



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 22 NOVEMBER 2021 at 7.00 P.M. in JUBILEE HALL

Members are summoned to attend

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones'.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

16 November 2021

AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 18 October 2021.
7. To receive and approve the Orders for Payment (List 7 attached).
8. To receive an update in respect of the draft Budget – 2022/2023.
9. To receive and note the monthly finance report.
10. To receive a special motion pursuant to Standing Order 11 - Rescission of previous resolutions, pertaining to the agreed quotation in respect of the refurbishment of Jubilee Hall.
11. To receive and consider the response to the informal consultation in respect of the Land at Chalk Hill Road.
12. To receive a quotation and consider the purchase of additional microphones for Jubilee Hall.
13. To receive a report and consider the request for an additional mini football pitch at Five Heads Recreation Ground.
14. To receive a verbal update and consider the purchase of a replacement shed at Napier Hall.

15. To consider the implementation of any appropriate restrictions in respect of the Coronavirus (COVID-19), within future Council/Committee meetings.
16. To receive a report and consider the proposed 20mph speed limit within rural areas.
17. To receive the recommendation from the Finance and General Purposes Committee on the 01 November 2021, in respect of the revised Financial Risk Assessment.
18. To receive the recommendation from the Finance and General Purposes Committee on the 01 November 2021, in respect of the following grant application:
 - Horndean Community Association - £672 (payable on receipt of invoice).
19. To receive the recommendation from the Grounds Committee on the 08 November 2021, in respect of the Lith Lane Maintenance Plan.
20. To note the next scheduled meeting of the Council on the 13 December 2021.
21. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**
22. To approve the Confidential Minutes of the Council Meeting held on the 18 October 2021.
23. To receive an update in respect of a staffing matter.

District Councillor Report for meeting 22nd November 2021

Cllr David Evans, 17th November 2021

Land East of Horndean

The Design Code: This needs to be agreed by EHDC before Reserved Matters Applications can be considered. The comments that HPC, I and others have made have been submitted to the developer.

EHDC Local Plan

The Workshop for Horndean Parish Councillors was held on Wednesday 20th October. It concerned the Chalk Hill Road proposed site, for purposes of informing the proposals of East Hampshire District Council's Regulation 19 Local Plan, 2017-2038. The workshop heard from the site promoters and planning policy staff was well attended by Parish Councillors. I attended as an observer only. Many useful comments and issues were raised. I am told that EHDC Officers were pleased with the level of engagement and contribution made by HPC.

11th November EHDC Full Council

The Leader of EHDC, Cllr Richard Millard, spoke at length about the Council's dramatic press release the previous day **"Council calls for zero-carbon homes"**

You can find the press release at [Council calls for zero-carbon homes | East Hampshire District Council \(easthants.gov.uk\)](https://www.easthants.gov.uk/council/calls-for-zero-carbon-homes), but key commitments are:

EHDC will demand developers build zero-carbon homes and will seek the highest possible environmental standards in its new Local Plan and will challenge Government planning inspectors to approve them.

If approved it will empower the council to demand that all new developments are energy efficient, zero-carbon homes that are clean and cost-effective.

EHDC has announced ambitious measures following on from its own COP26 event, held in Alton in October, that will place climate change at the heart of its daily operations.

The council's Planning Team will bolster its current policies to make sure new homes built under the current Local Plan are as sustainable as possible. A six-week public consultation on the environmental improvements to the current Local Plan will begin before the end of the year.

Cllr Millard, said the new measures will make the council greener than ever before.

"It is ridiculous that homes being built now will need to be retro-fitted with energy-saving measures in 10 or 15 years' time. Today's homes should be built to meet tomorrow's challenges.

"That's why we will be challenging the Government to approve our policies of zero-carbon homes and pushing developers to meet them.

"The Government's national planning policies do not go far enough, so we will demand more. And if we can enshrine these policies in an adopted Local Plan, we will have the power to enforce them.

"Energy efficient homes have a lower carbon footprint and are cheaper and more comfortable for our residents to live in. That meets our environmental priorities and our welfare priorities.

"We know it's not easy to achieve, but if the Government is serious about stopping climate change, they should support our Local Plan and help us build zero-carbon homes in East Hampshire."

The council is not just focussing on planning. Right across the organisation all new projects and policies brought forward must now contain detailed data on how it will support the fight against climate change. Every officer will be encouraged to consider the climate as part of the day-to-day running of their service.

EHDC will also assemble a Green Team of officers specialising in environmental issues. They will advise colleagues on reducing carbon emissions and lead the council with new initiatives to reduce the organisation's environmental impact.

This a new, radical and potentially game-changing policy which Cllr Millard and the rest of the Cabinet have been developing over the last few months. The willingness to challenge the Government and its Planning Inspectorate to permit the Council to do what is necessary to play its part in meeting the Government's target of net zero carbon by 2050 was clearly evident in the discussion at the meeting.

The Parish Council and the public will be able to comment on the proposed supplement to the current Local Plan around the end of this year. As one of the four largest communities in East Hampshire, with by far the largest single development site outside Whitehill & Bordon, I believe that Horndean Parish Council can play a major role in the development of this exciting new policy.

The Caravan Site Licensing (residential sites): Fit and Proper Determination Policy

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person ("the Regulations"). Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations.

There are two mobile home sites in Horndean which come under this legislation.
The Policy was approved by Council.



HORNDDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 18TH OCTOBER 2021 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, D Evans – arrival time 19:18pm, J Lay, P Little, D Prosser, B Raymond, Mrs E Tickell, R Veitch, Mrs I Weeks.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker), Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: No members of the public were present.

HPC 105/21/22 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies of absence were received from Cllr P Beck & Cllr D Evans.

HPC 106/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 107/21/22 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received.

HPC 108/21/22 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted. Cllr Lay queried if he had missed circulation of the date for the Cllr workshop. The Chairman said she would email the date to him.

HPC 109/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public present.

HPC 110/21/22 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH SEPTEMBER 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 20th September 2021 be signed as a true record of the meeting.

HPC 111/21/22 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 6 ATTACHED)

The Orders for Payment (List 6) was circulated. It was noted that

- The total column on line 26 was correct.
- The total column on line 27 was not added up correctly.
- Line 15 (Zurich), related to the Countryside Team Vehicles.

It was **RESOLVED** that the Orders for Payment (List 6 attached) be approved and duly signed. All agreed.

HPC 112/21/22 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 30 SEPTEMBER 2021

Circulated and noted.

HPC 113/21/22 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the Responsible Financial Officer was circulated and noted.

HPC 114/21/22 TO RECEIVE A REPORT IN RESPECT OF THE QUOTATIONS FOR THE REFURBISHMENT OF JUBILEE HALL

A report by the Chief Officer was circulated.

Cllr D Evans entered the meeting at this point of the agenda- 19:18pm.

A discussion took place and it was **RESOLVED** to proceed with quotation 2 and 4 as follows.

- Quote 2: Painting of the entire interior, external doors and porch, exterior window frames, facias, support posts and gutters in order to present an enhanced, uniform appearance with the Parish Office - total £5,695.20.
- Quote 4: Replacement curtains and poles – total £3,533.54 + VAT.

HPC 115/21/22 TO CONSIDER THE ARRANGEMENTS IN RESPECT OF THE REMEMBRANCE SERVICE GIVEN THE ONGOING PRESENCE OF CORNOVIRUS (COVID-19)

The Chief Officer said that she wished to seek Councils view regarding the arrangements for the Remembrance Service, given the increasing number of Covid cases. She said that if Council were minded to continue with the service, that they may wish to consider reducing the number of participants in the parade.

