



Horndean Parish Council NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON
MONDAY 01 SEPTEMBER 2025 at 6.30 P.M. IN JUBILEE HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

26 August 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 open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 04 August 2025.
7. To receive an update from Members representing the Parish Council within external organisations and Working Parties.
8. To review the membership of the LEOH Working Party.
9. Update from LEOH meeting with Rowlands Castle Parish Council representatives.
10. To receive an update in respect of the data received from the speed cameras.
11. To receive and approve the Orders for Payment (July attached).
12. To receive and note the monthly finance report.
13. To receive and approve the bank reconciliation – Co-operative, Lloyds, and Cambridge & Counties as at 30 June 2025.
14. To note the expenditure incurred pursuant to HPC's Financial Regulations para 3.4, in respect of Phase 2, recruitment fees of £1,500 pertaining to the Chief Officers post.
15. To receive an update in respect of the grants available for the replacement doors at Jubilee Hall.
16. To receive and consider the formal notification of the Community Infrastructure Levy (CIL) Award of £95,000, and agree the way forward.
17. To receive an update as to further grant funding in respect of the Horndean Green Trail and Heritage Network – UKSPF Active Travel Capital Project Grant - £25,401.
18. To receive and consider a report in respect of the potential purchase via grant funding, of a flail mower with attachments.
19. To note the submission of the following grant application's:
 - Pollinator Pledge – Hedge Laying tools £1,400

- District Councillor – Volunteers Waterproof coats £900
- Rural Grant Scheme (pending Council decision) – Flail Mower £10,000
- Natural England/Rural Payments – 1,000 metres of fencing @ £6.80 per metre – Dell Piece West.

20. To receive the recommendation from the Grounds Committee on the 18 August 2025, in respect of the purchase of trees for Catherington Lith.
21. To receive the recommendation from the Grounds Committee on the 18 August 2025, in respect of the tree works to be undertaken over several sites.
22. To receive the recommendation from the Grounds Committee on the 18 August 2025, in respect of the pond maintenance within the parish.
23. To receive the recommendation from the Grounds Committee on the 18 August 2025, in respect of the PitchPower Assessments.
24. To receive the recommendation from the Grounds Committee on the 18 August 2025, in respect of the expenditure pertaining to the decorating of the Xmas tree within the village centre.
25. To receive the recommendation from the Grounds Committee on the 18 August 2025, in respect of the 'No Mow May', campaign.
26. To note the next scheduled meeting of the Council being the 06 October 2025.
27. **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).**
28. To note the resignation of the Chief Officer, and consider the interim arrangements in respect of a Proper Officer, and the proposed salary.
29. To receive and consider the quotation (Phase 3) received in respect of the recruitment process to engage a Chief Officer.

Item 3

Report

After 6 years of asking, the road has been renewed as you will probably see.

I think it was done as I asked and it looks quite smart.

Also, as most will also know that the amount of traffic lights around Horndean are a nightmare, but at least the work is being done, but I will be speaking to the developers and HCC about the long queues that are in my opinion, in some areas quite dangerous.

Again, I am, as always asking about the roundabout at Morrisons, which is a mess!

I am aware of other problems and I am always happy to answer any questions or come and visit if there is a particular thing that I can help with

Marge



HORNDEAN PARISH COUNCIL

Item 6

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 04 August 2025 AT 6.30 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, P Beck, D Prosser, A Redding, N Smith, R Smith, R Sowden, J Tyler

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

PUBLIC ATTENDANCE: District Cllr D Evans, 6x members of the public & 2x members of the public, who arrived during the meeting.

HPC 097/25/26 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received.

HPC 098/25/26 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of a pecuniary interest were received.

HPC 099/25/26 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received.

HPC 100/25/26 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A verbal report by District Cllr D Evans was circulated and would be sent to HPC for attaching to the minutes (see attached)

2x members of the public arrived at the meeting during this agenda item.

HPC 101/25/26 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

HPC 102/25/26 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 07 JULY 2025**

It was **RESOLVED** that the minutes of the Council meeting held on 07 July 2025 be signed as a true record of the meeting with the following agreed amendments (page 22 of the minutes, Havant Thicket Reservoir)

- Add "9" after B214

- Change the spelling of “Pile Lane” to “Pyle Lane”.

All agreed.

HPC 103/25/26 TO NOTE THE RESIGNATION OF THE CHIEF OFFICER

This agenda item was added by the Chairman, for noting, following publishing of the agenda.

The resignation of HPC Chief Officer was noted, with thanks from HPC for her work over the last 11 years. Urgent actions in response to this announcement to be discussed by Council immediately following the meeting.

HPC 104/25/26 TO NOTE THE RESIGNATION OF CLLR MARK TEMPLE

The resignation of Cllr Mark Temple was noted.

HPC 105/25/26 TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES

Horndean Improvement Project: A report by Cllr R Smith was circulated, dated 21 July 2025. Cllr R Smith informed members that a meeting of the HIP had recently taken place. He said that a letter will be sent to MP Damian Hinds regarding a scheduled visit to Horndean, whereby a programme and date of the visit will be sent to those concerned.

HGTHN: Cllr Redding said the mapping stage of the HGTHN is nearing completion, whereby the maps and QR codes will be distributed around the parish on A0 sized noticeboards. He thanked Urban Place Labs for their work. The waymarking and infrastructure is in design.

East Hampshire Association Town and Parish Councils (EHAPTC): The Chairman attended the EHAPTC AGM, which covered the Local Government Re-organisation taking place from next year, leading to the creation of a unitary authority that will replace HCC and EHDC. Details on how this will impact on HPC will become clearer when the final decision on the make-up of each authority is announced in 2026.

Taylor Wimpey Proposed Development: Cllr Lay provided an update regarding the proposed Taylor Wimpey Development (Lovedean end).

- A public consultation was held on 17 July.
- References to sinkholes: a number of people believe there are some in the area.
- Existing oak tree top to be retained on site.
- Proposal of a private Road.
- Taylor Wimpey will make a public presentation of their plans at the next available Full Council Meeting (post meeting note - this is now confirmed as being October 6th).

Havant Thicket Reservoir: Cllr Attlee recently attended a HT Reservoir Stakeholder Advisory Group meeting, whereby the minutes from the meeting had previously been circulated to members and will be available for viewing on the HPC website.

Gales Rise: Cllr Attlee said she recently attended a coffee morning, which was a great networking opportunity, with presentations from EHDC re grant application opportunities.

HPC 106/25/26 TO RECEIVE AN UPDATE IN RESPECT OF THE DATA RECEIVED FROM THE AVERAGE SPEED CAMERAS

A report by Cllr Prosser was circulated (as attached) and an update was provided.

- The SID has been relocated to South Downs Road.
- The top 5 speeders are all on Five Heads Road.

- A letter will be sent to Donna Jones asking for Police support regarding the data collected from the AutoSpeedWatch cameras.

HPC 107/25/26 TO RECEIVE AN UPDATE FROM THE NEIGHBOURHOOD PLAN FEASIBILITY WORKING PARTY

Cllr Lay provided an update, following the original report submitted at the Council meeting on 07 July 2025 (as attached).

It was **RESOLVED** that Council were happy to support that the proposed application be made to EHDC Planning Policy Team and the South Downs National Park Authority for the designation of Horndean Parish as a Neighbourhood Area. All agreed.

