



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND  
THE MEETING OF ODIHAM PARISH COUNCIL  
AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
TUESDAY 19<sup>th</sup> SEPTEMBER 2023 at 7.30pm**

8<sup>th</sup> September 2023

*Andrea Mann, Clerk*

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83397000349?pwd=UGFkV3pBQnRSandXY1RXTE9WeTJkQT09>

Meeting ID: 833 9700 0349

Passcode: 967928

- 
- 114/23 To receive apologies for absence**
- 115/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 116/23 Approval of minutes**  
To approve the minutes of the Council Meeting held on 15<sup>th</sup> August 2023 (84-113/23).
- 117/23 Chair's announcements**
- 118/23 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***

- 119/23 Meeting reports from councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 120/23 Reports from other councils**  
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

***General***

- 121/23 Meeting action points (pages 4-5)**  
To consider matters arising from the Minutes not elsewhere on the agenda
- 122/23 Casual vacancy covering the RAF Odiham ward (page 6)**  
To note a casual vacancy covering the RAF Odiham following the resignation of Tim Griffith. A statutory notice was published for 14 working days and generated no requests for a by-election meaning OPC is free to co-opt a councillor at the next meeting.
- 123/23 "Transforming The Bridewell into a thriving Community Hub"**  
i) General update from the Clerk and Bridewell Working Group.



- ii) To note the grant award from Hart's 23/24 allocation of the UK Shared Prosperity Fund for upgrading the ground floor accessible toilet and fitting a radar key. The award is made on the conditions:
  - that the works are completed and paid by the beginning of January
  - baseline data is provided asap
  - an evaluation report is provided by February 2024.
- iii) To consider quotes received for the above works (quotes circulated to councillors).
- iv) To consider recommendations from the working group on which aspects of the project should be put forward for the 24/25 UK Shared Prosperity Fund applications, noting the following timescales:
  - Submission of expressions of interest: 31 Oct 2023
  - Submission of completed project proposal: 30 Nov 2023.
- v) To consider extending the hot-desk offer until such time as building works prevent otherwise. The Clerk will discuss any staffing implications with the Staffing Committee.

**124/23 Review of OPC's policies and updates (pages 7-34)**

- i) Publication Scheme and associated costs (pages 7-12),
- ii) OPC's Councillors' Code of Conduct last updated in 2021 in line with Hart's Code of Conduct which remains unchanged (pages 13-34).

**125/23 Environment (page 35)**

- i) To review Hart's Solar Together Hampshire correspondence and consider projects to put forward (page 35).
- ii) To consider appointing a councillor as OPC's "Environment Champion" to represent OPC at related external events and/or a separate committee or working group to oversee OPC's response to the Climate Change emergency.
- iii) To receive a verbal report from Cllrs McFarlane, Sanger and Verdon following a meeting which reviewed the Biodiversity Action Plan, noting the new biodiversity site signs and crocus corm planting day on 21<sup>st</sup> October.

**126/23 Hampshire Forest Partnership – tree planting in Hart District (pages 36-37)**

To consider correspondence from the Hampshire Forest Partnership and agree whether to express an interest for the routes running through the Parish.

**127/23 Hart flood alleviation schemes (relating to Mill Corner) (pages 38-46)**

To note the paper which went to the Hart Overview & Scrutiny meeting on 15<sup>th</sup> August and supporting email correspondence from Hart Cllr Dorn.

**Financial Matters**

**128/23 Community Grants (pages 47-55)**

- i) To review OPC's grant giving policy and consider proposed changes (in red) (pages 47-50).
- ii) To review OPC's community grant application form and consider proposed changes (in red) (pages 51-53).
- iii) To consider a new grant monitoring form for projects or events receiving grants of £500 or more (pages 54-55).

**129/23 Expenditure relating to rough sleeper at Odiham Cemetery**

To note expenditure to date of £2,952.48.



**130/23 Payments Listing (to follow)**

To approve the payments listing for the period 16<sup>th</sup> August-19<sup>th</sup> September and appoint 2 Councillors to complete the payment approval process for outstanding payments.

***Planning Matters***

**131/23 To ratify the decisions made by the informal Planning & Development Committee on 5<sup>th</sup> September** [Notes-230905-Final.pdf \(odihamparishcouncil.gov.uk\)](#)

**132/23 Neighbourhood Plan health check (report to follow)**

To receive a report from the consultant following a meeting with councillors on 13<sup>th</sup> September.

**133/23 Assets of Community Value**

To note three nominations for assets to remain on Hart's Assets of Community Value Register, for The Cross Barn, North Warnborough Village Hall and Baker Hall. Hart confirms that the nominations are valid and an 8-week statutory timeline commenced on 22<sup>nd</sup> August 2023. As part of the process, Hart will write to all interested parties inviting comments up to 18<sup>th</sup> September 2023.

**134/23 Hart's Settlement Capacity Study** [Settlement capacity study | Hart District Council](#)

To consider OPC's response and any actions required for formulating OPC's response. A separate briefing note is emailed to councillors separately.

