



P1
Horndean Parish Council
NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON
MONDAY 07 JULY 2025 at 6.30 P.M. IN JUBILEE HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

01 July 2025

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 on current policing initiatives from WPC Sarah Clement - Local Neighbourhood Police Officer.
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 approve the Minutes of the Council Meeting held on the 09 June 2025.
8. To receive an update from Members representing the Parish Council within external organisations and Working Parties.
9. To receive an update in respect of the data received from the speed cameras.
10. To receive a report and consider the recommendation from the Neighbourhood Plan Feasibility Working Party.
11. To receive and approve the Orders for Payment (April attached).
12. To receive and note the monthly finance report.
13. To receive and consider the quotations in respect of the replacement doors at Jubilee Hall.
14. To receive and consider the PitchPower Assessments in respect of Jubilee and Five Heads football pitches.
15. To receive a report and consider the proposed amendments to the Parish Councils website.
16. To receive and consider potential road names in respect of the Land East of Horndean development.
17. To note the Chief Officer's report.
18. To note the next scheduled meeting of the Council being the 04 August 2025.
19. ***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).***
20. To consider allowing local coffee vendor businesses to attend Jubilee Hall Car Park, and the terms and conditions thereof.

Item 3

Report

I hope that you are all coping with this extreme weather.

We are still going through the government's reorganisation period and I'm not sure that I fully support all that is happening, but we will have to wait and see just what is brought forward. You can still have your say in what you think about it all online.

I realise that the interruption on the B2149 is important to the building of the houses and it will be for 56 weeks until it should be finished.

I attended a meeting with the Parish Council where we were given a presentation from the officer from HCC about the work on the B2149 and he was very helpful.

There is a great deal of work that needs to be done and hopefully it will go to plan.

I have also attended meetings about various problems with residents and hope that it was helpful. If you need me to come to your home and need help with anything, please contact me on 07712659477 and I will be happy to come and talk to you about anything that is concerning you. Alternatively, you can email me at Marge.Harvey@hants.gov.uk

I will be happy to help you.

Kind regards

Marge



HORNDLEAN PARISH COUNCIL

Item 7

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 09 JUNE 2025 AT 6.30 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, D Prosser, A Redding, N Smith, R Sowden, M Temple

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

PUBLIC ATTENDANCE: 4x members of the public & County Cllr Marge Harvey

HPC 055/25/26 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Beck & Cllr R Smith. No apologies were received from Cllr J Tyler.

HPC 056/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 057/25/26 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS

A report by Country Cllr Marge Harvey was circulated and noted.

HPC 058/25/26 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

A joint report by District Councillor E Woodard & J Hogan was circulated (as attached) and noted.

HPC 059/25/26 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

A short discussion took place regarding many inaccuracies within the latest information circulated to residents, by Bloor Homes, for the LEOH development, including the B2149 road, being labelled incorrectly.

It was suggested that an invitation be sent to Bloor Homes and Highways at Hampshire Country Council, to present to Council and members of the public, regarding the proposed roadworks.

HPC 060/25/26 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12 MAY 2025

It was **RESOLVED** that the minutes of the Council meeting held on 12 May 2025 be signed as a true record of the meeting. All agreed.

HPC 061/25/26

TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES

Havant Thicket Reservoir: Cllr Attlee updated members, following her attendance at the Havant Thicket Stakeholders meeting on 27 May. She also attended a working group looking at the design of the Visitor Centre, namely its positioning, where a discussion was had looking at whether it should be positioned on land or on the water.

Horndean Improvement Project: Cllr Prosser provided an update following the latest Horndean Improvement Project meeting, where Jo Utting from EHDC had been in attendance. Flooding update: He said they had now heard back from Highways, HCC, who said they will occasionally clean the drains on Victory Avenue, to keep them from blocking. It was suggested that residents may qualify for grant funding to flood proof their properties. Cllr Prosser said the minutes from the meeting would be circulated to members once received.

EHDC Toilets, Blendworth Lane: Cllr Prosser said that HPC had made representations to EHDC to potentially look at taking ownership of the toilet block, car park and depot building on Blendworth Lane. HPC's request has been noted by EHDC, who will provide an update once a process has been set up to bid for EHDC assets.

East Hampshire Association Town and Parish Councils (EHAPTC): Cllr Redding reported on a meeting attended where the proposed local government re-organisation was discussed at length. With the likely increase in responsibilities that Town and Parish Councils will face as a result of the creation of more remote unitary authorities, it was strongly recommended that a Parish Charter be established and - where resources allow - the creation of a Neighbourhood Plan.

HGTHN: Cllr Redding reported on the recent opening of the Sculpture Trail walk at Catherington Lith, which generated some very good publicity for the project and the Parish; the local MP and Chairman of EHDC were both in attendance.

Neighbourhood Plan Feasibility WP: Cllr Lay explained that the working party had recently met on 2 different occasions, and would be looking to prepare a report for the next Council meeting on 07 July. It was noted that HPC would need to wait for the new unitary to be in situ, before the local plan would be undertaken, but said it is a good idea to start looking at a design statement, while EHDC are still in place.

HPC 062/25/26

TO RECEIVE AN UPDATE IN RESPECT OF THE DATA RECEIVED FROM THE AVERAGE SPEED CAMERAS

Two reports by Cllr Derek Prosser, were circulated, providing an update on the Auto Speedwatch cameras, including speeding results for April and May, which have been forwarded to the Police. It is of note, that PC Sarah Clement will be attending the next Council meeting on 07 July.

The Speed Indicator Device (SID) has been received and the data transfer instructions are being looked at, before installation can happen at Five Heads Road.

Cllr Prosser said he had been in contact with HCC regarding the 20 is Plenty Scheme. HCC confirmed the installation of signage is currently in a queue for funding, but an engineer has already attended to look at suitable locations for positioning of the signage, so we now need to wait for this to happen.

