



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD AT
THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 16th MAY 2023 COMMENCING AT 7.30pm**

10th May 2023

Andrea Mann, Clerk

Members of the public are welcome to attend in person or watch online:

<https://us02web.zoom.us/j/87682634735?pwd=cEFicmJjQmdJUXZpbGloOSSt4OHpRQT09>

Meeting ID: 876 8263 4735

Passcode: 572875

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| 1/23 | Election of the Chair of the Council and receipt of their declaration of acceptance of office |
| 2/23 | To agree a councillor to preside over the meeting, if required, should the elected Chair not be present at the meeting |
| 3/23 | Election of the Vice-Chair of the Council |
| 4/23 | To receive apologies for absence |
| 5/23 | To receive declarations of interests and requests for dispensation relating to any item on the agenda |
| 6/23 | Approval of Minutes
To approve the minutes of the extraordinary meeting held on 2 nd May 2023 (281-317/22). |
| 7/23 | General Power of Competence
To declare that Odiham Parish Council is eligible to exercise the General Power of Competence (GPC) by meeting the Prescribed Conditions (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965). |
| 8/23 | Chair's Announcements |
| 9/23 | Public Session
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at https://odihamparishcouncil.gov.uk/council/policies-and-publications or contact the Parish Office for further advice. |

Councillor Reports

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/23 | Meeting reports from Councillors
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings. |
| 11/23 | Reports from other Councils
To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham. |



General

- 12/23 To consider Matters Arising from the Minutes not elsewhere on the agenda (page 4)**
- 13/23 OPC's Governance for the ensuing year (pages 5-14)**
To review and agree:
- Committee Structure (latest structure attached, page 5)
 - Committee terms of reference (pages 6-12)
 - Membership of committees (current memberships see pages 13-14)
 - Appointment of committee Chairs and Vice Chairs (where required)
- 14/23 Working Groups (page 15)**
- To review OPC's current list of Working Groups and agree to close any groups no longer required.
 - To agree any changes to the memberships.
- 15/23 Outside Bodies**
To agree the appointment of representatives to outside bodies for:
- The Odiham Society
 - Basingstoke Canal Society
 - Odiham Common
 - Leapfrogs
 - Flood Forum
 - InOdiham
 - North Warnborough Village Hall
 - Odiham Consolidated Charities (noting former Cllr Ball was appointed as a trustee January 2021 for a 4 year term).
- 16/23 Parish Engagement Plan for Hart Countryside Service (pages 16-22)**
To note correspondence from the Hart Countryside Service setting out Hart's Parish Engagement Plan relating to Odiham Common and Broad Oak Common.
- Hart Officers have requested a meeting with the Clerk 27th June at 10am to discuss this further and a councillor is invited to join this meeting.
- 17/23 Neighbourhood Plan Review**
To consider delegation to the Clerk in consultation with the Chair and Vice Chair of the Planning & Development Committee to research funding for the Neighbourhood Plan Review and to submit a funding application.
- 18/23 Countryside Conservation Volunteer Work Group (pages 23-25)**
- To receive a progress report from Cllr Bell and note the next work day.
 - To note Cllr Bell's successful grant award from Hampshire Countryside Services in the value of £2,270.63 for improvement works to paths leading to the Deer Park.
 - To consider expenditure totalling £356.62 from the Grounds Maintenance earmarked reserve (pages 23-25).

