



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD  
ON MONDAY 08 JANUARY 2024 at 7.00 P.M. IN JUBILEE  
HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCM  
Chief Officer

02 January 2024

### 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 receive an update from the Group Commander for Portsmouth, Havant & East Hampshire Fire Service, in respect of service cover within Horndean.
6. ***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.***
7. To elect a Chairman to the Grounds Committee.
8. To approve the Minutes of the Council Meeting held on the 11 December 2023, and the Extraordinary Council Meeting on the 20 December 2023.
9. To receive and approve the Orders for Payment (November attached).
10. To receive and note the monthly finance report.
11. To receive a report and consider the quotations in respect of the repairs to Jubilee play area.
12. To receive a report and consider the quotations in respect of the tender/procurement, and project management of Jubilee play area refurbishment.
13. To consider funding applications in respect of the Jubilee play area project, and agree the way forward.
14. To receive and consider the request received from Horndean Baptist Church in respect of improvements to Napier Hall.
15. To receive and consider the revised Biodiversity Policy in accordance with the Environment Act 2021.
16. To receive an update from Members representing the Parish Council within external organisations and Working Parties.

17. To note the next scheduled meeting of the Council being the 12 February 2024.
18. **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).**
19. To approve the Confidential Minutes of the Council Meeting held on the 11 December 2023

**DC Report for HPC Council Meeting 8<sup>th</sup> January 2024**

Item 4

Cllr David Evans 4<sup>th</sup> January 2024

Just one big story in December

**Draft Local Plan published on EHDC website on Friday 22 December - ahead of possible consultation starting in January 2024**

You can find it here:

[Draft Local Plan published ahead of possible consultation in the New Year | East Hampshire District Council \(easthants.gov.uk\)](https://www.easthants.gov.uk/news/draft-local-plan-published-ahead-of-possible-consultation-in-the-new-year)

The public consultation is likely to start on Monday 22 January

"Please do not submit comments on the proposed Local Plan before the consultation officially starts – we will not be able to take early comments into account."

"The Local Plan is East Hampshire District Council's key planning policy document for areas of the District outside of the South Downs National Park.

It sets planning rules for development which cover housing, business, infrastructure, health, community facilities and the environment."

Councillors will discuss the plan and decide on a consultation in January

A Draft Local Plan has been published ahead of councillor consideration and public consultation in the New Year.

A Local Plan is a crucial planning document that provides a vision for creating sustainable development in the district as well as proposed sites and planning policies.

It says how much development is needed and where it should go, and what business sites are required.

The plan will also set out how development can be managed to reduce greenhouse gas emissions as much as possible.

Encompassing all parts of the district outside the South Downs National Park and covering a period stretching to 2040, East Hampshire District Council's Local Plan is still in the draft stage.

It is due to be discussed by the council's Planning Policy Committee on Wednesday 10 January and, pending approval there, it will go to a six-week public consultation, starting towards the end of January.

Cllr Angela Glass, Portfolio Holder for Regulation and Enforcement, said: "We have published our Draft Local Plan on our website so residents can have a look at it over Christmas.

"The Local Plan is a hugely important document for the future of the district and sets out how it will sustainably grow over the next decade and a half.

"However, it is still at the draft stage, it will be discussed by councillors in early January and, if they approve, it will be put out to public consultation towards the end of the month.

“That’s when residents can get involved and have their say. So please be ready to make your comments during our consultation in January.”

It is standard convention to publish documents to be discussed at council meetings one week before the meeting. The Draft Local Plan is being published three weeks ahead of the 10 January Planning Policy meeting to give residents a chance to look it over during the Christmas break.

Please do not submit comments on the proposed Local Plan before the consultation officially starts – we will not be able to take early comments into account.

#### Timeline

Friday 22 December - Draft Local Plan published on our website early

Wednesday 10 January – Members of the council’s Planning Policy Committee will discuss the Draft Local Plan

Monday 22 January – If approved by the Planning Policy Committee, a public consultation would be likely to start on Monday 22 January

Keep up-to-date with the Draft Local Plan

You can sign up for regular Draft Local Plan updates to be sent by email. This can include upcoming council meetings, public events and consultation updates.

**This is a genuine consultation. All comments and suggestions will be considered so it important that residents, local business and organisations take part. It covers all of East Hampshire District outside the South Downs National Park over the period from 2021 to 2040.**





# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 11 DECEMBER 2023 AT 7.00 P.M.

**PRESENT:** Councillors J Lay (Chairman), T Attlee, P Beck, S Freeman, K Jenkins, D Prosser, A Redding, R Smith, R Sowden (following signing Acceptance of Office)

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

**PUBLIC ATTENDANCE:** District Councillor Elaine Woodard  
Robert Sowden  
3 x members regarding a presentation on behalf of Grainger PLC  
& 3 x members of the public

### **HPC 193/23/24      TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received. All Councillors were in attendance.