HPC 063/25/26

TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (MAY ATTACHED)

A query was raised regarding line 38 – AVS Fencing, Hazleton gate replacement. It was clarified that the gate replacement was necessary due to extensive damage to one of the gates at Hazleton Common.

Line 27 – An update was given by the Chief Officer, who confirmed that the intruder alarm system had been installed at Napier Hall and would be going live as soon as all regular hall hirers had been issued with a fob and shown how the system works.

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

HPC 064/25/26 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted.

HPC 065/25/26 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE AND COUNTIES AS AT 31 MARCH 2025

It was **RESOLVED** to approve the bank reconciliation – Co-Operative, Lloyds, and Cambridge and Counties as at 31 March 2025.

HPC 066/25/26 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT 2024/2025 (FINAL UPDATE)

The Internal Audit Report 2024-25 was circulated. The following recommendation and response were noted and agreed by members.

Recommendation

The previously in place countersigning of the Chief Officer's monthly timesheet by the Chairman should be re-implemented.

Response

This timesheet has now been signed by the Chairman as will future timesheets.

The Chairman stated that the report has shown the quality of accounting, congratulating Simon Ritson, RFO.

HPC 067/25/26 TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2024/2025

- **SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2024/2025**
- **SECTION 2 – ACCOUNTING STATEMENTS 2024/2025**

It was **RESOLVED** to approve and duly sign the Annual Governance Statement 2024/2025 and the Accounting Statements 2024/2025.

HPC 068/25/26 TO RECEIVE A REPORT AND CONSIDER THE PORPOSED AMENDMENTS TO THE PARISH COUNCILS WEBSITE

Cllr N Smith provided an update suggesting that a meeting be arranged with admin staff maintaining the website and himself – 30 June was agreed.

A list of suggested amendments to the Parish Council website was circulated and it was suggested that the current website provider be approached, first, before looking at other suppliers. An update will be provided to Council at the next full Council meeting.

HPC 069/25/26

TO NOTE THE APPLICATION FOR COMMUNITY INFRASTRUCTURE (CIL) FUNDING SUBMITTED TO THE SOUTH DOWNS NATIONAL PARK

It was noted that Cllr Redding had submitted a CIL application to SDNP in relation to funding for the HGTHN.

HPC 070/25/26

TO NOTE THE CHIEF OFFICER'S REPORT

A report by the Chief Officer was circulated and noted. The Chairman thanked the Chief Officer for the useful summary of actions.

HPC 071/25/26

TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 19 MAY 2025, IN RESPECT OF THE AMENDED LONE WORKING POLICY

It was **RESOLVED** that the amended Lone Working Police be agreed, as per the recommendation of the Finance and General Purposes Committee on the 19 May 2025.

HPC 072/25/26

TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 19 MAY 2025, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS

- **CITIZENS ADVICE EAST HAMPSHIRE - £1,000**

It was **RESOLVED** that Citizens Advice East Hampshire be awarded £1,000, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 19 May 2025. All agreed.

- **FRIENDS OF HORNDEAN PARISH FOOTPATHS - £1,000**

It was **RESOLVED** that Friends of Horndean Parish Footpaths be awarded £1,000, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 19 May 2025. All agreed.

HPC 073/25/26

TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 02 JUNE 2025, IN RESPECT OF THE TREE WORKS TO BE UNDERTAKEN AT WAGTAIL CLOSE, SUBJECT TO TREE OFFICER APPROVAL

An update was provided, whereby two residents had approached the Council to ask if some tree works/management of a TPO, HPC owned tree can be undertaken, following some previous tree works, to the tree in 2021. It was **RESOLVED** that Council were happy to proceed with this tree work, as per the recommendation from the Grounds Committee on 02 June 2025.

HPC 074/25/26

TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 07 JULY 2025

The next scheduled meeting of the Council was noted as 07 July 2025. This meeting will be held in Jubilee Hall.

HPC 075/25/26

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

Members of the public left the meeting, following a 5-minute recess.

The confidential meeting concluded at 7:50 pm

HPC 076/25/26

TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 07 APRIL 2025

It was **RESOLVED** that the confidential minutes of the Council meeting held on 07 April 2025 be signed as a true record of the meeting. All agreed.

The public meeting concluded at 7:55 pm

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Signed - The Chairman

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Dated

7 July 2025

Neighbourhood Plan Feasibility Working Party Report

1. Introduction

- a. At 12 May 2025 Parish Council Meeting, a short life Working Party (Cllrs Attlee, Lay, Prosser and Temple) was established to consider the feasibility of producing a Horndean Neighbourhood Plan.
- b. Members of the Working Party undertook background research and held three meetings.
- c. Discussions took place with Rowlands Castle Parish Council
- d. A meeting took place with the EHDC officers providing support for Neighbourhood Planning¹.
- e. The following report is offered for consideration and decision.

2. Some Information Points

- a. A Neighbourhood Plan must reflect both national and local planning rules and guidance and, once “made”, holds the same statutory weighting as a Local Plan in planning matters.
- b. The area to be covered must be “designated” by the local planning authority (in our case EHDC and the SDNPA, as part of the parish falls within the SDNP), on request, after which support is available from the local planning authority.
 - Once a written request to “designate” is received, the Planning Authority has 13 weeks to do so.
- c. If the relevant Local Plan is out of date, or falls short of housing allocation, with the “tilted balance” being in effect, in order to seek to influence the scale and location of new housing developments, it would be necessary to specify sufficient sites in the Neighbourhood Plan.
- d. In the case of Horndean, EHDC estimates show that an allocation of at least 118 dwellings per annum, over the period from 2024-2042 would be

¹ Jennifer Winter and Emma Hooper

required, equating to a total of 2,121 over the period.² (See Appendix 1 for further background).