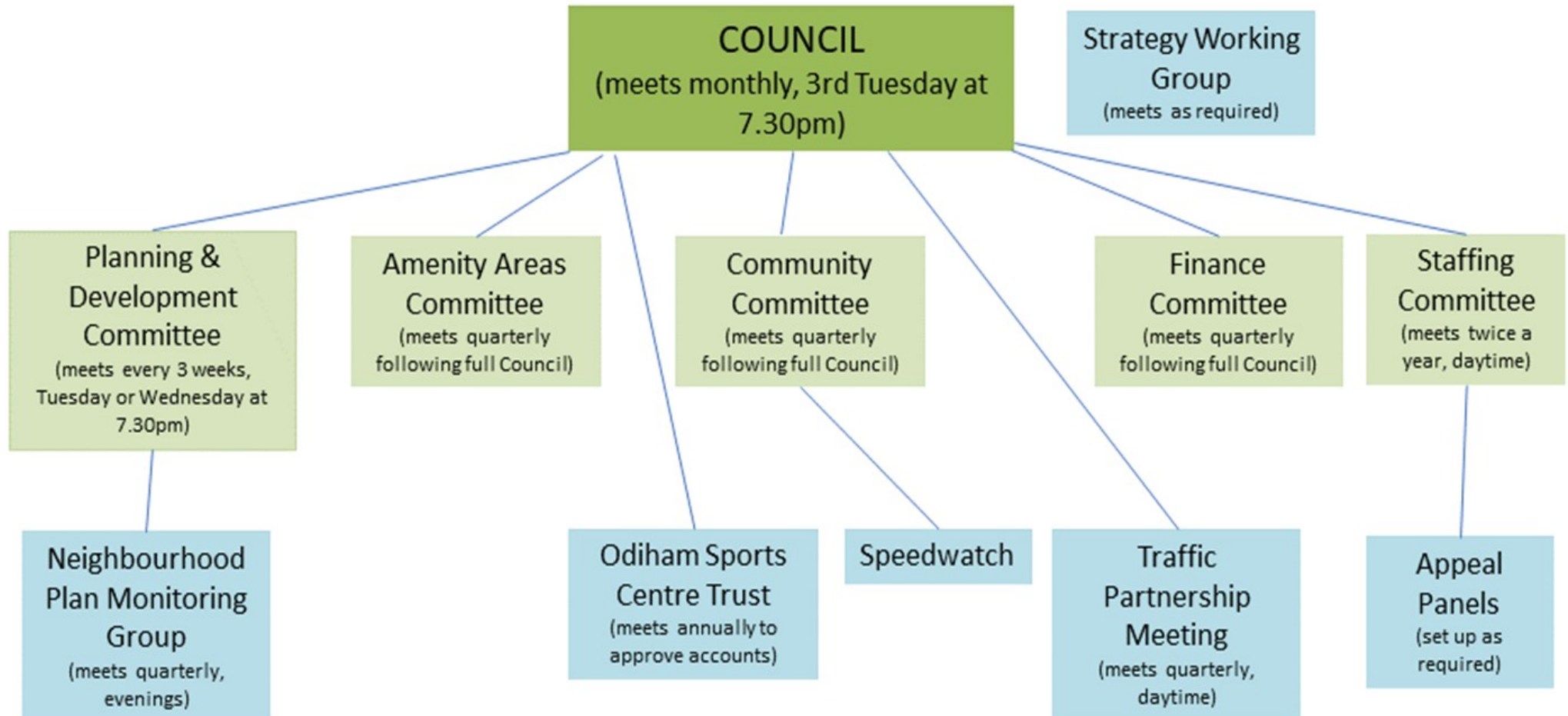


Financial Matters

- 19/23 Cheque Signatories** To review the list of cheque signatories for all accounts and agree any changes to bank mandates (page 26)
- 20/23 Payments Listing (to be circulated to Councillors separately)**
To approve the payments listing for the period 3rd to 16th May and appoint 2 Councillors to complete the payment approval process for outstanding payments.
- 21/23 Bench repair Chamberlain Gardens (to follow)**
To consider options and quotes to replace the bench next to the Chamberlain Gardens play area following the Amenities Areas Committee decision to consider replacement.
- 22/23 To confirm date of next meeting**
20th June.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Mar-23	258/22	Clerk	Change previous minutes from draft and add to website.	Complete
	265/22	Clerk	Add subscriptions & contracts report to website.	Complete
			Complete actions: code alarm testing to Chapel Cottage, check timer on lights King St toilets, cancel previous website hosting.	Part complete
	266/22i	Clerk	Notify design agency of OPC's agreement of new OPC logo and start to use.	Complete
	266/22ii	Clerk	Ask design agency to revise Bridewell logo and circulate to Councillors by email.	Complete & on agenda
	268/22	Clerk	Publish details of Bridewell business plan on website.	
	269/22	Clerk	Notify InOdiham of grant award for floral displays.	Complete
			Make payment	On agenda
	270/22	Clerk	Notify developer of OPC's decision on road name for Crownfields NP site.	Complete & on agenda
	271/22	Clerk	Notify Cllr Glen of OPC's decision regarding parking in The Bury.	Complete
	272/22	Clerk	Respond to Tennis Club with OPC's agreement re LED bulbs for floodlights.	Complete
	275/22	Clerk	Submit OPC's comments on planning applications to Hart.	Complete
	276/22	Clerk/CllrsRC&PV	Set up payments online and 2 Councillors to approve.	Complete
	279/22i	Clerk	Research and arrange for curtain in Library ante-room to create storage area.	In progress
	279/22ii	Clerk	Award contract for repairs to north facing wall.	Complete. Work estimated June.
		Clerk	Forward method statement to Hart planning in response to condition applied.	
	280/22	Clerk	Refer agenda item adding gates to both chapels to future meeting when structural surveyor's report is available.	On agenda
Apr-23	283/22	Clerk	Change previous minutes from draft and add to website.	Complete
	290/22i	Clerk	Write to Bridewell tenants and users to notify of building works.	Complete
	290/22ii	Clerk	Check with Hart Conservation Officer how to progress method statement for north facing wall repairs.	Enquiry sent
		Clerk	Submit method statement to Hart to comply with LBC condition.	
	290/22iii	Clerk/Amc	Speak to design agency re change in Bridewell artwork.	Complete
	290/22iv	Clerk/MH	Revise final Bridewell hiring agreements.	Complete
		Clerk	Add new Bridewell hiring agreements to website and promote.	
	290/22v	Clerk	Refer date of Bridewell hiring to future meeting when toilet installation date known.	On agenda 02.05.23
	290/22vi	Clerk	Refer decision on whether to hold a small launch event to a future meeting.	On agenda 02.05.23
	290/22vii	Clerk	Respond to Hart re OPC's declaration to express interest in Bridewell ACV.	Complete
	291/22	Clerk	Research and implement Stripe online payments for Bridewell hires.	
	292/22	Clerk	Respond to OdSoc with OPC's response on their listed building application for Parish Room.	Complete
	292/22	Clerk/AO	Obtain comparative quote for Parish Room roof repair.	
	293/22	Clerk	Respond to Somerset Websites with OPC's decision that weekly back ups are sufficient.	Complete
	294/22iv	Clerk	Contact developer and Hart planning re correspondence from residents on vehicles using Rec Rd to access Crownfields site.	Complete
	295/22	Clerk	Revise Book Exchange plan when new toilet installed and issue revision to Book Exchange.	
	296/22	Clerk	Add review of strategic priorities to website.	Complete
		Clerk	Add list of projects suitable for S106/CIL spending to website.	Complete
		Councillors	Hold strategy workshop for new council.	23.05.23
	297/22	Clerk	Sign and return Parish Lengthsman's contract.	Complete
	299/22	Clerk/AO	Return quote for installing "tell-tales" to future meeting with quote for repointing entire Chapel Cottage chimney.	
	301/22	Clerk	Submit planning decisions to Hart.	Complete
	302/22	Clerk/RC/Amc	Set up payments online and approve.	Complete
	305/22	Clerk/AO	Arrange for Heras fencing to be removed from Chapels.	Complete
		Clerk	Investigate whether listed building consent is required for gates on Chapel porches.	Enquiry sent
May-23	308/22	Clerk	Change previous minutes from draft and add to website.	Complete
	311/22i	Clerk	Award contract for revised toilet installation quote.	Complete
	311/22ii	Clerk	Refer date of Bridewell hiring to future meeting when toilet installation date known.	Refer to future meeting
		RC	Forward details of Parish News advertising to Clerk.	Complete
	311/22iii	Clerk	Refer decision on whether to hold a small launch event to a future meeting.	Refer to future meeting
	311/22iv	Clerk	Submit method statement to Hart to comply with LBC condition.	
	312/22i	Clerk	Respond to Shanly Homes with OPC's decision on proposed landscape plan for 0.25 hectares pre-school land.	Complete
	312/22ii	Clerk/LC	Agree how to liaise with Leapfrogs re future use of 0.25 hectares pre-school land in Crownfields developoment.	
	313/22	Clerk/AO	Obtain comparative quote for Parish Room roof repair.	
	314/22	Clerk/MH	Confirm final Bridewell logos, obtain picture files and add to hiring agreements.	Complete
	315/22	Clerk/RC/PV	Set up payments online and approve.	Complete
	316/22	Clerk	Submit planning decision to Hart.	Complete