HPC 108/25/26 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (JUNE ATTACHED)

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

It was noted that line 7, KJC Drainage was in relation to a drainage survey which was undertaken at the parish Council office, due to rodent issues in the Countryside Team workshop and toilet.

HPC 109/25/26 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and an update provided.

It was noted that

- The NJC Pay Award 2025-26 has resulted in a 3.2% increase across all grades, backdated to 01 April 2025, which will be paid in August. The budget for 2025-26 included an estimated pay award of 4%.
- Notification of further CIL monies to be received by quarter 2.

HPC 110/25/26 TO ELECT MEMBERS TO A WORKING PARTY TO CONSIDER THE TERMS AND CONDITIONS PERTAINING TO A COFFEE VENDOR BUSINESS ATTENDING PARISH COUNCIL SITES

The following members were elected to form a working party to consider the terms and conditions pertaining to a coffee vendor business attending Parish Council sites.

- Cllr Prosser
- Cllr Beck
- Cllr Tyler
- Cllr R Smith

It was agreed that a report and recommendation from the working party would be provided at the next Council meeting.

HPC 111/25/26 TO RECEIVE AND CONSIDER THE REQUEST FOR JUBILEE HALL TO BE PROVIDED FREE OF CHARGE TO THE HORNDEAN AND AUBERGENVILLE TWINNING ASSOCIATION ON A TWICE-YEARLY BASIS

Cllr Beck welcomed members of the Twinning Association, who were present at the meeting. He explained that The Twinning Association will be providing hospitality to the French guests, in reciprocation, following their recent visit to Aubergenville. Money is raised throughout the year for the hospitality, by holding two quiz nights. As it stands, a lot of the money raised at the quiz nights is spent on the hire of the hall for these fundraisers.

A short discussion took place and it was **RESOLVED** that Council were happy to grant The Horndean and Aubergenville Twinning Association the use of Jubilee Hall, free of charge on a Twice-Yearly basis, for the fundraising quiz evenings to be held. All agreed.

The Aubergenville visit will take place 26th – 28th September; Cllr Beck invited all Councillors to a 'meet and greet' at Napier Hall at 17:00 on the 26th September.

HPC 112/25/26 TO RECEIVE AN UPDATE IN RESPECT OF THE GRANTS AVAILABLE FOR THE REPLACEMENT DOORS AT JUBILEE HALL

It was **RESOLVED** that the item be deferred until the next Council meeting, to allow time for District Cllrs to respond to the applications presented.

HPC 113/25/26 TO RECEIVE A REPORT AND CONSIDER THE PROPOSED AMENDMENTS TO THE PARISH COUNCILS WEBSITE

A report by Cllr N Smith was circulated and an update provided. A short discussion took place.

It was **RESOLVED** that Horndean Parish Council change providers of their website and move to Smart Marketing as per the below

- Initial cost for website set-up: £425, plus VAT, which will involve a 2 phase approach.
- Website hosting, running monthly security updates, providing support/guidance to the Parish Council team when needed, at a cost of £35 per month, plus VAT.

This was proposed by Cllr N Smith and seconded by Cllr R Smith. All agreed.

HPC 114/25/26 TO RECEIVE AND CONSIDER THE COMMUNITY INFRASTRUCTURE LEVY (CIL) AWARD OF £95,000, AND AGREE THE WAY FORWARD

An update was provided, confirming that HPC had bid for £150,000 CIL monies to be used at Jubilee as follows

1. A multi-use games area (MUGA), to replace the basketball court.
2. Fitness/gym equipment replacement, due to the age of the current equipment, which is now obsolete
3. An accessible/continual footpath.

It appears that HPC has been awarded CIL funding of £95,000, to part fund what was bid for. This has been put into the public domain, but HPC have not had this confirmed in writing. It was agreed that the Chief Officer would contact EHDC, requesting official notification.

HPC 115/25/26 TO RECEIVE AND CONSIDER THE POTENTIAL FOR FURTHER GRANT FUNDING IN RESPECT OF THE HORNDEAN GREEN TRAIL AND HERITAGE NETWORK

The Chairman confirmed that an email had been received from EHDC, offering £25,000 funding from the UK Shared Prosperity Fund, in respect of the Horndean Green Trail and Heritage Network.

It was **RESOLVED** that HPC accept the funding offer of £25,000, which was proposed by Cllr Redding. All agreed.

HPC 116/25/26 TO NOTE THE ADDITIONAL BUDGET WORKSHOP SCHEDULED FOR THE 17 NOVEMBER 2025

The additional budget workshop was noted by members as being on 17 November 2025.

HPC 117/25/26 TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 28 JULY 2025, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS

- **HOLY TRINITY BLENDWORTH CHURCH - £1,000**

It was **RESOLVED** that Holy Trinity Blendworth Church be awarded £1,000, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 28 July 2025. All agreed.

- **ALL SAINTS CHURCH, CATHERINGTON - £1,000**

It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 28 July 2025. All agreed.

HPC 118/25/26 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 01 SEPTEMBER 2025

The next scheduled meeting of the Council was noted as 01 September 2025. This meeting will be held in Jubilee Hall.

The public meeting concluded at 7:56 pm

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Signed - The Chairman

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Dated

HORNDEAN PARISH COUNCIL MEETING 1 SEPTEMBER 2025

Item 9

Land East of Horndean (including the Southern Expansion)- Update from Meeting with Rowlands Castle Representatives on 20 August 2025

1. Cllrs Attlee, Lay, and Redding met with representatives from RCPC including Cllrs Stanley and Wilson.

Combined Site Dwelling Numbers

2. We recapped on the matters summarised in a paper dated 7 August that had been circulated to RCP and to Ward District Cllrs in the Southern Parishes. A high-level summary of that paper was also placed on HPC's website and Facebook page.
3. That paper set out how the existing LEOH site proposes 800 dwellings (estimated 257 of which fall into the RCP area) and the LEOHSE site proposes a further 750 which will all fall within the RCP area. The combined number of dwellings across both sites would total 1550, of which roughly 65% of dwellings would be sited in Rowlands Castle and 35% dwellings would be sited in Horndean.
4. The LEOHSE Outline Planning application has a way to go before it is known if it will receive Permission – perhaps by late 2025 or early 2026.
5. RCP has said it will be proposing to Object to the application (subject to ratification at its own Parish Council meeting tonight). Issues include the unacceptable impact that the additional dwellings will have on the local roads, especially link roads such as the B2149, which is at maximum capacity and that the development is some distance away from basic facilities such as a local shop, the proposed primary school and local transport connections. There are also the issues of insufficient sewage treatment capacity for this area and a concern about residents having to commute away from the area to find jobs, again leading more traffic.
6. HPC is currently considering whether it will be endorsing the comments made by RCPC.
7. If Permission for LEOHSE is granted, RCP will receive CIL payments in the normal way to use for improving local infrastructure projects. RCP has commented that Rowlands Castle Railway station is badly in need of improved access to the Down platform, which would benefit many people especially those residents in the two Parishes but also further afield.

Boundary Change for CIL Reasons?

8. As the combined site crosses the parish boundary, there has been a suggestion that EHDC may wish to initiate a Community Governance Review (CGR) to move the boundary so that the entire site is within Horndean Parish. RCP has indicated it has no desire to change its boundary and does not believe this to be a worthwhile or acceptable exercise.
9. If the suggestion for the boundary change was the expectation for Horndean Parish to be the beneficiary of all the CIL, it is understood that that would not necessarily happen, as any CGR would take at least until 2027 to conclude, by which time the decision on the Outline Planning would have been settled, one way or another, and the CIL allocation to RCPC would already have been triggered.