- e. 961 dwellings already approved, at 1st April 2024, would not count toward this allocation.
- f. To satisfy the overall requirement, 3,082 dwellings, over and above existing, built, dwellings at 1st April 2024, would need to be included in our Neighbourhood Plan .
- g. All proposed sites would need to be accompanied by both a Habitat Regulation Assessment and a Strategic Environmental Assessment.
- h. Once a Horndean Neighbourhood Plan was “made”, the Parish Council could draw down 25% of CIL, as Neighbourhood CIL, versus the current 15%. If a Plan was “made” in time to catch 75% of the estimated 2,121 required dwellings, this could amount to an additional £1.4m (£3.8m versus £2.4m), over the period. The EHDC Developer Contributions Team confirmed that:
 - *“The neighbourhood portion is 15% of the levy revenues arising from the development that takes place in a parish, capped at £100 per existing council tax dwelling”* This figure is per annum – so around £560,000 at present.
 - *“Where a parish has a “made” (adopted) neighbourhood plan, the neighbourhood portion increases to 25% of the levy revenues arising from the development that takes place in a parish. This amount will not be subject to an annual limit.”*
- i. The EHDC guide suggests that taking a Neighbourhood Plan from inception to adoption must take 18 months, but could run to 2+ years. We have considered the time taken by 3 other EHDC Town/Parish Councils (none of which has included housing allocation) and note that they took considerably longer.
 1. Beech – 4 years
 2. Rowlands Castle – 6 years
 3. Bramshott and Liphook – 9 years
- j. The services of a good administrator would seem to be essential, alongside those of a Planning Consultant to draft policies, etc.

² These are described as minimum annual indicative housing figures. As stated in the EHDC guidance document, these indicative housing figures were produced in line with the NPPF to allow neighbourhood planning groups wishing to allocate housing to progress with neighbourhood planning during this progressive stage of the emerging Local Plan. These indicative figures are a minimum and are highly subject to change.

- k. Historically, Grants have been available to support the process, both “basic” at an assumed £10,000 and, if housing allocation was included, an “additional” £8,000. These Grants have been withdrawn as part of the Government’s 2025 Spending Review
- l. It is notable that Rowlands Castle Parish Council report the cost to them, over the 6 years of the Neighbourhood Planning process, was £31,000.
- m. A Horndean Neighbourhood Planning Group (HNPG) would need to be established to steer the process and must be broadly based.
- n. The HNPG would need to work with both relevant Planning Authorities (currently EHDC and SDNPA)³ and many statutory consultees.
- o. There would need to be significant community involvement, through public meetings, surveys, etc.
- p. Historically, formal consultations and the final examination of the Plan has been paid for by the local Planning Authority. It looks as though funding for this was also withdrawn in the 2025 Spending Review, so it is no longer clear who will need to cover these costs. However, as at 24 June 2025, EHDC have not yet been informed that this funding has been withdrawn for Local Planning Authorities.

3. Some Concerns

- a. Local Government Reorganisation (LGR) is under way and our current Local Planning authority is expected to disappear in April 2028, following elections in May 2027, with its replacement as yet unknown.
- b. Although there is a Local Plan, the Joint Core Strategy, that could be reflected in our Neighbourhood Plan, the housing policies are considered 'out of date' whilst the Council does not have a Five Year Land supply
- c. However, EHDC aim to complete the Regulation 19 stage in the summer of 2026 and to submit their final Local Plan by the end of 2026, with a view to adoption in 2027.
 - If achieved, this new Local Plan would apply until a new Planning Authority had its own.
 - As it takes 3 years to produce and adopt a Local Plan, it may be April 2031, before one is adopted for a new Planning Authority.

³ Working with SDNP, EHDC would take the lead from Designation to Adoption.

Currently, national policy states that Local Plans must be reviewed every 5 years.

- d. The new Planning Authority may not wish to initiate any new Neighbourhood Planning processes for a year or more, until it is more familiar with its area and has established more time pressured processes and its own Plan.
- e. Planning Policy Guidance (PPG) is under review and is expected to change. The latest publication of the National Policy Planning Framework (NPPF) was December 2024 and EHDC are not anticipating another update to this for now
- f. Taken together, these factors could bring a hiatus at some point in the next 4 or 5 years, suggesting that, if the EHDC Local Plan is adopted in 2027, we may have a window from then until April 2031 to work within.
- g. Whilst specifying where dwellings should not be built might prove to be relatively easy, specifying where they should be built would undoubtedly prove to be contentious.

4. Conclusion

- a. A Neighbourhood Plan would bring significant benefits for Horndean – both financially and in terms of planning policy – and would continue to have statutory weight after Local Government Reorganisation..
- b. Especially in the light of emerging changes to the NPPF and PPG, and with LGR ongoing, the environment in which a Plan would be developed in the short term appears to be unstable and could result in wasted effort.
- c. The Working Party feels that now is not the right time to begin working on all aspects of developing a Neighbourhood Plan, but recognises that a four year “window” may open up from 2027, when the new EHDC-developed Local Plan should be adopted and be in effect until the new Planning Authority can implement its own.
- d. There is much that we can begin to do in the meantime and Council is asked to agree the following recommendation.

5. Recommendations

A longer life Neighbourhood Plan Working Party should be established, to replace the short life Neighbourhood Plan Feasibility Working Party and oversee the

following actions, over the next two years, reporting to full Council quarterly and to the Annual Parish Meeting:

- Prepare a letter for HPC to write to EHDC and the SDNPA before the end of July 2025, requesting the “designation” of Horndean Parish as a Neighbourhood Planning area, stating the reasons. EHDC in liaison with the SDNP should action this request in 13 weeks.
- Continue to liaise, and work, with EHDC to draw on any available support and knowledge.
- Monitor the progress of the EHDC Local Plan and of Local Government Review and emerging changes
- Prepare a process for updating the 2000 Village Design Statement, working with others across the community.
 - a. This may benefit from an external “document review” of the old Design Statement to maximise the benefits, with any such proposal being brought to the Council for decision.
 - b. An update of the Design Statement would be valuable for effective engagement with developers and others, whether it was within the Neighbourhood Plan, or without.
- Engage with existing forums, from Community Meetings and Green Trail meetings to the Parish Meeting and the Horndean Improvement Forum to develop and test ideas.
 - a. Such work may help to identify possible recruits to the HNPG, if this were established in 2027.
- Draw up a proposal for further work after 2027, to define the scope of the work (e.g. whether to include/exclude location of dwellings), with a suitable Terms of Reference and timetable, taking account of, and addressing:
 - a. The new EHDC Local Plan.
 - b. New Local Government bodies.
 - c. Neighbourhood Plans produced by other Parishes.
 - d. Likely costs and timescales.
 - e. Any early output from an updated Village Design Statement.

