CSW activity, the scheme volunteer coordinator must phone the Force Control Room so that the Constabulary are aware of the volunteer activity. Once the CSW is complete, the volunteer coordinator must again phone to indicate the completion of CSW activity. If Police/PCSO are present they can do this via the radio.

- High visibility jackets must be worn at all times.
- Volunteers must only operate in risk assessed areas.
- Volunteers must not stand in the road at any time
- Volunteers must not obstruct the footway.
- Devices must be used in accordance with the manufacturer's instructions.
- Devices must not be aimed at individuals.
- Volunteers must not attempt to conceal their speed monitoring activities.
- Monitoring to be undertaken by a minimum of two volunteers at any one time.
- Recommended that one volunteer be in possession of a mobile phone.
- Monitoring only should take place. Do not signal or gesture to drivers.
- Drivers who stop to enquire about your purpose should be treated politely and courteously. If necessary the enquirer should be given the CSW information leaflet/letter which clearly provides an explanation of CSW.
- If a confrontation occurs, the monitoring will be abandoned and, if necessary, the Police are to be contacted by dialling 999.
- Police will be present at the launch of new CSW schemes and work with new groups until confidence is achieved.

7 Human Rights

7.1 Sending letters to registered keepers may be considered by some to be an infringement of an individual's privacy. In the case of CSW, the following factors would mitigate a challenge on privacy grounds:

- CSW addresses a pressing social need
- CSW pursues a legitimate aim
- CSW is a strategy in the reduction of crime and disorder
- CSW promotes and protects public safety
- CSW protects the rights and freedoms of the community for a safer environment
- CSW is proportionate to the problem

8 Insurance

- 8.1 Volunteers taking part in CSW activity under the direction and control of Hampshire Constabulary will be covered by our liability and personal accident insurance.
- 8.2 Public liability insurance will indemnify volunteers against claims from third parties for injury, loss or damage caused by their negligence.
- 8.3 Employer's liability insurance, which covers the force against claims made by employees for injury caused to them as a result of the negligence of the force, includes CSW volunteers as employees.
- 8.4 Personal accident insurance is also applicable to CSW volunteers for specific severe bodily injuries (e.g. loss of limb, sight, death), and only applies to injuries caused whilst acting on Hampshire Constabulary business.

9. How to undertake a Community SpeedWatch check

- 9.1 Once a scheme has been set up with the right amount of volunteers and support from the local policing team, the local area needs to be assessed by the Safer Roads Officers and suitable sites and locations brought on board.
- 9.2 Sites need to be on the database before action can take place. All sites must be agreed by the community and local policing team and then go through the Safer Roads Officers before being added to the spreadsheet. The site will be risk assessed for obstructions and any obvious change in roadside furniture and logged on the spreadsheet.
- 9.3 Prior to commencing a check, signs will be placed approximately 30 metres either side of the site on the side of the road facing oncoming traffic. Signs must not cause an obstruction to vehicular or pedestrian traffic.
- 9.4 All volunteers, for health and safety reasons must wear high visibility jackets.
- 9.5 One member of the team must have access to a mobile phone.
- 9.6 Speeds must be corroborated by a second volunteer if displayed on the device. If not it must be possible to show the device is set to ACPO guidelines for speed enforcement. Although CSW is not enforcement, ACPO guidelines will be followed.
- 9.7 There will be three or more volunteers required for each SpeedWatch scheme actually taking place. Corroboration is required for the speed and for the vehicle details. Two volunteers gaining vehicle details, registration number, make, model and colour are more likely to get this information correct.

- 9.8 Recording vehicle details will only take place if a vehicle is shown to exceed the limit at ACPO guidelines. 25mph in a 20 mph limit or zone and 35mph in a 30 mph limit.
- 9.9 At least one member of the scheme will have responsibility for:
- 9.9.1 Completing the paperwork and recording the details of the check and vehicles recorded on the database at the police station. This must be done within 24 hours of the check taking place.
 - 9.9.2 Informing the Safer Neighbourhood Team of the activity for recording on SafetyNet.
 - 9.9.3 Storing the paperwork and original records at the police station for 6 months.
 - 9.9.4 Assisting with the co-ordination and ensuring others comply with the guidelines.

10 – Documentation

- 10.1 The community SpeedWatch survey forms need to be completed at the time of the check and vehicle details logged for adding to the SpeedWatch database. The database will also log which site is visited and when.
- 10.2 New sites will be added by the Safer Roads Officers weekly and according to complaints and community concern.
- 10.3 The community SpeedWatch survey forms are fundamental to the scheme as accurate returns reflect the success and influence that the scheme is having in an area of concern. There is a risk of public complaint if recording is inaccurate.
- 10.4 Each survey form will be signed off and dated by the volunteers monitoring the activity.
- 10.5 If there is any doubt then the vehicle details SHOULD NOT be recorded.
- 10.6 The more details that can be recorded correctly the better.
- 10.7 New forms should be used for each new location. They must be submitted and signed off even if there are nil returns.

