



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 20 JANUARY 2020 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

14 January 2020

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 the Chairman's comments.
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 16 December 2019.
8. To receive and approve the Orders for Payment (List 10 attached).
9. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at the 31 December 2019.
10. To receive and note the monthly finance report.
11. To receive and note the report prepared in respect of VAT advice – Jubilee construction project.
12. To receive and review the Financial Risk Assessment.
13. To receive a presentation in respect of the proposals for the development of land within Lovedean.
14. To receive and review the Health and Safety Policy Statement.
15. To receive a verbal update in respect of the Land East of Horndean development
16. To receive a report and consider the quotations in respect of the removal of the play equipment at Merchistoun Hall.

17. To receive and consider a response regarding the AQUIND Interconnector – Notice of Acceptance of an Application for a Development Consent Order.
 18. To receive and consider the draft Schedule of Meetings 2020/2021.
 19. To receive an update in respect of the National Grid – upgrade works.
 20. To receive and consider a response to the EHDC Local Cycling and Walking Infrastructure Plan.
 21. To note the next scheduled meeting of the Council on the 17 February 2020.
 22. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**
 23. To approve the Confidential Minutes of the Council Meeting held on the 16 December 2019.
 24. To receive a verbal update in respect of the new lease pertaining to Tyfield House, and discuss the way forward.
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HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 16th DECEMBER 2019 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), P Beck, J Lay, Mrs E Tickell, R Veitch, D Evans, B Raymond, Mrs I weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Chereé Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Finance Officer; Matthew Madill, Grounds Manager

PUBLIC ATTENDANCE: There were two member of the public present. No press attended.

HPC 174/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr D Alexander and Dr C Jacobs.

HPC 175/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received. Cllr Mrs E Tickell declared that she is one of the residents supporting the Traffic Regulation Order application – Old Lane BOAT.

HPC 176/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

There was no written report from County Cllr Mrs M Harvey. Members had no questions for Cllr Harvey.

HPC 177/19/20 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

There was no written report from District Councillors. Members had no questions for District.

HPC 178/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened.

One resident requested thanks be extended to EHDC Planning Enforcement for dealing with the large number of estate agent boards not associated with any properties.

The resident further raised a concern with regard to the flooding of Downhouse Rd and proposed cut offs being dug to channel the excess water into the neighbouring woodland. He also requested that the ditches along the side of the road be cleared again and the hedgerow cut back.

The Chairman explained that such works is the responsibility of Hampshire County Council and that the Parish office will raise this with County.

HPC 179/19/20 TO CONSIDER THE ELECTION OF CLLR RAYMOND TO THE FINANCE & GENERAL PURPOSES COMMITTEE

It was **RESOLVED** that Cllr Brian Raymond be elected to the F&GP Committee. All agreed.

HPC 180/19/20 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11th NOVEMBER 2019

It was **RESOLVED** that the minutes of the Council meeting held on 11th November 2019 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

HPC 181/19/20 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 9 ATTACHED)

The Orders for Payment was received. Cllr D Evans noted an error at line 47 with regard to PAYE and NI payment being made to Hampshire Revenue & Customs. This should read HMRC.

It was **RESOLVED** that the Orders for Payment (List 9 attached) be approved and duly signed.

HPC 182/19/20 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated (as attached) and a brief discussion took place.

It is noted that 3 of the 4 payments of s106 funding for the Jubilee Hall Project had been received and the final payment should have been received by the end of December 2019.

HPC 183/19/20 TO RECEIVE AND AGREE THE BUDGET 2020/2021 AND TO SET THE PRECEPT

The final draft budget was received.

It was **RESOLVED** that the budget 2020/2021 be approved. This was proposed by Cllr Mrs L Evans and seconded by Cllr J Lay. All agreed.

Following the F&GP meeting of 9th December 2019 it is recommended to freeze the precept.

It was **RESOLVED** that the precept remains at the current level. This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. A vote took place resulting in 8 in favour, 1 abstention.

HPC 184/19/20 TO RECEIVE AND CONSIDER THE QUOTATIONS IN RESPECT OF THE CLEARANCE OF TREES SUFFERING ASH DIEBACK AND AGREE THE VIREMENT OF FUNDS ACCORDINGLY

A report from the Grounds Manager was received. The two quotes presented were briefly discussed. Funding for this work will be drawn from General Reserves.

It was **RESOLVED** that Quote 1 be accepted and that the works are scheduled. This was proposed by Cllr J Lay and seconded by Cllr P Beck. All agreed.

The Chairman proposed that public notification of the planned works is to be undertaken. This will be done by press release, localised signage, website and social media. All agreed.

HPC 185/19/20 TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT

In the verbal update by Cllr Mrs L Evans it was noted that a number of items have changed since the original planning application was considered. She added that new documents are available and encouraged members to have a look.

Cllr J Lay enquired whether the latest developer plans from Bloor are available to view. The Chairman requested the Parish office to make contact with EDHC Planning Department to request a copy to be sent to the office.

Cllr R Veitch raised the concern of road safety with regard to the location of the school and that children will need to cross the busy Havant Road.

HPC 186/19/20 TO RECEIVE AN UPDATE REGARDING FUTURE PROJECTS IN RESPECT OF THE AVAILABLE s106 FUNDS – SNDPA DEVELOPER CONTRIBUTIONS BEING A TOTAL OF £9,589.14

A report from the Grounds Manager was received and a brief discussion took place.

- The Public Open Space portion of the funds (£6,568.70) will only provide one piece of playground equipment. It is recommended to use the funds to create wood carvings on the stumps left following the tree felling works due to Ash dieback.
- The Environmental Improvement portion of the funds (£2,712.71) can be applied to replant some of the trees felled due to Ash dieback and planting Cherry trees at St. Giles graveyard.

It was **RESOLVED** that the recommendations of the Grounds Manager be accepted. This was proposed by Cllr J Lay and seconded by Cllr E Tickell. All agreed.

HPC 187/19/20 TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE PLAY EQUIPMENT AT MERCHISTOUN HALL AND AGREE THE WAY FORWARD

The Chief Officer provided a verbal update. A letter was sent to both the Community Association Manager and the Chairman of the Association detailing the resolutions from the previous Council meeting. To date no response has been received.

Cllr Mrs E Tickell proposed a second letter is sent to HCA with a deadline for response, failing which will result in all playground equipment being removed and the land reinstated.

An update is to be provided at the next Council Meeting of 20th January 2019.

HPC 188/19/20

TO NOTE THE VARIATION TO THE LICENCE IN RESPECT OF THE LAND PERTAINING TO THE AUSTRALIAN WAR MEMORIAL

The variation to the agreement is noted.

The Chairman requested that the Australian War Memorial team is reminded that planting plans are to be submitted to Richard Sykes of Hampshire Highway for approval prior to any works being undertaken.

HPC 189/19/20

TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE TRAFFIC REGULATION ORDER APPLICATION – OLD LANE BOAT

The response from Hampshire County Council to the application was circulated and noted.

HPC 190/19/20

TO RECEIVE AN UPDATE IN RESPECT OF THE REFURBISHMENT OF NAPIER HALL

A written report was circulated followed by a brief slideshow of before and after pictures. This brings to conclusion the Napier Hall refurbishment project.

HPC 191/19/20

TO RECEIVE THE EMERGENCY TREE WORKS UNDERTAKEN PURSUANT TO HPC'S FINANCIAL REGULATIONS

The emergency work undertaken at Causeway Copse is noted.

HPC 192/19/20

TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF THE IT SOFTWARE UPGRADE, REQUIRED WITHIN THE PARISH OFFICE

The report was received and a brief discussion took place. Funding will be drawn from the earmarked reserves for IT.

It was **RESOLVED** to accept the recommendation and go ahead with the software upgrade.