A short discussion took place and it was **RESOLVED** to continue with the Remembrance Service arrangements, encouraging the groups taking part to limit the number of participants.

HPC 116/21/22 TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT

The Chairman informed Members that she had attended the meeting with Bloor Homes, alongside the Chief Officer and said that the S106 Agreement had still not been signed.

She explained that HPC will be asked at various points for input regarding the details surrounding the Community Facilities- Community Hall, Football Pitch, Playgrounds, Allotments and land for the Skate Park.

It was agreed that Cllr Little would take over the lead from Cllr Mrs L Evans, on the LEOH Working Party.

Members of the LEOH Working Party were confirmed as follows: Cllrs P Little, J Lay, Mrs E Tickell, D Evans, R Veitch, L. Evans and Carla Baverstock-Jones, Chief Officer. It was noted that Cllr A Forbes was stepping down as a member of the LEOH Working Party.

HPC 117/21/22

TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 22 NOVEMBER 2021.

The next scheduled meeting of the Council is noted as 22nd November 2021. This meeting will be held in Jubilee Hall.

HPC 118/21/22

TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

There were no members of the public present.

Meeting closed at 19:50pm

HPC 119/20/21

TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 20 SEPTEMBER 2021

It was **RESOLVED** that the minutes of the Council meeting held on 20th September 2021 be signed as a true record of the meeting.

HPC 120/20/21

TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 04 OCTOBER 2021, IN RESPECT OF THE FUTURE MANAGEMENT OF JUBILEE HALL

The recommendation from the Staff Committee Meeting on 4th October 2021 was circulated.

It was **RESOLVED** that the Chief Officer proceed with the commencement of the redundancy procedure, as per the recommendation from the Staff Committee on the 04 October 2021.

HPC 121/20/21

TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 18 OCTOBER 2021, IN RESPECT OF A DISCIPLINARY MATTER

The Chief Officer explained that the disciplinary matter had been withdrawn.

This decision was noted by Members.

HPC 122/20/21

TO NOTE THE ALLEGED INCIDENT AND ONGOING MATTER IN RESPECT OF DELL PIECE WEST

The Chief Officer informed Council that there was an ongoing claim which is being contested.

Confidential meeting closed at 20:02pm.

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Signed - The Chairman

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Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 7 - 22 NOV -2021			BANK ENTRIES: OCTOBER 2021
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: OCTOBER 2021			
1	15/09/2021	SSE Gas	£11.03	£0.55	£11.58	Napier Gas: 29 July - 26 August 2021
2	22/09/2021	Grenke	£111.90	£22.38	£134.28	Rental of Photocopier 1 Oct - 31 Dec
3	09/09/2021	PHS Group	£208.49	£41.70	£250.19	Jubilee Waste Collection: 14/10/21 to 13/1/22
4	01/10/2021	Fuelgenie	£111.24	£22.24	£133.48	Fuel: September 2021
5	01/10/2021	Elite Charity Solutions	£166.17	£33.24	£199.41	Photocopier Charges: 1/7/21-30/9/21
6	30/09/2021	Southern Electric	£266.85	£13.34	£280.19	Napier Electric: 26 June - 28 Sept
7	12/10/2021	Vodafone	£160.55	£32.11	£192.66	Mobiles: 1-31 October
8	30/09/2021	Veolia	£276.17	£55.23	£331.40	Waste Collection: September 2021
B.A.C.S.			BANK ENTRIES: OCTOBER 2021			
9	23/09/2021	Idverde Ltd	£1,499.40	£299.88	£1,799.28	Emptying of 19 Bins 1/7/21-30/9/21
10	29/09/2021	Norse South East	£16,850.40	£3,370.08	£20,220.48	Grass Cutting Apr 21 - Apr 22
11	28/09/2021	Southern Fire Protection	£145.50	£29.10	£174.60	2 Fire Extinguishers and 2 ID Signs
12	29/09/2021	Sutcliffe Play	£74.12	£14.82	£88.94	Replacement parts for Play Area Equip-Deep Dell
13	30/09/2021	Aardark Supplies	£178.78	£35.76	£214.54	Various Janitorial Supplies
14	01/10/2021	Drayton Medical Services	£185.00	£0.00	£185.00	Occupational Health Report
15	30/09/2021	Staff Expenses	£30.74	£0.00	£30.74	Staff Expenses: September 2021
16	14/10/2021	Screwfix	£17.07	£3.41	£20.48	Black Wall Spikes/Gripfill
17	12/10/2021	B & Q	£38.68	£7.73	£46.41	Hardwood Plywood x 3 for Signage at Various Sites
18	12/10/2021	Focus	£159.31	£31.86	£191.17	Switchboard, Broadband, Payphone, Alarm
19	13/10/2021	Happy Days	£191.00	£0.00	£191.00	Windows, Cleaning Halls/Office
20	19/10/2021	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: September 2021
21	20/10/2021	Horndean PC Employees	£13,087.84	£0.00	£13,087.84	Staff Salaries: October 2021
22	11/10/2021	Handy Mike	£42.50	£0.00	£42.50	Re-Attach sink in disabled toilet at Jubilee Office
23	15/10/2021	AVS Fencing (Lawsons)	£6.00	£1.20	£7.20	10 Pointed Pegs for Fencing
24	29/10/2021	HMRC	£3,348.30	£0.00	£3,348.30	PAYE/NI: October 2021
25	29/10/2021	Hampshire Pension Fund	£3,429.01	£0.00	£3,429.01	Pensions: October 2021
DEBIT CARD			BANK ENTRIES: OCTOBER 2021			
26	15/10/2021	e-Hardware Ltd	£50.51	£10.11	£60.62	4 Gate Latches for Dell Piece West and Hazleton
27	28/10/2021	Go Outdoors/JD Sports Fashion	£87.50	£17.50	£105.00	10 Camping Chairs for Volunteers
28	26/10/2021	Millets	£160.00	£0.00	£160.00	5 Pairs Waterproof Trousers-Countryside Team
29	26/10/2021	Royal British Legion	£51.00	£0.00	£51.00	3 x Wreaths for Remembrance Sunday
TOTAL EXPENDITURE			£40,952.06	£4,042.25	£44,994.31	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 7 - 22 NOV -2021			BANK ENTRIES: OCTOBER 2021
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS			BANK ENTRIES: OCTOBER 2021			
30	various	Regular Hall Users	£1,797.12	£0.00	£1,797.12	Hire of Jubilee Hall
31	various	Regular Hall Users	£1,812.70	£0.00	£1,812.70	Hire of Napier Hall
32	various	Casual Hall Users	£528.62	£0.00	£528.62	Hire of Jubilee Hall
33	various	Casual Hall Users	£0.00	£0.00	£0.00	Hire of Napier Hall
34	various	Casual Hall Users	£100.00	£0.00	£100.00	Deposits Received
35	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Refunded
36	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
37	31/10/2021	Bank Interest	£182.60	£0.00	£182.60	October 2021
38	22/10/2021	HMRC	£3,864.39	£0.00	£3,864.39	HMRC Q2 VAT Return
TOTAL INCOME			£8,160.43		£8,160.43	

SIGNED:	
SIGNED:	
DATE:	LIST 7 - 22 NOV -2021



HORNDEAN PARISH COUNCIL DRAFT BUDGET FOR 2022-23

A Recap

The draft budget has been built from the bottom up by considering the full year income and expenditure for 2020-21 and year to date April to August for 2021-2.

The direction received at the virtual pre budget meeting held on August 23rd 2021 was fed into the draft budget and a detailed review was undertaken by Council at the Budget Workshop on September 27th and subsequently at the Finance & General Purposes Meeting held on November 2nd.