It is assumed that the Parish Council will continue to:

- Keep the Parish Council Strategic Vision in order and up to date.

- Engage with developers and other stakeholders.

Finally, the Parish Council may wish to consider whether setting aside a small amount of money (perhaps £10,000) in future budgets, to cover the likely future costs of developing a Neighbourhood Plan.

Selected extracts from the EHDC document “Neighbourhood Plans – Indicative Housing Figures”

2. Neighbourhood plans and housing numbers

2.1 In accordance with the NPPF, when producing local plans, local planning authorities should set out a housing requirement for designated neighbourhood areas that reflects the overall strategy for the pattern and scale of development and any relevant allocations. Following the publication of the new NPPF in December 2024 and the introduction of a new standard method, the local housing need within East Hampshire has increased significantly. As a result, more work is needed on the emerging local plan to determine the overall housing requirement and how it will be distributed between settlements and sites. Therefore, EHDC is not yet in a position to give neighbourhood areas a housing requirement.

2.2 However, in line with the NPPF, EHDC can provide an annual indicative housing figure if requested to do so. Until further progress has been made on the content of the emerging local plan, EHDC is taking a pragmatic approach to neighbourhood plan housing figures to allow communities to maintain progression on the production of neighbourhood plans, by setting out an indicative housing figure for each town or parish within the district, outside the SDNP.

2.3 As detailed in this guidance, the indicative housing figure per town/parish has been calculated using the latest standard method equation as detailed in the updated versions of the NPPF and PPG (Dec 2024). It should be noted that the main difference in the standard method (when compared to the previous version), relates to the use of housing stock data (rather than population projections) and an increased adjustment factor relating to affordability.

2.4 Table 1 contains the indicative housing figures, by parish, based on the standard method. Utilising GIS, housing stock by parish has been used as the starting point, and then the standard method's affordability adjustment has been applied, as contained in PPG housing and economic needs assessment (Dec 2024).

3. Further considerations

3.1 It should be noted that the indicative housing figure as stated in Table 1 is highly likely to change through the preparation of the local plan.

3.5 Along with the standard method, the approach in this guidance does not take into account a number of constraints within the district, neighboring authorities as well as at an individual parish scale. Therefore, when interpreting Table 1, the list below must be considered, as well as accepting that the presented indicative housing figures are highly susceptible to change and variation, resulting in the possibility of

indicative housing figures being unachievable in some parishes or an underestimation of need in others.

3.6 Other considerations that have not yet been reflected by the indicative housing figures per town/parish are:

- Quantum of available land in each town/parish;
- Quantum of available land that can produce deliverable sites identified in each town/parish;
- Alignment with EHDC's emerging spatial strategy;
- National considerations: o National Parks (SDNP) o National Landscapes (formerly AONB)
- Special Protection Areas (SPA) and associated 400m buffer
- Sites of Special Scientific Interest (SSSI)
- Special Areas of Conservation (SAC) and associated buffer, where relevant
- Scheduled Ancient Monuments (SAM)
- Registered Parks and Gardens
- Ancient Woodland
- Local Green Spaces (identified in Neighbourhood Plans)
- Flood Zones (2&3)
- Area Tree Preservation Orders (TPO)
- Local considerations:
 - Conservation Areas
 - Local Gaps
 - Sites of Importance Nature Conservation (SINC)
 - Open Space
 - Best and most versatile agricultural land (grade 1 & 2)

Minimum annual indicative housing figures

Parish/Town	Annual indicative housing figure (dwellings)	Plan-period indicative housing figure 2024 – 2042* (dwellings)
Horndean	118	2,121
Clanfield	50	892
Rowlands Castle	29	526
Southern Parishes	197	3,539

**The NPPF requires a plan-period of 15 years from adoption. 18 years has been considered to represent a likely plan-period (2024-2042) to allow for the necessary work on respective neighbourhood plans and the emerging local plan.*