This was recommended by Cllr Mrs L Evans and seconded by Cllr R Veitch. All agreed

HPC 193/19/20

TO RECEIVE A REPORT AND CONSIDER PARTICIPATION WITHIN THE 'HAPPY TO CHAT BENCH' INITIATIVE

The report was received and a brief discussion took place. The following locations were suggested as suitable:

- The benches located at Causeway Farm
- The bench en route to Morrison's leaving the traffic lights on Portsmouth Road

It was **RESOLVED** to arrange for the 'Happy to Chat' signs to be located on the suggested benches and to raise public awareness by press release, website and social media.

This was proposed by Cllr E Tickell and seconded by Cllr Mrs L Evens. All agreed.

HPC 194/19/20

TO RECEIVE AND CONSIDER THE RESPONSES RECEIVED IN RESPECT OF THE ARMED FORCED DAY EVENT, AND DISCUSS FUTURE PUBLIC CONSULTATION

The report was received. Following a brief discussion it was **RESOLVED** to replace the Armed Forces event with displaying the flag for the corresponding week. Residents will be informed by an article on HPC website with an opportunity to comment.

HPC 195/19/20

TO CONSIDER THE TIME OF CLOSURE FOR THE PARISH OFFICE ON CHRISTMAS EVE

A proposal by Cllr Mrs L Evans was put to a vote. 7 for and 2 against.

It was **RESOLVED** that the Parish office may close at 3pm on Christmas Eve.

HPC 196/19/20

TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 20th JANUARY 2020

The date was duly noted.

HPC 197/19/20

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 were excused.

Public Meeting closed at 8:10 pm

HPC 198/19/20

TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETINGS HELD ON THE 11th NOVEMBER 2019

It was **RESOLVED** that the confidential minutes of the Council meeting held on 11th November 2019 be signed as a true record of the meeting.

HPC 199/19/20

TO RECEIVE A VERBAL UPDATE AND DISCUSS THE WAY FORWARD AS TO THE UNAUTHORISED ACCESS ON TO HPC LAND

Two letters has been sent to the resident requesting that the gate installed in the back fence leading directly onto Parish Council land be removed. To date no response has been received from the resident.

Cllr Mrs L Evans proposed that the bench in the play areas be relocated and placed across the gate opening thereby blocking the access until such time the gate can be removed and the fence reinstated.

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Signed - The Chairman

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Date

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2019-10			LIST 10 - 20-JAN-2020			BANK ENTRIES: 07/12/19 - 10/01/20
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: 07/12/19 - 10/01/20			
1	04/12/2019	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 4/12/19 - 3/1/20
2	02/12/2019	FuelGenie	£171.67	£34.33	£206.00	Fuel: November 2019
3	01/12/2019	Peach	£157.08	£31.42	£188.50	Tyfield Line/ Alarm, Napier & Jubilee WiFi : Nov Calls/Dec Rent
4	04/12/2019	SSE Gas	£318.44	£63.68	£382.12	Napier Gas: 2 Nov- 2 Dec 2019
5	20/12/2019	EE Ltd	£60.09	£12.02	£72.11	Mobiles: 20 Nov - 19 Dec 2019
6	30/11/2019	Veolia	£191.06	£38.21	£229.27	Waste Removal: November 2019
7	04/12/2019	Castle Water	£11.63	£0.00	£11.63	Tyfield Water: 1 Oct- 30 Nov 2019
8	04/12/2019	Castle Water	£16.90	£0.00	£16.90	Jubilee Water: 1 Oct- 30 Nov 2019
9	05/12/2019	Castle Water	£18.28	£0.00	£18.28	Hollybank Close Water: 1 Oct 2019- 31 March 2020
10	10/12/2019	PHS	£189.75	£37.95	£227.70	Jubilee: Air Freshener/Drier/Waste Collection: 14/01/20-13/04/20
B.A.C.S.			BANK ENTRIES: 07/12/19 - 10/01/20			
11	03/12/2019	Sean Mason Electrical	£48.00	£9.60	£57.60	Reconnect Cooker at Napier Hall
12	04/12/2019	Dickies	£57.88	£11.58	£69.46	Polo and sweatshirts for Countryside Team
13	30/11/2019	The New Blendworth Centre	£140.00	£28.00	£168.00	Litter Picking: November 2019
14	30/11/2019	Aquaid SouthCoast	£222.40	£44.48	£266.88	Annual Rental of Water Cooler
15	29/11/2019	Horndean Tyres	£16.25	£3.25	£19.50	Tyre Repair on HY65 UVJ
16	30/11/2019	Richard Merritt Chemicals	£257.40	£51.48	£308.88	Janitorial Supplies
17	06/12/2019	Blendworth Property Maintenance	£825.00	£0.00	£825.00	Radiator covers at Jubilee. Repair Handle/Skylight Napier
18	30/11/2019	PositivID	£12.50	£2.50	£15.00	2 x ID Badges for Councillors
19	16/12/2019	Horndean PC Employees	£16,604.87	£0.00	£16,604.87	Salaries: December 2019
20	12/12/2019	Speltham Contracts Ltd	£52,074.51	£10,414.90	£62,489.41	Certificate of Application No 3 (Jubilee Project)
21	17/12/2019	Lloyds Bank	£6.50	£0.00	£6.50	Bank Charges: December 2019
22	05/12/2019	EHDC	£115.45	£0.00	£115.45	Printing of Carol Service Sheets
23	13/12/2019	Viking	£38.67	£5.74	£44.41	Tea Bags, Stationery, Hand Soap
24	12/12/2019	PositivID	£6.25	£1.25	£7.50	ID Badge for New Estate Warden
25	10/12/2019	Watling & Hirst Ltd	£190.00	£38.00	£228.00	Payroll Q3 2019
26	13/12/2019	B & Q	£18.49	£3.70	£22.19	Ballast for Hazleton Common Drainage
27	12/12/2019	AVS Fencing	£23.34	£4.67	£28.01	2 x 3 metre Rails for Hazleton Drainage
28	29/11/2019	Branditright	£13.50	£2.70	£16.20	Embroidery Logo on Countryside Team Uniforms
29	16/12/2019	AVS Fencing	£67.40	£13.48	£80.88	20 Peeled and Treated Posts-Cath Down Fences
30	17/12/2019	Southern Fire Protection Ltd	£75.00	£15.00	£90.00	6 monthly Service of Fire Alarms and Lighting
31	01/01/2020	CIA	£68.00	£13.60	£81.60	Annual Service Agreement 1/1/20 - 31/12/20
32	12/12/2019	Happy Days	£200.00	£0.00	£200.00	Tyfield, Jubilee and Napier Windows cleaning
33	17/12/2019	Harrison Thompson & Co Ltd	£148.75	£29.75	£178.50	Wall Protection Strips for Napier Hall
34	31/12/2019	Hampshire Pension Fund	£4,795.30	£0.00	£4,795.30	Pension Contributions: December 2019
35	31/12/2019	HMRC	£4,287.97	£0.00	£4,287.97	PAYE/National Insurance: December 2019
36	02/01/2020	Luckylite	£560.00	£0.00	£560.00	Rent: January 2020
37	06/01/2019	Staff Expenses	£159.52	£6.67	£166.19	Staff Expenses: December 2019
38	06/01/2020	South of Butser Speed Watch	£1,000.00	£0.00	£1,000.00	Grant Awarded
39	02/01/2020	MOT & Service World	£261.43	£42.29	£303.72	MOT & Service on ST08 XVV
40	23/12/2019	WEFIX Windows & Doors	£97.00	£19.40	£116.40	Repairs to Windows at Jubilee Hall
41	20/12/2019	DNB Tree Surgery	£945.00	£489.00	£1,134.00	Causeway Copse - 3 Trees Felled on Portsmouth Rd
		TOTAL EXPENDITURE	£84,486.28	£11,471.64	£95,957.92	
INVOICES TO BE APPROVED FOR PAYMENT			LIST 10 - 20-JAN-2020			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
42	20/12/2019	Idverde	£1,193.40	£238.69	£1,432.08	Q2. Emptying 15 Bins: Oct - Dec 2019
		TOTALS	£1,193.40	£238.69	£1,432.08	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 10 - 20-JAN-2020			BANK ENTRIES: 07/12/19 - 10/01/20
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS			BANK ENTRIES: 07/12/19 - 10/01/20			
43	various	Regular Hall Users	£1,794.88	£0.00	£1,794.88	Hire of Jubilee Hall
44	various	Regular Hall Users	£2,650.38	£0.00	£2,650.38	Hire of Napier Hall
45	various	Casual Hall Users	£175.87	£0.00	£175.87	Hire of Jubilee Hall
46	various	Casual Hall Users	£10.08	£0.00	£10.08	Hire of Napier Hall
47	various	Casual Hall Users	£100.00	£0.00	£100.00	Deposits Received
48	various	Casual Hall Users	-£700.00	£0.00	-£700.00	Deposits Refunded
49	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
50	31/12/2019	Bank Interest	£160.94	£0.00	£160.94	Interest- December 2019
51	19/12/2019	East Hampshire District Council	£69,722.22	£0.00	£69,722.22	s106 Funding (Jubilee Hall)
		TOTAL INCOME	£74,089.37		£74,089.37	