Assumptions contained in the Budget

Income:

- Income target set at 80% of pre-COVID 2019-20 outturn.

Expenditure: Staffing:

- Maintain current staffing levels and therefore reduce the Countryside team to 4 full time equivalents.
- Minimum Wage has been increased to £9.50 to reflect the announcement in the Budget in October.
- The cost of living inflation rate has been increased to 3% following the announcement in the budget that inflation in September was 3.1% and is likely to rise to average 4% over next year according to the Office for Budget Responsibility (OBR).
- A performance related inflation rate of 2% has been applied to all admin and countryside staff. This gives a PRP pot of £4.0k and is the maximum that could be awarded across all staff.
- Following the re-structuring at Jubilee Hall, the staffing budget has been transferred into contract cleaning.

At the Budget Workshop, Council asked for some adjustments to be made to the budget and some questions were raised. These adjustments have been fed into this version of the budget and the answers to the questions posed are listed below:

Summary of Main Changes and Issues raised at the Budget Workshop

1. The projected balance in the Jubilee Project Ear Marked Reserve (EMR) has been transferred to a newly created EMR entitled Future Developments
2. The full cost of the loan has been re-instated following the decision taken by Council to retain the balance of the Public Works Loan.
3. A new EMR has been created for Five Heads Rec Playground and £5,000 has been transferred in, funded from General Reserves.
4. Higher Level Stewardship Agreement (£7,863). The 10 year agreement comes to an end in February 2022. The Countryside Manager has confirmed with the Rural Payments Agency has indicated that the scheme will be re-newed for a further 2 years and will then be replaced by a new scheme.
5. Utilities bills. There are five contracts (Electricity at Jubilee Hall, Napier Hall, Jubilee Admin and Gas at Jubilee Admin and Napier Hall). The two accounts for Jubilee Admin are currently supplied by British Gas. The remaining three accounts will be transferred to British Gas before the new financial year has started. All five are on fixed deals.

Reserves (spreadsheet attached)**Definition of General Reserves**

General Reserve — The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept/Levy less any Loan Repayment and/or amounts included in Precept/Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

Precept

At the Council Meeting held on October 18th there was a draft decision made to increase the precept by 2%.

The table below shows the forecast level of Reserves in real terms and in months as defined by JPAG and as per total net expenditure.

Note: A 1% increase in the precept, given the current tax base, would result in an additional c£4k in funds being generated.


Precept Change	Forecast GR (£)	JPAG Forecast GR (months)	TOTAL EXP. Forecast GR (months)
0%	£106,421	3.7	2.8
1%	£110,231	3.8	2.9
2%	£114,041	3.9	3.0
3%	£117,841	4.0	3.1

Tax Base

I have contacted East Hants District Council to ask when the figure for 2022-23 will be available. Last year the information arrived in late November.

Summary

The Summary page attached is the position based on a 2% precept increase as provisionally agreed at the last Council meeting.

 Horndean Parish Council	SUMMARY						
FINAL BUDGET (DRAFT) 2022-23		FULL YR ACTUAL 2020-21	FULL YR BUDGET 2021-22	YTD ACT APR-AUG 2021-22	FULL YR BUDGET 2022-23	Change	Notes
Cost Centre Code	Cost Centre Name						
201	Central Costs	186,066	191,265	72,142	194,238	2,973	
222	Grants	2,275	5,000	2,200	5,000	0	
	TOTAL EXPENDITURE	188,341	196,265	74,342	199,238	2,973	
201	Central Costs	-524,654	-5,164	-10,278	-5,764	-600	
	TOTAL INCOME	-524,654	-5,164	-10,278	-5,764	-600	
	NET EXPENDITURE	-336,313	191,101	64,063	193,474	2,373	
301	Napier Hall	15,410	20,073	8,394	22,870	2,797	
305	Jubilee Hall	527,494	20,388	16,184	21,481	1,093	
306	Jubilee Admin	0	38,476	19,385	37,977	-499	
310	Tyfield House	25,600	0	0	0	0	
315	Lucky Lite	10,134	0	0	0	0	closed
	TOTAL EXPENDITURE	578,638	78,937	43,963	82,329	3,392	closed
301	Napier Hall	-3,947	-8,760	-6,319	-23,360	-14,600	
305	Jubilee Hall	-5,082	-8,370	-6,716	-22,320	-13,950	
	TOTAL INCOME	-9,028	-17,130	-13,034	-45,680	-28,550	
	NET EXPENDITURE	569,609	61,807	30,929	36,649	-25,158	
407	Countryside Sites	1,664	1,000	1,023	1,000	0	
408	Amenity Sites	24,029	8,737	3,322	9,917	1,180	
470	Other Open Spaces Costs	204,277	174,707	50,330	166,365	-8,342	
	TOTAL EXPENDITURE	229,970	184,444	54,674	177,282	-7,162	
407	Countryside Sites	-21,286	-11,729	-1,107	-11,729	0	
408	Amenity Sites	-1,313	-2,100	-788	-2,100	0	
	TOTAL INCOME	-22,598	-13,829	-1,895	-13,829	0	
	NET EXPENDITURE	207,372	170,615	52,779	163,453	-7,162	
	GRAND TOTAL EXPENDITURE	996,949	459,646	172,979	458,848	-797	
	GRAND TOTAL INCOME	-556,281	-36,123	-25,208	-65,273	-29,150	
	GRAND NET EXPENDITURE	440,668	423,523	147,772	393,575	-29,947	
	EARMARKED RESERVES		-23,057		12,005	35,062	
	GENERAL RESERVES		-20,201		-17,692	2,509	
	GRAND TOTAL		380,265		387,888	7,624	
	EHDC Allowance (tax Support Grant)		0		0		
	Precept		380,265		387,888		
	Tax Base		5,075.63		5,075.63		
	2021-22 / 2022-23 Band d precept		£74.92		£76.42	2.00%	



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 22 November 2021

SUBJECT OF REPORT: Finance Report

Income and Expenditure

Since the last Finance Report for the Council Meeting held on the 18th October, there are the following items to note.

1. The interest rate on the Cambridge & Counties account will be reduced from 0.90% to 0.75% w.e.f. 29th December 2021.
2. The Quarter 2 VAT Claim of £3,864.39 was received on 22nd October 2021.
3. A payment of £629.50 from East Hampshire District Council was received on 4th November 2021. This was a Councillor Grant (David Evans) to part fund the replacement of the shed at Napier that is used for the Horndean Foodbank.

Hall Income

The budget was set at 30% of pre COVID income. The table below has been populated with actual figures as the year progresses.

As can be seen October fell back a little from the October high but income is now £11.4k above the year to date target.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	730	730	730	730	730	730	730	730	730	730	730	730	8,760
	ACT	193	1,167	1,771	1,564	1,624	2,058	1,810	0	0	0	0	0	10,187
	YTD VAR	537	-437	-1,041	-834	-894	-1,328	-1,080	730	730	730	730	730	
Jubilee Hall	BGT	698	698	698	698	698	698	698	698	698	698	698	692	8,370
	ACT	144	1,032	1,785	1,908	1,847	2,186	2,248	0	0	0	0	0	11,150
	YTD VAR	554	-334	-1,087	-1,210	-1,149	-1,488	-1,550	698	698	698	698	692	
Combined Halls	BGT	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,422	17,130
	ACT	337	2,199	3,556	3,472	3,471	4,244	4,058	0	0	0	0	0	21,337
	YTD VAR	1,091	-771	-2,128	-2,044	-2,043	-2,816	-2,630	1,428	1,428	1,428	1,428	1,422	
Total Income	CUM. YTD VAR	1,091	320	-1,808	-3,852	-5,895	-8,711	-11,341						
	BGT %	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	
	ACT %	7.9%	48.0%	72.8%	64.3%	66.7%	84.6%	74.4%						
Napier Hall %	BGT %	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	29.8%	
	ACT %	6.2%	44.4%	76.8%	82.1%	79.4%	94.0%	96.7%						
Jubilee Hall %	BGT %	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	29.9%	
	ACT %	7.1%	46.2%	74.7%	73.0%	72.9%	89.2%	85.3%						

Management Accounts – October 2021

The October accounts have been closed and the summary income and expenditure can be seen below.