11. Personal Safety

A personal safety lesson will be given to all volunteers engaged in SpeedWatch.

12. Dealing with offenders

- 12.1 Once the details from the community SpeedWatch location have been added to the database, the PNC bureau will conduct the checks for the registered keeper and log for letters to be sent out. The warning letters can be seen in Appendix A and B.
- 12.2 Persistent offenders or locations may mean the site move from SpeedWatch and Tier 1 to an enforcement site and Tier 2 on the Hampshire Constabulary response to speeding issues.

13. Contacts and Help

- 13.1 Find your local policing team by using the Hampshire Constabulary website – www.hampshire.police.uk
- 13.2 Safer Roads Officers – road.policing.manangement@hampshire.pnn.police.uk
- 13.3 Non Emergency calls – 101
- 13.4 Police Support Volunteers Sergeant - philip.lamb@hampshire.pnn.police.uk

Appendix A – First Letter

Dear [Title & Name]

SpeedWatch Scheme

Vehicle – [Make & Model] [index number]

The SpeedWatch Scheme is a Police Neighbourhood Scheme working with the [Local Authority] and residents of [Parish] to reduce speeding through our neighbourhood.

The [Parish] SpeedWatch Scheme came about as a result of the concerns of those living here in [Parish]. The residents living in the area have identified that speeding is a major problem and concern. Actions have been taken to make [Parish] a safer place to live by working with Hampshire Constabulary and [Local Authority].

Speeding is not simply about fines and endorsements upon a licence. It is an aggravating factor in many road deaths and serious injury collisions and one of the biggest community concerns in this area.

On [Day & date] at [Time] your vehicle, [x Make & model], registration number [index number], was seen being driven on [Road & Parish/Town]. The speed indication device being used recorded the vehicle speed as above the [xx] mph limit.

Details of this incident have been noted and should your vehicle be detected speeding again in this, or any other Hampshire or Isle of Wight SpeedWatch area you will be contacted further.

Yours sincerely,

[Parish] Speed Watch Co-ordinator
On behalf of the Hampshire Constabulary and
[Local Authority]

Appendix B – Second Letter

Dear [Title & Name]

SpeedWatch Scheme

Vehicle – [Make & Model] [index number]

The SpeedWatch Scheme is a Police Neighbourhood Scheme working with the [Local Authority] and residents of [Parish] to reduce speeding through our neighbourhood.

The [Parish] SpeedWatch Scheme came about as a result of the concerns of those living here in [Parish]. The residents living in the area have identified that speeding is a major problem and concern. Actions have been taken to make [Parish] a safer place to live by working with Hampshire Constabulary and [Local Authority].

Speeding is not simply about fines and endorsements upon a licence. It is an aggravating factor in many road deaths and serious injury collisions and one of the biggest community concerns in this area.

On [Day & date] at [Time] your vehicle, [x Make & model], registration number [index number], was seen being driven on [Road & Parish/Town]. The speed indication device being used recorded the vehicle speed as above the [xx] mph limit.

According to police records your vehicle has been previously recorded speeding within the SpeedWatch scheme. On [Day and date] at [time] your vehicle was observed speeding on [Road & Parish] and a letter was sent to you to advise the registered owner accordingly.

Details of this incident are now logged with Hampshire Constabulary and due to the continued problem the site may now become enforceable. This would mean fixed penalty notices could be issued to drivers who speed.

Yours sincerely,
[Parish] Speed Watch Co-ordinator

Appendix C – Community SpeedWatch survey form.

CHECK DETAILS								
DATE	DAY	Parish/ Town etc	Road name	SPEED LIMIT		Direction of check		Name of recorder
Offence time	Registration Number	Vehicle Make	Model	Colour	Driver – Male or Female	Approx. Age	SPEED RECORDED ON DEVICE (MPH)	Other remarks

Appendix D – Information Letter

Dear Motorist

SpeedWatch Scheme

Local residents are currently undertaking community SpeedWatch. This is supported by Hampshire Constabulary, Hampshire County Council and the local parish council with the aim of reducing speeding and improving driver behaviour in this area.

Whilst volunteers have no powers to sanction a prosecution, details will be passed on to Hampshire Constabulary so that the police can write to the registered keeper of the offending vehicle. The driver will be asked to respect local speed limits in the same way as they would wish for them to be respected within their own communities.

SpeedWatch forms part of Hampshire Constabulary’s response to speeding issues and this location could become an enforcement site for the police if the problem continues.

Hampshire Constabulary and its partners are committed to reducing road casualties and addressing anti-social use of the roads. Communities are empowered to assist in this commitment, making neighbourhoods safer and improving the quality of life for all.