SIGNED:	
SIGNED:	
DATE:	LIST 10 - 20-JAN-2020



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20th January 2020

SUBJECT OF REPORT: Finance Report

Income: December 2019

Horndean Parish Council received the final 2 payments from East Hampshire District Council on the 3rd and 19th December 2019 with respect to the section 106 monies due for the Jubilee Hall Project.

The total of £279,722 has now been received.

Horndean Parish Council received £3,689 from the Rural Payments Agency on the 5th December 2019 with regards to the Basic Payment Scheme.

Jubilee Hall Construction: VAT status

The report from Parkinson Partnership regarding the VAT implications of the Jubilee Hall project is a separate agenda item.

Jubilee Hall Construction: Income and Expenditure

The document attached shows a full breakdown of the Earmarked Reserve code for the project to the end of December 2019.

Further details will be presented at the Finance and General Purposes Meeting to be held on Monday 27th January.

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of December 2019. At that point, in time they totalled £615.7k.

The reason for the higher level of cash is largely due to the fact that we have banked all the s106 monies from East Hampshire District Council (£279.7k) but have only paid out £123.0k in bills from Spelthams.

Management Accounts : Income & Expenditure

The Quarter 3 accounts (April to December 2019) have been finalised and the year to date position showed a favourable variance, after adjusting for earmarked reserve movements of £29.0k.

As at December 2019 Earmarked Reserves stood at £425.2k and General Reserves a further £223.7k giving total funds available of £648.9k.

The full accounts will be presented at the Finance and General Purposes Meeting to be held on Monday 27th January.

Forecast

The full year forecast to 31st March 2020 undertaken following the closure of the December accounts, indicates a year end outturn of c£40k underspent against budget, after adjusting for movements in and out of earmarked reserves.

Report Prepared by Simon Ritson, Responsible Finance Officer, January 13th 2020

JUBILEE HALL PROJECT COSTS (from EARMARKED RESERVES)							
MTH	YR	Supplier	Sub Contractor	Service	DR	CR	Balance
P11	17-18	East Hants District Council		Architect Fees re Jubilee Extension	£1,669.70		
P12	17-18	East Hants District Council		Jubilee Hall Extension Pre Application	£104.17		£176,209.22
P3	18-19	Woodside Tree Consultancy		Tree Survey	£795.00		£175,414.22
P3	18-19	ECOSA		Ecological Appraisal	£720.00		£174,694.22
P4	18-19	J Brotherton & Partners		Topographical Survey	£550.00		£174,144.22
P4	18-19	East Hants District Council		Jubilee Extension Planning Fees	£924.00		£173,220.22
P5	18-19	PDP Architecture LLP		Submission of Planning Application	£7,014.52		£166,205.70
P8	18-19	PDP Architecture LLP	KSP Consultancy	Estimates of construction costs	£650.00		£165,555.70
P9	18-19	PDP Architecture LLP		Planning Decision	£3,445.00		£162,110.70
P10	18-19	Sound Advice		Acoustic Report	£1,200.00		£160,910.70
P11	18-19	Your Environment		Your Environment - Ground Investigation	£3,150.00		£157,760.70
P11	18-19	East Hants District Council		Jubilee Extension Release Documents	£42.92		£157,717.78
P11	18-19	East Hants District Council		Building Control Plan Fee Extension	£350.00		£157,367.78
P12	18-19	Millstream Associates Limited		Subscription to myTenders	£995.00		£156,372.78
P12	18-19	Portal Planquest Ltd		Planning Application Portal Fee	£132.67		£156,240.11
P12	18-19	PDP Architecture LLP		Submission of Building Regulation Application	£3,445.00		£152,795.11
P12	18-19	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (1st payment)	£3,450.00		£149,345.11
P1	19-20	PDP Architecture LLP	T.N.G. Consulting Engineers	Mechanical & Electrical Consultancy Services (1st payment)	£3,000.00		£146,345.11
P1	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (2nd payment)	£2,000.00		£144,345.11
P2	19-20	Pulse Mapping Ltd		Utility Mapping	£900.00		£143,445.11
P2	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (3rd payment)	£1,450.00		£141,995.11
P2	19-20	PDP Architecture LLP	T.N.G. Consulting Engineers	Mechanical & Electrical Consultancy Services (2nd payment)	£2,500.00		£139,495.11
P3	19-20	PDP Architecture LLP		Preparation of Tender Documents / receipt of competitive tenders	£1,722.50		£137,772.61
P3	19-20	PDP Architecture LLP		Building Regulation Approval	£3,445.00		£134,327.61
P3	19-20	PDP Architecture LLP	KSP Consultancy	Quantity Surveyor	£5,600.00		£128,727.61
P3	19-20			Transfer from General Reserves to EMR		-£25,000.00	£153,727.61
P6	19-20	East Hants District Council		Building Control Inspection Fee	£725.00		£153,002.61
P7	19-20	PDP Architecture LLP		Completion of additional detailed drawings/schedules	£3,445.00		£149,557.61
P7	19-20	PDP Architecture LLP		Appointment of Main Contractor	£3,445.00		£146,112.61
P7	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (4th payment)	£1,150.00		£144,962.61
P7	19-20	Spelthams		Construction Works (part 1)	£20,550.36		£124,412.25
P7	19-20	East Hants District Council		s106 monies (part 1 of 4 - Total £279,722)		-£70,000.00	£194,412.25
P7	19-20	Express Matting Services Ltd		37 Rubber Grass Mats for Jubilee Path	£579.91		£193,832.34
P8	19-20	East Hants District Council		s106 monies (part 2 of 4 - Total £279,722)		-£70,000.00	£263,832.34
P8	19-20	Spelthams		Construction Works (part 2)	£50,348.35		£213,483.99
P8	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (5th payment)	£800.00		£212,683.99
P9	19-20	PDP Architecture LLP	Scott White & Hookins	Professional, Civil & Structural Engineering (6th payment)	£700.00		£211,983.99
P9	19-20	Spelthams		Construction Works (part 3)	£52,074.51		£159,909.48
P9	19-20	East Hants District Council		s106 monies (part 3 of 4 - Total £279,722)		-£70,000.00	£229,909.48
P9	19-20	East Hants District Council		s106 monies (part 4 of 4 - Total £279,722)		-£69,722.22	£299,631.70

TOTAL TO DATE (as at 31st December 2019) £183,073.61 -£304,722.22



Carla Baverstock-Jones
 Horndean Parish Council
 Tyfield House
 Blendworth Lane
 Horndean
 Hants PO8 0AA

The Parkinson Partnership LLP
 International House
 Southampton International Business Park
 George Curl Way
 Southampton
 SO18 2RZ

steve@parkinsonpartnership.uk
 www.parkinsonpartnership.uk
 Telephone 023 8218 2318

10 January 2020

Dear Carla,

VAT advice in relation to the linked building project

You engaged us to advise the council on the VAT implications of the proposed linked building to connect to the Jubilee Hall, including any options to maximise VAT recovery.