Hall income, which was set at 30% of pre COVID levels, has started to return and year to date income is above the target by £11.4k. Expenditure continues to run considerably below budget due mainly to staff vacancies in the countryside team since the beginning of the year.

Overall, the Council is showing a year to date favourable variance of £51.8k at the end of October and this is forecast to increase to c£70k by year end (31st March 2022).

Accounts to 31/10/2021	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	385,005	384,579	-426		107,135	112,888	5,753	New staff configuration
Grants	0	0	0		2,200	2,200	0	
Napier Hall	10,187	5,110	-5,077	Hall Income returning	12,027	12,497	470	
Jubilee Hall	11,150	4,886	-6,264	Hall Income returning	12,413	12,302	-111	
Jubilee Hall - Admin	0	0	0		19,756	22,122	2,366	Rates bill lower than expected
Countryside Sites	1,191	750	-441		586	581	-5	
Amenity Sites	1,138	1,225	87		3,949	5,349	1,400	
Open Spaces	0	0	0		78,495	108,320	29,825	Staff Vacancies since Apr 1 (£24.8k)
GRAND TOTAL	408,671	396,550	-12,121		236,562	276,259	39,697	

Horndean Parish Council Balance Sheet to the end of October 2021		Horndean Parish Council Reserves		OCT	Notes
Current Assets		Represented By :-			
Debtors - Sales Ledger	9,464	Current Year Fund		171,479	
Debtors - Non Sales Ledger	0	General Funds		126,859	
Prepayments	74	Total General Funds		298,338	
Debtors - VAT Control A/C	4,042	IT Equipment EMR		2,500	
Co-op No. 1 Account	215,780	Vehicle Replacement EMR		4,495	
Cambridge & Counties Account	240,129	Jubilee Hall Improvements EMR		10,000	
Lloyds Bank Current Account	39,696	Napier Hall Improvements EMR		1,000	
Total Current Assets	509,185	The Granary Maintenance EMR		2,000	
Current Liabilities		Lith Avenue/Lane EMR		3,000	
Creditors	0	Jubilee Hall Project EMR		109,799	Balance to be reclassified and EMR closed
Accruals	4,317	New Playground Fund EMR		7,000	
Hall Income Deposits	700	Grounds Equipment EMR		2,500	
Receipts in Advance	272	Legal Costs EMR		4,000	
Total Current Liabilities	5,289	Election EMR		2,000	
Total Assets Less Current Liabilities	503,897	Fencing EMR		4,000	
		Tree Maintenance EMR		4,000	
		LychGate Repairs EMR		1,500	
		South Downs National Park EMR		6,569	Must be spent on Tree Carvings as per Grant
		Community Infrastructure Levy EMR		39,297	Must be spent on CIL projects
		Land East of Horndean EMR		1,900	
		Wagtail Road EMR		0	
		Total Earmarked Reserves		205,560	
		Total Equity		503,897	

Community Infrastructure Levy

The table below shows the summary position as at 31st October 2021. An additional £5.9k is due from East Hampshire District Council.

Community Infrastructure Levy Summary					
INCOME			EXPENDITURE		
£££	Banked	EIapse Date	£££	Spent	Description
£7,567.47	02/07/2018	02/07/2023	£2,082.00	March 2021	120 Trees - Cath Lith
£6,855.19	13/05/2019	13/05/2024	£5,234.61	March 2021	Toddler Double Swing Set
£6,576.95	07/10/2020	07/10/2025	£600.00	June 2021	Carvings - Yoells Copse
£4,885.47	29/05/2020	29/05/2025	£4,798.56	June 2021	Boardwalks - Hazelton Common
£14,404.42	22/10/2020	22/10/2025	£49.99	August 2021	Tools for Boardwalks - Hazelton Common
£5,897.82	18/05/2021	18/05/2026	£12,765.16		
£5,875.07	TBC	TBC	£6,659.45	TBC	Boardwalks - Dell Piece West
£52,062.39			£32,637.78		Balance at 31-10-21

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**22 November 2021****AGENDA ITEM: 10****SUBJECT OF REPORT: Rescission of Resolution****BACKGROUND**

At the meeting of the Council on the 18 October 2021, Members agreed the quotation presented for the replacement of curtains and poles for the sum of £3,533.54 + VAT.

Additional quotations were sought, but the majority of suppliers did not wish to provide the service required or did not respond. Unfortunately, this appears to be a frustrating and time-consuming common occurrence of late.

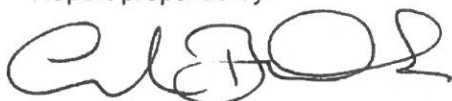
The quotation and revised report were not available until the day of the meeting, following which it was noted by Cllr Mrs Evans that the cost of the curtains were not commensurate with value for money. It was noted that whilst the curtains are self-lined this is not comparable to fully lined curtains in terms of quality and cost.

The matter is therefore returned to Council for consideration, pursuant to Standing Order 11a, at the request of three Councillors as per the attached document.

It is of note that when seeking comparison figures in general terms as is the case thus far, as no further formal quotations have been provided, the following needs to be included:

- **current quotation includes the supply and fitting of the curtain poles**
- **the curtains need to be made with eyelets as per the existing curtains and quotation. Any other type of fixtures/fittings will not be appropriate given the robust use by hirers.**

Report prepared by:



Carla Baverstock-Jones
Chief Officer

Report

15th November 2021

The undersigned request that the decision made on 18th Oct to spend £4240.25 on new curtains and poles for Jubilee Hall be reconsidered pursuant to Standing Order 11a

Cllr Lynn Evans



Cllr Elaine Tickell



Cllr Peter Little



HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 18 October 2021

AGENDA ITEM: 10

SUBJECT OF REPORT: Jubilee Hall Refurbishment

BACKGROUND

The refurbishment of Jubilee Hall was tentatively scheduled to take place on completion of the adjacent Parish Office.

I have therefore obtained the following quotations:

Quote 1: Painting the entire interior, external doors and porch - £4,195.20

Quote 2: As above but to include the exterior window frames, fascias, support posts and gutters in order to present an enhanced, uniform appearance with the Parish Office - £5,695.20

Quote 3: Painting the entire interior, external doors and porch - £4,666.00

Quote 4: Replacement curtains and poles - £3,533.54 + VAT.

RECOMMENDATION

The contractor in respect of the above Quotes 1 and 2, has previously and successfully completed similar projects at Napier Hall and Tyfield House.

In respect of the replacement curtains, whilst additional quotations have been requested, these have not been forthcoming.

In terms of funding, the Jubilee Hall Reserve currently stands at £10,000.