Odiham Parish Council Committee Structure





Planning and Development Committee Terms of Reference

1. The Committee is constituted to represent Odiham Parish Council in all planning and development matters referred to Odiham Parish Council by the Local, and other Planning Authorities.
2. The Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. All serving Councillors may request to be appointed to the Committee.
4. The Council will appoint a Chair of the Planning and Development Committee at the Annual Meeting of the Council and may elect a Vice Chair as per Standing Order no 3 (e) (vi).
5. The Committee will be quorate in accordance with the Council's Standing Order 1 (w) and meetings will normally be held in line with the published Parish Council meeting timetable.
6. In the case of responses to planning applications, the Committee may exceptionally, if necessary for timing reasons, agree its response by email, subject to the normal quorum.
- ~~7. Planning applications shall be circulated, normally by e-mail, to all Committee members with the agenda as soon as possible after receipt by the Administrator from the Planning Authority.~~
- ~~7. If a committee member is unable to attend a meeting, they should circulate their comments to other committee members at~~At least 48 hours before any committee meeting, ~~members of the planning committee will normally circulate to each other their comments on applications on the agenda.~~
9. If three councillors consider an application to be of great importance to the parish, they may ask the Committee for a deferral to pass the decision either to the next Full Council Meeting, or if a time regulated decision is required the Clerk may add this to a full council agenda or, arrange for an extraordinary meeting to be called.
10. The Committee has an obligation to ensure that all comments available to it in reasonable time prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
11. The Committee allows members of the public, applicants and agents to address the committee on planning applications under consideration ~~by prior agreement with the Administrator or the Chair (or in the Chair's absence the Vice Chair) of the Committee.~~ One member of the public may speak for 3 minutes in support of and one for 3 minutes against each application.
12. Responses ~~— the Clerk-Administrator~~ will submit the Committee's recommendations to the Planning Authority, or other relevant body and will ensure that communications

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arrive within the timescale required by the Planning Authority. ~~Such comment will also be copied to the appropriate District or County Council member.~~

13. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the council's views to the Planning Inspector.

~~14.~~ The Committee may nominate a representative from the Committee to attend the Planning Authority's planning meetings to represent the Committee's views in respect of planning applications.

~~44-15.~~

~~45-16.~~ The committee will commit to engage in public with residents and developers for pre-application consultation as far as is reasonably practical.