We have undertaken this work based on discussions with you and information provided by you on paper, through email correspondence and on the Council's website. This letter sets out our advice and makes recommendations where appropriate.

Background

- 1) You told us that in September 2019 the council started constructing a new building, linked to the Jubilee Hall, to house the council's offices and its countryside team. The design of the building also includes changing rooms that can be hired with the adjacent sports pitches but will additionally provide shower and changing facilities for the countryside team.
- 2) The building appears to have been designed as a separate annex, rather than an extension to the existing building, in the mistaken belief that it would qualify for zero rating for VAT purposes.
- 3) We understand that the estimated cost of the building is £950,000 excluding VAT. This is to be funded by £280,000 of Section 106 contributions from East Hampshire District Council, £201,000 from the council's own reserves and a loan of up to £500,000 from the Public Works Loan Board, to be repaid over 25 years.
- 4) The council is not VAT registered and reclaims VAT on its non-business activities under Section 33 of the VAT Act 1994, using form VAT126.

VAT implications of the project

- 5) Unfortunately the construction will not qualify for zero-rating, which only applies (under item 2 of Group 5 of Schedule 8 of the VAT Act 1994) where a new building is being constructed for use by a charity and (Note 12(a) of Group 5 of Schedule 8) the construction services are supplied directly to a charity that will use the building.
- 6) VAT of around £190,000 will be payable on the project costs. The council's ability to recover the VAT on these costs will depend on the intended use of the building, in particular whether it receives any income from use of the new facilities. In this case, the only anticipated income seems to be in relation to the sports facilities.
- 7) Where a council is acting as a public body, providing services using taxpayers' funds, it can normally treat these activities as non-business and recover associated VAT under Section 33 of the VAT Act 1994.
- 8) However, where a council undertakes business activities (which create income), the rules are different. Making supplies of services (including the hiring out of rooms or sports facilities) in return for any form of payment is a business activity for VAT purposes (Section 5 of VAT Notice 749 - Local Authorities and Similar Bodies).
- 9) The council doesn't appear to make any significant taxable supplies. Where an unregistered council makes taxable supplies, it is not entitled to reclaim VAT on any costs associated with those supplies, unless it registers for VAT.
- 10) Casual bookings of sports facilities are standard rated (20% VAT), but block bookings of sports are VAT-exempt where there is a written agreement in place that complies with the conditions set out in Section 5 of VAT Notice 742. Sports lettings for longer than 24 hours are also VAT exempt. Horndean appears to be making VAT-exempt lettings.
- 11) Where a council has VAT-exempt business activities, it is only entitled to reclaim VAT on the associated costs (such as construction and running costs) if the amount of VAT on those costs is less than £7,500 in the financial year (Section 8 of Notice 749).
- 12) If the VAT incurred on costs relating to VAT-exempt activities is over £7,500 a year, usually none of it is reclaimable.
- 13) Where a council has more than one VAT exempt business activity (for example two halls for hire, seasonal sporting lets and some leases) it needs to look at the total VAT incurred across all these activities to see if it exceeds the £7,500 threshold. The calculation to assess this is known as a "partial exemption" calculation.
- 14) If a building is used for a mixture of taxable business, exempt business and non-business activities, the council is entitled to apportion the building's costs between these activities using any reasonable basis (such as floor area or hours of use).
- 15) Determining whether the council will be able to reclaim VAT on the project requires a fair apportionment of the costs between business and non-business activities and an assessment of the council's total VAT incurred on costs related to exempt activities, primarily the hire of the Jubilee and Napier halls, as well as the football pitches.

Potential solutions

- 16) If a fair apportionment of costs results in the VAT relating to exempt activities being less than £7,500 in the financial year, it can be reclaimed with no further action. However, an artificially low apportionment could be challenged by HMRC.
- 17) Where VAT incurred on costs relating to exempt business activities exceeds the £7,500 threshold, there are several approaches to avoid incurring irrecoverable VAT.
- 18) Some solutions may not work in this case, but we have listed them for completeness:
 - a) Spreading the work over several years won't work, due to the size of the project and the need to bring the facilities into operation.
 - b) Allowing free (rather than paid) use of a facility is only an option where a council will not be reliant on income to meet the running costs.
 - c) A council can lease facilities to another organisation for £1 and recover the VAT on associated costs, as HMRC regard £1 leases as a non-business activity. This approach is unlikely to be appropriate or worthwhile for this site.
 - d) Simply accepting the extra cost of unrecoverable VAT is only a good option when the building will generate a high level of income compared to the costs involved.

This leaves two viable options in the event that the council exceeds the threshold:

- e) Where the additional expenditure is a one-off (such as a construction project), HMRC will allow a council to look over 7 years to see if the VAT relating to exempt activities is below the £7,500 threshold on average. This involves looking at the year the threshold is exceeded, the previous four years and projections for the following two. The process for this is set out in Section 8.5 of VAT Notice 749.
 - f) The council could register for VAT and make a formal Option to Tax (outlined in Appendix 1 and described fully in VAT Notice 742A) on the site. This is a decision by the council that all future use of it will become taxable. VAT must then be charged on any lease or hire, so the council is able to reclaim any VAT incurred on the site because the costs relate to taxable business activities. This would need to include the area of the football pitches, because it is the hire of these that is a VAT exempt business activity.
- 19) Because the construction exceeds £250,000, it is subject to the Capital Goods Scheme (CGS). Under the CGS, if the council reclaims VAT on the basis that the building will be used for non-business purposes, it will need to review this if the proportion of use changes in either the year of completion, or any of the following nine financial years.
 - 20) For example, if after 5 years the council starts using the changing rooms for taxable sport activities without being VAT registered and also makes a VAT-exempt lease of part of the building, it may need to repay some of the VAT reclaimed on the original construction. This only normally applies if the council exceeds the £7,500 threshold in the year in question. Details of the process for undertaking these calculations is set out in Section 9 of VAT Notice 749.

Initial advice and assessment

- 21) When we met on 25 November, I explained the issues above. We identified the following actions that the council needed to take:
- a) Accurate partial exemption calculations for each year from 2015/16 to 2018/19
 - b) Estimated partial exemption calculations for 2019/20 to 2022/23
 - c) An assessment of the portion of the building occupied by changing rooms
 - d) An estimated split of changing room usage between football and countryside team
 - e) A split of the project cost between financial years from 2017/18 to 2020/21
 - f) Two separate 7-year calculations focussing on 2019/20 (2015/16 to 2021/22) and 2020/21 (2016/17 to 2022/23)
- 22) We received this information from you in early December and we have reviewed the calculations and apportionments used so that we can provide further advice.
- 23) The changing rooms occupy approximately 11% of the new building and the council estimates that 50% of the use will be by the countryside team. The council has apportioned 5.86% of the project costs to VAT-exempt business activities and regards the rest as non-business costs.
- 24) The council's partial exemption calculations show that it is only likely to exceed the £7,500 threshold in 2019/20, although it is possible that a delay in construction could result in the peak being in 2020/21 instead, or possibly result in the threshold being exceeded in both years.
- 25) Even when including the project costs, the council's average VAT on costs relating to exempt activities is less than £3,500 when looked at over a 7-year period. This applies for both 2019/20 and 2020/21.
- 26) The council has not included any VAT relating to the maintenance of football pitches (which are hired out under VAT-exempt agreements) in making these calculations.

Recommendations

- 27) The council should apportion any VAT on the maintenance costs of the playing field between use for football (VAT-exempt) and use as an open space (non-business). This will ensure the calculation is more robust but is unlikely to affect the position.
- 28) VAT apportioned to VAT exempt activities should be reclaimable under the 7-year average procedure described in Section 8.5 of VAT Notice 749. This is the simplest approach, without making the 20-year commitment of a formal Option to Tax. The spreadsheet containing the calculations should be supplied to HMRC when making the final VAT126 claim for any year that exceeds the threshold.
- 29) If the council changes the use of the building in the next 10 years (for example, by leasing part of the building in return for payment), it will need to assess whether any repayment of VAT is required under the CGS, as described in paragraph 20 above. The council may wish to seek further advice at the time if there is any uncertainty.