Yours sincerely,

Supt – Head of the Roads Policing Unit.

Appendix E – House to House info leaflet

COMMUNITY SPEEDWATCH

Today
 (date and time)

We have been tackling community concerns in your area by doing speed enforcement and checks on vehicles.

If you have any questions about this activity or further concerns please email: road.policing.management@hampshire.pnn.police.uk or visit our website www.hampshire.police.uk to find out more.



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Appendix F – Info leaflet to start a scheme / spread the word.



COMMUNITY SPEEDWATCH

Speeding is one of the factors that most affects the quality of life in communities around Hampshire and the Isle of Wight. It can contribute to road traffic collisions and impacts on the day to day lives of people in the community.

You often tell us that speeding is one of the biggest community concerns in your area and as such we want to work with you to set up a Community SpeedWatch Programme.

Community SpeedWatch will be coordinated by Hampshire Constabulary in partnership with your local council and other stakeholders. The scheme itself will be run by your local police safer neighbourhood teams and the community volunteers.

Community SpeedWatch works by empowering local community volunteers to monitor traffic on certain roads and to report the results back to the police.

How does it work?

SpeedWatch can only operate on roads with a speed limit of 30 mph and under. The best locations would be 20 mph zones and community and residential areas that have a 30 mph limit. Community volunteers would work alongside Hampshire Constabulary officers to identify vehicles which exceed the speed limit.

Details of the vehicles will be collected at the time of the offence and then entered onto a database. The registered owner of the vehicle will then be sent a letter telling them that their vehicle exceeded the speed limit, how it affects the local community and asking them not to do so in the future. If the same registration number is logged again within 12 months the owner will receive a second letter stating that if caught a third time the details will be passed to an officer who may take further action.

Commercial vehicles or vehicles that belong to companies will have a separate letter sent to the local transport manager and the roads policing unit will be made aware.

What next?

Community SpeedWatch locations will be suggested by the local community and the police but will have to be sanctioned by Hampshire Constabulary's Safer Roads Officers. A risk assessment of the location will be done before activity can take place.

Volunteers must be 17 years and over and each scheme needs a minimum of 6. Keen applicants will need to complete an application form and vetting process which can take up to 6 weeks to clear. Specialist training will be given to volunteers who join us and we will cover any local travelling or out of pocket expenses. Community volunteers working on the roadside will be given use of high visibility jackets, wet weather gear, road side signs and equipment to monitor speed and record vehicle details. Volunteers will be covered under Hampshire Constabulary's public liability insurance for roadside working.

Still interested?

For more information about starting a scheme, the equipment we use or becoming a volunteer visit our website, contact your local neighbourhood police officer or e-mail the safer roads officers at: road.policing.management@hampshire.pnn.police.uk www.hampshire.police.uk

Appendix G

Equipment for SpeedWatch can be varied – A list of companies that supply equipment to others SpeedWatch schemes around the country are shown below.

Traffic Technology

Quotation: 6085
Date: 07/01/2011

Tel / Email

Item Description Qty Unit Price Total

TT-2.2001 Traffic Technology Ltd - Speed Watch Pack £ 2,500.00
2,500.00

Covert non-confrontational speed data display device. Complete Pack enables users to monitor vehicle speeds at a distance.

Includes :1

- x SDR-BBT Bluetooth Speed Detection Radar
- 1 x PalmTE2 Bluetooth Handheld Computer
- 1 x Aluminum Tripod with T-bar
- 2 x Speed Watch Signs
- 2 x Hi Visibility Tabards
- 1 x 45 degree setup tool
- 1 x SDR Charger
- 1 x Starter Plug

The SDR Speed Detection Radar is a sophisticated electronics instrument

Traffic Technology Ltd accepts no responsibility for the misuse of the monitoring equipment.

The SDR Speed Detection Radar is NOT an enforcement device. Provision of the SDR Speed Detection Radar is only made subject to the approval of the Local Authority, an order for the provision of equipment is acknowledgement that all permissions have been sought and granted.

Accuracy is dependant on the correct setting of the 45deg angle. 45 deg calibration tool provided.