### **HPC 194/23/24      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

### **HPC 195/23/24      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report was received.

### **HPC 196/23/24      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Councillor D Evans and a joint report by District Councillor J Hogan and District Councillor E Woodard were received and noted.

The Chairman said he would encourage members to respond to the Residents Survey, as detailed in the report from Cllr E Woodard and Cllr J Hogan.

### **HPC 197/23/24      TO RECEIVE A PRESENTATION ON BEHALF OF GRAINGER PLC PERTAINING TO THE PROPOSED DEVELOPMENT AT WOODCROFT FARM**

A presentation was given on behalf of Grainger PLC, with a Planning Consultant for Savilles, giving an overview of the proposed development at Woodcroft Farm. The following points were made and noted, with questions from members being put forward and answered throughout.

- Catherington Park is already developed and largely occupied.

- Due to the delay with the Local Plan, Grainger has submitted a planning application (phase 3), which includes up to 200 residential units and other matters reserved.
- It is likely that another developer will submit an application for other matters reserved.
- The Grainger Planning Application has been assessed favourably in terms of allocation from Officer's at EHDC. The site has been considered a site for sustainable development.
- There are currently 2 x access points from the East and 1 x access point from the South, with there being concerns regarding the construction traffic, so suggestions have been put forward, such as a possible TRO being put in place.
- They would be looking to incorporate an additional access point, through the middle of the proposed development.
- Geology of the site – A consultant team has been appointed and will be looking at the chalk solution. A comprehensive landscaping scheme has identified a large green space area for recreation and improving biodiversity.
- Walking routes have been identified.
- A public consultation will take place, with feedback and findings being made public.
- The proposed development is for housing only. There are no plans to offer any on-site facilities.

The Chairman invited members of the public to ask questions.

**HPC 198/23/24                      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

**HPC 199/23/24                      TO CONSIDER THE CO-OPTION OF BOB SOWDEN TO REPRESENT MURRAY WARD**

It was **RESOLVED** that Bob Sowden be co-opted as a member of Horndean Parish Council, representing Murray Ward. All agreed.

Bob Sowden signed the Declaration of Acceptance of Office form and joined HPC as a member, for the remainder of the meeting.

**HPC 200/23/24                      TO ELECT CLLR SOWDEN TO THE PLANNING AND PUBLIC SERVICES COMMITTEE**

It was **RESOLVED** that Cllr Sowden be elected as a member of the Planning and Public Services Committee. All agreed.

**HPC 201/23/24                      TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 06 NOVEMBER 2023**

It was **RESOLVED** that the minutes of the Council meeting held on 06 November 2023 be signed as a true record of the meeting.

All agreed.

**HPC 202/23/24                      TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (OCTOBER ATTACHED)**

The RFO confirmed that the payment on line 15, for Idverde was a quarterly payment for the emptying of bins, between July and September 2023.

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

**HPC 203/23/24                      TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted by members.

**HPC 204/23/24                      TO RECEIVE AND AGREE THE BUDGET 2024/25, AND TO SET THE PRECEPT**

A report by the RFO was circulated and the Chairman stated that budget workshops had taken place.

It was **RESOLVED** to accept the budget for 2024-25 with

- a Total Precept of £469,786.
- Tax Base of 5,107.98.

All agreed.

**HPC 205/22/23                      TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT 2023/24 (INTERIM)**

The Internal Audit Report (Interim) 2023/24 from Auditing Solutions Ltd was circulated and noted.

It was confirmed that HPC will contact Castle Water, as per the recommendation in the report, regarding the two invoices where VAT has been charged.

**HPC 206/23/24                      TO RECEIVE AND REVIEW THE PAY POLICY STATEMENT**

The Pay Policy Statement was circulated and a short discussion took place.

It was **RESOLVED** to accept the Pay Policy Statement, with some minor amendments being made.

**HPC 207/23/24                      TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATION:**

- **HOME-START BUTSER - £500**

It was **RESOLVED** that a grant of £500 for Home-Start Butser be awarded, pursuant to S137 Local Government Act 1972. The grant will be used for a family Christmas party – 40 children and 28 parents and will fund the cost of the room hire, food and entertainment.

**HPC 208/23/24                      TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE REPAIRS TO JUBILEE PLAY AREA**

The Chief Officer updated members, informing them that a number of quotations had now been received. She said the Grounds Manager will compile a report, in readiness for the Council meeting, scheduled for Monday 08 January 2024.

It was **RESOLVED** that Council wish for the tender process to be contracted out, to an external company, rather than arranging in house. All agreed.