30) If, for any reason, the 7-year average approach does not provide a solution, the council could look at making an Option to Tax on the Jubilee Hall, including the new annex and sports pitches. We would be happy to advise further on this, but it doesn't seem necessary or appropriate at this stage.

Disclaimer

31) This advice covers the situation based on the information that the council has provided, but The Parkinson Partnership LLP cannot accept responsibility for any errors or omissions on the council's part in providing that information.

32) This advice is provided exclusively for Horndean Parish Council and The Parkinson Partnership LLP accepts no liability towards any other party that may access or use this information as a result of it being disclosed by the council.

I hope this covers all the issues but let me know if you have any questions. Aftercare remains in place through to completion of this project, so do ask for advice if you need it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Parkinson', with a stylized, cursive script.

Steve Parkinson
The Parkinson Partnership LLP

Making an Option to Tax

An Option to Tax is a decision by the council that all future supplies of a building or area of land will become taxable supplies. VAT must then be charged on all room hire and leases, but the council is able to reclaim any VAT incurred as it relates to taxable business activities.

The council would need to make a formal decision to make an Option to Tax, identifying on a map the area of land that will be covered by the Option. HMRC must be notified of that decision within 30 days. Once the Option is in place, the council will need to charge the appropriate rate of VAT on all taxable supplies.

The council should not need HMRC's permission to Opt to Tax, as it has made no prior use of the site and has received no income from it.

An Option to Tax cannot normally be revoked for at least 20 years, although the council will have a six-month "cooling off" period in which it can change its mind after making the decision. The ability to reclaim VAT will apply to all running costs and any future refurbishment costs of the building, as well as the initial construction-related costs.

Making an Option to Tax would affect hirers of the building, as VAT would be added to all charges for use of the premises. Local groups would not be able to reclaim VAT and the council may wish to consider this when setting its charges.

If property is hired to a charity for its non-business activities (other than as a general office) then these charges remain VAT exempt and are not affected by the option to tax (Paragraph 2(2)(b) of Schedule 10 of the VAT Act 1994). This might mean that the council still makes a small amount of VAT exempt supplies, but this is unlikely to affect the VAT reclaim.

The Option to Tax only affects the supply of land and property by the council and has no impact on other supplies which are still taxed at the appropriate rate of VAT for those supplies. The option does not affect services provided by anyone who hires or leases property from the council.

The council should ensure that it follows the guidance in VAT Notice 742A if it decides to make an Option to Tax.



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20th January 2020

SUBJECT OF REPORT: Risk Assessment

At the Full Council Meeting held on the 11th February 2019 the Risk Assessment document was reviewed and adopted with the caveat that Item 18 be amended from DPA to GDPR.

The document attached contains no changes.

*Report Prepared by Simon Ritson, Responsible Finance Officer
January 9th 2020*

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on:

Notes

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

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

7	Banking	a) Inadequate Checks b) Bank errors c) Loss of cheques/cash d) unnecessary charges e) loss of signatories f) collapse of financial institution	1 1 1 1 1 1	1 1 1 1 1 1	a) to e) The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts. f) Diversification of funds across multiple financial institutions.	Existing procedures adequate.
8	Cash	Loss through theft or dishonesty	1	1	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedures adequate.
9	Reporting & Auditing	a) Lack of information and communication b) Register of Members Interests	1 1	1 1	a) A financial statement is produce at every Parish Council Meeting as an agenda item and is approved at the meeting b) Council has appointed an Internal Auditor and audits are carried out regularly	Existing procedures adequate.
10	Costs, expenses and debts	a) Incorrect invoicing b) Cheques incorrect c) Debts outstanding	1 1 1	1 1 1	a) & b) All invoices are checked by officers and are available to view by Councilors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councilors at that meeting. Cheques are signed by at least two Councilors c) Overdue debts are pursued by the Council	Existing procedures adequate.
11	Grants Receivable	Receipts of Grant	1	1	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedures adequate.
12	Grants and Support Payable	Power to pay. Authorisation of Council to pay	1	1	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate.

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

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

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Ref.	Subject	Risks Identified			Management/Control of risks			Review/Assess/Revise
1	Councillors & Staff	Loss of Key Councillors, Loss of Key Staff, Fraud by Councillors or Staff, inappropriate actions by Councillors or staff, Councillor numbers falling below quorums			1	2	2	Existing procedures adequate.
2	Members Interest	a) Conflict of Interests b) Register of Members Interests			1	1	1	Existing procedure adequate. Members have responsibility to update their forms
3	Business	Risk of Council not being able to continue its business due to unexpected circumstances.			1	2	2	Existing procedures adequate.
4	Precept	a) Precept Inadequate b) Precept not applied for c) Conflict of Interests			1	2	2	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept. b) This figure is submitted by the RFO in writing to EHDC. c) The Clerk informs Council when the monies are received
5	Financial Records	a) Inadequate Records b) Register of Members Interests			1	1	1	Existing procedures adequate.
6	VAT	Failure to maintain proper VAT Records and reclaim VAT where appropriate			1	1	1	Existing procedures adequate.

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13	Payroll	a) Remunerations calculated and paid incorrectly b) Tax, NI or pensions calculated and paid incorrectly	1 1	1 1	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedures adequate.
14	Election costs	Risk of an election cost	2	1 2	Council builds an earmarked reserve for this purpose	Existing procedures adequate.
15	Annual Return	Completion & Submission within time limits	1	2 2	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
16	Minutes/Agendas/Notices and Statutory Documents	a) Accuracy and legality b) Business conduct	1 1	1 1	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales.	Existing procedures adequate. Members to adhere to Code of Conduct
17	Insurance	Adequacy and cost	1	2 2	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedures adequate.
18	Data Protection	Non Compliance with GDPR	1	2 2	The Council is registered with the ICO which is renewed annually	Existing procedures adequate.

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19	Freedom of Information Act	Policy and Provision	1	2	2	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedures adequate.
20	Assets	a) Loss or damage	1	1	1	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures	Existing procedures adequate.
		b) Risk/damage to third parties or their property	1	1	1	b) Insurance covers third party risks. Playground equipment is inspected for safety weekly.	
		c) Inaccurate register of assets	1	1	1	c) Acquisitions and disposals of assets are recorded in the Asset Register	
		d) Poor performance of property or amenities	1	1	1	d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action	
		e) Potential loss of income	1	1	1	e) Fees and charges are reviewed annually	
21	Notice Boards	Risk/damage/injury to third parties	1	1	1	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedures adequate.
22	Street Furniture	Risk/damage/injury to third parties	1	3	3	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedures adequate.
23	Meeting Location	Inadequacy / Health & Safety	1	1	1	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing procedures adequate.

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24	Council records, paper	Loss through a) theft	1	1	1	The Parish Council historical records are archived with Hampshire County Council. Current records are at Tyfield House which is protected by fire alarms	Existing procedures adequate.
		b) fire or	1	1	1		
		c) damage	1	1	1		
25	Council records, electronic	Loss through a) theft	1	1	1	Access to Tyfield House is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedures adequate.
		b) fire or	1	1	1		
		c) damage	1	1	1		
		d) corruption of computer files	1	1	1		
26	Countryside Team Activity	a) Staff are injured while working	1	3	3	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	Existing procedures adequate.
		b) members of the public injured by staff carrying out work	1	3	3		
		c) members of public or their property injured/damaged as a result of faulty work by HPC staff	1	2	2		
27	Legal Powers	Illegal activity or payments	1	1	1	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedures adequate.
28	Website	Website function lost, passwords lost	2	1	2	Website administrator is a member of staff. Passwords held by the Office.	Existing procedures adequate.
29	Work Commissioned by Council	a) Insufficient quotations required	1	1	1	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedures adequate.
		b) Work commissioned incorrectly	2	1	2		
		c) Work goes over budget	2	1	2		
		d) Conflicts of interest	1	1	1		



Mrs. C Baverstock-Jones
Horndean Parish Council
Tyfield House
Blendworth Lane
Horndean
Hampshire
PO8 0AA



28th November 2019

Dear Carla,

Re: Land at Cottage Farm, Lovedean Lane, Lovedean

I am writing to you as we are in the early stages of developing proposals for the residential development of the above site. A site location plan is enclosed for ease of reference.