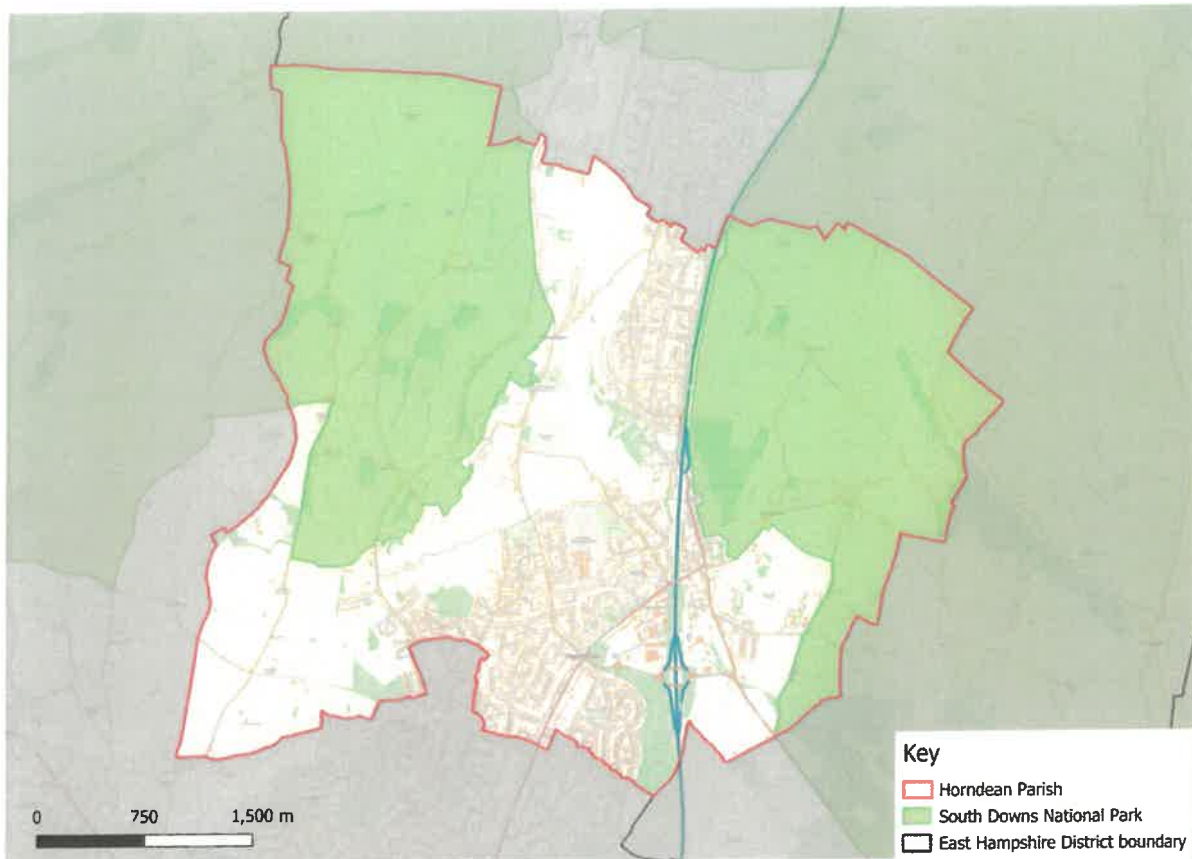
Outstanding Commitments (1st April 2024)

Parish/Town	Large sites (more than 10 dwellings)	Small sites (9 dwellings or less)	Total
Horndean	943	18	961
Clanfield	0	6	6
Rowlands Castle	0	11	11
Southern Parishes	943	35	978

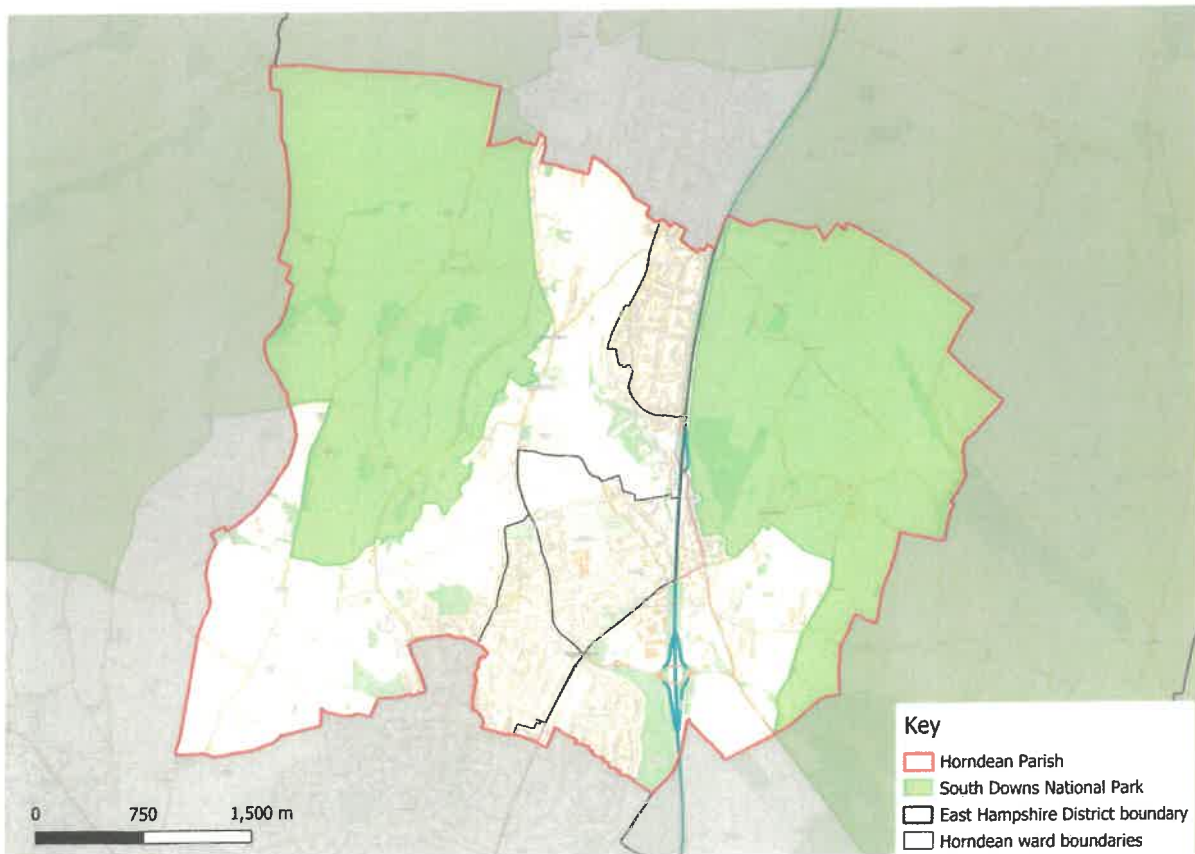
Please note that all outstanding commitments are based on planning permissions at 1st April 2024. Any subsequent permissions can be counted towards indicative figures.