**HPC 209/23/24                      TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REPAIRS TO NAPIER HALL FLAT ROOF**

An updated report, which included a guarantee period by each contractor, was circulated, by the Office Manager, along with the quotations. A discussion took place and it was **RESOLVED** that the following be agreed



- Quotation 1 - M D Payne Roofing be awarded the job, at a total cost of 8,350 + VAT. This was proposed by Cllr Redding and Seconded by Cllr Beck. All agreed.
- The repair work to Napier Hall Flat Roof to include the following: Remove rear flat roof, over board with new OSB3 boards, fit EPDM rubber flat roof system and remove all waste.
- An S106 bid or Environmental funds would be looked at.

It was **RESOLVED** to defer the item for further information to be sought by the office, regarding the guarantee term being offered by each company, who had provided a quotation. All agreed.

*The RFO left the meeting.*

**HPC 210/23/24                      TO RECEIVE AND CONSIDER THE TERMS OF REFERENCE IN RESPECT OF THE HORNDEAN GREEN TRAIL AND HERITAGE NETWORK ADVISORY COMMITTEE**

The Terms of Reference in respect of the Horndean Green Trail and Heritage Network Advisory Committee was circulated.

It was **RESOLVED** that the Terms of Reference be accepted by Council. All agreed.

**HPC 211/23/24                      TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE TERMS OF REFERENCE, AND TO ASCERTAIN HPC'S INVOLVEMENT IN RESPECT OF THE HORNDEAN NEIGHBOURHOOD IMPROVEMENT PROJECT**

The Chairman provided an update, stating that the working party had met and the Terms of Reference had been re-written. He suggested that an Extraordinary Council meeting be scheduled for Wednesday 20 December 2023, for the Terms of Reference to be considered. He said he was keen not to lose time and wished to get things moving forward.

It was noted that the supporting papers for the Extraordinary Council meeting would be published on Wednesday 13 December.

**HPC 212/23/24                      TO RECEIVE AND CONSIDER THE PROPOSAL FROM CLLR BECK IN RESPECT OF THE ACQUISITION OF 'LEST WE FORGET' SILHOUETTES'**

Cllr Beck circulated some photos and proposed that HPC acquire two 'Lest we Forget' silhouettes, one male and one female.

A discussion took place regarding the suggested location for the positioning of the silhouettes, with the Square in Horndean being looked at favourably. It was noted that the cost for a pair of the silhouettes would be approximately £350.

It was **RESOLVED** that

- One male and one female 'Lest we Forget' silhouette be purchased and for the funds to be taken from the General Reserves.
- The placement of the silhouettes be agreed, in conjunction with the Grounds Manager.

All agreed.

**HPC 213/23/24                      TO RECEIVE AND CONSIDER THE BIODIVERSITY POLICY IN ACCORDANCE WITH THE ENVIRONMENT ACT 2021**

The Biodiversity Policy was circulated and considered by members. A discussion took place, with concerns regarding the wording in the aims and objectives in the 3<sup>rd</sup> and 5<sup>th</sup> bullet point, being noted. It was suggested that the wording should be changed to read "We will endeavour" rather than "We will".



It was **RESOLVED** that Council adopt a Biodiversity Policy, with the Policy being brought back to the next Council meeting, following agreed amendments between the Chairman and Chief Officer.

This was proposed by Cllr Lay and seconded by Cllr Prosser. All agreed.

**HPC 214/23/24**      **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS**

**Havant Thicket Reservoir:** Cllr Attlee said that minutes had been circulated to Council. She said she had attended a Pipeline Workshop on 22 November and a Stakeholder group meeting on 29 November. Cllr Attlee suggested that a presentation by Portsmouth Water would be useful, if HPC were able to facilitate.

**LEOH:** Cllr Attlee provided an update and confirmed that a Planning Application and Reserved Matters, by Bloor Homes had been submitted to EHDC. She said that HPC have the option to take on and run the Community Building, allotments, Sports and Football Pitch and Skate Park etc. The Chairman said that HPC are keen to engage, but to date have not been able to. He said that HPC are now being given the opportunity to engage and discuss what we think is suitable, which will include engaging and consulting with the community.

**School liaison update:** A report by Cllr Freeman was circulated and noted by members.

Cllr Lay suggested that the update from Members representing the Parish Council within external organisations and an update from the working parties be included as one agenda item, going forward.

**HPC 215/23/24**      **TO RECEIVE AN UPDATE FROM THE WORKING PARTIES**

The following was noted

- **Jubilee Hall Heating:** Cllr Beck said that HPC would be looking at continuing with electric heating and said that there are no off-peak tariffs available. He said he had looked at a few panel heaters, which are programmable, and suggested that the current 3 heaters be replaced with 3 or 4 of the panel heaters. Cllr Beck said he would look at getting a report ready for consideration by Council. Cllr Lay said that a specification would need to be drawn up and quotations obtained.