~~46-17.~~ All external correspondence should be conducted through, or at least copied to the Administrator.

~~47-18.~~ The Committee is responsible for the development and maintenance of any documents and records necessary for the effective fulfilment of its duties as listed above. These should be made known to members joining the Committee for the first time.

~~48-19.~~ These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Amenity Committee Terms of Reference

1. The Committee is constituted to represent Odiham Parish Council (the council) in its objective of ensuring safe public access to Council owned or managed areas or assets. These areas and assets are to be maintained with consideration to environmental, aesthetic and operational standards.
2. The Committee holds delegated authority from the Council as defined under item 3 (d) of the Council's Standing Orders.
3. All serving Councillors may request to be appointed to the Committee.
4. The Council will appoint a Chair of the Amenity Committee at the Annual Meeting of the Council and may elect a Vice Chair as per Standing Order no 3 (e) (vi).
5. The Committee will be quorate in accordance with the Standing Order 1 (w) and meetings will normally be held in line with the published Parish Council meeting timetable as determined by the Council.
6. The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
7. Working parties and Advisory Committees established under the Committee's powers and undertaking roles which are the responsibility of the Committee will be formed with explicit and independent Terms of Reference as required by Standing Orders.
8. The Committee shall ensure that full financial details and information is kept of all expenditure whether run directly or through working parties and shall present such information to the Council periodically.
9. These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Community Committee Terms of Reference

1. The Committee is constituted to represent Odiham Parish Council in helping to foster a vibrant community through partnership with public and private organisations.
2. The Committee seeks to achieve this objective by working and liaising with other parish groups and organisations to help them achieve their objectives within the scope of the Council's legal powers and responsibilities.
3. The committee will take the lead role in organising any events that the Parish Council may decide to hold.
4. The Committee holds delegated authority from the Council as defined under item 3 (d) of the Council's Standing Orders.
5. All serving Councillors may request to be appointed to the Committee.
6. The Council will appoint a Chair of the Community Committee at the Annual Meeting of the Council may elect a Vice Chair as per Standing Order no 3 (e) (vi).
7. The Committee will be quorate in accordance with the Standing Order 1 (w) and meetings will normally be held in line with the published Parish Council meeting timetable as determined by the Council.
8. The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
9. The Committee is responsible for approving the disbursement of grants provided for specific events or parish organisations as identified in the Council's annual budget and only in accordance with the Council's Grant Giving Policy (As per Financial Regulation 1.14 grants in excess of £5000 need to be approved by Full Council).
10. Working parties and Advisory Committees established under the Committee's powers and undertaking roles which are the responsibility of the Committee will be formed with explicit and independent Terms of Reference as required by Standing Orders.
11. The Committee shall ensure that full financial details and information are kept of all events whether run directly, through working parties, or by grant funding to third party organisations and shall present such information to the Council periodically. This requirement will be a condition of the provision of grant funding to third parties. The Committee may require funding to third parties to be made against invoiced expenses. The Committee is empowered only to approve funding for future expenditure incurred by third parties. ~~It cannot fund expenditure unless previously approved by this committee.~~
12. These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Staffing Committee Terms of Reference

1. The Staffing Committee is constituted to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Staffing Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. Membership of the Staffing Committee is at least 3 and no more than 5 Cllrs appointed at the Annual Meeting of Odiham Parish Council. Adjustments to membership may be made at meetings of Full Council where necessary.
4. The Council will appoint a Chair of the Staffing Committee at the Annual Meeting of the Council.
5. All members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.
6. The Committee will be quorate in accordance with Standing Order 1 (w). There will be at least two meetings held each year; one to review salaries for staff prior to budget setting and one to appoint a member (with the Chair) to carry out the Clerk's appraisals. Other meetings will be called by the Chair as and when required.
7. Business of the Committee shall be conducted in normal sessions where possible and moved into closed sessions, other than to members of the full Council, where information is of a sensitive nature of personal, identifiable information.
8. Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session where appropriate and approved at the next meeting of the Committee.
9. The Staffing Committee will be responsible for:
 - a) Management of the Clerk, to include:-
 - i. authorisation of sick leave, annual leave, and additional hours in advance on a monthly basis – to be managed via email as required
 - ii. the discussion of sensitive matters such as informal grievances and disciplinary matters.
 - iii. making recommendations on decisions relating to recruitment or termination of the Clerk's employment contract to Full Council
 - b) The appointment of a Councillor to take responsibility for day to day line management of the Clerk (Proper Officer/RFO) including the responsibilities set out in 9a (i) and (ii).
 - c) Recruiting staff (in consultation with the Clerk for all roles except the role of the Clerk).
 - d) Appointing a recruitment panel when necessary for the recruitment of all staff. Recruitment panels will normally include at least ~~three~~two members plus the Clerk except where the appointment is for a new Clerk (Proper Officer/RFO). A panel may include a co-opted specialist.