Terms Net 30 Days Total £2,950.00

Delivery quoted at time of order (most items Ex Works)
Price does not include VAT or delivery (unless stated)
Payment terms strictly 30 Days Net (All first orders by Proforma)

t: +44 (0) 1280 847711
f: +44 (0) 7876 80 20 99
sales@trafficttechnology.co.uk
Traffic Technology Ltd - Registered Company 5257272

APPENDIX D

www.ca-traffic.com

Quotation to: Hampshire Constabulary

Our reference: Q08987

Date: 05/01/2011

The supply of Road Safety Systems

Item	Qty	Description	Unit Price	Total
1	1	<p>"Clever SID" Speed Sign, complete Clever SID (Speed Indication Display) Programmable Safety Sign, with 4Mb Memory Supplied with 4 Batteries to give 4 Days operation User control of sign parameters Compatible with VDA-Pro & VDA2 analysis suites Complete with stand and charger</p> <p>Includes Palm Vx kit with serial port connectivity only.</p> <p>Should you wish to have USB connectivity an alternative product is available at an additional cost.</p> <p>*** 20% Discount Applied ***</p>	£2,396.00	£2,396.00
2	1	<p>VDA2 Entry Level Data Processing Traffic Data Management and Reporting Software for Windows. Entry-level data analysis software for small scale monitoring operations. Ideal for studies using any Counters & Accessories Ltd temporary traffic counter products.</p> <p>User-friendly interface Per Vehicle data handling Radar Recorder and Clever Sid Compatible Tabular & Graphical Data output</p> <p>Simple output to Microsoft Office and other Windows programs Compatible with all Windows 95,98,2000 & XP derivatives</p>	£0.00	£0.00
			Carriage	£12.00
			Total	£2,408.00

Notes:

- All prices are ex-works Aylesbury
- All prices quoted are subject to VAT
- This quotation is valid for 30 days
- Payment Terms are strictly 30 days net – subject to account status
- CA Traffic Ltd's standard terms and conditions will govern the supply of the goods and the provision of the services. A copy can be found on our website www.ca-traffic.com or is available on request.



Community Speedwatch Pilot

End of Pilot Report

Date:
Authored by:

Version:

19th November 2012
Elaine O’Leary
Rural Officer
Northamptonshire ACRE
Final



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Northamptonshire ACRE
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Tel: 01604 765888

E-Mail: acre@northantsacre.org.uk
 Website: www.northantsacre.org.uk



1 Executive Summary

Northamptonshire Police has re-launched a pilot of the Community Speedwatch scheme, which was suspended on 1st April 2011. The pilot was run in nine communities where it has been identified they have the biggest problem with speeding. The aim of the pilot was to help show if there is a demand for Community Speedwatch to continue next year and whether villages would be prepared to contribute towards the cost of the programme.

57 people from 9 villages were trained in the use of the speed monitoring device with each village using the equipment for a two week programme over a four week period. Any vehicle recorded driving at 35mph or above, was recorded on a data collection sheet and the details processed by Northamptonshire Police. As a result of the data collected, 512 warning letters were sent out over the course of the 2 month pilot. It is recommended all future training takes place in a central area, preferably at the weekend, as happened with Speedwatch previously.

Overall the Community Speedwatch pilot was welcomed by the villages involved and was felt to have been successful, albeit for the limited period that it ran. Most participants noted evidence of traffic slowing down during the Speedwatch activity, particularly in the second week. Several communities also noted a change in the driving patterns of some drivers outside the Speedwatch hours. However other participants stated there was little change in driving patterns when the volunteers were not out on Speedwatch duty. Perhaps next year Speedwatch needs to be linked in as part of a countywide education programme to change driver behaviour with regards to speeding.

Participants identified the recruitment of volunteers (and retaining them) as one of the main difficulties of the pilot. A number of participants felt Northamptonshire Police and Northamptonshire County Council would be able to help with this by increasing the profile of Speedwatch, both in the county and at a local level, through publicity campaigns, website information and greater interaction with parish council meetings and village events.

From January 2013 any community taking part in Speedwatch will have to contribute towards the cost of the programme. Parish councils will be expected to agree any costs for Speedwatch. One of the main findings from the pilot was that it is important Northamptonshire Police engage with parish councils as early as possible, firstly to inform them how much they would be expected to contribute and secondly to explain what equipment and help they would receive for their money. A comparison of Speedwatch costs with the costs of other parish council activities may be a useful way of showing the benefits a community would receive.

One option to help councils with costs of the programme is for Northamptonshire ACRE to put together a bid to a funding organisation, such as Awards for All. Councils would then be able to apply for a grant from the pot of money to help with their Speedwatch costs.

All participants in the pilot stated they would like Community Speedwatch to continue next year. If the issues above can be addressed, it should enable a successful programme to be rolled out across the county to the benefit of all rural communities.



2 Background

The previous Community Speedwatch, run by the Casualty Reduction Partnership, was suspended on 1st April 2011. Over 60 villages had been involved with a volunteer force of approximately 700 people. As part of an operation to target those motorists committing the four most common offences that can contribute to serious injury or deaths on the roads, (speeding, mobile phone usage, not wearing a seatbelt, drink driving), Northamptonshire Police decided to re-launch a limited version of the scheme. This would be run as a pilot in a number of communities where it has been identified they have the biggest problem with speeding. The pilot would help to show if there is a demand for Community Speedwatch to continue next year and whether villages would be prepared to contribute towards the cost of the programme.