**HPC 216/23/24**      **TO CONSIDER AND AGREE THE WAY FORWARD IN RESPECT OF THE SPEED INDICATOR DEVICE**

It was noted that the lead Cllr for the SID had recently stepped down. Cllr Prosser proposed that he was happy to take on the role as the HPC SID liaison. All agreed.

It was **RESOLVED** that the office contact EHDC with an update regarding the progression with SID, following receipt of District Cllr funding towards the cost of a temporary lamppost, as part of the ongoing SID project.

**HPC 217/23/24**      **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 20 NOVEMBER 2023, IN RESPECT OF ANNUAL LEAVE ENTITLEMENT**

The recommendation from the Staff Committee was circulated and a short discussion took place. It was **RESOLVED** that the item be deferred for discussion at a later date. All agreed.

**HPC 218/23/24**      **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 08 JANUARY 2024**

The next scheduled meeting of the Council was noted as 08 January 2024. This meeting will be held in Jubilee Hall.

**HPC 219/23/24**                    **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**

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting.

*Public Meeting closed at 20:45pm*

**HPC 220/23/24**                    **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 06 NOVEMBER 2023**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 06 November 2023 be signed as a true record of the meeting. All agreed.

**HPC 221/23/24**                    **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 20 NOVEMBER 2023, IN RESPECT OF A FLEXIBLE WORKING APPLICATION**

A report by the Chief Officer was circulated and a discussion took place.

It was **RESOLVED** that Council agreed to accept the recommendation from the Staff Committee, whereby the staff member will trial the new working hours for 3 months, as of April 2024.

*The meeting concluded at 20:55pm*

.....  
Signed - The Chairman

.....  
Date



# HORNDEAN PARISH COUNCIL

## MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT JUBILEE HALL ON 20TH DECEMBER 2023 AT 11.00 A.M.

**PRESENT:** Councillors J Lay (Chairman), P Beck (Vice Chairman), D Prosser, T Attlee, R Smith, A Redding, K Jenkins, R Sowden.

**IN ATTENDANCE:** Carla Baverstock-Jones - Chief Officer (Minute Taker).

**PUBLIC ATTENDANCE:** There was one member of the public present.

**HPC 221/23/24**      **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr S Freeman.

**HPC 222/23/24**      **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 223/23/24**      **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There was one member of the public present.

**HPC 224/23/24**      **TO RECEIVE AND CONSIDER THE TERMS OF REFERENCE IN  
RESPECT OF THE HORNDEAN NEIGHBOURHOOD IMPROVEMENT  
PROJECT WORKING PARTY**

The draft Terms of Reference with associated documentation, and correspondence from two members of the public were circulated including a written response to the same (as attached).

A brief introduction and background were provided as to the basis of the Horndean Neighbourhood Improvement Project (HNIP).

Cllr Lay thanked the two residents for their valuable written input which had highlighted potential misconceptions. A response on Council approval will be provided to the residents concerned.

Further discussion took place whereby the position of the HNIP and the Parish Council was clarified, insofar as to give support and leverage to the issues raised by the residents within the community, if within the remit of the Parish Council.

Council considered the Terms of Reference and agreed the name Forum as the preferred name of the collective meetings.

Members agreed the Terms of Reference, Modus Operandi, and relationship graphic by a unanimous vote.



Council considered the prepared formal written response to the residents, which was agreed, and to be provided to the residents concerned.

Meeting concluded at 11.25am

.....  
Signed - The Chairman

Date .....