Report prepared by:

Carla Baverstock-Jones
Chief Officer

Report

Site name
Chalk Hill, Chalk Hill Road, Horndean.
Name of parish/town council responding
Horndean Parish Council.
1. What are the important natural, historical, heritage and landscape features of the site and its environs? Please list and/or describe them
This is the southernmost part of the countryside forming part of Catherington. It forms part of the history of the area but also has important landscape significance by virtue of its height above sea level and the resultant views to the north, east and to the south out to sea. The protection of the landscape and historical significance was an important part of the designation of the southern boundary of the site as the Settlement Policy Boundary. Catherington Lith Local Nature Reserve is a few meters from the site. Stubbins Down is a SINC and lies to the east of Catherington Lith. The wooded area on the eastern boundary is a SINC.
2. What do you think is valuable about the features that you listed in your response to question 1?
They have an important landscape and historical significance. Part of what makes a community and a place where people want to live is the history of an area. The local nature reserve and the SINC's are important habitat and for wildlife. They also have important recreational value.
3. If there are views into or from the site that are particularly important for you, please describe these views (what you can see and from where) and say why they are important to you.
3.1. Since it is part of the highest land in Catherington, the site has important landscape and historical views out to sea and to the open countryside to the north. 3.2. Again, because of its height, the site has important views into and out of the South Downs National Park to the east at Blendworth. The views referred to are highly visible focus points from various places around the area.
4. From where (i.e. from which road(s) and/or point(s) on the site's boundary) should vehicles gain access to the site?
The junction of Chalk Hill Road and Highcroft lane is the only possible point of entry. Thereafter access to and from the site is over the narrow Highcroft Lane, Durlands Rd and Five Heads Rd. These three roads are often heavily congested.
5. From where (which path(s) and/or point(s) on the site's boundary) should pedestrians gain access to the site?
There are existing public rights of way across and around the site. Pedestrians would also use the pavements of the new roadway via Chalk Hill Road and Highcroft Lane.
6. Are there any opportunities for increasing access by cycle modes in addition to the access points identified under questions 4 and 5? If so, please give details of where these opportunities are on the site's boundary

None obviously apparent. All rights of way over neighbouring fields are footpaths over private land. The footpath providing access to Lith Avenue is on a slope and over private land. Lith Avenue is on a steep slope and is a private road until shortly before the junction with the London Rd.

7. What type(s) of housing do you think would be most appropriate for the site from the following list: detached, semi-detached, terraced, flats? Please identify as many types as you think are suitable and explain why.

- 1.1 There should be no flats built on this site. They would dominate existing housing in the area and would be very visible from both the SDNP to the east and the countryside to the north.
- 1.2 There can be a mix of housing eg detached, semi-detached, terraced but as a whole, they will need to be set down to avoid dominance as referred to in 1.1. There should only be one and two storey dwellings with a low roof pitch.
- 1.3 The housing should be of such an orientation that they do not dominate the view from both the SDNP and the countryside to the north. It would be difficult to screen the housing because of the pylons.
- 1.4. No rear gardens should face onto a road. This leads to unattractive high fenced boundaries or walled boundaries destroying any street scene and giving the impression of a tunnel. It is difficult to soften such boundaries with trees etc. The EHDC SPD on boundaries should be rigorously enforced as part of the design.
- 1.5. The housing on the southern and eastern boundaries should be single storey so as not to dominate adjacent existing housing with the accompanying loss of privacy.
- 1.6. The site would abut countryside on its northern boundary.
- 1.6.1. Bungalows would be preferable in this area. The boundary should be landscaped so as to provide an appropriate transition from an urban area to the countryside and Catherington Lith Local Nature Reserve.
- 1.6.2. The landscaped buffer zone should not be accessible from the site and in particular from any rear gardens. The only access to the adjacent field should be via the existing disability gate.
- 1.7. Consideration will need to be given as to how the design of the dwellings and the landscaping of the site deaden the noise impact from the A3. Traffic noise is considerable.
- 1.8. The actual design of the housing should reflect the local vernacular in Catherington and not the new housing estates to the east and south. There are a number of flint buildings in Catherington that provide a starting point for design. Some brick and rendered buildings would provide a balance of design making it an attractive area where a community would want to live.
- 1.9. It is not a design matter for onsite but access to the site is a major consideration. Any developer will have to incorporate into design plans the fact that the access roads to the site are narrow, often without pavements, have no public services or facilities and are inadequate for an increase in traffic. It will be part of any s278 but it should be borne in mind that Highcroft Lane, Durlands Rd and Five Heads Rd are narrow and there will need to be repairs to the roads after use by construction traffic.
- 1.10. There should not be on street parking. Parking within a curtilage is preferred or within designated parking areas easily accessed from dwellings. The EHDC Parking Standards SPD should be rigorously enforced.
- 1.11. Mixed use roads should be avoided so that there are pavements separate from the roads.
- 1.12. There should continue to be open sea views from the fields in Catherington.
- 1.13. The area under and to the east of the pylons is steep and therefore it is difficult to see how this can be anything other than public open space. Due to its proximity to Catherington Lith Local Nature Reserve and Stubbins Down which is a SINCR, any such open area would be best given to HPC which owns the two mentioned sites and also a large number of similar sites across the Parish. It would be owned and managed for the community. The tree line on the eastern boundary would need to be bolstered and enhanced.
- 1.14. The site is currently a field in the countryside with a wide variety of wildlife, birds, insect species etc. The landscaping surrounding and throughout the site should be enhanced and continue to provide habitat.

<p>8. Are there parts of the site that would be more suitable for new homes than others? If so, please give details of which parts (e.g. northern, southern etc.) are more suitable and explain why</p>
<p>Yes and it is very clear on site. The only part of the site suitable for new homes is that lying to the west of the overhead power cables. The part of the site that lies under the overhead power cables and also the part of the site that lies to the east of the same due to the steepness of the slope are unsuitable for any buildings and that land should be provided as public open space.</p>
<p>9. Where should other land uses (such as public open space, new community buildings and shops (if proposed)) be located on the site, in relation to new homes? Please explain your answer.</p>
<p>The site promoter has correctly identified the land lying under the power cables and to the east of the same on the slope as being only suitable for public open space. There are overhead power cables and the land slopes steeply to the east.</p>
<p>10. A location plan image of the site at an appropriate scale has been e-mailed to your clerk. If you feel comfortable in doing so, you may annotate this plan (either electronically, if you have access to appropriate software, or by drawing on a printed-out version) to clarify your answers to questions 1-9. If you intend to supplement your answers with an annotated plan or drawing, please upload a scanned copy here.</p>

<p>11. If you were to think about the design of any new streets on the site, how do you think they should appear? You might wish to consider whether the new homes should be set back a constant distance, or whether this should vary; how much tree cover you might expect; how enclosed by buildings the streets should be; how the boundaries of new homes might be dealt with. If desired, please upload any photos of good examples.</p>
<p>Mixed use roads should be avoided so that there are pavements separate from the road. On street parking should be avoided. The loss of an important part of the landscape in this area should be mitigated by tree cover and open, green areas throughout the site. Those areas should not be in the ownership of residents who tend to incorporate any such areas into their gardens.</p>
<p>12. How would you expect car parking to be dealt with on the site from the following list: on residential plots (e.g. driveway or garage); within parking bays along a street; within a parking courtyard in front of new homes; within a rear parking courtyard; by a mix of these approaches across the site; by another approach (please specify)? Please explain the reason(s) for your choice</p>
<p>There should not be on street parking. Parking within a curtilage is preferred or within designated parking areas easily accessed from dwellings. The EHDC Parking Standards SPD should be rigorously enforced.</p>
<p>13. Having listened to, or watched the recording of the developer's presentation about their vision for the site, did you agree with their proposals? Please explain your answer.</p>
<p>In the main, the proposals were acceptable. However, the affordable housing provision is inadequate. The Parish would expect to see 40% affordable housing in line with EHDC policy. The site should provide the housing that Horndean needs. The landscaped buffer on the northern side of the field is welcomed.</p>
<p>By ticking this box, you acknowledge that this form will be submitted to East Hampshire District Council on behalf of your parish or town council and used by the planning policy team to inform the emerging Local Plan. The information you have supplied may be shared with the Planning Inspectorate and published only as part of the Council's evidence base for its Local Plan. All comments submitted as part of the consultation will be used in line with our Planning Policy Privacy Notice and kept according to our Retention Schedule, both of which can be found on our website (www.easthants.gov.uk/draft-local-plan)</p>

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**22 November 2021****AGENDA ITEM: 12****SUBJECT OF REPORT: Conference System - Microphones****BACKGROUND**

On occasions due to the extended space between seating, there are insufficient microphones available within Council meetings.