Sum of Commitments and Indicative – Not included in the EHDC report

Parish/Town	Commitments	Indicative	Total
Horndean	961	2,121	3,082
Clanfield	6	892	898
Rowlands Castle	11	526	537
Southern Parishes	978	3,539	4,517



Horndean Parish area with South Downs overlay



Horndean Parish area with South Downs and Wards overlay

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES			Details
Ref	Date	Payee/Payer	Net	VAT	Total	
EXPENDITURE						
1	18/03/2025	British Gas - 603421231	£120.56	£6.02	£126.58	Jubilee Admin Electricity: 16 Feb - 15 March
2	01/04/2025	Grenke Leasing Ltd	£111.90	£22.38	£134.28	Photocopier Rental: 1st January to 31 March 2025
3	01/04/2025	Staff expenses	£41.11	£0.00	£41.11	Key for Napier Cupboard/Milk and Coffee
4	07/04/2025	Lycamobile	£5.00	£0.00	£5.00	Jubilee Hall Caretaker Mobile SIM Card
5	18/03/2025	JDC Outdoor Services	£724.00	£144.80	£868.80	Moving and Placing of Tree Sculptures
6	27/03/2025	Initial Washroom Hygiene (Rentokil)	£80.46	£16.09	£96.55	Jub Admin Annual Waste Collection
7	31/03/2025	Online Playgrounds (Fenland Leisure)	£58.00	£11.60	£69.60	Gate Replacement Spring for Jubilee Play Area Gates
8	09/04/2025	Castle Water - 3177681	£6.70	£0.00	£6.70	Water - Trough at DPW
9	19/03/2025	MOT & Service World	£291.65	£58.33	£349.98	Service on SN18 WBL
10	20/03/2025	SSP Direct	£187.80	£37.56	£225.36	3 x Speed Cameras and Fixings
11	20/03/2025	Watling & Hirst	£240.00	£48.00	£288.00	Payroll Charges Q4
12	25/03/2025	Countryside Jobs Service	£135.00	£27.00	£162.00	Estate Warden Job Advert
13	26/07/2024	Hordean Community Association	£1,000.00	£0.00	£1,000.00	Grant Issued
14	26/03/2025	Viking	£199.00	£39.80	£238.80	Secure Filing Cabinet for Office
15	26/03/2025	Viking	£91.61	£18.32	£109.93	Kettle for Jubilee Hall/Stationery
16	02/04/2025	Cathedral Leasing	£224.25	£44.85	£269.10	Supply of Hygiene Services at Napier Hall
17	27/03/2025	Aardvark Supplies Ltd	£65.07	£13.02	£78.09	Soap,Floor Shine,Aerosol,Mop,Bleach
18	08/04/2025	Online Playgrounds (Fenland leisure)	£132.40	£26.48	£158.88	Toddler Swing - Deep Dell
19	18/03/2025	B & Q	£41.67	£8.33	£50.00	2 x Bitumen Roofing Sheets
20	17/03/2025	Screwfix	£24.98	£5.00	£29.98	Lifting Sling
21	01/04/2025	Fuelgenie	£176.21	£35.24	£211.45	Fuel: March
22	01/04/2025	Elite Charity Solutions	£254.52	£50.90	£305.42	1st Jan - 31st March Photocopying
23	15/04/2025	Start Traffic Ltd	£10.79	£2.16	£12.95	Lamppost Brackets for 4 Speed Signs
24	17/04/2025	Hordean PC Employees	£17,431.71	£0.00	£17,431.71	Staff Salaries: April 2025
25	04/04/2025	Castle Water - 2103873	£7.61	£0.00	£7.61	Water - Hollybank 1 - 28 Feb
26	04/04/2025	Castle Water - 2104210	£12.17	£0.00	£12.17	Water - Napier 1st - 31st March
27	07/04/2025	British Gas Lite - 156695	£111.41	£5.57	£116.98	Napier Gas - 4 Mar - 7 April
28	21/03/2025	Tree Assist	£17,790.00	£3,558.00	£21,348.00	Trees Felled Due to Ash Die-Back at Cath Lith
29	22/04/2025	Lloyds	£8.50	£0.00	£8.50	Bank Fees
30	22/04/2025	Amazon	£34.98	£7.00	£41.98	Waterproof Paper for Countryside Team
31	07/04/2025	British Gas - 603423926	£241.95	£12.09	£254.04	Jubilee Gas: 3 March - 2 April
32	23/04/2025	Field Studies Council	£10.00	£0.00	£10.00	Reptiles and Amphibian Guides x 2
33	23/04/2025	The New Blendworth Centre	£151.20	£0.00	£151.20	Bedding Plants for Village Planters
34	11/04/2025	Vodafone	£72.32	£14.46	£86.78	Mobiles: April 2025
35	12/04/2025	AH Fabrications	£120.00	£0.00	£120.00	Welding Work at Deep Dell Play Area
36	17/04/2025	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Windows Cleaned at Halls/Office
37	12/04/2025	British Gas Lite - 154660	£182.78	£9.14	£191.92	Jubilee Hall Electricity: 5 Mar - 7 April
38	13/04/2025	British Gas Lite: 242787	£76.74	£3.84	£80.58	Napier Electricity: 10 Mar - 7 April
39	31/03/2025	Veolia	£317.54	£63.51	£381.05	Waste Collection: March 2025
40	15/04/2025	AutoSpeedWatch	£127.50	£25.50	£153.00	3 Speedwatch Cameras Relocation
41	31/03/2025	AVS Fencing	£1,505.70	£301.14	£1,806.84	109 Posts/74 Knee Rail Straps for Cath Lith (Defra Works)
42	13/04/2025	Beaver Tool Hire	£85.60	£17.12	£102.72	Hire of Rotovator
43	15/03/2025	EHDC	£5,619.36	£0.00	£5,619.36	Rates for Jubilee Hall/Office 25/26
44	15/03/2025	EHDC	£2,644.70	£0.00	£2,644.70	Rates for Napier Hall 25/26
45	15/03/2025	EHDC	£1,110.28	£0.00	£1,110.28	Rates for Car Park Lith View 25/26
46	03/04/2025	Eibe Play Ltd	£605.00	£121.00	£726.00	Remove Gym Equipment at Five Heads/Take Down Fence
47	14/04/2025	Focus	£286.28	£57.26	£343.54	Switchboard, Broadband, Payphone, Alarm - Mar 2025/May 2025
48	21/04/2025	Goldcrest	£40.00	£8.00	£48.00	Keyholding Premium
49	15/04/2025	HALC	£1,988.00	£0.00	£1,988.00	Affiliation Fees/NALC Levy 2025/26
50	07/04/2025	PI Group Consultants (Play Inspections)	£775.00	£103.00	£878.00	Play Area Inspections Course x 2 members plus Examiners Fee
51	01/04/2025	Rialtas	£472.00	£94.40	£566.40	Bookings Annual Software Support & Maintenance Licence 5 Users
52	01/04/2025	Rialtas	£1,294.00	£258.80	£1,552.80	Sales/Purchase Ledger Support & Maintenance Licence for 5 Users
53	26/03/2025	Screwfix	£39.56	£7.92	£47.48	Paint/Fence Life for Napier Shed and Fence
54	02/04/2025	Screwfix	£64.03	£12.81	£76.84	Broom, Barrier Tape, Pressure Gauge
55	03/04/2025	Screwfix	£13.15	£2.63	£15.78	Evo-Stik Grab Adhesive
56	12/03/2025	Screwfix	£16.21	£3.25	£19.46	Marking Tape/White Spirit
57	22/04/2025	Screwfix	£128.47	£25.71	£154.18	Paint Brush Set,Wood Oil, 18V Battery
58	23/04/2025	Screwfix	£14.07	£2.82	£16.89	Paving & Patio Brush
59	22/04/2025	SEE (South East Employers)	£300.00	£60.00	£360.00	SEE Associate Membership 25/26
60	02/04/2025	SLCC	£15.00	£3.00	£18.00	How to Use ChatGPT (22.7.25)
61	24/04/2025	SME (Sean Mason Electrical)	£238.00	£47.60	£285.60	Wire Supply for Intruder Alarm Installation
62	04/04/2025	Southern Mower Services	£259.60	£51.92	£311.52	Mower Service
63	03/04/2025	Englebert Strauss	£243.40	£48.68	£292.08	7 Polo Shirts/ 3 Softshell Jackets
64	29/04/2025	Amazon	£12.48	£2.50	£14.98	Phone Charger for Chief Officers Galaxy Work Phone
65	29/04/2025	Amazon	£39.13	£7.86	£46.99	Sun Screen for Countryside Team
66	30/04/2025	Hampshire Pension Fund	£5,684.58	£0.00	£5,684.58	Pensions: April 2025
67	30/04/2025	HM Revenue & Customs	£5,421.19	£0.00	£5,421.19	PAYE/NI: April 2025
		TOTAL EXPENDITURE	£69,908.88	£5,552.41	£75,461.29	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
INCOME						
68	various	Regular Hall Users	£1,912.81	£0.00	£1,912.81	Hire of Jubilee Hall - Regular
69	various	Regular Hall Users	£2,622.88	£0.00	£2,622.88	Hire of Napier Hall - Regular
70	various	Casual Hall Users	£192.89	£0.00	£192.89	Hire of Jubilee Hall - Casual
71	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
72	various	Casual Hall Users	-£200.00	£0.00	-£200.00	Deposits Refunded
73	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
74	30/04/2024	Cambridge & Counties	£760.71	£0.00	£760.71	Bank Interest
75	12/04/2024	HMRC	£9,149.31	£0.00	£9,149.31	VAT Redaim
76	21/04/2024	East Hampshire District Council	£255,451.50	£0.00	£255,451.50	Precept
		TOTAL INCOME	£270,315.10		£270,315.10	