10. RCP is of the view that, regardless of CIL considerations, this situation is no different from many others (including in Rowlands Castle area) where settlements cross or adjoin parish and district boundaries and there has been no suggestion that those boundaries should change.

Boundary Change to Avoid Recharges Between the Two Parishes for Shared Use of Assets?

11. A further reason a boundary change might be seen as desirable by some is that if HPC decided to take on the ownership of the various assets (as set out in the existing LEOH s106 agreement it would avoid the need for HPC to work out complex recharges to mitigate its costs of maintaining and operating assets that are used by residents in both Parishes.
12. However, it would also mean that HPC would have to take on the assets in LEOHSE adding to the weight of resources that would be required to look after the assets in the combined site.
13. As noted, RCP is not in any case receptive to a boundary change and believes that a simple agreement on precept sharing may be the best way forward. The Councils are in agreement on the need to work closely together on this aspect.

What are the Assets?

14. The LEOH assets include two bundles (that cannot be disaggregated); first the 3G Football Pitch, Community Building, Skate Park, Locally Equipped Area of Play (LEAPs), and formal open space; and second the Informal Open Space and the various Sustainable Drainage Scheme (SuDs) attenuation ponds.
15. Some of the assets in the existing LEOH site are in the Rowlands Castle Parish (e.g. three informal open spaces including SUDs attenuation ponds and 4 hectares of woodland).
16. The LEOHSE assets, all within RCP will include a Cricket Pitch, Pavilion, two Junior Football Pitches a Neighbourhood Locally Equipped Area of Play and three Locally Equipped Areas of Play.

Decisions About Taking on the Assets

17. The trigger points within the s106 agreement for when HPC will be offered the assets is still likely to be some way off and, as matters stand, it is not in a position to decide about taking on either of those two bundles in the existing LEOH S106 agreement.
18. Decisions relating to the Community Building and 3G Football Pitch are on hold whilst the EHDC Wellbeing Officer for Sport and Leisure works out the design of the Community Building to take account of the planned use of it by football clubs using the associated 3G Football Pitch.
19. Decisions relating to the second bundle are complicated by three of the SuDs falling within the RCP area.
20. Charging mechanisms for public use of the Community Building and 3G Football Pitch would likely be worked out separately, depending on how the assets are being managed and how the underlying costs are being met.

21. As noted above for RCP, until there is a s106 agreement, it is not yet known to whom these assets will be offered and therefore who would bear the operating and maintenance costs or what cost sharing if any there might be.
22. In the light of discussions, particularly with regard to the possibility of a Management Company taking over all the assets across either the original LEOH or both sites, it was decided that the 2 Councils would wait upon events and then discuss any financial transfers that might be appropriate if there is no boundary change. It was agreed not to rush this issue but wait upon relevant decisions.
23. Again, until it is known whether the Outline Planning will be granted and how the new s106 is to be worded, it was clear that there are many decisions yet to be made that do not need to be rushed and the next step for HPC and RCPC is to meet together, with Ward District Councillors (hopefully in early October) in the Southern Parishes to discuss these issues together.