Additionally, the current units are approximately 7 years old, and as I understand it are no longer available other than those offered below as ex demonstration units.

If you wish to purchase four additional units, the cost is as follows:

Our supplier has a number of ex-demo units they are willing to let go. They have a maximum of 6 units and these would come with a 6 month RTB warrantee.

4 x D-Cerno DL @ £210.00 + Vat each = £840.00 + Vat.

2m Screened Cat cable Black = £3.70 + Vat.

5m Screened Cat cable Black = £9.70 + Vat.

10m Screened Cat cable Black = £14.68 + Vat.

Engineering to connect the new delegate units to your system and test = £112.50 + Vat.

There are in total six available:

6 x D-Cerno DL @ £210.00 + Vat each = £1260.00 + Vat.

Report prepared by:



Carla Baverstock-Jones
Chief Officer

Carla Baverstock-Jones

Subject: FW: Mini soccer pitch at Five Heads Park

Subject: Mini soccer pitch at Five Heads Park

Over the past weeks I have spoken to Matt regarding our new requirement for a mini soccer pitch which is 40 yards x 30 yards for our newly formed under 7 side.

The only place to mark out the pitch is near the St Anne's road entrance. I have spoken to one resident especially as the pitch runs along her garden hedge and explained that goals won't be left up, games are once every two weeks and last for about one hour on a Sunday.

It is also highly unlikely that balls will go over her hedge as the kids don't kick the ball that high and the pitch runs parallel with the hedge so shooting at goal is all on the field and not towards her land.

I would like to trial the pitch to assess if there are any issues as the pitch is only useful for under 7s and 8s.

Horndean FC

FIVE HEADS REC



APPLICATION FORM

1	Name of Organisation	Horndean Baptist Church
	Project title	Shed Replacement & concrete base at Napier Hall for use by the Foodbank in Horndean
2	Applicant details:	
	Name	Sarah Guy
	Position in Organisation	Office Manager
	Telephone	02392 597766
	Email	Sarah.guy@horndeanpc-hants.gov.uk
3	Organisation details:	
	Address	Horndean Parish Council Office, Jubilee Hall, Crouch Lane, Horndean, PO8 9SU
	Telephone (if different from above)	
	Email (if different from above)	
	Organisation type	Local Government
	Charity/Company number	
	What does your organisation do?	Local Government
	If successful, please name the organisation that will receive and hold the funds	Horndean Parish Council

4	Name of Councillor(s) you are requesting funding from	Amount of funding requested (maximum of £1,000 per Councillor)
	Cllr Elaine Woodard	£629.50
	Total requested:	£1,259.00

5	Please describe your project:
	<p>The shed at Napier Hall is in need of replacement as it is currently letting rain water in, resulting in the contents becoming wet and spoiled. The shed is used by the Foodbank Group in Horndean, run by Horndean Baptist Church.</p>

11 Any additional supporting information:

- 2 x quotations have been received for the installation of the shed & concrete base (3 quotations were requested but one never received).
- I have included 3 quotations for the replacement shed.
- I have worked out the project cost breakdown, showing the pricing using the cheapest of all quotations – the most expensive quotations.

12 Project Cost Breakdown

Please use the tables below to list the income and expenditure expected for this project. Your total expenditure should match your total income. *Please provide evidence of the costs listed below*

Expenditure (please list all costs for this project):

Replacement shed	£429.00
Supply labour, plant, machinery, tools, materials and aggregates to install new shed & concrete base, and fixings for new shed.	£830.00
	£
	£
	£
Total project cost:	£1,259.00

Income (please list all income including grants, sponsorship, subscriptions, in-kind support, match funding etc and please indicate whether the funding is confirmed or pending):

EDHC Councillor grant (if successful) PENDING- Cllr D Evans	£629.50
EDHC Councillor grant (if successful) PENDING- Cllr E Woodard	£629.50
	£
	£
	£
	£
Total project income (must match total project cost):	£1,259.00

Proposals for 20mph speed limits HALC

This report has been prepared in response to the motion placed before the AGM of the Hampshire Association of Local Councils on the 6th November 2021:

"HALC requests that HCC adopts 20mph as the default speed limit for residential streets in towns, villages and rural settlements in Hampshire. HALC also calls on HCC to implement the new limit in such a way as to make it enforceable and to ask Hampshire Police to support all efforts to ensure compliance"

Various articles published by organisations campaigning for the adoption of 20mph speed limits were cited in support, however, before offering support for a policy to replace 30mph speed limits with 20mph on all residential streets in the County, which is what is being called for, it is necessary to look for clear evidence that this is both necessary and effective.

The most recent report on the efficacy of 20mph speed limits was produced by Atkins for the Government in 2018 which can be found at:

[20mph research study - process and impact evaluation: headline report
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682212/20mph-research-study-process-and-impact-evaluation-headline-report.pdf)

The Atkins Report was instigated by the Government's Cycling and Walking Investment Strategy which can be found at:

[Cycling and Walking Investment Strategy \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682212/20mph-research-study-process-and-impact-evaluation-headline-report.pdf)

Page 9 of the CWIS:

"By 2040 the Government's ambition is to deliver:

BETTER SAFETY

'A safe and reliable way to travel for short journeys'

Streets where cyclists and walkers feel they belong and are safe

Better connected communities

Safer traffic speeds, with lower speed limits where appropriate to their local areas

Cycle training opportunities for children"

And paragraph 3.29 of the CWIS under "20mph and 40mph Speed Limits" it says:

"In order to assist local bodies in their determination of the role of 20mph and 40mph zones and limits, the Department has commissioned Atkins, AECOM and Professor Mike Maher from University College London to carry out a research project into the effectiveness of 20mph speed limits, with this study due to be completed by the end of 2017. The study will consider a range of outcomes, including speed, collisions, injury severity, mode shift, quality of life, community, economic public health benefits and air quality. It will also examine drivers', riders' and residents' perceptions of 20mph speed limits and assess the relative cost/benefits to specific vulnerable road user groups, including cyclists."

The objectives of the introduction of 20mph limits

The first step is to consider what 20mph speed limits are intended to achieve and these can be summarised as:

1. walkers and cyclists will perceive that they are safer
2. there will be an actual improvement in their safety
3. reduction in pollution
4. reduction in fossil fuel usage

What does the Atkins Report say about these objectives

The Atkins report (reproduced in blue below) used focus groups which generally report majority opinions that 20mph is a good thing. There is less confirmation that people actually perceive that safety has improved simply as a result of the introduction of 20mph limits.

1. Perception of greater safety

6.3. How important are 20mph limits in terms of the perceived quality of the walking environment?

Views of residents – Focus group participants reported that slower speeds are important in terms of creating a safe and attractive environment for walking. However, respondents did not perceive any substantial change in speed, and speed is only one of a combination of factors required to improve the environment for walking. Quiet streets, wide pavements, safe crossing points, and feeling safe and secure were also important factors. So, whilst speed is important, slower speeds on their own aren't generally enough to change perceptions and behaviour - but are a move in the right direction.