The site currently sits within the settlement policy boundary under the District Council's adopted Local Plan and is also identified for development in the District Council's emerging Local Plan (reference Policy SA36)

As you may be aware, Cottage Farm is situation next to our successful and now completed development of 40 homes known as Norton Heights. I enclose our marketing brochure for this site, and I hope the scheme demonstrates Bargate Homes' high quality approach to house building.

Earlier this year, in May, Bargate Homes were acquired by VIVID, one of the region's largest affordable housing providers. This acquisition has continued our drive to deliver high quality houses for both market sale and affordable housing.

We would be more than happy to come and meet you to discuss the proposals in more detail and answer any questions you may have. We note the next Parish Council meeting is scheduled for 13th January 2020 and we can attend this meeting should you wish.

I trust the enclosed is of interest and I look forward to hearing from you

Yours sincerely,

JONATHAN QUARRELL
LAND AND PLANNING MANAGER

Enc.
Cottage Farm Site Location Plan
Norton Heights Brochure



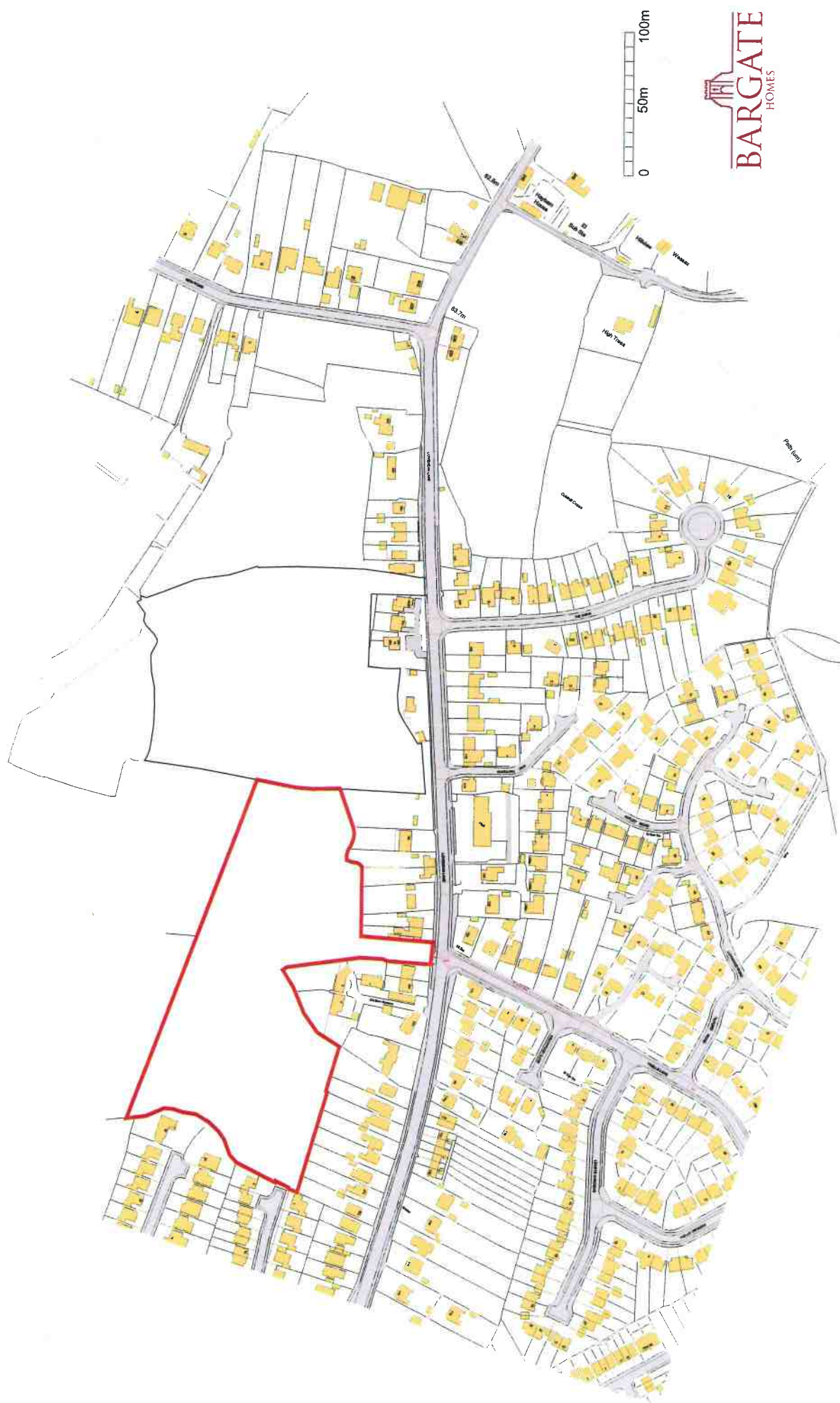
BARGATE HOMES LIMITED

The New Barn, Vicarage Farm Business Park, Winchester Road, Fair Oak, Hampshire SO50 7HD

Phone 023 8060 2255 Email info@bargatehomes.co.uk

Registered in England No. 5626135

Registered Office Peninsular House, Wharf Road, Portsmouth, England, PO2 8HB



HEALTH AND SAFETY POLICY STATEMENT

Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, they will be minimised by substitution or reduction, the use of physical isolation controls, strict adherence to safe systems of work, and as a last resort the use of personal protective equipment.
- Maintain the discipline listed above by regular monitoring, review and enforcement.
- Ensure safe handling and use of substances

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

**Chairman
Members of the Parish Council**

Signed:

Dated:

Chief Officer



The Chief Executive
 Horndean Parish Council
 Tyfield House
 Blendworth Lane
 Waterlooville
 PO8 0AA

Date: 23rd December 2019

62100616-S56-20191223-2225722

Dear Sir/Madam,

AQUIND Interconnector - Notice of Acceptance of an Application for a Development Consent Order (Planning Inspectorate Reference: EN020022)

Section 56 of the Planning Act 2008, Regulation 8 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 and Regulation 16 Infrastructure Planning (Environmental Impact Assessment) Regulations 2017

1. BACKGROUND

- 1.1 On Thursday 14 November 2019 AQUIND Limited ('**Applicant**') submitted an application to the Secretary of State for Business, Energy and Industrial Strategy ('**Secretary of State**') (via the Planning Inspectorate) for a Development Consent Order ('**DCO**') in respect of AQUIND Interconnector ('**Application**'). The Application was accepted for examination on Thursday 12 December 2019 and the Planning Inspectorate will shortly undertake its examination of the Application. The Planning Inspectorate's reference number for the Application is EN020022.
- 1.2 Accordingly, we are now writing to you in accordance with Section 56 of the Planning Act 2008 (the '**PA 2008**'), Regulation 8 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (the '**APFP Regulations**') and Regulation 16 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the '**EIA Regulations**').
- 1.3 This notice has been served on you as you/your organisation has been identified as a prescribed person or body prescribed in accordance with the PA 2008, APFP Regulations and the EIA Regulations that must be notified of the acceptance of the Application, or that has been identified by the Applicant as a person or body that may have an interest in the Application.
- 1.4 More information regarding the acceptance, pre-examination and examination process in respect of an application for a DCO can be found on the Planning Inspectorate's Advice Note 8: Overview of the nationally significant infrastructure process for members of the public and others (December 2016) and the annexes to that advice note, which are available on the Planning Inspectorate's website at <https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