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 9	08 JANUARY 2024		BANK ENTRIES: NOVEMBER 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
<b>DIRECT DEBITS</b>			<b>BANK ENTRIES: NOVEMBER 2023</b>			
1	01/11/2023	Fuelgenie	£95.74	£19.14	£114.88	Fuel: October 2023
2	06/11/2023	British Gas (156695)	£91.73	£4.59	£96.32	Napier Hall Gas: 3 Oct - 6 Nov
3	08/11/2023	British Gas (603423926)	£144.73	£7.23	£151.96	Jubilee Admin Gas: 3 Oct - 2 Nov
4	13/11/2023	Vodafone	£76.28	£15.25	£91.53	Mobiles: November 2023
5	31/10/2023	Veolia	£234.94	£46.99	£281.93	Waste Collection: October 2023
6	14/11/2023	British Gas Lite (242787)	£128.89	£6.44	£135.33	Napier Electric: 10 Oct - 12 Nov
7	16/11/2023	British Gas (603421231)	£223.69	£11.18	£234.87	Jubilee Admin Electric: 16 Oct - 15 Nov
<b>B.A.C.S.</b>			<b>BANK ENTRIES: NOVEMBER 2023</b>			
8	31/10/2023	Hampshire Pension Fund	£4,577.57	£0.00	£4,577.57	Pensions: October 2023
9	31/10/2023	HM Revenue & Customs	£3,846.04	£0.00	£3,846.04	PAYE/NI: October 2023
10	27/10/2023	Sean Mason Electrical	£489.00	£97.80	£586.80	Security/Emergency Lights Fitted-Jubilee Hall
11	07/11/2023	Staff Expenses	£40.75	£0.00	£40.75	Staff Expenses: October 2023
12	30/10/2023	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	External Window Clean - Jubilee/Napier
13	06/11/2023	Lovedean Karate Club	£302.60	£0.00	£302.60	Overpayment of invoice 7769 - payment returned
14	30/10/2023	Aardvark Supplies Ltd	£53.51	£10.70	£64.21	October Janitorial Supplies
15	07/11/2023	Auditing Solutions	£500.00	£100.00	£600.00	Interim Internal Audit
16	31/10/2023	Beaver Tool Hire	£145.53	£29.11	£174.64	22 x Temporary Fence Panels: October 2023
17	01/11/2023	Forward Control	£295.00	£59.00	£354.00	Annual Intruder Alarm System - Monitoring Charge
18	02/11/2023	Forward Control	£174.00	£34.80	£208.80	Jubilee office Automatic Front Door Repair
19	08/11/2023	FSGR Gas Heating	£140.00	£28.00	£168.00	Thermostat Replaced at Napier Hall
20	21/09/2023	Horndean Technology College	£250.00	£0.00	£250.00	Grant Issued
21	06/11/2023	Land Skills Training & Assessment	£794.66	£143.73	£938.39	Brushcutter Course for 2 Countryside Team Members
22	24/10/2023	Microsoft	£4.82	£0.97	£5.79	Online Services - underpaid previous invoice
23	01/11/2023	Rocket Computer Services	£705.00	£141.00	£846.00	Annual Technical Support 2023-24
24	17/10/2023	Southern Fire Protection	£433.90	£86.79	£520.69	Annual Service of Fire Extinguishers at Jubilee Hall & Office
25	10/11/2023	Working Planet	£249.00	£49.80	£298.80	Estate Warden Advert
26	09/11/2023	Horndean Tyres	£72.95	£14.59	£87.54	Puncture Repair on HP65 UVJ
27	20/11/2023	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges
28	20/11/2023	Horndean PC Employees	£14,795.90	£0.00	£14,795.90	Staff Salaries: November 2023
29	14/11/2023	B & Q	£21.33	£4.27	£25.60	4 Bags of Postcrete
30	21/11/2023	Countryside Jobs Service	£100.00	£20.00	£120.00	Estate Warden Advert
31	13/11/2023	Focus	£230.85	£46.17	£277.02	Switchboard, Broadband, Payphone, Alarm - Oct/Dec 2023
32	15/11/2023	HALC	£48.00	£9.60	£57.60	Chairing Skills Course
33	13/11/2023	MD Payne Roofing	£190.00	£38.00	£228.00	Guttering Repair in Compound
34	07/11/2023	Screwfix	£135.98	£0.00	£135.98	2 Pairs Boots for Countryside Team
35	17/11/2023	Screwfix	£26.90	£5.37	£32.27	Lock Nuts/Barrier Tape
36	11/11/2023	Sean Mason Electrical	£407.00	£81.40	£488.40	EICR Report for Napier/Refit Baton Holder
37	14/11/2023	Sound Advice AV Installations	£973.50	£194.70	£1,168.20	PA Hire for Remembrance Day
38	17/10/2023	Keydell	£12.50	£2.49	£14.99	Weed & Feed for Square
39	21/11/2023	B & Q	£34.58	£6.92	£41.50	Paint and White Spirit
40	24/11/2023	Microsoft	£1,041.05	£208.21	£1,249.26	Annual Online Services
41	24/11/2023	Zurich Insurance	£56.00	£0.00	£56.00	Additional Insurance due to new Solar Panels
42	30/11/2023	HMRC	£3,838.98	£0.00	£3,838.98	PAYE/NI: November 2023
43	30/11/2023	Hampshire Pension Fund	£4,603.05	£0.00	£4,603.05	Pensions: November 2023
<b>DEBIT CARD</b>			<b>BANK ENTRIES: NOVEMBER 2023</b>			
44	01/11/2023	Land Registry	£6.00	£0.00	£6.00	Title Register and Title Plan
45	06/11/2023	SMI Group	£145.00	£29.00	£174.00	4 x Bago Litter Pliers
46	05/11/2023	Amazon	£13.99	£4.99	£18.98	Stihl Chainsaw Files
47	03/11/2023	ASPLI Safety	£71.44	£14.28	£85.72	4 x Bago Litter Hoops
48	06/11/2023	Foyles Bookstore	£17.99	£0.00	£17.99	5 x Parish Councillor Guides
49	08/11/2023	Safety Signs4Less(Value Products)	£5.59	£1.12	£6.71	Fire Exit Sign - Napier Committee Room
50	10/11/2023	DVLA	£320.00	£0.00	£320.00	SN18 WBL Annual Vehicle Tax
51	14/11/2023	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker
52	20/11/2023	Timpson	£9.00	£0.00	£9.00	Keys Cut for Jubilee Admin
53	20/11/2023	Amazon	£14.52	£2.91	£17.43	Reindeer Making Supplies
<b>TOTAL EXPENDITURE</b>			£41,275.38	£1,576.53	£42,851.91	
<b>RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS</b>			List 9	08 JANUARY 2024		BANK ENTRIES: NOVEMBER 2023
Ref	Date	Payee/Payer	Net	VAT	Total	Details
<b>RECEIPTS</b>			<b>BANK ENTRIES: NOVEMBER 2023</b>			
	various	Regular Hall Users	£1,297.36	£0.00	£1,297.36	Hire of Jubilee Hall - Regular
	various	Regular Hall Users	£2,429.20	£0.00	£2,429.20	Hire of Napier Hall - Regular
	various	Casual Hall Users	£66.57	£0.00	£66.57	Hire of Jubilee Hall - Casual
	various	Casual Hall Users	£0.00	£0.00	£0.00	Hire of Napier Hall - Casual
	various	Casual Hall Users	£0.00	£0.00	£0.00	Deposits Received
	various	Casual Hall Users	-£600.00	£0.00	-£600.00	Deposits Refunded
	various	Football Teams	£192.50	£0.00	£192.50	Hire of Football Pitches
30/11/2023		Cambridge & Counties	£819.18	£0.00	£819.18	Bank Interest
			£65.00	£0.00	£65.00	Funds from Clothes Recycling Bin
<b>TOTAL INCOME</b>			£4,269.81		£4,269.81	