Horndean Parish Council

21 August 2025

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: JULY 2025			Details
Ref	Date	Payee/Payer	Net	VAT	Total	
EXPENDITURE						
1	17/06/2025	British Gas Lite (242787)	£67.78	£3.39	£71.17	Electricity: Napier Hall - 12/05/25-16/06/25
2	17/06/2025	British Gas (603421231)	£62.04	£3.10	£65.14	Electricity: Jubilee Admin - 16/05/25 - 15/06/25
3	01/07/2025	Staff Expenses	£27.61	£0.00	£27.61	Staff Expenses; June 2025
4	24/06/2025	AVS Fencing	£23.00	£4.60	£27.60	Bench Repairs + Cath Down Fence
5	26/06/2025	Horndean Resident	£48.79	£0.00	£48.79	Replacement of Damaged Fence Due to Fallen Tree
6	24/06/2025	AVS Fencing	£124.47	£24.89	£149.36	Bench Repairs + Cath Down Fence
7	24/06/2025	Microsoft	£1,656.00	£331.20	£1,987.20	Online Services: June 2024-June 2025
8	26/06/2025	Idverde Ltd	£1,937.06	£387.41	£2,324.47	Emptying of 19 Bins: Quarter 1
9	01/07/2025	Grenke Leasing	£341.64	£68.33	£409.97	Quarter 2 Rental and Usage
10	04/07/2025	Asda	£7.00	£0.00	£7.00	Temporary White Sheet for Projector Use in Jubilee Hall
11	07/07/2025	Lycamobile	£5.00	£0.00	£5.00	Jubilee Mobile SIM Card
12	11/07/2025	Argos	£41.95	£0.00	£41.95	Blinds for Countryside Team Office
13	01/07/2025	Fuelgenie	£76.74	£15.35	£92.09	Fuel: June 2025
14	07/07/2025	A1 Security Systems Ltd	£70.00	£14.00	£84.00	7 Additional Alarm Fobs for Napier Hall
15	09/07/2025	AVS Fencing	£111.49	£22.30	£133.79	Round Pointed Post/100 Coach Screws
16	10/07/2025	AVS Fencing	£104.70	£20.94	£125.64	15 Fence Posts
17	24/06/2025	B & Q	£99.86	£19.97	£119.83	Plywood, Black Hammerite Paint, Fence Paint
18	01/07/2025	Cathedral Leasing Ltd	£224.25	£44.85	£269.10	Supply of Hygiene Services Q1 to Jubilee Hall
19	23/06/2025	Goldcrest	£65.00	£13.00	£78.00	Alarm Call Out to Jubilee hall on 19/06/25
20	14/07/2025	PPL/PRS	£917.16	£183.43	£1,100.59	Annual Music Licence for Napier Hall and Jubilee Hall
21	30/06/2025	Rocket Computer Services	£259.99	£52.00	£311.99	Replacement Hard Drive
22	04/07/2025	Screwfix	£34.06	£6.82	£40.88	Paint/Cement
23	04/07/2025	Screwfix	£30.81	£6.17	£36.98	Wrench Set/LED Torch
24	08/07/2025	Screwfix	£6.66	£1.33	£7.99	General Purposr Mortar for Napier Hall
25	08/07/2025	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Windows Cleaned at Napier & Jubilee Halls
26	04/06/2025	Elite Charity Solutions	£145.19	£29.04	£174.23	Photocopier Printing: 01/04/25-28/05/25
27	17/07/2025	Henry Bags	£16.66	£3.33	£19.99	Floor Tool
28	04/07/2025	Castle Water (2104210)	£12.87	£0.00	£12.87	Water: Napier Hall - June 2025
29	18/07/2025	Horndean PC Employees	£18,187.64	£0.00	£18,187.64	Salaries: July 2025
30	19/07/2025	Lloyds Bank	£8.50	£0.00	£8.50	Bank Fees
31	07/07/2025	British Gas Lite (156695)	£16.98	£0.85	£17.83	Gas: Napier Hall: 02/06/25-07/07/25
32	07/07/2025	British Gas (603423926)	£46.41	£2.32	£48.73	Gas: Jubilee Admin: 03/06/25-02/07/25
33	21/07/2025	Portsmouth Plumbing Supplies	£12.00	£2.40	£14.40	Tap Cartridge for Napier Kitchen Tap
34	17/07/2025	AVS Fencing	£214.20	£42.84	£257.04	20 Rounded Pointed Fence Posts
35	18/07/2025	AH Fabrications	£220.00	£0.00	£220.00	Outdoor Gym Weld at Jubilee Park
36	17/07/2025	Denmead DIY	£70.00	£0.00	£70.00	Fitted Two Blinds in Workshop at Jubile Office
37	17/07/2025	FirstAid4Less	£10.45	£2.09	£12.54	Box Burn Gel Sachets
38	15/07/2025	Focus	£285.61	£57.12	£342.73	Switchboard, BroadBand, Payphone, Alarm - June 2025/Aug 2025
39	13/07/2025	Gas Contracting Services	£170.00	£34.00	£204.00	Pressure Reducing Valve Fitted in Workshop Toilet
40	18/07/2025	Gas Contracting Services	£240.00	£48.00	£288.00	Remove Back Panel in Workshop Toilet & Re-Install Toilet
41	14/07/2025	Goldcrest	£40.00	£8.00	£48.00	Keyholding Premium: 15/07/25-14/08/25
42	04/07/2025	HALC	£214.00	£42.80	£256.80	Handling Challenging Individuals x 4 Members of Countryside Team
43	04/07/2025	Screwfix	£23.32	£4.67	£27.99	Delux Emulsion 10L
44	15/07/2025	Screwfix	£41.54	£8.31	£49.85	Paint, Allen Keys, Screenwash, Adblue
45	15/07/2025	Screwfix	£11.66	£2.33	£13.99	Allen Keys
46	09/07/2025	Castle Water (2103873)	£5.58	£0.00	£5.58	Trough Hollybank - June 2025
47	10/07/2025	British Gas Lite (154660)	£57.24	£2.86	£60.10	Electric: Jubilee Hall: 09/06/25-10/07/25
48	08/07/2025	Castle Water (3164036)	£21.39	£0.00	£21.39	Water: Jubilee Admin - June 2025
49	09/07/2025	Castle Water (3177681)	£4.88	£0.00	£4.88	Water: Trough-Dell Piece West - June 2025
50	11/07/2025	Vodafone	£72.32	£14.46	£86.78	Mobiles: July 2025
51	13/07/2025	British Gas Lite (242787)	£40.87	£2.04	£42.91	Electricity: Napier Hall - 16/06/25-07/07/25
52	30/06/2025	Veolia	£337.12	£67.42	£404.54	Waste Collection: June 2025
53	25/07/2025	Aadvark Supplies	£74.00	£14.80	£88.80	Washing Up Liquid,Bleach,Mop,Soap,Aerosol,Paper Towels
54	21/07/2025	B & Q	£62.25	£12.45	£74.70	Concrete x 6 Bags/Hex Bolt Shield to Reset Downs Park Bench
55	27/07/2025	Beaver Tool Hire	£101.65	£20.33	£121.98	Stump Grinder Hire for 1 Day
56	21/07/2025	English Woodlands Timber	£308.12	£61.62	£369.74	14 x Air Dried Prime Grade Oak Wood for Benches
57	30/07/2025	Hampshire Pension Fund	£6,009.79	£0.00	£6,009.79	Pensions: July 2025
58	30/07/2025	HM Revenue & Customs	£5,669.62	£0.00	£5,669.62	PAYE/NI: July 2025
59	17/07/2025	British Gas (603421231)	£48.88	£2.44	£51.32	Electricity: Jubilee Admin - 16/06/25-15/07/25
60	31/07/2025	Sound Advice Installations	£519.40	£103.88	£623.28	Manual Slow Retract Screen in Jubilee Hall
61	31/07/2025	Staff Expenses	£51.84	£0.00	£51.84	Staff Expenses: July 2025
TOTAL EXPENDITURE			£39,790.04	£1,813.52	£41,603.56	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
INCOME						
62	various	Regular Hall Users	£1,940.85	£0.00	£1,940.85	Hire of Jubilee Hall - Regular
63	various	Regular Hall Users	£2,564.27	£0.00	£2,564.27	Hire of Napier Hall - Regular
64	various	Casual Hall Users	£354.05	£0.00	£354.05	Hire of Jubilee Hall - Casual
65	various	Casual Hall Users	£91.85	£0.00	£91.85	Hire of Napier Hall - Casual
66	various	Casual Hall Users	£400.00	£0.00	£400.00	Deposits Received
67	various	Casual Hall Users	-£300.00	£0.00	-£300.00	Deposits Refunded
68	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
69	31/07/2025	Cambridge & Counties	£599.35	£0.00	£599.35	Bank Interest
70	10/07/2025	HMRC	£9,824.20	£0.00	£9,824.20	VAT Reclaim
71	17/07/2025	SSE	£8.00	£0.00	£8.00	Cabling Income
TOTAL INCOME			£15,707.57		£15,707.57	

SIGNED:	
SIGNED:	
DATE:	01-Sep-25



Item 12

HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 1st September 2025

SUBJECT OF REPORT: Finance Report

Funding

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

- £893.52 was received on the 1st August from the Rural Payments Agency (part 1 of 2 re the Basic Payments Scheme)
- £7,750.00 was received on the 4th August from East Hampshire District Council for the Green Trail.
- £3,404.00 was received on the 7th August from East Hampshire District Council re the Information Officer annual support payment.

NJC Pay Award 2025-26

The new pay scales have been implemented (3.2% increase across all grades) and the pay award backdated to 1st April 2025.

Year End Timetable

- The AGAR remains on the website but the period of six weeks when the accounting records were available for the public to request has now expired.
- The External Audit report will be received prior to the end of September.

Budget 2026-27 Timetable

- A Budget workshop will be held on Monday 22nd September and a second one has been added to the diary for Monday 17th November.
- There will be further opportunities to refine the budget at Finance & General Purposes Meetings to be held on Monday 27th October and Monday 8th December
- The Budget is due to be signed off on Monday 15th December.

July 2025 Management Accounts 2025-26 (Month 4)

Income & Expenditure

The position at the end of July 2025 showed a favourable variance, after adjusting for earmarked reserve movements, of £20,351. The underspend as at the end of June was £17,651.

This breaks down to

1. A favourable variance against our income target of £16,903.
2. A favourable variance against our expenditure budget of £3,448.

31/07/2025	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	262,002	261,656	-347	76,034	74,503	-1,531
Property	19,514	18,224	-1,290	25,355	29,189	3,834
Open Spaces	16,900	1,634	-15,266	71,113	72,258	1,145
GRAND TOTAL	298,416	281,514	-16,903	172,502	175,950	3,448

Income:

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

- **Central:** No significant variances at this stage.
- **Property:** No significant variances at this stage.
- **Open Spaces:** £15,250 received from East Hampshire District Council (Community Climate Action Fund and Active Travel Grant) for the Green Trail and Heritage Network.

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

- **Central:** Overspend on Health & Safety Equipment re the Speed Indicator Device (£3,411), offset by an underspend on professional fees.
- **Property:** No significant variances at this stage.
- **Open Spaces:** Favourable variance on Staffing (£7,320), Tree Maintenance (£2,900) and Play Equipment (£2,990), offset by the Green Trail Expenditure (£15,250) although this is fully grant funded.