SIGNED:	
SIGNED:	
DATE:	



ITEM: 12

HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 7th July 2025

SUBJECT OF REPORT: Finance Report

Funding

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

- £750 was received on the 13th June from Hampshire County Council for a contribution to Land Management.
- £7,500 was received on the 16th June from East Hampshire District Council re Green Trail.

Bank Mandates

The three mandates have been updated to reflect the new Council.

Year End Timetable

- The AGAR and backing documentation have been sent to External Audit.
- The AGAR is now on the website and the accounting records will be available for the public to request for the period of six weeks between Tuesday 1st July and Monday 11th August.
- The External Audit report will be received prior to the end of September.

May 2025 Management Accounts 2024-25 (Month 2)

The position at the end of May 2025 showed a **favourable** variance, after adjusting for earmarked reserve movements, of £11,338.

This breaks down to:

1. A favourable variance against our income target of £1,034.
2. A favourable variance against our expenditure budget of £10,304.

31/05/2025	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	257,367	256,852	-516	39,874	38,639	-1,235
Property	9,622	9,112	-510	16,073	17,784	1,711
Open Spaces	450	442	-8	25,802	35,630	9,828
GRAND TOTAL	267,439	266,406	-1,034	81,749	92,053	10,304

The only significant variance to report at this early stage of the financial year is the underspend of £9,828 reported on Open Spaces. This is mainly due a staff vacancy (£5,544) and low expenditure on Tree Maintenance and Playground Equipment which are volatile categories of expenditure.

Balance Sheet and Reserves

As can be seen in the table below, General Reserves stood at £348,983, with a further £134,151 in Earmarked Reserves (EMR).

Horndean Parish Council Balance Sheet to the end of May 2025		Horndean Parish Council Reserves	MAY
Current Assets	£££	Represented By :-	
Debtors - Sales Ledger	4,496	General Funds	348,983
Prepayments	36	IT Equipment	1,000
Debtors - VAT Control A/C	7,500	Vehicle Replacement	15,000
Co-op No. 1 Account	204,391	Jubilee Hall Improvements	2,500
Cambridge & Counties Account	266,441	Napier Hall Improvements	2,500
Lloyds Bank Current Account	9,393	The Granary	2,000
Total Current Assets	492,257	Lith Avenue re-surfacing	3,000
Current Liabilities		Playground Fund	12,500
Accruals	8,523	Grounds Equipment	2,500
Hall Income Deposits	600	Legal Costs	4,000
Total Current Liabilities	9,123	Fencing	4,000
Total Assets Less Current Liabilities	483,134	Tree Maintenance	8,000
		LychGate Repairs	2,500
		Community Infrastructure Levy	19,746
		Future Development Facilities EMR	54,905
		Total Earmarked Reserves	134,151
		Total Equity	483,134

Community Infrastructure Levy

There is currently £19,746 in the EMR, the majority has been committed.