SIGNED:	
SIGNED:	
DATE:	08 JANUARY 2024





## HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 8<sup>th</sup> January 2024

SUBJECT OF REPORT: Finance Report

### Funding

Since the last Finance report the following funds have been received:

- £224,595 was received on 21<sup>st</sup> September from East Hampshire District Council. This is the second part of the precept.
- £15,798 was received on the 15<sup>th</sup> October from HMRC. This is the Quarter 2 (July-September) VAT return.

### Management Accounts to the end of November 2023 (Month 8) Income & Expenditure

The position at the end of November 2023 showed a **favourable** variance, after adjusting for earmarked reserve movements, of £33,092.

This breaks down to:

1. A favourable variance against our income target of £11,330.
2. A favourable variance against our expenditure budget of £21,762

Central Costs	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
<b>Central &amp; Grants</b>	460,049	455,493	-4,556	139,054	145,016	5,962
<b>Property</b>	34,628	30,016	-4,612	58,805	63,185	4,380
<b>Open Spaces</b>	6,006	3,844	-2,162	125,917	137,337	11,420
<b>GRAND TOTAL</b>	<b>500,683</b>	<b>489,353</b>	<b>-11,330</b>	<b>323,776</b>	<b>345,538</b>	<b>21,762</b>

The favourable variance on the Income is *mainly* driven by the following:

- **Central:** Increased interest on our balances with Cambridge & Counties. The current interest rate now stands at 4.05%.
- **Property:** Increased hall hire income. As at the end of November income was at 91.0% of pre COVID levels, although part of this will be due to the price increases.
- **Open Spaces:** East Hampshire District Council Councillor Grants for benches.

The favourable variance on the Expenditure is *mainly* driven by the following:

- **Central:** Admin Salaries (£2,662) and Professional Fees (£3,368).
- **Property:** Napier Staff Travel (£1,968) and Security (£2,373)
- **Open Spaces:** Staff Vacancies (£6,602) and Tree Maintenance (£4,424)



## Balance Sheet and Reserves

<b>Horndean Parish Council Balance Sheet to the end of November 2023</b>	
<b>Current Assets</b>	<b>£££</b>
Debtors - Sales Ledger	4,415
Prepayments	37
Debtors - VAT Control A/C	6,904
Co-op No. 1 Account	156,753
Co-op Business Select Account	50,000
Cambridge & Counties Account	251,427
Lloyds Bank Current Account	39,521
<b>Total Current Assets</b>	<b>509,057</b>
<b>Current Liabilities</b>	
Accruals	5,342
Hall Income Deposits	200
<b>Total Current Liabilities</b>	<b>5,542</b>
<b>Total Assets Less Current Liabilities</b>	<b>503,514</b>

As can be seen in the table below, General Reserves stood at £318,795, with a further £184,718 in Earmarked Reserves (EMR).