Full Year Forecast

At this early stage of the financial year, the full year forecast is indicating a small underspend of c£10k.

Balance Sheet

Horndean Parish Council Balance Sheet to the end of July 2025	
Current Assets	£££
Debtors - Sales Ledger	16,016
Debtors - VAT Control A/C	3,363
Co-op No. 1 Account	175,468
Cambridge & Counties Account	217,665
Lloyds Bank Current Account	29,376
Total Current Assets	441,888
Current Liabilities	
Creditors	9,300
Accruals	8,128
Hall Income Deposits	1,100
Total Current Liabilities	18,528
Total Assets Less Current Liabilities	423,360

Current Assets

As at 31st July 2025, Current Assets totalled £441,888 with cash balances totalling £422,509. Other outstanding debtors (£16,106) relate to July Hall hire and an invoice to East Hampshire District Council re the Green Trail which has now been paid.

Liabilities

As at 31st July 2025 Current Liabilities totalled £18,528.

This comprised of creditors (invoices received but not paid), accruals (supplier invoices outstanding) and hall income deposits received that are due for return.

Reserves

As at 31st July 2025, General Reserves stood at £289,210. There is a further £134,151 in Earmarked Reserves (EMR).

Horndean Parish Council Reserves		JUL
Represented By :-		
General Funds		289,210
IT Equipment		1,000
Vehicle Replacement		15,000
Jubilee Hall Improvements		2,500
Napier Hall Improvements		2,500
The Granary		2,000
Lith Avenue re-surfacing		3,000
Playground Fund		12,500
Grounds Equipment		2,500
Legal Costs		4,000
Fencing		4,000
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		423,360

Community Infrastructure Levy

Community Infrastructure Levy				
INCOME				EXPENDITURE
Year	Banked	EIapse Date	£££	Expenditure
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	120 Trees - Catherington Lith £2,082.00
	22/10/2020	22/10/2025	£14,404.42	Toddler Double Swing Set £5,234.61
2021-22	18/05/2021	18/05/2026	£5,897.82	Carvings - Yaefts Copse £600.00
	02/12/2021	02/12/2026	£5,875.07	Hazelton Common Boardwalks £5,155.40
2022-23	03/05/2022	03/05/2027	£6,975.18	Dell Piece West Boardwalks £8,769.50
2023-24	09/05/2023	09/05/2028	£67,268.61	Contribution to Five Heads Rec Playground £20,000.00
				Hazelton Common Footpath Improvements £15,000.00
2024-25	20/06/2024	20/06/2029	£3,016.49	Jubilee Playground Refurb £27,344.50
				Jubilee Playground Zip Wire £25,000.00
2025-26				Removal of Gym Equipment at 5 Heads £805.00
				Repair to Jubilee Play Area Swing £850.00
				Repair to Rope in Deep Dell Play Area (Elbe) £936.00
Income Received at 31-07-25			£129,322.67	Total Expenditure at 31-07-25 £109,577.01
				Balance at 31-07-25 £19,745.66
				Fencing £15,000.00
				Pond Dipping Platform/Landscaping £2,500.00
				Total Committed £17,500.00
				Currently Uncommitted £2,245.66

East Hampshire District Council have informed us that they are holding £68,524 in CIL funds that will be available to draw down in October.

Green Trail and Heritage Network

The table below shows the funding currently available for the Green Trail and how much has been spent and reclaimed to date in this financial year.

Green Trail & Heritage Network Funding 2025-26										
Invoiced	Supplier	Details	Funding	DR	Paid	EHDC INV	Invoiced	Dated	Received	Paid
	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-80	£7,500.00	30/05/2025	£7,500.00	15/06/2025
	East Hampshire DC	Community Climate Action Fund	£12,000.00							
09/07/2025	Urban Place Lab	Green Trail Tasks 1 & 5		£3,000.00	04/08/2025	INV-85	£3,000.00	28/07/2025		03/08/2025
09/07/2025	Urban Place Lab	Green Trail Tasks 2 & 3		£4,750.00	04/08/2025	INV-85	£4,750.00	28/07/2025	£7,750.00	03/08/2025
		TOTAL	£29,808.00	£15,250.00			£15,250.00		£15,250.00	

The table below shows the funding received and the expenditure incurred on the project to date.

Green Trail & Heritage Network Project					
Year	Funder	Income	Supplier	Exp.	Description
2022-23	HighWood Homes Councillor Grants	£2,000.00 £4,500.00			
2023-24	East Hampshire District Council Councillor Grants Hordean Parish Council Reserves	£14,765.00 £2,800.00 £935.00	Urban Place Lab Ltd	£25,000.00	Consultancy Advice
2024-25	DEFRA Grant (via EHDC) Hordean Parish Council Reserves	£35,000.00 £34.44	Michael Jones JDC Outdoor Services Landmark (Hornbeck) Urban Place Lab AVS Fencing JDC Outdoor Services English Woodlands Timber RSPB Shop CJ Wildlife Screwfix	£15,000.00 £724.00 £2,561.28 £7,500.00 £3,372.52 £4,840.00 £433.80 £350.00 £213.71 £99.13	Creation of 4 Sculptures Catherington Lith Path Construction Landscape Display Signs Boards Production Carvings Positioning at Catherington Lith Footpath Restoration - Catherington Lith Benches 3 x Tawny Owl Boxes 3 x Bee/Insect Tower and Hotel
2025-26	East Hampshire District Council (Active Trail Grant) East Hampshire District Council (CCAF)	£17,808.00 £12,000.00	Urban Place Lab Ltd Urban Place Lab Ltd	£7,500.00 £7,750.00	Engagement Activities with Interest Groups Graphic Design, Research, Liaison
		£69,642.44		£75,264.44	

Report Prepared by Simon Ritson, Responsible Finance Officer, 14th August 2025

HORNDEAN PARISH COUNCIL

Items 18

AGENDA ITEM

SUBJECT TITLE: Rural Grants Application

I have submitted an application to EHDC for the Rural grant they have advertised. Due to the timing of the closing date (Wednesday 27th August), I have submitted the application, but if council don't agree to the proposal, it can be retracted.

I have submitted an application for a Pedestrian tractor with flail, mulching and brush attachments totalling £11,540 + Vat. It must also be noted that there is no guarantee the application will be successful.

I feel an item like this would be of great benefit to HPC as it is something we have hired in the past, so have experience of using and understand the benefits it could provide.

I have been asked by the Chief Officer to put a business case forward for this item (I have not done a business case before, so hope this covers what is required):

A pedestrian tractor, is for all-intense and purpose a very heavy duty self-propelled lawn mower that, with the correct attachments can cut through a variety of vegetation types. A flail attachment can cut through bramble, tree sapling and large swards of grass and bracken. This would be ideal when it comes to cutting large open areas on Catherington Down, Catherington Lith, Hazelton Common and Dell Piece West.

A Mulcher is ideal for cutting grassland paths (Hazleton, Dell Piece West, Cath Down) and meadows as found at Parsonage Field and Stubbins Down (Cath Lith).

The hire of an item like this from our local tool hire company is £321.00 per week, and on average we would hire it for 2 weeks a year.