- e) Carrying out recruitment to provide a recommended candidate for approval by Full Council for the appointment of a Clerk (Proper Officer/RFO).
- f) Monitoring the probationary period of a new Clerk (Proper Officer/RFO).
- g) Conducting the assessment after completion of the probationary period of a new Clerk (Proper Officer/RFO).
- h) Determining terms and conditions of employment for all staff, in consultation with the Clerk (Proper Officer/RFO) except where the post is Clerk (Proper Officer/RFO).
- i) Appointing a member, together with the Chairman, to carry out the Clerk (Proper Officer/RFO)'s appraisal and providing a report to Full Council.
- j) Recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines.
- k) Recommending to full council each year the necessary programme and budget for staff training after consideration of staff training needs in consultation with the Clerk (Proper Officer/RFO).
- l) Approval of the programme of training and expenditure for staff training within the agreed budget.
- m) Reviewing staff policies and procedures, taking into account Employment Law, Health and Safety Law and conditions of service as recommended by HALC.
- n) Reviewing staff pension arrangements and making recommendations to Full Council.
- o) Ensuring that the Clerk (Proper Officer/RFO) has everything required for managing other staff and offering support when required.
- p) Dealing with any staff grievances and disciplinary matters in accordance with the Council's Disciplinary and Grievance Policy.
- q) Working to determine the staffing levels necessary to efficiently discharge the work required by the council, reviewing the workloads periodically with the Clerk (Proper Officer/RFO) and making any necessary recommendations in respect thereof to the full council.
- r) Working with the Clerk (Proper Officer/RFO) to ensure that the working practices of the Council are as efficient as possible and use the most appropriate tools.
- s) Managing long term sickness and incidents at work with the Clerk (Proper Officer/RFO).
- t) Being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice.
- u) Managing any issues referred to the committee by the Full Council.

These Terms of Reference for the Staffing Committee shall be reviewed annually at the Annual Meeting of Odiham Parish Council



Odiham Parish Council

Committee objectives, membership and initiatives

Committee	Overall objective	Within Council policy to exercise the powers of the Council in relation to the management, maintenance and regulation of:	2022/23 Membership	2023/24 Membership	Identified initiatives
Amenity Areas (Quarterly)	To deliver safe public access to Council owned or managed assets maintained with consideration to environmental, aesthetic and operational standards.	All OPC owned land & buildings (excluding The Bridewell Community Hub project work).	Cllr R Coleman (Chair) Cllr K Ball Cllr L Cornall Cllr T Griffith Cllr A McFarlane Cllr D Sanger Cllr C Seabrook Cllr P Verdon	Quorum 3	<ul style="list-style-type: none"> Maintenance of public benches and noticeboards including new picnic benches. Allocation of work under the Lengthsman Scheme. Climate Action Plan projects relating to OPC owned open spaces. Charging of cemetery, allotments and asset hire. New area of reflection in Odiham Cemetery. Associated service contracts – main grounds contract expires March 2024.
Community (2 monthly)	To help foster a vibrant community through partnership with residents, voluntary community organisations, schools and High St businesses.	<ul style="list-style-type: none"> - OPC events - Community grants and G Rothery bequest - PR & publicity - Community liaison/consultation - Tourism - Christmas trees and lights - Community awards - High St flags & bunting - Speedwatch 	Cllr A McFarlane (Chair) Cllr K Ball Cllr S Bell Cllr T Griffith Cllr D Sanger Cllr C Seabrook Cllr P Verdon	Quorum 3	<ul style="list-style-type: none"> Liaison with and support to InOdiham Fireworks event with the Lions Annual Parish Assembly Promotion of the village Newsletter oversight (all councillors involved in preparation) Armed Forces Day with InOdiham – to be clarified The Greening Campaign Other community focussed Climate Action Plan projects. Christmas event. Youth projects New flagpoles
Planning & Development (3 weekly, on Zoom. All decisions are ratified by the next available full Council mtg)	To deliver and enforce an agreed framework for encouraging development compatible with the heritage and character of the parish according to the NH Plan	<ul style="list-style-type: none"> - Review of planning applications, including trees - Planning enforcement - Village Design Statement - Local plan input - Housing and employment - Conservation Area Appraisal 	Cllr P Verdon (Chair) Cllr K Ball Cllr S Bell Cllr R Coleman Cllr L Cornall I (Vice Chair) Cllr H Tyler	Quorum 3	<ul style="list-style-type: none"> Rural Exception Site. Conservation Area Appraisal. Neighbourhood Plan Review. Liaison with NP site developers. Review and responses to Local Plan updates. Review and responses to national consultation on planning matters.