The findings for cyclists were similar

2. Actual improvements in safety

Regarding collisions and casualties, section 7.1 states

Nevertheless, theory suggests that the small reduction in actual speeds is likely to have had a positive influence on reducing the number of collisions and casualties in the case study areas. Finch et al. (1994) and Taylor et al. (2000) show that a change in mean spot speed of 1mph can be expected to reduce injury collisions by 5-6%. It is reasonable to expect a change of this order in the case study areas as a result of both the 20mph limits and the background trend. However, the change associated with just the 20mph limits is expected to be substantially less.

And:

The most common contributory factors (taking into account the data limitations outlined above) were all related to the failure to observe what is happening on the road network: Driver failed to look properly (37%), Pedestrian failed to look properly (17%), Failed to judge other person's speed (15%).

And 7.2.1 in respect of residential areas

Although the absolute number of collisions, casualties, pedestrian casualties, and child casualties (per km, per year) has reduced in the residential areas, there has also been a reduction in the corresponding 30mph comparator areas (Figure 10). The analysis indicates a high level of probability (generally

more than 50%) that the relative reductions identified in the case study areas are due to chance, and that there is no meaningful difference between the reduction in the case study and comparator areas. It has not been possible to draw any conclusions regarding the relative change in fatal injuries, cycle casualties, and older casualties. Further data is needed to enable a conclusion to be drawn about the scale and direction of change for these categories.

3. Reduction in pollution: The Atkins report is silent on this subject
4. Reduction in fossil fuel usage The Atkins report is silent on this subject

Summary of Atkins Report on these four objectives:

- walkers and cyclists will "perceive" that they are safer
respondents did not perceive any substantial change in speed
- there will be an actual improvement in their safety
no conclusions could be drawn on reduction in injuries which is most likely to be due to chance
- reduction in pollution
no results
- reduction in fossil fuel usage
no results

Additional information from the Atkins Report

Changes in Travel mode following introduction of 20mph limits: (9.2)

Cycling: Net increase 1%

Walking: Net increase 4%

Outcomes (11.3.1) for example:

Table 6. Comparison of speeds - New 20mph limits (signed only vs. existing calming), based on GPS journey speed data

	Proportion driving less than 20mph		Change in median speed	Change in 85 th percentile speed
	Before	After		
New 20mph limits (signed only) – Main focus of study	44%	47%	-0.7mph	-1.1mph
New 20mph limits (existing calming) (i.e. zone)	60%	62%	-0.2mph	-0.6mph

Residential areas only

4.4.2 "the reduction in speeds reported in the above section may be simply a reflection of background trends and would have occurred even if the 20mph limits had not been introduced"

Sections 11 & 12 Outcomes and Conclusions

These are too complex to attempt to analyse here and the report makes it clear that they must be applied carefully and with detailed attention to the streets and environments where 20mph are to be considered.

12.3 Early Safety outcomes, states:

However, based on the evidence available to date, this study has found no significant change in collisions and casualties, in the short term, in the majority of the case study areas (including the aggregated set of residential case studies).

The final Conclusion is:

12.6. Lessons and considerations for local decision-makers

Lessons and considerations for local decision-makers are set out in Section 2.6, covering the following themes:

- clarity around strategic case, objectives and outcomes;
- integration with complementary transport, health, environment and community policies and interventions;
- tailoring the scheme design to local circumstances;
- signage requirements;
- the importance of effective consultation and engagement;
- engagement with young drivers;
- appropriate skillsets;
- management of public expectations;
- revenue cost;

Comments on the extracts noted above:

- The Atkins report is broadly supportive of the proposal that 20mph limits can be advantageous in certain circumstances e.g. in city centres or where there is a history of excessive speeds or of accidents
- However, its findings provide no evidence sufficient to support for replacing all 30mph limits with 20mph limits, indeed, it concludes quite the reverse (12.6) "tailoring the scheme design to local circumstances"
- 20mph limits without additional traffic calming measure are unlikely to be strictly observed and possibly ignored by the drivers who habitually exceed speed limits.
- Traffic calming measures (ie in 20mph zones) have some serious downsides and are not liked by drivers or cyclists (see Atkins 12.2)
- Hampshire CC are not installing speed bumps as a matter of policy.
- The fact that 20mph limits reduce speeds by only 1mph presumably explains why people do not perceive any change in vehicle speeds and there is no reduction in accidents. (Not only is the change a small % but many other factors, of greater importance, are at work)
- No work is reported here on pollution, however, other studies have shown that vehicles travelling in low-speed situations, such as city centres, emit dangerous levels of pollutants. It is not fanciful to deduce that 20mph limits are likely to increase pollutants directly affecting the walkers and cyclist the policy is attempting to encourage. It would be a perverse paradoxical outcome if the general health of walkers and cyclists were adversely affected by

measure intended to improve health. More studies are indicated to examine this aspect before 20mph limits are deployed in a widespread manner.

- Internal combustion engines account for 99% of vehicles and will do so for many years. Peak efficiency is designed around 40-50mph which means that as speed is reduced from 30mph to 20mph fuel consumption can increase by around 20% (various data can be found on the internet showing these curves). This means two things a) pollutants will be greater at 20mph than 30mph and b) greenhouse gas emissions will be greater at 20mph than 30mph.
- All traffic calming measures involve slowing and accelerating repeatedly every few seconds. This greatly increases pollution, fuel consumption and emission of greenhouse gases but also increases the emission of particulate pollution from brake materials.
- In terms of the applicability of the report to ordinary streets in towns and villages, the absence of any research into increases in pollution and fuel consumption caused by 20mph limits is a serious deficiency.
- The reliance on focus groups and surveys reveals what people think – often that 20mph limits are a good thing – but policy needs to be guided by what objective evidence there is that they achieve the desired results and on balance, are a worthwhile proposition.
- The Atkins report “[has not sought to collect primary data on wider impacts relating to the local economy, the environment and health](#)” (page 6) which is a serious weakness as its conclusions in these respects rely solely on people’s opinions.
- All the case studies referred to in detail are from large city centres.
- The Report stresses that inner cities with high population densities and large volumes of traffic are where 20mph limits can be of most benefit. The example of Portsmouth has been mentioned however it is noted that Portsmouth is the 18th most densely populated city in the UK and the 17 above are all London Boroughs

Conclusions

Widespread adoption of 20mph speed limits, with or without traffic calming, will have no perceived or actual improvements in safety of walkers or cyclist and are potentially a much greater source of health hazards than accidents, for which there are much better techniques for avoidance and mitigation.

We therefore call upon Hampshire County Council as the Highways Authority to resist calls for adoption of 20mph speed limits unless it can be shown, on a case-by-case basis, that there is sufficient evidence that serious accidents and injuries will be significantly reduced as a result, and then only to restrict it to limited sections of affected roads rather than a blanket adoption.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 22 November 21

AGENDA ITEM: 17

SUBJECT OF REPORT: To receive the recommendation from the Finance and General Purposes Committee on the 01 November 2021, in respect of the revised Financial Risk Assessment

F&GP 026/21/22

TO REVIEW THE PARISH COUNCIL FINANCIAL RISK ASSESSMENT.

A discussion took place regarding minor amendments to the current Risk Assessment – revised format and some wording changes were agreed, and the final document will be presented to Council on the 22 November 2021.