While you could consider an annual outlay of £642.00 a year not a lot, we really could use a machine like this a lot more, but we only hire for 2 weeks a year, as we have an annual tool hire budget of £1500. Throughout the year we also hire other tools:

Last year I also hired a woodchipper at £214.50, a Petrol cut off saw at £120, a rotavator at £100, and a cable detector at £62.00 - Totalling: £1138.50

This year I have already spent £500 of the budget.

Due to the restriction associated with hiring items, we never really do all the work we theoretically could within a 2 week hire. I estimate we could use the flail attachment for 4-6 weeks a year, and the mulching attachments would be used for 1 or 2 days every other week to keep paths open and accessible through the growing season – which we currently undertake with a domestic pedestrian mower.

A domestic mower is not really suitable for the work we undertake on nature reserves and will therefore have a shorter life span than it should. We purchased our standard Masport mower in 2023, and in 2 years it has cost us £707.52 in servicing and repairs, when the mower itself cost £629.00 to purchase. Sadly, the wear and tear of using this on countryside sites is not compatible with what the machine was designed to do - please note, we also regularly use trimmers to cut the nature reserves, and these are good in the right area, but with an increase in dog fouling, this has become riskier especially along grassy path edges and only a month ago (11th July), I ended up covered in dog feces, hence mowing is a safer option for the operator.

An added benefit of a pedestrian Tractor would be that they are much more durable and is suited to the nature reserve environment, with a flail deck being able to cut through woody material such as bramble, blackthorn and hawthorn and a mulching deck would be better at cutting through grass.

Time efficiency, with a large cutting deck, we would be able to cut larger areas of grass in a much shorter time. A standard mower has a deck size of 50cm, where this has a deck size of 80cm, meaning we can cut a larger area quicker. Using a machine, will start saving staff time as more work will be completed in a shorter space of time allowing staff more time to focus on other tasks.

There will be manual handling benefits, as the machine won't need to be carried like a strimmer, it will be self-propelled reducing muscular and skeletal issues and there won't be as much flying debris. Improving manual handling and reducing associated risks, is something that the Parish Council should always be considerate of, and should look to improve wherever possible.

The machine would come with a 2-year commercial warranty I have enquired about servicing, and we could either send it to the supplier that we purchase the item from or stay a little more local and use our current service provide Carters of Swanwick, who have informed me they would service the item, with a basic service being around £150 + Vat (not including parts).

An item like this makes a lot of sense, and with attachments there is scope for it to be useable for other works, in the future we could also purchase stump grinders, or rotavator attachments if needed.

Regarding storage, this has not been planned, but I believe between the workshop and the shed and the compound we should have enough storage options. We can transport the item in our small trailer so getting the item to site would not be an issue.

I must add that this is not a flash in the pan idea, I did originally take the idea of purchasing our own forestry flail mower to Grounds back in November 2017, but the proposal at the time was rejected.

There are many other benefits that I have also highlighted in the Rural Prosperity Grant application (see attached) but this report is based more around the financial business implications.

REPORT PREPARED BY:

Matthew Madill



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No.	Question	
A	Project name	Nature Reserve pedestrian tractor with attachments
B	Name of organisation	Horndean Parish Council
	Name of Project Lead	Matthew Madill
	Project Lead Email	Matthew.madill@horndeanpc-hants.gov.uk
	Project Lead Phone Number	02392597766
C	Amount of funding requested £	£11,330.00
D	Address where the capital project will be delivered	<p>Varying nature reserves around the Parish:</p> <ul style="list-style-type: none"> • Catherington Lith, Lith Lane, Horndean. • Catherington Down, Lovedean Lane, Horndean • Dell Piece West, Lakesmere Rd, Horndean. • Hazleton Common, Hollybank Close, Horndean. • Yeolls Copse, Loxwood Road, Horndean. • Parsonage Field, Catherington Lane, Horndean.
E	Postcode where the capital project will be delivered	<p>Due to being nature reserves, no exact postcode but nearest are:</p> <ul style="list-style-type: none"> • Catherington Lith - PO8 0HA • Catherington Down – PO8 0TG • Dell Piece West – PO8 9JU • Hazleton Common – PO8 9ES • Yeolls Copse – PO8 9TT • Parsonage Field – PO8 0AQ
F	Parish/Town	Horndean Parish

Rural England Prosperity Fund Grant ('The Rural Grant')

APPLICATION FORM

The Rural Grant is money allocated to East Hampshire District Council (the 'Council') by central government to provide capital funds for the rural visitor economy, rural communities and rural businesses.

Application Process

You can submit your application online before the application period closes at 16:59 on Wednesday 27th August 2025

Please note that the funding will be allocated based on a completed scoring matrix, which will be applied once the application period closes.

How to submit

Please submit completed application forms and supporting evidence to business@easthants.gov.uk.

Support

The Rural Support Officers can help with any questions, as well as support you through the application process. Contact details are in the guidance notes.

Please ensure you read the form fully, alongside the guidance notes and FAQs, and complete all relevant sections. Some questions are automatic pass/fail questions (Questions E, I, J, and 6). Please see the Scoring Criteria for further information.

There are also documents which you must provide to help us to process your application. These are: a copy of your constitution, evidence of property/land ownership (if applicable), latest accounts/ standing orders, quotation for costs, evidence of support, plans/designs/drawings (where applicable), copies of any required permissions such as landlord consent/planning permission/lease terms, business plan, project management plan.

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule. You have a number of rights about how your data is used.

For more information go to: <https://www.easthants.gov.uk/privacy-policy/your-personal-information/how-long-do-we-keep-yourpersonal-information>

G(i)	Tick all the boxes relevant to the capital project you will be delivering – these are the key projects for this round	<input type="checkbox"/> micro or small business enterprise; <input checked="" type="checkbox"/> developing and promoting the visitor economy; <input type="checkbox"/> digital infrastructure for local community facilities <input checked="" type="checkbox"/> impactful volunteering and social action
G(ii)	Tick all the boxes relevant to the capital project you will be delivering – these are peripheral projects for this round	<input checked="" type="checkbox"/> creation/improvement of local green spaces; <input type="checkbox"/> existing cultural, historic and heritage institutions or creative activities; <input checked="" type="checkbox"/> circular economy;
H	What outputs do you expect your project to provide? Please tick all that apply	<input checked="" type="checkbox"/> Create or safeguard jobs <input type="checkbox"/> Create new businesses <input type="checkbox"/> Help businesses to grow/ increase turnover <input checked="" type="checkbox"/> Increase footfall/ visitor numbers <input checked="" type="checkbox"/> increase the number of users of facilities/amenities <input checked="" type="checkbox"/> increase use of cycleways/paths <input checked="" type="checkbox"/> improve engagement <input type="checkbox"/> increase number of community-led arts, cultural, heritage and creative programmes <input type="checkbox"/> increased number of community-led programmes <input checked="" type="checkbox"/> increased volunteering numbers <input type="checkbox"/> improve perception of the applicant's offer as set out in their application
I	Have you received or intend to receive any of the listed funding for this project. Please tick all that apply	<input type="checkbox"/> Farming in Protected Landscape <input type="checkbox"/> Farming Investment Fund <input type="checkbox"/> Platinum Jubilee Village Hall Improvement Grant Fund
J	<p>Have you had £315,00 in total in the past three accounting years ("financial assistance"), directly or indirectly, from public resources by a public authority?</p> <p>*Financial assistance could be a direct transfer of funds (such as grants or loans), a contingent transfer of funds (such as guarantees), the forgoing of revenue that is otherwise due, the provision of goods or services or the purchase of goods or services.</p> <p>If the answer is yes you cannot complete this application form at this time and you</p>	<input type="checkbox"/> No