Initially the pilot was going to run in 11 communities but 2 villages had to drop out due to lack of volunteers to assist in the programme. The following villages were involved in the pilot:

- South Northants – Rothersthorpe, Kislingbury, Bugbrooke, Croughton and Kings Sutton.
- North Northants – Wilbarston, Dingley, Pytchley and Isham

All participants were trained in using the speed monitoring device and each village had use of all the Speedwatch equipment for two weeks over a four week period, carrying out the programme on a week on/week off basis. If a vehicle was recorded driving at 35mph or above, it was recorded on the data collection sheet. Northamptonshire Police processed the results of the data collection sheets and issued warning letters based on these. 512 letters were sent out over the course of the pilot.

All participants in the pilot were asked to complete a short survey on their experience of Community Speedwatch (CSW) and this report summarises the findings from the survey.

3 Training

Six training sessions were carried out in various village halls for the villagers who were to be involved in the scheme. All training took place during working days. Only those people who had been trained and signed the insurance forms could actively take part in the speed monitoring. 57 people were trained.

The two hour training sessions covered the use of the calibrated speed monitoring device, recording the required data on speeding cars and the relevant safety and insurance information. The five villages in South Northants were trained at the beginning of September and ran their programme during that month, while the four villages in North Northants were trained at the beginning of October, to run their part of the pilot for the following 4 weeks.

The local Safer Community teams attended the training sessions, which was seen as a positive by all the participants as it enabled them to become more engaged with the officers.

After training, the villages were provided with several large Speedwatch signs, high visibility jackets, a number of CSW leaflets for distribution and a speed monitoring device with tripod

*Community Speedwatch Pilot*

from Northamptonshire Police. They also received a Speed Indicator Device from Northamptonshire County Council.

4 Survey

Once each village's involvement in the programme had been completed, volunteers were asked to complete a short survey about their experience of Community Speedwatch. The survey was created in SurveyMonkey, a widely used online survey tool. The survey consisted of 8 questions. A copy of the survey is attached.

Volunteers had the choice to complete the survey online, using the SurveyMonkey link, or in Word and to email or post the document back to Northants ACRE. 27 responses were received but two of the responses were completed by the co-ordinators on behalf of all the volunteers in their village. One village in North Northants did not return a survey. Questions 1 and 2 asked for the name of the participant and their village. A summary of the responses for each remaining question is shown below.

4.1 Q2 - Number of hours involved in Speedwatch

The majority of the volunteers were involved in carrying out Speedwatch duties for between 2 and 6 hours during their two week programme. There were six people who did up to 8 hours and a further four who were involved for over 8 hours during the two week period. Considering the short timescale to recruit volunteers, the villages involved did well to have so many people willing to spend so much time on the programme and reflected their desire to make Speedwatch work effectively.

4.2 Q3 – Could the SRT improve any of the information provided in CSW?

Overall the information provided is good but some responses requested the team to become more engaged with the parish council to ensure they are fully informed and on side with the campaign. This may require the Safer Road Teams to meet with the council prior to running any training (especially in view of the charges that are coming in).

One comment said the Police should play a greater part in helping to drum up volunteers. This could be done through a publicity campaign such as providing posters to go in the village or contributing a regular article to a village magazine.

One community stated they would like more feedback about the success (or otherwise) of the recorded speeders e.g. how many warning letters were written, what the geographic dispersion was of the speeders (how many were locals), how many had a second letter etc. This is a sensible suggestion and it is recommended it is incorporated into the programme next year. A regular, brief update on the type of information above could provide useful data to the parish council, not only to show how effective Speedwatch has been in their village but also to help justify any future funding.



4.3 Q4 - Was the training about Speedwatch duties and equipment adequate?

All respondents were happy with the training they received. PC John McQuaid received positive feedback from all participants for the training he carried out. Several people mentioned that it was difficult to recruit enough volunteers for their pilot because the training was carried out on a week day rather than at the weekend, which is usually more convenient for people. It is recommended future training takes place at the weekend only.

4.4 Q5 – Were any changes noticed in driving during CSW?

Most participants noticed some change in the speed of drivers through their community when Speedwatch was in operation. In a number of the villages, volunteers noticed drivers did slow down, particularly in the second week, but there were still those drivers who continued to exceed the speed limit even when Speedwatch was being carried out. One villager noted that people were braking as soon as they saw the Speedwatch signs and as a result not as many people as last year had been caught.

The overriding view was that people were slowing down when they saw the signs or the volunteers in their yellow jackets, although as one person stated: “cardboard cut-outs in Hi-Viz jackets might have a similar impact”, but at most other times, when CSW was not running, it seems the volunteers noticed very little change in driving patterns though their village.