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

Item 17

This Assessment was reviewed and adopted by the Council at the meeting on: 22nd November 2021

Risk (R) Matrix		Likelihood (L)			Assessed Risk (R = L x S)
		Low	Medium	High	
Severity (S)	Severe	3	6	9	Unacceptable - Further Mitigation Required
	Moderate	2	4	6	Acceptable - Monitoring Required
	Minor	1	2	3	No Problem Identified - Risks Managed

Notes
 "The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."
 Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that employees are made aware of the results of the risk assessment.
 This document is a template produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to manage them. In conducting this exercise, the following plan was followed:
 < Identify the areas to be reviewed.
 < Identify what the risk may be.
 < Evaluate the management and control of the risk and record all findings.
 < Review, assess and revise if required.

Ref.	Subject	Risks Identified			L	S	R	Management/control of risks	Review/Assess/Revise
1	Councillors & Staff	Loss of Key Councillors, Loss of Key Staff, Fraud by Councillors or Staff, Inappropriate actions by Councillors or staff, Councillor numbers falling below quorums			1	2	2	Council Finance Regulations, Procedures, Standing Orders. Councillor and staff training all contribute to managing these risks	Existing procedures adequate.
2	Members Interest	a) Conflict of Interests b) Register of Members Interests out of date or incomplete			1	1	1	a) Members declare any interest in an agenda item at the start of the Council Meeting. b) Register of Members Interest forms should be reviewed regularly by Councillors and updated as necessary.	Existing procedure adequate. Members have responsibility to update their forms
3	Business	Risk of Council not being able to continue its business due to unexpected circumstances.			1	2	2	Temporary office could be set up in one of the Council-owned Halls as per the Business Continuity Plan (BCP).	Existing procedures adequate.
4	Precept	a) Precept Inadequate b) Precept not applied for c) Precept not received			1	2	2	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept. b) This figure is submitted by the RFO in writing to EHDG. c) The Clerk informs Council when the monies are received	Existing procedures adequate.
5	Financial Records	a) Inadequate Records b) Inaccurate Records			1	1	1	Records are kept on Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to.	Existing procedures adequate.
6	VAT	Failure to maintain proper VAT Records and reclaim VAT where appropriate			1	1	1	The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
7	Banking	a) Inadequate Checks	1	1	1	a) to e) The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts. f) Diversification of funds across multiple financial institutions.	Existing procedures adequate.
		b) Bank errors	1	1	1		
		c) Loss of cheques/cash	1	1	1		
		d) unnecessary charges	1	1	1		
		e) loss of signatories	1	1	1		
		f) collapse of financial institution	1	1	1		
8	Cash	Loss through theft or dishonesty	1	1	1	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedures adequate.
9	Reporting & Auditing	a) Lack of information and communication	1	1	1	a) A financial statement is produced at every Parish Council Meeting as an agenda item and is approved at the meeting	Existing procedures adequate.
		b) Compliance	1	1	1	b) Council has appointed an Internal Auditor and audits are carried out regularly	
10	Costs, expenses and debts	a) Incorrect invoicing	1	1	1	a) & b) All invoices are checked by officers and are available to view by Councillors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councillors at that meeting. Cheques are signed by at least two Councillors	Existing procedures adequate.
		b) Cheques incorrect	1	1	1		
		c) Debts outstanding	1	1	1	c) Overdue debts are pursued by the Council	
11	Grants Receivable	Receipts of Grant	1	1	1	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedures adequate.
12	Grants and Support Payable	Power to pay. Authorisation of Council to pay	1	1	1	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate.
13	Payroll	a) Remunerations calculated and paid incorrectly	1	1	1	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedures adequate.
		b) Tax, NI or pensions calculated and paid incorrectly	1	1	1		
14	Election costs	Risk of an election cost	2	1	2	Council builds an earmarked reserve for this purpose	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
15	Annual Return	Completion & Submission within time limits	1	2	2	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
16	Minutes/Agendas/Notices and Statutory Documents	a) Accuracy and legality b) Business conduct	1	1	1	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales	Existing procedures adequate. Members to adhere to Code of Conduct
17	Insurance	Adequacy and cost	1	2	2	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedures adequate.
18	Data Protection	Non Compliance with GDPR	1	2	2	The Council is registered with the ICO which is renewed annually	Existing procedures adequate.
19	Freedom of Information Act	Non Compliance with Law	1	2	2	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedures adequate.
20	Assets	a) Loss or damage b) Risk/damage to third parties or their property c) Inaccurate register of assets d) Poor performance of property or amenities e) Potential loss of income	1	1	1	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures b) Insurance covers third party risks. Playground equipment is inspected for safety weekly. c) Acquisitions and disposals of assets are recorded in the Asset Register d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action e) Fees and charges are reviewed annually	Existing procedures adequate.
21	Notice Boards	Risk/damage/injury to third parties	1	1	1	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
22	Street Furniture	Risk/damage/injury to third parties	1	3	3	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedures adequate.
23	Meeting Location	Inadequacy / Health & Safety	1	1	1	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing procedures adequate.
24	Council records, paper	Loss through a) theft b) fire or c) damage	1	1	1	The Parish Council historical records are archived with Hampshire County Council. Current records are at Jubilee Hall (Admin) which is protected by fire alarms	Existing procedures adequate.
25	Council records, electronic	Loss through a) theft b) fire or c) damage d) corruption of computer files	1	1	1	Access to Jubilee Hall (Admin) is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedures adequate.
26	Countryside Team Activity	a) Staff are injured while working b) members of the public injured by staff carrying out work c) members of public or their property injured/damaged as a result of faulty work by HPC staff	1	3	3	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	Existing procedures adequate.
27	Legal Powers	Illegal activity or payments	1	1	1	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedures adequate.
28	Website	Website function lost, passwords lost	2	1	2	Website administrator is a member of staff. Passwords held by the Office.	Existing procedures adequate.
29	Work Commissioned by Council	a) Insufficient quotations required b) Work commissioned incorrectly c) Work goes over budget d) Conflicts of interest	1	1	1	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedures adequate.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 22 November 21

AGENDA ITEM: 18

SUBJECT OF REPORT: To receive the recommendation from the Finance and General Purposes Committee on the 01 November 2021, in respect of the following grant application

F&GP 027/21/22 TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT:

- **Horndean Community Association - £2401.95**

The grant application submitted by Horndean Community Association (HCA) £2401.95 was considered, and the sum of £672 was agreed for the purchase of fingerposts. Payable on provision of the purchase receipt by HCA.

It was **RESOLVED** to recommend to Council the following:

- **Horndean Community Association - £672.00**



LITH LANE MAINTENANCE PLAN

Lith Lane is a designated footpath within Catherington Lith, and as the registered owner of the land, the Parish Council is responsible for maintaining the footpath in accordance with its status.

The Parish Council will on an ad hoc basis infill the potholes when necessary in order to ensure the surface remains fit for purpose as a footpath.

There are four properties which have vehicular access rights, and therefore residents use Lith Lane to gain access to their properties. This includes all associated delivery traffic etc,. A number of the properties are required to pay a proportionate part of the expense to keep the lane in good repair and condition, as per their title deeds.

The Parish Council will undertake the following:

- Monitor the condition of the surface and address with infills at the convenience of those undertaking the task
- Maintain the lane to facilitate its usage as a footpath.

It is understood that residents with access rights may require the condition of the lane to exceed the above standard as set by the Parish Council. This being the case residents are required to follow the below procedure:

- Inform the Council in writing of the issues which have arisen
- Collectively agree a payment from each resident to be payable to the Council

The funds will be held securely until the total cost of the repairs have been paid, at which point the works will be completed under the sole instruction/supervision of the Parish Council.

The Parish Council will arrange and obtain quotations for the work to be undertaken.