<p>must contact business@easthants.gov.uk to assess whether you are eligible for this grant.</p> <p>If you receive this grant, would it constitute a subsidy (please read section 19 in the Guidance Notes for a definition – it is important that you do so)</p> <p>I confirm that I have read and understand section 19 of the Guidance Notes about subsidy control.</p>	<p><input type="checkbox"/> No</p>
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No.	Question	Response
SECTION 1: DETAILS OF APPLICANT/ORGANISATION. In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities.		
Q1	Application Date	26/08/2025
Q2	Type of Applicant or organisation	Is your organisation a: • Parish or Town Council
		Company / Registered Charity number / Other (if applicable):
		Are you submitting this application on behalf of someone else: No If Yes, please specify in what capacity:
		Name of the organisation/ company the funding is applied on behalf of:

No.	Question	Response
Q3	Year Established <i>Please tell us when the organisation, business, charity or partnership was set up. If possible please provide audited accounts for the past 3 years. If not, please explain why</i>	Friday 01 Jan 1932
Q4	Are you registered for VAT? (Please circle as appropriate)	No If yes, please state number:
Q5	Please demonstrate support for this project from other stakeholders (eg letters of support) Do you have access to support (financial or non-financial) from other organisations? The quality and quantity of letters of support from other organisations will improve the final scoring of your application	Letters of support No If yes, please provide details and evidence
Q6	Have quotes been obtained from three different contractors? If not, please explain how you can demonstrate your costs are realistic and reasonable.	Yes / No
SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how.		
No	Question	Response

No.	Question	Response
Q7	<p>Please provide a concise description of your project and what you require funding for:</p> <p>a) Please describe what you are going to do.</p> <p>b) How many people will benefit and how will they benefit.</p> <ul style="list-style-type: none"> • How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders? • Provide any plans, designs or drawings to describe your project where possible. • Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project. <p>(Maximum 500 words, with attachment/s for diagrams etc if relevant)</p>	<p>Hordean manage a number of nature reserves throughout the parish and a key part of this is managing the sites to benefit nature recovery while making the site a place members of the public enjoy visiting.</p> <p>A pedestrian flail mower with various attachments would help in both the short and the long term management and development of these sites, including keeping land open and accessible all year round, improving the site for nature, assisting volunteer tasks and helping develop staff skills, confidence and experience in using machinery.</p> <p>Hordean Parish Council is working on a big project known as the Green Trail and Heritage Network, linking business and accessibility opportunities around the Parish, and a pedestrian tractor with the relevant attachments would not only mean we get to maintain access but it could also provide opportunities to implement future improvements to access around all sites (as many of our paths and the future trail are through fields, meadows, woodlands and lowland heathland).</p> <p>Each attachment would provide a different benefit, a flail mower is ideal for removing thicker vegetation types (bracken & bramble) by providing safe and effective mulching.</p> <p>Mower decks would mean we can manage public rights of way where shorter grass paths are required (Catherington Down being a SSSI is a prime example). We do have radar (disability gates) at Hazleton Common, and being able to keep and then improve/extend access for wheelchairs could become a consideration.</p> <p>Managing vegetation species such as bracken, bramble, grass, / and other vegetation is key in not only maintaining the nature reserves but also to help improve them through reducing the density and vigour of undesirable species, for example, reducing bracken, can provide better habitat for reptiles such as Adders, Grass Snakes, Slow worms and Common Lizards, all can be found around sites we manage – there is a local volunteer group who regularly undertake surveys of reptiles on our sites (Hampshire and Isle of Wight Amphibian & reptile Group) which highlights the importance of these sites in being able to bring both people and nature together.</p> <p>As well HIWARG, we also have a team of regular volunteers who undertake a range of practical conservation tasks.</p> <p>They are a group of approximately 15 people, all local residents, who every week help undertake a range of conservation work from heathland management to woodland coppicing works. Not only does volunteering help nature recover, but there are the physical and mental benefits to be taken into consideration. We have even had two volunteers</p>

No.	Question	Response
		<p>attend who gained skills/ experience of land based work and has since taken up paid employment in the sector.</p> <p>Having the right equipment on hand, would aid tasks the volunteers undertake. Having to undertake small tree felling on the heathland, where access to the trees can be difficult due to overgrown vegetation would massively be improved as getting into the harder to reach areas would make sessions easier and more efficient for the volunteers.</p> <p>Works undertaken could provide a benefit to the local economy. If more people visit the nature reserves we could recruit more volunteers or see greater visitor numbers to our sites who may then be willing to use local shops/pubs/buses for food/refreshments/transport.</p> <p>Horndean Parish has a population of >13,000 and will benefit from increased awareness of existing nature reserves, local rights of way, wildlife etc.</p> <p>Finally, I feel this item would benefit the development of staff on the Grounds Team. It would help staff learn and develop practical skills as the item has various attachments that can be implemented in different ways. Using various machinery types is a learning opportunity, both in how a machine works, how its maintained/serviced and how best to implement its use.</p> <p>The skills/opportunities learnt from using a machine like this could be a gateway into further training opportunities in using bigger/larger machines such as Tractors/mini diggers etc which all have similar attachments but on a bigger more advanced level. Not only would this develop staff, but it would also increase confidence in individual's and improve job satisfaction.</p>
Q8	<p>Location of your proposed project <i>Please provide us with a postal code for the location of your project.</i></p>	<p>Due to being nature reserves, no exact postcode but nearest are:</p> <ul style="list-style-type: none"> • Catherington Lith - PO8 0HA • Catherington Down – PO8 0TG • Dell Piece West – PO8 9JU • Hazleton Common – PO8 9ES • Yeolls Copse – PO8 9TT <p>Parsonage Field – PO8 0AQ</p>
Q9	<p>Project duration <i>Please tell us when the project will start and end.</i></p>	<p>Start: As soon as funds allocated</p> <p>Finish: The item purchased will be used for many years across Horndean nature reserves.</p>

No.	Question	Response
Q10	<p>Are you the owner of the proposed project site?</p> <p>Please provide as much detail/evidence as possible.</p> <p><i>Please tell us if your organisation/you own your project site; if you own the freehold or have a lease of your site and for how long.</i></p> <p><i>If your project relates to premises you must demonstrate security of tenure for at least 7 years.</i></p>	<p>Yes</p> <p>If not, does the owner support the proposal? Please specify.</p>
Q11	<p>Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc.</p> <p><i>Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.</i></p>	<p>Yes</p> <p>If not, when do you expect to have the necessary approvals?</p>
Q12	<p>Please provide evidence of any preliminary work.</p> <p>Please provide any documents that relate to this project such as drawings, plans, research or studies etc?</p> <p>(Maximum 250 words)</p>	
Q13	<p>Please explain the community use of your proposed facility</p>	<p>All our nature reserves are open publicly accessible sites and are regularly visited by local residents (13000+) for walking, running, nature, relaxation etc. The 5 nature reserves are spread out across the parish, so provide accessible safe opens space for all residents across the parish.</p> <p>The sites are used by various groups including Hampshire and Isle of Wight Butterfly Count Volunteers, Hampshire and Isle of Wight Amphibian and Reptile Group, Horndean Conservation Volunteers and local school groups, etc.</p> <p>Our nature reserves will also be forming parts of the Green Trail and Heritage network project.</p>