<b>Horndean Parish Council Reserves</b>	<b>B/F</b>	<b>NOV</b>
<b>Represented By :-</b>		
<b>General Funds</b>	<b>141,888</b>	<b>318,795</b>
IT Equipment	0	0
Vehicle Replacement	10,000	10,000
Jubilee Hall Improvements	7,800	7,800
Napier Hall Improvements	2,000	2,000
The Granary	2,000	2,000
Lith Avenue re-surfacing	3,000	3,000
Playground Fund	7,000	7,000
Grounds Equipment	2,500	2,500
Legal Costs	4,000	4,000
Election	2,000	1,620
Fencing	4,000	4,000
Tree Maintenance	4,000	4,000
LychGate Repairs	2,000	2,000
Community Infrastructure Levy	39,196	71,465
Land East of Horndean	1,900	1,900
Five Heads Rec Playground EMR	6,000	28
Future Development Facilities EMR	79,905	54,905
Green Trail & Heritage Network EMR	6,500	6,500
<b>Total Earmarked Reserves</b>	<b>183,800</b>	<b>184,718</b>
<b>Total Equity</b>	<b>325,688</b>	<b>503,514</b>

## HORNDEAN PARISH COUNCIL

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### AGENDA ITEM : ((

#### SUBJECT TITLE: JUBILEE FIELD PLAY AREA

##### **Background:**

Jubilee Field Play area has been closed off and is in need of maintenance work due to issues identified in our annual ROSPA play inspection. The play area has been closed off for a number of months while we seek quotes for the repairs.

The issues raised are below:

- The Cableway/zip wire – the timber is decayed in the legs.
  - Rospa asked that further investigation was done on the legs. This was carried out by HPC staff. The timber legs were excavated by HPC staff and it was discovered the rot was quite severe. Pictures were sent to ROSPA who advised the item was closed off for public safety.
  - Additional notes: I have also met with Timberplay who manufactured the item (but did not install it). They have highlighted a number of concerns regarding the installation that includes how deep the post were installed, how the posts were installed and the height of the zip wire in relation to the ground.
- The Tyre Swing/Cantilever
  - Rospa highlighted that the safety surface was worn and needed replacing. They recommended we investigate alternative surfacing options.
  - Additional note: Timberplay identified that the legs had been installed backwards on this item however feel the item can still be used.
- The Climber/Rota Web
  - The safety mats are separating and need repairing. Rospa only recommendation was to repair, but as we are seeking an alternative safety surface for the Tyre Swing, we are also looking for an alternative for The Rota Web.
- Multiplay Contoured Mound
  1. The Tunnel – damaged and deformed
    - Rospa highlighted this issue as one we need to monitor, but more than one play contractor have told us that the item is collapsing and needs to be made safe (remove or replace).
  2. The Mound surface is uneven (numerous areas) – Make good.
  3. Timber is decayed – Replace affected parts.
    - This refers to posts and the sleeper retaining wall.
  4. Fall zones and guard rails need eliminating and modifying.
- The Slide
  - This issue was not identified by ROSPA as was spotted after their checks had been undertaken. I was doing a HPC weekly play area safety inspection and identified that the fittings holding the top of the slide in position had decayed.

*Report*

There was nothing holding the top of the slide in position. While the bottom is concreted in, it was deemed the item was unsafe to use and we closed it off.

### **Moving forward:**

With Cllr P Little we have managed to meet with a number of play area contractors to discuss the repairs needed to make the play area safe and useable once again.

It has been very difficult to spec this job, so we have asked that the companies quote for the play area repairs to be as low maintenance as possible while still using the main features of the play area – including the mounds, the slide and the zip wire.

*(note: – we have only asked the manufacturer of the zip wire to quote for the zip wire repair as this is a bespoke piece)*

We have given the play companies some artistic license, but we have requested the main aim going forward is to reduce the amount of timber that is being buried into the ground as this appears to be the main source of our problems. Removing the timber sleeper retaining walls and re-landscaping the mound will hopefully reduce future maintenance costs. It appears that current timbers have only lasted a little over 7 years.

Any new timber should ideally be installed with metal footings to avoid contact with the soil.

The slide is an expensive item, so we have asked that any quote retain this item.

We have also asked if a new play tower could be installed on top of the mound. This is an optional extra. This request has been made as we have problems with older children taking over the infants play area and camping out in the monkey house. I have spoken to the teens, and they like it as they have somewhere to gather and chat, and while I don't believe it is deliberate, they can be intimidating to younger children.

To have a new play tower specifically for the older age group play area, it would hopefully free up the junior play area for the younger children to enjoy.