2. SUMMARY OF THE PROJECT

- 2.1 AQUIND Interconnector ('**Project**') is a new 2,000 MW subsea and underground High Voltage Direct Current ('**HVDC**') bi-directional electric power transmission link between the South Coast of England and Normandy in France. By linking the British and French electric power

Central Library, Portsmouth City Council, Guildhall Square, Portsmouth, PO1 2DX	Mon & Fri: 09:30 – 17:00, Tue, Wed & Thu: 09:30 – 18:00, Sat: 10:00 – 15:30
Cosham Library, Spur Road, Cosham, Portsmouth, PO6 3EB	Mon, Tue & Thu: 09:30 – 18:00, Wed & Fri: 09:30 – 17:00, Sat: 10:00 – 15:30
Havant Library, Havant Meridian Centre, Havant, PO9 1UN	Mon, Tue, Thu & Fri: 09:30 – 17:30, Wed: 09:30 – 13:00, Sat: 09:30 – 17:00
Horndean Library, 12 Fiveheads Road, Horndean, PO8 9NW	Mon & Thu: 14:00 – 17:00, Wed: 10:00 – 13:00 & 14:00 – 17:00, Fri: 14:00 – 19:00
Petersfield Library, 27 The Square, Petersfield, GU32 3HH	Mon, Tue, Thu & Sat: 09:00 – 17:00, Wed & Fri: 09:00 – 19:00
Southsea Library, 19-21 Palmerston Road, Southsea, Portsmouth, PO5 3QQ	Mon – Thu: 09:30 – 17:30, Fri: 09:30 – 17:00, Sat: 10:00 – 17:30, Sun: 10:00 – 16:00
Waterlooville Library, The Precinct, Waterlooville, PO7 7DT	Mon, Tue, Wed & Sat: 09:00 – 17:00, Thu & Fri: 09:00 – 19:00
Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ	Mon – Thu: 08:30 – 17:00, Fri: 08:30 – 16:30
Winchester Discovery Centre, Jewry Street, Winchester, SO23 8SB	Mon - Fri: 09:00 – 19:00, Sat: 09:00 – 17:00, Sun: 11:00 – 15:00

- 4.4 Electronic copies of the Application Documents will be made available free of charge on a USB upon request to the Applicant. A paper copy of the complete set of Application Documents is available to be purchased at the cost of £4,250. Paper copies of individual documents are also available on request, subject to reasonable copying charges. Please email aquindconsultation@becg.com or phone 01962 893 869 if you would like to request copies of the Application Documents.

5. COMMENTING ON THE APPLICATION

- 5.1 Now the Application has been accepted for examination persons may register with the Planning Inspectorate and provide a summary of their views of the Application in writing by submitting a 'Relevant Representation' (giving notice of any interest in, or objection to, the Application) in order to become an Interested Party.

AQUINO Interconnector
Site Location Plan

Order Limits

UK/France EEZ
Boundary Line

12 nautical mile
(nmi) limit

[illegible][illegible]

WSP House, 70 Chancery Lane, London, WC2A 1AF, UK.
T +44 (0) 20 7314 5000

AQUIND

AQUIND Interconnector

Application document reference 2.1

Site Location
Sheet 1 of 2

SCALE 11 A 5

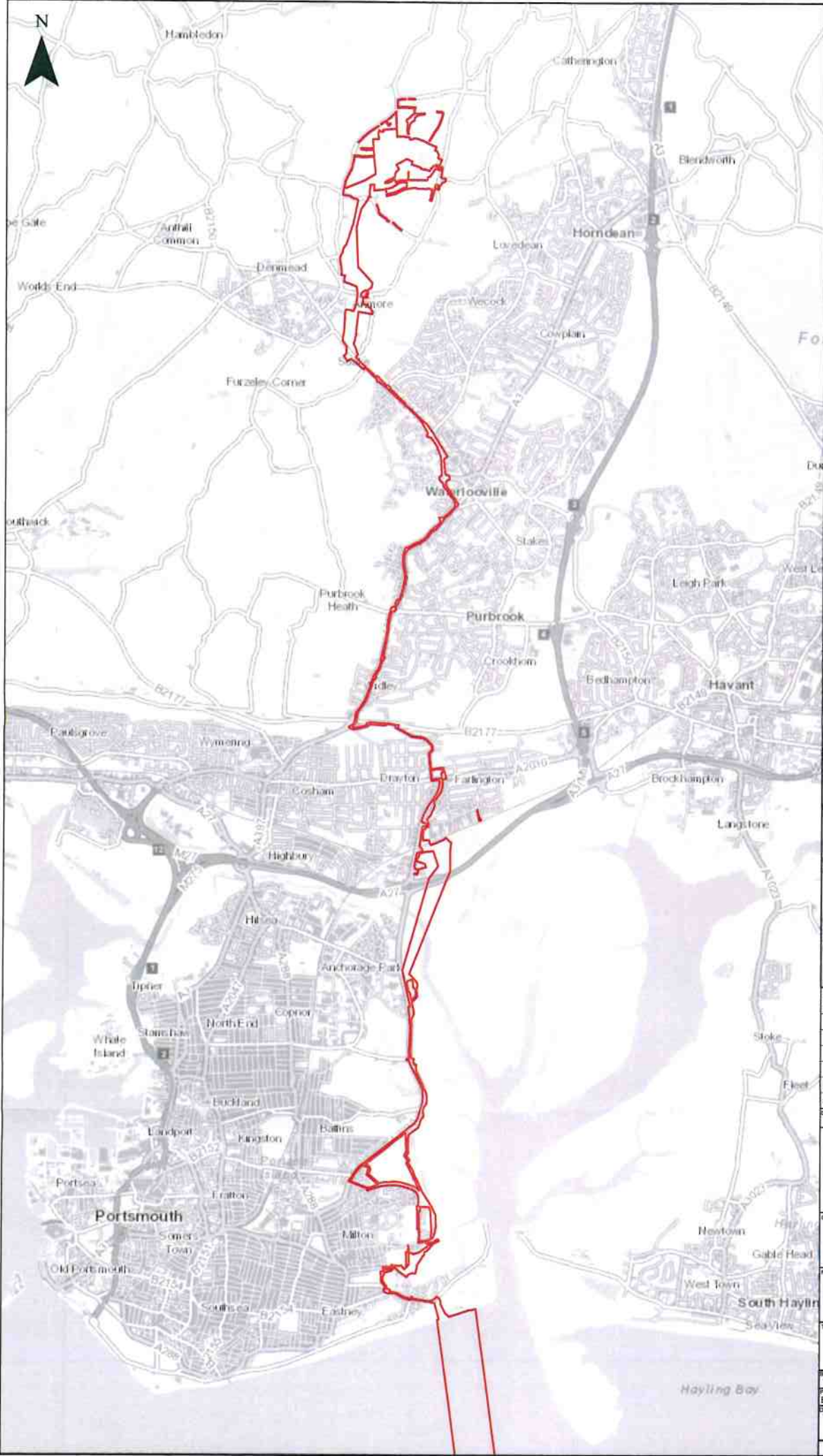
PROJECT NO. P-100-0000	DEVELOPER DL	OWNER DL
---------------------------	-----------------	-------------

Order Number	Unit	Price
220070027	Unit	Unit

EN020022-2.1-SLP-51

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[illegible]



**AQUIND Interconnector
Site Location Plan**

Order Limits

0 500 1,000 2,000 Metres

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Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2008 - Regulation 5(2)(g)

REV	DATE	BY	DESCRIPTION	CHK	APP
01	01/11/2019	DH	FOR ISSUE	DL	DL

DRAWING STATUS: FOR INFORMATION

wsp

WSP House, 70 Chancery Lane, London, WC2A 1AF, UK.
T: +44 (0)20 7314 5000
wsp.com