No.	Question	Response																					
Q14	<p>Are there any restrictions on the use of your organisation's facilities?</p> <p><i>This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.</i></p> <p><i>Will the facility/project only be open to the general public, members or specific groups of people</i></p>	<p>All the sites are open and publicly accessible to the general public throughout the whole year. The nature reserves are year round spaces for people to be able to get out and enjoy.</p> <p>Hazleton Common has radar gates so is also fully accessible to people with wheelchairs.</p> <p>Some restriction can be in place if cattle are grazing as dogs need to be on a lead and under close control. Countryside and Rights of Way act applies on footpaths etc.</p> <p>If yes, please specify</p>																					
Q15	Does your organisation have the following documentation - please include the date they were adopted.	<table> <thead> <tr> <th></th><th></th><th>Date</th></tr> </thead> <tbody> <tr> <td>Equality and diversity policy</td><td>Yes</td><td>05/11/24</td></tr> <tr> <td>Child protection policy</td><td>Yes</td><td>13/12/24</td></tr> <tr> <td>Adult safeguarding policy</td><td>Yes</td><td>02/12/24</td></tr> <tr> <td>Health and Safety policy</td><td>Yes</td><td>29/01/24</td></tr> <tr> <td>Employer's liability insurance</td><td>Yes</td><td>exp Oct 25</td></tr> <tr> <td>Public liability insurance</td><td>Yes</td><td>exp Oct 25</td></tr> </tbody> </table>			Date	Equality and diversity policy	Yes	05/11/24	Child protection policy	Yes	13/12/24	Adult safeguarding policy	Yes	02/12/24	Health and Safety policy	Yes	29/01/24	Employer's liability insurance	Yes	exp Oct 25	Public liability insurance	Yes	exp Oct 25
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SECTION 3: PROJECT MANAGEMENT

Q16	<p>Please tell us:</p> <ul style="list-style-type: none"> • How will you manage your project? • How will you ensure it is delivered in a timely way? • How will you monitor and evaluate your project? • How will you promote your project? • What ongoing maintenance/inspections will be required? • How will you ensure it is sufficiently resourced in terms of funding staffing, maintenance and management of your project? <p>(Maximum 500 words, plus attachment/s which could include diagrams etc if relevant)</p>	<p>The works will be overseen by the Grounds Manager, but all Estate Wardens within the team will be able to use the machine to deliver required benefits.</p> <p>Each nature reserve has a management plan forming present and future management objectives. All works on the nature reserves are guided by these plans to benefit the site.</p> <p>The monitoring of works will be ongoing throughout the year and this will be assessed by HPC staff via scrub control, weekly volunteer sessions, species recording (butterfly monitoring/reptile monitoring) etc and works with a view to seeing improvements to the site with less undesirable species which in-turn allows for the current paths networks to be well maintained and accessible, creation of new paths where appropriate and keeping site accessible all year round.</p> <p>The works and the benefits the works provide, from using a flail mower will also help to promote the sites as access for visitors and reasons to visit the nature reserves will be greater/improved.</p>
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No.	Question	Response
		<p>Works undertaken will be promoted on social media (HPC Facebook page) and the Parish Council website.</p> <p>The machine itself will need to be serviced and where possible this will be done inhouse (spark plugs, air and filters etc) and any major service require professional assistance from a reputable dealer – the machine itself will come with a 24 month commercial warranty.</p> <p>Future funding for machine maintenance will be incorporated into the machinery servicing budget.</p>
Q17	<p>Please specify if there are any risks associated with the project and how these will be managed</p> <p><i>For example, what are the potential risks and how you plan to minimise them. This could be risks such as: Not all funding gets secured, key personnel leave, Start date delayed etc.</i></p> <p>(Maximum 500 words)</p>	<p>All funding needs to be secured.</p> <p>The proposal is yet to be agreed internally within the Parish Council. This application proposal will go in front of Council on 1st September 2025. If council don't agree to the application, it would need to be withdrawn.</p>
SECTION 4: OTHERS		
Q 18	<p>Are any elements of this application commercially confidential?</p>	<p>No</p> <p>If yes, please specify.</p>
Q 19	<p>Please provide details of any additional information that you think may be relevant in the assessment of your project.</p> <p>(Maximum 500 words)</p>	<p>There are many benefits both directly and indirectly associated with the project –</p> <p>Recreation, fitness and improving health through walking, running etc.</p> <p>Improved access links</p> <p>Improved Right of Way</p> <p>Increase environmental awareness through good habitat management.</p> <p>Volunteer opportunities</p> <p>Training/job experience for HPC staff and volunteers</p> <p>Protection of valuable habitat - with the increase of housing developments in the local area, nature reserves and their wider benefit have the potential to become more fragile due to increased pressures. Good future management is vital for their protection.</p> <p>Part of ongoing upkeep and pressure resilience that may come from the Green Trail.</p>

SECTION 5: FINANCE DETAILS	
Expenditure	
Please list all project/service costs. Please attach all relevant quotes	
Purchase of Pedestrian Tractor and associated attachments	£11,3000.00
	£
Total project cost:	£11,300.00
Income	
Please list all potential sources of match funding to the value of 50% of the project cost	
	£0
Total project match:	£0

Before submitting your application, please ensure you enclose a copy of each of the required documents below. If the necessary documents are not provided, then your application will be rejected and returned.

All applications:

- | | |
|---|--------------------------|
| Copy of your constitution | <input type="checkbox"/> |
| Evidence of ownership (if applicable) | <input type="checkbox"/> |
| Latest accounts / standing orders | <input type="checkbox"/> |
| Quotations for costs | <input type="checkbox"/> |
| Evidence of support | <input type="checkbox"/> |
| Plans, designs or drawings | <input type="checkbox"/> |
| Copies of required permissions, Landlord, Planning Permission, Leases | <input type="checkbox"/> |
| Additional / Supporting pages, including drawings, charts etc | <input type="checkbox"/> |
| Business Plan | <input type="checkbox"/> |
| Project Management Plan | <input type="checkbox"/> |

PRIVACY STATEMENT

The information we collect on this form is necessary to process your grant application. The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention

schedule (www.easthants.gov.uk/retention-schedule). You have a number of rights about how your data is used. For more information go to: www.easthants.gov.uk/privacy-policy

- ☐ Please tick this box if you are happy for East Hampshire District Council to keep your details on file. We will only email you if we have information we believe is relevant, or your organisation would find useful. East Hampshire District Council may also use the list to contact you or your organisation to request advice or information that will help with the Council's work.

DECLARATION

I confirm that, to the best of my knowledge and belief, all the information contained in this application form is true and correct, and the fund criteria has been met. I understand that you may ask for additional information at any stage of the application process.

I certify that all the information given in this form is correct and that any grant money received from East Hampshire District Council will be used for the purposes stated in this form.

East Hampshire District Council reserves the right to reclaim any grant not used for the purposes stated on this form.

If successful, I agree to complete a monitoring form to detail the outcomes of the project when requested.

Signature	<i>Matthew Madill</i>
Name	<i>MATTHEW MADILL</i>
Position	<i>GROUNDS MANAGER</i>
Date	<i>27 . AUGUST . 2025</i>