The following are some of the comments from volunteers:

- Some evidence of traffic slowing down during the times of activity by Speedwatch
- Drivers slowing down, possibly due to having driven through the village on previous days, making them more likely to slow down.
- Yes, during the 2 week pilot, people seemed more aware of the speed limit and during the second week, more drivers were keeping well below 30 mph.
- Only on the days when Speedwatch was happening. Due to the short notice of the scheme and the fact that most previous volunteers couldn't attend the training (most were at work), we were a very small team. Therefore, we had less impact than in other years when we've been able to carry out more sessions.
- People were slowing down because they were warned by other drivers
- Yes. They slow while we are there but otherwise they speed through.
- Yes - the "regulars" did slow down on entering the village after the first day, but regrettably traffic speeds seemed to increase as soon as the yellow jackets were removed. However, since the completion of the pilot I have noticed that more vehicles are slowing down on entering, and travelling through, the village - but not the white vans and HGVs

It may be that Speedwatch, and its message to slow down, needs to be integrated with a countywide campaign to educate drivers to cut their speed so that they change their behaviour on those days when Speedwatch is not running.



Community Speedwatch Pilot

4.5 Q6 - Has the Speedwatch process been successful in your village?

Overall most respondents felt the Speedwatch process had been successful. One person stated they did not have enough volunteers doing Speedwatch to merit any impact.

4.6 Q7 – Should CSW continue?

There was a unanimous Yes that Speedwatch should continue, although one person also noted that while it is a reminder for motorists, it is a tie for volunteers and co-ordinators.

4.7 Q8 – What level of funding would the community be willing to contribute

This was the most contentious question on the survey and provoked quite a few comments. It was discussed at the training that it would be necessary to charge villages who may wish to be involved in Community Speedwatch next year. Respondents were asked to indicate the level of funding they felt their community would be willing to contribute to the programme:

- Would not contribute – 8 replies
- Would contribute up to £250 – 6 replies
- Up to £500 – 1 reply
- More than £500 – 0 replies

The 15 replies above were all from the villages in the south of the county. These villages received their training first and prior to completing the survey, had not received details of what the charge would cover. 8 respondents stated they did not feel their community would contribute and the following are some of their comments:

- This question should be addressed to the Parish Council
- Unsure if the village council would pay
- We are giving up our time in volunteering to man the speed check, so why should we contribute.
- This scheme is totally dependent on volunteers, these dwindle as time progresses. I cannot see that paying for the service will make the recruiting of volunteers any easier.
- This depends on the Parish Council but you would have to show us what we will get out of Speedwatch apart from use of the equipment.
- We already have VAS signs in place so would only need the loan of the speed gun kit and board. We might pay a small amount for this.
- Possible that we would contribute but it needs to go before parish council for discussion and agreement. But so few volunteers on Speedwatch, places a question mark over making the investment.

There were 12 respondents who did not choose any of the four options. This group was made up of 10 respondents from the three villages in the north of the county and 2 from the south. All said this decision was up to the parish council. One reply stated:

“It must be recognised that the parishes within the Kettering district are funded by way of grants from Kettering Borough Council. These grants have reduced progressively over the past three years, and are scheduled to reduce again in 2013/4. Having considered the Council budgets for 2013/14, our parish council will be running a deficit unless a substantial precept

*Community Speedwatch Pilot*

is levied. As there are less than 100 dwellings within the Parish the level of precept is likely to be disproportionately high. So, the simple answer to this question is that it is unlikely that the parish council will have funds available to contribute to the costs of the Community Speedwatch initiative”.

The difference in response to this question from those participants in the south of the county to those in the north, is likely to reflect the fact that when the co-ordinators in the four villages in the north were sent the survey link, they were also given details of all the equipment and help they would get for their contribution towards the Speedwatch programme. The five villages in the south were not given this information until after they had completed the survey as it was not available at the time they were sent it.

It appears that when villagers have an idea of what they will get for their money, they may be more inclined to consider contributing towards the programme. All requests for funding of Community Speedwatch must go through the parish council and therefore it is essential the Police engage with the parish councils as early as possible in the programme, so they know what they will be expected to contribute and what they will receive for that contribution. Being able to provide a detailed list of equipment and help will be beneficial to the council as well as to the Safer Community teams.

One suggestion to help councils with the cost of Speedwatch is to put together a bid to a funding organisation, such as Awards for All. If successful, a pot of money could be available to provide grants to parish councils who wish to apply, to help with their costs of the programme. As it may take time for a bid to go through, it is unlikely it would be available for when Speedwatch starts in 2013. One suggestion is for councils to pay the full costs of Speedwatch at the beginning. Then if and when the fund is available, they can apply for the grant as a ‘rebate’. This bid would be put together by Northamptonshire ACRE, as this organisation has extensive experience of applying for funding for community projects.