CLIENT: **AQUIND**

PROJECT: **AQUIND Interconnector**

TITLE: **Application document reference 2.1
Site Location Plan
Sheet 2 of 2**

SCALE AT AS	CHECKED	APPROVED
1:45,000	DL	VB
PROJECT NO	DESIGNED	DRAWN
EN020022	DH	DH
DRAWING NO	DATE	DATE
EN020022-2.1-SLP-Sheet2	05/11/2019	05/11/2019
REV NO	REV NO	REV NO
01	01	01

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Horndean Parish Council Schedule of Meetings 2020-2021

DRAFT

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

	COUNCIL
	FINANCE & GENERAL PURPOSE
	GROUNDS
	PLANNING & PUBLIC SERVICES
	STAFF

	ANNUAL PARISH MEETING
	ANNUAL MEETING
	EVENTS
	BANK HOLIDAY
	OFFICE CLOSURE

May 2020					
Mon	Mon	Mon	Mon		
4	11	18	25		

June 2020					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	

July 2020					
Mon	Mon	Mon	Mon		
6	13	20	27		

August 2020					
Mon	Mon	Mon	Mon	Mon	
3	10	17	24	31	

September 2020					
Mon	Mon	Mon	Mon		
7	14	21	28		

October 2020					
Mon	Mon	Mon	Mon		
5	12	19	26		

November 2020					
Mon	Sun	Mon	Mon	Mon	Mon
2	8	9	16	23	30
2					

December 2020					
Mon	Tue	Mon	Mon	Mon	
7	8	14	21	28	
7					

January 2021					
Mon	Mon	Mon	Mon		
4	11	18	25		

February 2021					
Mon	Mon	Mon	Mon		
1	8	15	22		

March 2021					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	
			22		

April 2021					
Mon	Mon	Mon	Mon		
5	12	19	26		

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL

(Unless otherwise stated on HPC Website. Times may vary particularly when 2 meetings are held on the same day)

Events:
Remembrance Day - 8th November 2020
Carol Service - 8th December 2020

Office Closure Dates:
29th December 2020
30th December 2020
31st December 2020

Bank Holiday Dates
Early May Bank Holiday (VE Day) - 8th May 2020
Spring Bank Holiday - 25th May 2020
Summer Bank Holiday - 31st August 2020
Christmas Day - 25th December 2020
Boxing Day - 26th December 2020
December Bank Holiday - 28th December 2020
New Year's Day - 1st January 2021
Good Friday - 2th April 2021
Easter Monday - 5th April 2021



LIVE

New Essential Infrastructure

Fleet to Lovedean Overhead Line

📍 South East

🏠 [Back to home](#)

The overhead lines running between Fleet and Lovedean have been operational for many years and National Grid has identified the route as needing refurbishment. This includes changing the wires and the glass insulators along the whole route and painting is also required on a limited number of pylons. This will ensure you continue to receive a reliable supply of electricity for your homes or businesses across the Hampshire area for years to come.

Project description

The overhead line route covers 41km in length and approximately 118 pylons. The route crosses through three local council areas across Hampshire, including Hart, East Hampshire and Winchester. The route also goes through the very sensitive South Downs National Park and runs close to the Buster Hill National Nature Reserve.

This multi-million pound investment will involve the replacement and refurbishment of lines along the route ensuring that the electricity supply is suitable for generations to come.

The project has been planned over many months with the contractor, Balfour Beatty, and from November 2019, on site preparations will begin. These preparations will include crucial survey works, clearing any necessary vegetation along the route and preparing access points for National Grid workers and equipment to reach the pylons. It is therefore likely that you will begin to see National Grid or Balfour Beatty workers along the length of the route from late 2019.

The programme of work will be completed in sections during 2020 and will have no impact on power supplies in the area. The main replacement and refurbishing work on the overhead lines is due to take place between April and late September 2020, with the last of the reinstatement work due to be completed by the end of 2020.

The majority of work will be carried out between 7.00am – 7.00pm up to seven days a week. However, there are exceptional circumstances where working outside of these may be necessary.

How Will These Works Affect Me?

The aim is that this work will cause as little impact to your daily life as possible. Depending on where you live and work, the effects will differ. However, many of the pylons and lines that require access are in relatively remote locations and therefore, potential access difficulties are expected but should be minimal. Some areas of work are within residential areas and we will be in close contact with those residents and businesses who will be potentially affected.

We have worked closely with the statutory authorities and councils to ensure transport and other access issues are managed and coordinated locally to minimise disruption to the community whilst these essential works are completed.

National Grid Community Grant Programme

National Grid have a Community Grant Programme which is aimed at organisations and charities in areas where National Grid's work impacts on local people through operations and site activities. Projects run by charities and community groups can receive funding if they meet local community needs by providing a range of social, economic and environmental benefits. If your project meets our criteria, you can apply for a grant of up to £10,000. To find out more click [here](#).

National Grid: Upgrade works

I'm writing to let you know about upgrade works needed to our overhead electricity lines and substation in your area. As a councillor, I wanted to take this opportunity to write to you with more information.

Work will start soon on important refurbishment work on the overhead electricity line in the area in order to make sure that we continue to provide a reliable supply of electricity for homes and businesses. The line runs between Fleet and Lovedean and our work involves replacing the wires in sections that run between the pylons, as well as some minor works to the pylons themselves. Our works are due to get properly underway in early 2020, however, over the coming weeks residents may see our staff and contractors in the area as we begin preparatory and access works around the pylons. For more information on this project please see – www.nationalgridet.com/FleetLovedean.

Upgrade works are also needed at our substation on Broadway Lane, Horndean in order to improve the future security and reliability of the site. This will include making improvements to the substation itself, which involves, replacing the current fence and installing new cameras and lighting.

The majority of works will take place on site, so residents shouldn't be disrupted, however, they may notice a small increase in traffic to the site. We'll do all we can to limit this by making sure deliveries are managed outside peak traffic times i.e. school start and finish.

Please note that this work will not disrupt electricity supplies in the area.

We expect the overhead line works to be completed in late-2020 and the substation upgrade works in mid-2020.

As a local councillor, we would welcome an opportunity to brief you on the project and answer any questions. We will contact you separately about a possible meeting, in the meantime, if you have any questions or would like a tour of the site, please get in contact with our community relations team on **0800 319 6188** or email nationalgrid@FleetLovedean.co.uk. You can also write to us using our freepost address at the top of this letter.

Due to the incredibly positive response from local councils and parish councils wanting to meet, we have instead organised two briefing events. The invites were sent by email this morning and we have proposed private events on:

- Thursday 30 January 2020, 3-7pm at Binsted Village Hall, The Wickham Institute, Church Street, Binsted, Hampshire, GU34 4NX
- Tuesday 11 February 2020, 3-7pm at King George V Memorial Hall, High Cross, Froxfield, Hampshire, GU32 1EG

We hope this allows councillors to attend at a time suitable to them and learn more about the project.

Subject: Local Cycling and Walking Infrastructure Plan

Dear All

EHDC is progressing the development of a Local Cycling and Walking Infrastructure Plan, for which we shall be launching a six week period of public engagement in the form of a short questionnaire during the week commencing 6 January 2020.

Improving walking and cycling in the district is one of the priorities of the Enhance East Hampshire Strategy, and as part of this we would value your input and feedback, as the larger areas of the district, on the LCWIP Technical Report before we go out to the public, in particular any comments you may have on the interventions that are detailed in your area.

We have also passed the report to Hampshire County Council and South Downs National Park Authority for their consideration and are awaiting their input. We will include all Parish Councils as part of the wider engagement in January.

The document is currently in draft form which we are reviewing before the public engagement; it is therefore not yet ready for public distribution and we would ask that you keep it confidential at this stage. The Strategy will then be finalised next year following analysis of the comments and responses to the questionnaire we receive as part of the public engagement.

If you would like to submit any comments to us please email me within the next two weeks, by Monday 11 November 2019.

Kind regards

Emma Baxter
Community Infrastructure Officer
East Hampshire District Council, Penns Place, Petersfield GU31 4EX
Direct Tel: 01730 234135