Odiham Parish Council

Committee objectives, membership and initiatives

Committee	Overall objective	Within Council policy to exercise the powers of the Council in relation to the management, maintenance and regulation of:	2021/22 Membership	2022/23 Membership	Identified initiatives
Staffing (Minimum two per year)	To ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety	To work with in partnership with the Clerk to respond to all staff related matters.	Cllr A McFarlane (Chair) Cllr R Coleman Cllr C Seabrook Cllr P Verdon	Quorum 3	<ul style="list-style-type: none"> • Support meetings to the Clerk. • The Clerk's appraisal. • Pension arrangements. • Recommendation of annual salary budget to full Council. • Training & Development Policy, arrangements and record keeping of all staff and councillor training completed. • Disciplinary and Grievance arrangements, unless a separate Appeal Panel is required.
Finance (Quarterly plus extra during budget setting)	To ensure all OPC's financial practices and reporting and carried out in accordance with legislation and best practice guidance	To oversee OPC's financial affairs, except where law prevents such delegation from the full Council	Cllr R Coleman (Chair) Cllr L Cornall Cllr A McFarlane Cllr H Tyler Cllr P Verdon	Quorum 3	<ul style="list-style-type: none"> • Undertake quarterly reviews of OPC's income and expenditure, payments list, bank and reserves balances. • Approve monthly bank reconciliations as prepared by the RFO. • Monitor the Council's bank balances and investments. • Monitor general and earmarked reserves. • Scrutinise all aspects of the Councils financial business • The review and development of financial policies • The review of new financial related legislation • The preparation of the annual budget and precept • The review of and changes to banking and investment arrangements • Matters arising from (but not the approval of) internal and external audit reports

REPORT ON: Working Groups
WRITTEN BY: Parish Clerk
MEETING DATE: 16th May 2023
AGENDA ITEMS: 14/23

Introduction

Below is a list of current OPC Working Groups:

Working Group	Set up/last reviewed	Proposed end date
Armed Forces Day	April 2019	Ongoing
Neighbourhood Plan Monitoring Group	May 2019	Ongoing
Strategy Working Group	July 2019	Ongoing
Community Award Sub-Committee	July 2021	Ongoing
The Bridewell Working Group	July 2021	Ongoing
Environment and Climate Change Working Group	November 2021	Ongoing
Countryside Conservation Volunteers Working Group	October 2022	Ongoing
Coronation Celebrations Working Group	January 2023	Disband

For Decision

To review the above list and agree any additions or deletions.



Hart District Council
Harlington Way
Fleet, Hampshire
GU51 4AE

Telephone: 01252 622122
www.hart.gov.uk
DX:32632 FLEET

28th April 2023

Reg: Parish Engagement Plan

Dear Andrea,

In December 2022, a parish engagement plan for Hart Countryside Service was adopted at cabinet.

This plan sets out how we will positively and proactively engage with parish councils on the management of green spaces owned by the Council, within their parish area. We saw this as an opportunity to build strong relationships across all parish's where we have influence. This plan is an overarching view and starting point of how we will meet, connect and engage with the parishes, for the betterment of the community, providing a structure for partnership working and relationship building.

The engagement plan recognises that each parish council and their communities will require a different level of communication, depending on the type of green space or projects that are taking place within the parish. This plan gives the space to allow us to tailor our engagement to each parish council, so that we have a positive working relationship to the mutual benefit of both authorities, working in partnership to communicate effectively to the public, but also to create and maintain exceptional green spaces.

I am writing to you today to let you know that we intend to implement this plan from May 2023 onwards, when we will have the resource available to start this positive, and we hope, mutually beneficial, engagement.

Please see attached a copy of the engagement plan for your information. Leigh Wallace, the Countryside Manager, will be in touch again during May, to organise an initial discussion as to how this will work best for your parish council.

If you have any questions, please do not hesitate to email us at countryside@hart.gov.uk.

Kind regards,

A handwritten signature in black ink, appearing to be 'Adam Green', with a stylized, flowing script.

Adam Green
Environmental Promotion Service Manager



Countryside Engagement Plan

Engaging with residents through Parish Councils

November 2022

Introduction

This plan outlines the countryside services strategy for engaging with its residents, specifically through engagement with parish councils.

Hart District Council is primarily committed to engaging with and informing parish councils of site works and activities as they represent the voice of the community at a local level. Good communications and engagement with parish councils is therefore key to Hart Countryside's overarching engagement plan. Through their voice we can engage with all residents in a parish ward, not just a site's adjoining landowners.

Successful engagement with local people will reduce instances of discontent, helping to build a positive relationship with the communities which we serve. We also hope understanding why these works are taking place might inspire the next generation of countryside ambassadors. Strong partnership working will help to identify common interests and help identify opportunities for joint working, helping to save costs.

This plan sits in line with the councils [Corporate Communications and Engagement Strategy](#). They should not be read in isolation. The Countryside plan focuses on specific engagement with parish councils as an outcome of informing the local community of management activities and decisions on our countryside sites.

Key Stakeholders

Hart District Council engages and works with many different stakeholders in order to maintain 16 sites, equating to 425 hectares of land or 1050 acres. Stakeholder groups include:

- Other Local Authorities
- Parish Councils
- Residents
- County Councils
- Volunteers
- Interested groups such as the Hartley Wintney Heritage Society
- NGO's (Charities etc)

Table 1. List of countryside sites and parish they sit within.