4.8 Q9 – Any further comments about the Speedwatch programme

A summary of the additional comments are shown in Appendix A.

5 Conclusion

Overall the Community Speedwatch pilot was welcomed by the villages involved and was felt to have been successful, albeit for the limited period that it ran. One of the main problems for those involved with the pilot was the ability to recruit and retain volunteers and this issue is likely to continue next year. It was felt by many participants that both Northamptonshire Police and Northamptonshire County Council would be able to help with this by increasing the profile of Speedwatch, both in the county and at a local level. This could be done by early involvement with the parish councils and villagers to explain the benefits of Speedwatch, as well as through assistance with publicising the project whether through posters, magazine contributions, online information on community websites or visits to community events.

The use of village halls for training is not cost effective and holding the sessions during working hours also had an impact on the number of volunteers available to help with the

*Community Speedwatch Pilot*

programme. Regular training sessions at the weekend in a central location, which a number of villages could attend at the same time, would be far more effective both in resources and cost.

It is possible the need to charge for Speedwatch next year will determine whether communities will become involved with the project. Any costs will need to come from their precept and a number of the councils are already struggling with raising funds. It is vital the Safer Roads Team is able to show the cost benefits of paying for Speedwatch to take place in a village, especially if the charges for the various items of equipment are compared to other items a village may have to pay for, such as installing dog litter bins, cutting of grass verges and other areas. When the villages in the north of the county were given details of what help and equipment they would receive for their money, it produced a more positive response than in the south where the participants were not shown this information until after they had completed the survey.

The Safer Roads Team has already done some work around comparing the cost of Speedwatch equipment with the cost of other village amenities and this has shown that the project is extremely good value for money. This information will need to be shared with the councils as early as possible.

It is also worth the Safer Roads Team considering providing regular, short updates, to villages involved in the scheme, about the number of warning letters sent out on their behalf, based on the results of their Speedwatch activities. This update could also include details of the geographic dispersion of the speeders, which enables the village to see how many were local, how many speeders had a second letter and other information the SR Team may feel will be of benefit. Keeping communities informed is essential and also helps provide the parish council with evidence for supporting the continuation of the scheme in their village in future years.

All participants felt Speedwatch was of benefit to their community and would like to see it continue.



6 Appendix A – Additional comments

- Speedwatch should continue, however Traffic Police action is required if drivers are to behave sensibly
- The great majority of villagers support our help with the Speedwatch programme and I hope it continues into the future
- I think if a person is seen to be using a mobile phone this should be indicated on the form.
- To be really effective the speed watch needs to be carried out least three times a year and in a more random way, instead of a block of 6 days, perhaps it could be Monday and Thursday one week, then Tuesday and Friday the next and Saturday and Wednesday the next, in that way drivers would not know what days the checks were taking place.
- It would be useful to be able to add to the list of speeders the people found on their mobile phone. We spotted a few. If the speedgun is shared by 3 villages at a time so that village one has week 1 and 4, village 2 weeks 2 and 5, village 3 weeks 3 and 6. The larger gap will enable complacency to set in from motorists and a realistic result from the exercise. Sadly volunteers are always the same people in any village and interest wanes in the second week.
- Volunteering is fundamental to a community. Getting engagement is the hardest thing of all and it would be good to know how other people go about getting volunteers.
- I am appalled that my team was constantly told the village was apathetic. The reason why there were only 4 volunteers was because of the ridiculous training day. Most volunteers work so cannot come at 10.00 on a weekday. This is not apathy and it being mentioned several times has made me very angry. My volunteers do not need this type of attitude. They were all extremely enthusiastic about Speedwatch returning but come on now, think about true life and how we earn money!
- As stated above, we had very little notice of the scheme this time and the training date chosen was a Tuesday morning when most of the potential volunteers couldn't attend. Consequently, there were only four of us at the training and due to our work/holiday commitments, could only carry out the speedwatch sessions on a very few occasions. This was very disheartening because there are a lot of people in the village who would have liked to participate but couldn't because they hadn't gone through the training (even though most of them had already done the training in a previous year). From the small numbers, it would appear that the village is not interested, or apathetic but this is NOT the case. In future, it would be helpful if the training could be carried out at a weekend and if possible, offer more than one date option.
- Helpers need to see results of doing speedwatch, more police action, vehicle activated signs - doing Speedwatch for one week a year, is just not enough to reduce speeding.
- Use of a camera to be restricted to summer months only. Rain/fog/darkness prevent successful camera work
- Needs to be on more regular basis. Follow up immediately with 'speed boards' e.g. Kill your speed
- Has had an effect on how I observe all speed limits. Increased my awareness.
- Community speedwatch seems to work. I live opposite the site on the main road and have noticed people slowing down (but not all). Maybe something more permanent required e.g. zebra crossing or speed humps.