I have not yet received an official quote for the zip wire but the estimated cost to replace the current posts and to excavate & reinstall the cableway is – approximately £25k.

### **Received Quotes:**

Quote 1: £43,900 + Vat

Quote 2: £55,334 + Vat

Quote 3 : £20,931 + Vat & £5,433 + Vat

Quote 4: £40,424 + Vat

Quote 5: £91,078.10 + Vat

Quote 6: £22,428.95 + Vat & £18,720.33 + Vat

Additional Zip Wire Repair Quote from manufacturer: £25,880 + Vat

### **REPORT PREPARED BY:**

**Matthew Madill**



## **HORNDEAN PARISH COUNCIL**

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**COUNCIL AGENDA**

**Date: 08 January 2024**

**AGENDA ITEM: 12**

### **SUBJECT OF REPORT: Procurement and Tendering**

#### **BACKGROUND**

The quotations received to replace/refurbish Jubilee play area are in excess of £25,000 + VAT, therefore as per standing orders, and the requirements of the Public Contracts Regulation 2015, shall be procured on the basis of a formal tender.

This process can be undertaken in-house as was the case with the Five Heads Recreation Ground project, or alternatively engage the services of an external specialist.

In addition to the tender process, the installation of the equipment and co-ordination of the project needs to be managed on site.

I have obtained the following quotations to undertake procurement and project management:

#### **Quote: 1**

Procurement and Tendering - £1,950

Project Management - £2,500

#### **Quote: 2**

Procurement Support - £1,340 (subject to change)

Project management not available.

#### **Quote: 3**

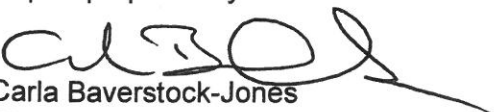
Preparation of Tender documentation, management and recommendation - £4,950

Construction Management - £3,000.

#### **RECOMMENDATION**

Members may wish to consider Quotation 1 as the preferred option. It is of note that the contractor's submission (Quote 3), in general work with high value projects, which may indicate their level of experience which is reflected in their quotation.

Report prepared by:

  
Carla Baverstock-Jones  
Chief Officer

*Report*

## RESPONSE TO THE BIODIVERSITY DUTY

### 30 October 2023

#### INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a ["BioBlitz"](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached. Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.



## **HORNDDEAN PARISH COUNCIL**

### **BIODIVERSITY POLICY**

#### **BACKGROUND**

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Horndean Parish Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

#### **DEFINITION**

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

#### **AIMS AND OBJECTIVES**

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area. The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- encourage local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish / town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity

#### **ACTIONS**

##### **Planning applications**

##### **The Council will endeavour:**

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.



- promote protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.

### **Land and property management**

#### **The Council will:**

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

### **Local community**

#### **The Council will aim to:**

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows.

### **Partners**

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

### **MONITORING**

This policy was adopted on 08 January 2024, and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.



# HORNDEAN PARISH COUNCIL ACTION PLAN

SITE/OBJECTIVE	ACTION	OUTCOME	TARGET (YRS)	REPORTING/PUBLICITY
Parish Council area	Raise local awareness of biodiversity	Gain local support for action	Ongoing	Newsletter, social media/website
Protect and support biodiversity	Encourage suitable planting to support biodiversity	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	
General Parish land	Additional planting. Maintain and renew bug hotels/bat/mice boxes. Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to enjoy. Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.	Increased diversity of habitats and food sources.  Increased cover for invertebrates, reptiles, amphibians and small mammals.  Encouraging insects particularly butterflies and bees.		
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary, and only in ideal weather conditions.	Food sources and cover.  Encourage insects.  Sustain and enhance natural habitats.		

# HORNDEAN PARISH COUNCIL ACTION PLAN

Common/other open spaces	Adopt/review management plans. Encourage residents to remove litter and pick up after their dogs. Work with HCC on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. Encourage residents to adopt areas to look after, making it clear what is expected e.g peat free compost and no chemicals.	Sustain and enhance natural habitats.  Protecting habitats.  Protecting/enhancing habitats.  Regular attention.		
Built Landscape	Encourage hedgehog/small animal highways with permeable boundaries	Extending habitats	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the Parish. Raise awareness of the importance of gardens as habitats for wildlife, with possible actions	Engagement/ownership of biodiversity.  Promote biodiversity.  Protect nocturnal animals.	Ongoing	

# HORNDEN PARISH COUNCIL ACTION PLAN

	highlighted in the parish Newsletter and website. Discourage floodlighting.			
Support Community Projects	Support hedge and tree planting in any appropriate areas. Work in partnership with the schools to develop young people's awareness of the environment around them. Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats.  Promote biodiversity.		