Name	Parish area
Fleet Pond	Fleet
Hartland Country Park	Fleet
Edenbrook Country Park	Fleet
Bramshot Farm Country Park	Fleet
Elvetham Heath Nature Reserve	Elvetham
Odiham Common	Odiham
Broad Oak Common	Odiham
Hazeley Heath	Hartley Wintney / Mattingley

Hartley Wintney Central Commons Includes: <ul style="list-style-type: none"> • Central Common • Cricketers Green • Causeway Green • Hunts Common 	Hartley Wintney
Phoenix Green	Hartley Wintney
Queen Elizabeth II Fields	Hartley Wintney
West Green Common	Hartley Wintney
Stoken Green	Hartley Wintney
Cricket Hill Pond	Yateley
Royal Oak Valley	Yateley
Whitewater Meadows	Hook
Ashwell's Copse	Hook

Each site is unique and has its own countryside management plan tailored specifically to the site's ecology and habitats. The countryside services engagement plan needs to take account of each areas unique characteristics and adapt to changing communities and evolving priorities. Each site management plan will have a section on engagement, which will reflect these site-specific differences.

Hart District Council's Communications Channels

Digital

The countryside service regularly schedule countryside specific social media posts that go out on our main corporate channels listed below:

Facebook

The official Facebook page for Hart District Council, run by the Communications team can be found here: facebook.com/HartDistrictCouncil. On this page there is a range of information from each service area and the latest news from across the district.

Twitter

The official twitter channel of Hart District Council can be found here: [@HartCouncil](https://twitter.com/HartCouncil). Keeping up to date with projects, the latest news and events across the district

Instagram

Harts Districts official [Instagram account](#) keeps up to date with projects, the latest news and events across the district.

LinkedIn

The Council update our [LinkedIn page](#) regularly with business news.

YouTube

[Hart District Council YouTube Channel](#). This is used to live stream Council meetings.

Website

Hart's Countryside Service has its own pages on Hart District Councils website. These can be found under: hart.gov.uk/countryside-nature. Information about all our sites, projects, volunteering, and events can be found here.

Publications

Hart District Council publish [Hart News](#) twice a year - in the spring/summer and autumn/winter – it is delivered to all households in Hart District. Hart News is used to tell residents about the services we provide, local activities and events. There is also information in Hart News about some of the things the council's partners, such as the police and local housing associations, are doing.

Limited advertising space is offered for local businesses and organisations, for more information, stakeholders can email hartnews@hart.gov.uk or download the council's [media pack](#).

Councillor Connect is an electronic publication that is circulated every other week. Its content is aimed specifically at Parish and Town councillors to keep them in the loop about Hart's activities and any other related information.

At each countryside site there is a site notice board. Updates and notifications about works are displayed here on the noticeboards on posters.

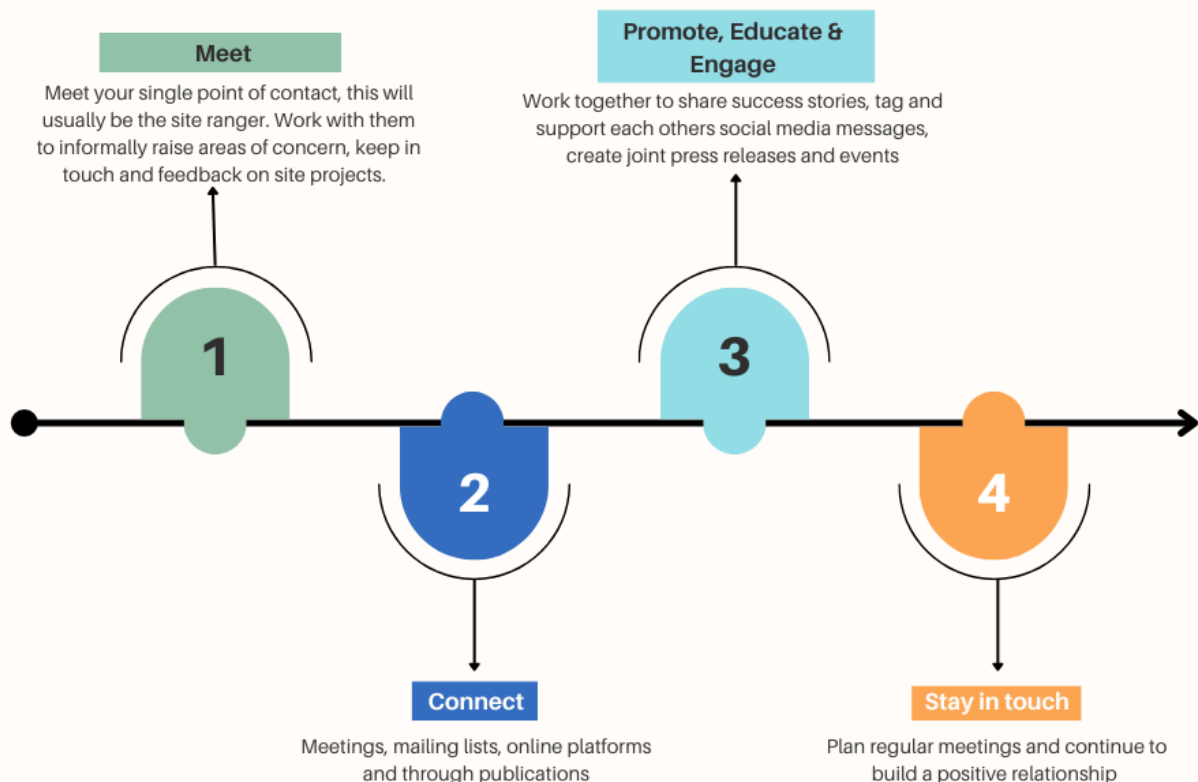
The Countryside Service also makes use of local press, magazines, leaflets and/or any publication to engage with its target audience. HDC will work with Parish councils to identify key contact points for the community and provide content for any relevant communications. For example, Contact magazine in Hartley Wintney and the Fleet Pond Society's members newsletter.