Community Speedwatch Pilot

- Use of cameras to get details of the speeding cars drivers etc. would help get more reliable data for the police to follow up on.

And one final comment from a participant:

- I would like to commend PC McQuaid for his enthusiasm and assistance throughout the programme - both with this pilot and in past programmes.



ANDOVER TOWN COUNCIL

E

Report

Community Right to Bid	
Produced for: Policy and Resources Committee	Date of Report: Thursday 19 September 2013
Summary of Key Issues To approve a suggested list of community assets to present to Test Valley Borough Council for consideration for inclusion on the List of Assets of Community Value.	
Current Situation At the previous Policy and Resources Committee Meeting, Members considered an item on the Community Right To Bid. The Community Right To Bid (Assets of Community Value in legislation) is a new initiative introduced in the Localism Act 2011 and came into force in Autumn 2012. The P&R Committee requested Members to identify a list of Community Assets within their Ward to be put forward for consideration by Test Valley Borough Council.	
What is Community Right to Bid? The Community Right to Bid allows Town and Parish Councils to nominate buildings or land for listing by the local authority (Test Valley Borough Council) as an asset of community value. An asset can be listed if its principal use furthers (or has recently furthered) the community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business and make a bid to buy the asset on the open market.	
Community Right to Bid – Legislation With the Community Right to Bid, Local Authorities (Test Valley borough Council) must keep a 'List of Assets of Community Value'; the legislation sets out in detail the process they must enter into and what information they must include. The legislation also outlines the definition of an asset of community value, which groups can legitimately nominate, the appeals process for land owners, timescales for groups interested in buying land or property on the list, and compensation available to the owners of land or property on the list.	
What is an Asset of Community Value? A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that "social interests" include cultural, recreational and sporting interests. The regulations list a number of situations where land or buildings are exempted from inclusion on the list or the operation of the moratorium. These include homes, hotels, assets being transferred between kindred businesses, and Church of England land holdings.	

List of Assets suggested for inclusion and consideration by Test Valley Borough Council
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Attached at Annex A is a list of Community Assets suggested by Members.
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Recommendation

- | |
|--|
| <ul style="list-style-type: none">• To approve the List of Community Assets to be forwarded to Test Valley Borough Council. |
|--|

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

COMMUNITY ASSETS LIST

Name of Councillor	Assets	Reasons
Barbara Long	Cricket Ground Golf Club	Part of the heart of the Town and should continue as part of the Town. The sports clubs have not been offered anywhere better.
	St Ann's Community Centre	
Veronika Pond	Saxon Fields	Playing Field. Open green bordered by Elbe and Cuxhaven Ways and Ebdon Road.
	Rosewood Gardens	
	Anton Lakes Nature Reserve	
	King George Recreation Ground	
	Harroway Community School	
	Portway Junior & Infants School	
	Andover War Memorial Hospital	
Katherine Bird	The Guildhall	
	The Rendezvous	
	Andover Leisure Centre	
	The Lights	
	Vigo Recreation Ground	
	Walworth Road Recreational Facilities	
	Phoenix Park	
	Cricket Pitch	
	Football Pitch	
	The Phoenix Centre	
Steven Hardstaff	King Arthurs Way Community Hall	
	The Magistrates Court	
	The Parks (eg Vigo Road)	
	Charlton Lakes	
	All the allotment sites	
	All the car parks in Andover	
	The Schools	
Andover College		
Geoff McBride	The Angel Pub	Oldest building in Andover
	All the Community Centres	

POLICY & RESOURCES WORK PROGRAMME: 25 SEPTEMBER 2013

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
25 September 2013	Corporate Risk Assessment	STAT	To review the Town Council's Corporate Risk Assessment	Recommend to Full Council
25 September 2013	Community Speedwatch	P&R	To consider whether the Town Council should be part of a CS scheme	
25 September 2013	Town Centre Manager	P&R	To consider whether the Town Council should part fund a TCM for Andover	
25 September 2013	Town Council Forum	P&R	To consider whether the Town Council should run a Town Council Forum	
30 October 2013	Annual Budget	STAT	To prepare and recommend to Council the Annual Budget for 2014/2015	
30 October 2013	Youth Council Report	P&R	To receive an update	
30 October 2013	Website/Logo – colours quotes	P&R	To consider quotes for colour added to website	
11 December 2013	Review of Business Plan		To ensure Town Council is up to date with the Business Plan	Recommend any actions to Full Council
11 December 2013	Annual Budget	STAT	To finalise any changes to the Budget for 2014/2015	Recommend to Full Council
Jan/Feb 2014	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2014	
Jan/Feb 2014	Annual Report	STAT	To approve the contents of the Annual Report for 2013/2014.	

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
March 2014	Review of Standing Orders	STAT	To review Standing Orders to ensure compliance with latest Governance	
March 2014	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	