Community Infrastructure Levy			
INCOME			
Year	Banked	Elapse Date	£££
2018-19	02/07/2018	02/07/2023	£7,567.47
2019-20	13/05/2019	13/05/2024	£6,855.19
	07/10/2019	07/10/2024	£6,576.95
2020-21	29/05/2020	29/05/2025	£4,885.47
	22/10/2020	22/10/2025	£14,404.42
2021-22	18/05/2021	18/05/2026	£5,897.82
	02/12/2021	02/12/2026	£5,875.07
2022-23	03/05/2022	03/05/2027	£6,975.18
2023-24	09/05/2023	09/05/2028	£67,268.61
2024-25	20/06/2024	20/06/2029	£3,016.49
2025-26			
Income Received at 31-05-25			£129,322.67
EXPENDITURE			
Expenditure			£££
120 Trees - Catherington Lith			£2,082.00
Toddler Double Swing Set			£5,234.61
Carvings - Yoel's Copse			£600.00
Hazeleton Common Boardwalks			£5,155.40
Dell Piece West Boardwalks			£6,769.50
Contribution to Five Heads Rec Playground			£20,000.00
Hazeleton Common Footpath Improvements			£15,000.00
Jubilee Playground Refurb			£27,344.50
Jubilee Playground Zip Wire			£25,000.00
Removal of Gym Equipment at 5 Heads			£605.00
Repair to Jubilee Play Area Swing			£850.00
Repair to Rope in Deep Dell Play Area (Elbe)			£936.00
Total Expenditure at 31-05-25			£109,577.01
Balance at 31-05-25			£19,745.66
Fencing			£15,000.00
Pond Dipping Platform/Landscaping			£2,500.00
Total Committed			£17,500.00
Currently Uncommitted			£2,245.66

Green Trail & Heritage Network

The table below shows the funding pledged, expenditure incurred and income received to date.

£12,000 has been pledged by East Hampshire District Council. These funds are from the Community Climate Action Fund and need to be drawn down by the end of 2025.
£20,000, less an administrative fee of £2,192, has been pledged by East Hampshire District Council from the Active Trail Fund. A purchase order for £17,808 has been received and the first £7,500 has been drawn down.

Green Trail & Heritage Network Funding 2025-26										
Invoiced	Supplier	Details	Funding	DR	Paid	EHDC INV	Invoiced	Dated	Received	Paid
	East Hampshire DC	Community Climate Action Fund	£12,000.00							
	East Hampshire DC	Active Travel Grant (via Hampshire CC)	£17,808.00							
19/05/2025	Urban Place Lab	Engagement Activities with Interest Groups		£7,500.00	10/06/2025	INV-60	£7,500.00	30/05/2025	£7,500.00	15/06/2025
		TOTAL	£29,808.00	£7,500.00			£7,500.00		£7,500.00	

Report Prepared by Simon Ritson, Responsible Finance Officer, 30th June 2025

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 07 July 2025

AGENDA ITEM: 13

SUBJECT OF REPORT: Jubilee Hall Replacement Double Doors

BACKGROUND

Horndean Parish Council, have for many years, been maintaining the 2x sets of wooden double doors to the right and left of the hall, in terms of repainting and filling, as and when needed. A previous contractor has in the past suggested that the doors will soon be beyond repair.

We have recently received 2x reports from regular hall hirers, whereby one of the groups has noticed water entering underneath one set of doors, and pooling on the floor. The second group informed us that water was entering the building under both sets of doors, when the window cleaner was cleaning the windows of the hall, externally.

I have obtained 3 quotations, as detailed below, for 2x sets of PVC French doors, as attached. Please note that one set of doors includes panic bar handles to match the current set up.

2 of the 3 quotations, specify 2 colour options:

- 1 option with anthracite grey externally to match the colour paintwork of the external building (white internally).
- 1 option with white externally (white internally).

Quote 1

Option a: Anthracite grey externally & white internally = £5,616.00 (INC VAT)

Option b: White externally and internally = £5,172.00 (INC VAT)

Quote 2

Option a: White on white uPVC = £5,285.00 (INC VAT)

Option b: Anthracite grey externally, white internally = £5,970.00 (INC VAT)

Quote 3

Option a: Anthracite grey externally & white internally = 4,606.62 (INC vat)

RECOMMENDATION

Council may wish to consider the following, given the water ingress to the building.

1. proceed with the replacement of the side doors at Jubilee Hall, as per one of the received quotations.
2. apply for District Councillor grant funding (up to £1,000 from each District Cllr).
3. apply for Hampshire County Cllr grant funding.

Report prepared by: Sarah Guy, Office Manager

Report



HORNDEAN PARISH COUNCIL

CHIEF OFFICER'S UPDATE COUNCIL MEETING 07 July, 2025

Summary of actions arising from previous meetings:

- Grounds Manager has met with a representative from Natural England regarding the new Countryside Stewardship Scheme. There will possibly be funding opportunities available, but unlikely that the new scheme will be operational within the next 2yrs. HPC will therefore remain with the current Higher Level Stewardship (HLS) agreement on a rolling basis
- The bench at Jay Close has been relocated to Jubilee Field
- Napier Hall intruder alarm is fully operational
- The TPO application has been submitted in respect of the tree works to be undertaken at Wagtail Close
- The planned works by SSEN at Hazleton Common have yet to commence, and given the specific dates within the Access Document being June to early July time is close to expiry
- The refuse collection contract has now expired, and therefore this has been taken in-house, new bins to be purchased.

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

Carla Baverstock-Jones
Chief Officer