Feedback and complaints

Hart District Council hopes that parish councils will be happy with the service they receive. The Council always strives to build strong working relationships with stakeholders and when we get it right, we hope to hear from our partners. Feedback can be provided by filling in the council's [customer feedback form](#).

Hart District Council's [customer care standards](#) set out our promise around our services. We endeavour to get things right first time, but when things do go wrong, we want to know, so that we can put it right. More about Hart District Councils full feedback and complaints process can be found here: hart.gov.uk/feedback

Parish Council Engagement Plan



Meet

The area site ranger will formally meet with representatives from the parish council to discuss present and future works on site. They will also discuss successes and lessons learnt from previous projects. This will give the parish an opportunity to record any issues, concerns or positive feedback that is being raised by their residents. We aim for these meetings to take place every quarter as a maximum but may be less if both parties agree.

The area site ranger will have a positive relationship with their respective parish councils and will be available for frequent informal chats and meetings.

Connect

The Countryside Service Communications and Engagement Officer should be put in contact with communications colleagues. The communications leads can then stay in contact, discuss publication options, potential mailing lists they may wish to join and share ideas. Including connecting on social media platforms to allow tagging on posts relating to their local sites, for them to share with their followers.

Promote, Educate and Engage

Once a strong partnership has developed, it may be mutually beneficial for the interested parties to work together on joint events, press releases or projects. Working together could identify mutual interests where there may be mutual benefit in working together and the council are very keen to seek out these opportunities where possible.

Stay in touch

Regular meetings should be planned into the diary so that the teams do not fall out of touch, and we are able to continue to develop a working relationship.

Volunteering

Harts Countryside Service offers a range of volunteering opportunities that are run at sites across the district. This is a great way to engage with residents and creates local ambassadors for Hart's green spaces. More information about how residents can get involved can be found here:

hart.gov.uk/volunteering

There are also opportunities for local businesses, schools and uniformed groups to take part in site activities and learn about their local greenspace.

Public Consultation

There may be times when larger scale engagement is required, for example when a project is taking place on site, which will directly affect residents neighbouring the site, or for any large scale works on Common Land.

In this instance a more focused engagement plan will be required. Individual householders may be written to or invited to a meeting to discuss the works. This is called Public Consultation and requires us to work to set guidelines.

For works on Common Land, which require permission from the Secretary of State, there is a set method of communication called '[A Common Purpose](#)' which is an agreed format for consultation, which will be utilised in this instance.

Formal Partnership Agreements

There are some circumstances when Hart District Council may wish to enter into a formal partnership working arrangement with local groups.

These organised groups will have a close working relationship with the council to inform management of the site. They will participate through active volunteering on site, significant financial contributions, and grant funding applications, for example, the Fleet Pond Society. It will be at the discretion of the Countryside Manager, whether a group or society meets the requirements for a formalised partnership agreement.

Clerk

Subject: Tools Shopping List suggested by Cllr Bell



Jackson and Spear Ratchet Loppers x4 £21.19 each = £84.76



Hedge Shears £15.19 each x4 = £60.76



Folding garden Trolley £65.99



Spear n Jackson Leaf rake x 2 £17.23 each = £34.46



Charles Bentley Ergonomic Grip Snow Shovel x 2 £14.99 each = £29.98



Heavy duty broom £10.09 each



Pruning saw £10.99 each x2 = £21.98



X8 pairs £48.60

Total £356.62

REPORT ON: Cheque Signatories
WRITTEN BY: Andrea Mann, as OPC's Responsible Financial Officer
MEETING DATE: 16th May 2023
AGENDA ITEMS: 19/23

Introduction

The following Councillors are cheque signatories on OPC's accounts:

Account	Councillor	Effective from
Unity Trust	Cllr Tyler Cllr McFarlane Cllr Verdon	July 2022 May 2019 February 2020
Lloyds 30 Day Notice	Cllr McFarlane Cllr Verdon	May 2019 August 2022
Lloyds Treasurer's Account	Cllr McFarlane Cllr Verdon	May 2019 August 2022
Hampshire Trust Bank (1 year bond)	Cllr A McFarlane Cllr P Verdon Andrea Mann	October 2020 October 2020 October 2020
CCLA Deposit	Cllr McFarlane Cllr Verdon	February 2022 February 2022

For Decision

In accordance with best practise Councillors are required to review cheque signatories and revise bank mandates as required.