**135/23 To confirm date of next meeting**

17<sup>th</sup> October 2023.

***Confidential Matters***

**136/23 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1**

**137/23 Private eviction (report emailed separately)**

To receive a report from the security company and consider next steps.

**138/23 Business related enquiry (page 56)**

To consider supporting the community in a business related enquiry as set out in the Clerk's report.

<b>Full Council</b>				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>Cllr to action</b>	<b>Details</b>	<b>Status</b>
<b>OUTSTANDING ON-GOING ITEMS</b>				
June '23	25/23	Clerk	Change previous minutes from draft and add to website.	Complete
	26/23ii	Clerk	Add correspondence re parking in The Bury to July agenda.	Complete
	30/23i	CllrLC	Speak to Leapfrogs re use of pre-school land on Crownfields NP site.	
	30/23ii	CllrHT/Clerk	Resolve access problems with Unity Trust.	In progress
	31/23	Clerk	Refer broadband contract to August agenda.	Complete
	49/23i	CllrPV/Clerk	Put out public plea for volunteer with planning experience to join the NP Review Working Group.	Complete
	49/23ii	CllrPV/Clerk	Invesigate consultants to support OPC in carrying out light touch review of NP.	Complete
	49/23iii	CllrPV	Hold meeting with volunteers on NP Review Working Group.	On hold. Health check contract awarded.
	32/23	CllrSB/Deputy Clerk	Revise Bridewell signage artwork and refer to July meeting.	Complete
	33/23ii	Clerk	Set up booking arrangements for The Bridewell, bookings from 1st August, hire from 1st September.	Complete
			Promote above.	Complete
	33/iva	Clerk/CllrLC/Work Group	Submit LBC for kitchenette and new partition wall in first floor space.	Complete
	33/ivb	Clerk/CllrLC/Work Group	Submit pre-application for future vision plans for Bridewell including extensions to upstairs space.	Part complete
	34/23i	Clerk	Response to OdSoci with clarification on condition applied to installing a handrail on Parish Room.	Complete
	34/23ii	Clerk/AO	Obtain 3rd quote for repairs to Parish Room roof.	Requested
	35/23	All	Progress building of next Strategic Plan by moving to next stage of public consultation.	
	36/23i	Clerk	Sign up for NALC Local Council Award Scheme.	Complete
			Submit application.	
	36/23ii	CllrAMc	Make nomination as agreed.	Complete
	38/23	Clerk/FinComm	Refer matter of general and earmarked reserves to Finance Committee.	Complete
	39-44/23	Clerk	Submit annual audit papers to BDO and publish online in accordance with rules.	Completed 23.06.23.
	46/23i	Deputy Clerk	Purchase Speedwatch hand held gun recorder.	Complete
	46/23ii	CllrDS	Install SID back on lampposts on Dunley's Hill.	Complete
	47/23	Clerk/CllrLC/CllrPV	Set up payments online and complete payment approval process.	Complete
	52/23	Clerk/AO	Obtain quote to construct chip board on Chapel porches.	On hold. Application needs elevation drawings.
July '23	55/23	Clerk	Change previous minutes from draft and add to website.	Complete
	56/23	Clerk/CllrAMc	Confirm date for Macmillan Coffee Morning & promote.	
	58/23	Clerk	Add Hart's Countryside Engagement Plan proposals to next agenda.	Complete
	59/23	Clerk	Circulate Cllr Dorn's written report to Councillors.	Complete
	60/23	Clerk/Councillors	New reps to make contact with relevant outside body.	Complete
		Clerk/CllrHT	Continue enquiries to sign up for Unity Trust online banking.	
	61/23i	Clerk	Ask contractor to revise method statement for repairs to Bridewell wall and liaise with Hart Conservation Officer.	Complete
	61/23ii	Deputy Clerk	Revise Bridewell signage as agreed, place order and complete installation.	Complete
	61/23iii	Clerk	Revise Bridewell costings and forward to Hart for consideration of UK Shared Prosperity funding.	Complete
	61/23iv	Clerk	Implement and promote Summer hot-desking trial at The Bridewell.	Complete
	61/23vi	Deputy Clerk	Circulate suggestions for wood outdoor furniture, purchase & install.	Complete
	62/23	Clerk/Deputy Clerk	Publish link for reporting parking violations to HCC.	Complete. Added to website
	63/23	Clerk	Obtain quote for removing "Fairtrade Village" banner from village gateways.	Requested
	64/23	Clerk	Submit nomination for HALC Hants & IoW Village of the Year 2023.	Complete
	65/23	All	Include The Firs project in consultation for setting next strategic plan priorities.	Noted
	66/23	Clerk	Complete the HCC "serving Hampshire - budget consultation" online consultation.	Complete
	67/23	Clerk	Submit email response to the Hart's local cycling and walking infrastructure plan.	Complete
	68/23i-ix	Clerk	Add revised/reviewed policies to website.	Complete
	68/23x	Clerk	Refer terms of reference for new communication & engagement policies working group to the next meeting.	Complete
	69/23	Clerk	Finalise revisions in Book Exchange CIC Licence and forward to CIC.	Complete
	70/23	Deputy Clerk	Respond to Bowls Club re request to park on Beacon Field.	Complete
	71/23	CllrAMc/Clerk	Formally accept offer of free crocus corms from the Odiham & Hook Rotary.	Complete
	72/23ia-d	Deputy Clerk/Clerk	Notify successful applicants of grant awards and make payment.	One payment outstanding for Mayhill
	72/23i	Deputy Clerk	Notify unsuccessful community grant applications.	Complete
	72/23ii	Clerk	Notify Citizens Advice of 23/24 grant and make payment.	Complete
	72/23iii	Clerk	Notify InOdiham of grant for Odiham Food Fayre and make payment.	Complete
	73/23	Clerk	Add "no cash payments" to website.	Complete
	75/23	Clerk	Confirm to cleaning contractor that OPC accepts price increase for King St toilets.	Complete
	77/23	Clerk/CllrsLC&Amc	Set up payments online and complete payment process.	Complete
	79/23ii	Clerk/CllrPV	Award contract to Troy Planning Ltd to carry out a "health check" of the Odiham & North Warnborough Neighbourhood Plan.	Complete
	80/23	Clerk	Respond to resident's enquiry regarding Neighbourhood Plan review.	Complete



Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
	83/23	Clerk	Award staff contract and contract award for eviction from cemetery.	Complete
August '23	86/23	Clerk	Change previous minutes from draft and add to website.	Complete
	90/23iii	Deputy Clerk	Complete application for HCC Councillor grant towards SID.	
	92/23i	Staffing Committee	Meet to discuss future management of Bridewell.	
	92/23ii	Clerk	Submit 3 quotes for upgrading accessible toilet to Hart by 31st August to support UK Shared Prosperity funding.	Complete
	92/23ii	Clerk	Include Radar key quote in above submission to Hart.	Complete
	92/23iii	All	Consider broadband upgrade cost in 24/25 budget setting process.	Noted
	92/23iv	Clerk	Submit LBC application for new external noticeboard at Bridewell entrance.	
	93/23	Clerk	Replace revised Statement of Internal Controls and Reserves policy on website.	Complete
	94/23	Clerk	Set up Communication Policy working group meeting.	Date requested
			Refer draft policy back to Council for adoption.	
	95/23	Clerk/CllrAMc/CllrDS	Meet with the Hart Countryside Manager to discuss how to progress the Countryside Engagement Plan.	Schedule 5th October
	96/23i	Clerk	Sign the Armed Forces Covenant and publish.	Complete
	96/23ii	Clerk/Deputy Clerk	Find out more information on the Armed Forces Employer Recognition Scheme and refer back to Council.	Enquiry sent
	97/23	Clerk	Respond to bowls club re parking on Beacon Field.	Complete
		CllrAMc/CllrPV	Meet with Bowls Club Chairman.	Meeting requested
	98/23	Deputy Clerk	Book stall at All Saints fete.	Complete
		CllrLC/CllrAMc/CllrDS/CllrPV	Cover stall on day.	Complete
	99/23	Clerk	Instruct contract to repair Parish Room roof.	Complete
		Clerk	Complete works.	
	100/23	Deputy Clerk	Confirm D-Day arrangements with Town Crier.	Complete
		Deputy Clerk	Book fish & chip van and ice cream van.	
		Clerk	Notify local headteachers of national guidance.	Complete
	101/23	Deputy Clerk	Complete research for new SID and liaise with Councillors.	Complete
		Deputy Clerk	Order new SID.	Complete
		Deputy Clerk	Forward new proposed locations for SID to HCC to start the process of securing approval.	Complete
		Deputy Clerk/Clerk	Draw up comms for project, add to website and promote.	
	102/23i	Clerk/Deputy Clerk	Present draft grant monitoring form to next meeting.	On agenda
	102/23ii	Clerk	Complete payment of Spooktacula grant to Lions.	On payments list
	104/23	Clerk	Purchase suitable tablet to support office & management of amenities.	Complete
	105/23	Clerk/CllrAMc/CllrPV	Set up payments online and complete payment process.	Complete
	107/23	Clerk	Submit expression of interest for Locality funding for Neighbourhood Plan review.	Enquiries made
	109/23	Clerk	Submit Asset of Community Value nominations for Cross Barn, NW Village Hall and Baker Hall.	Complete
	110/23	Clerk	Submit to Hart OPC's comments on planning and tree applications.	Complete



# NOTICE OF A PARISH COUNCILLOR CASUAL VACANCY

## RAF Station Ward, Odiham Parish Council

### Applications are invited for co-option

Odiham Parish Council covers the civic parish of Odiham which includes Odiham, North Warnborough and RAF Odiham. 10 councillors make up the Council who are appointed to represent the interests of residents. Following a councillor's resignation, there is a vacancy covering the RAF Station Ward. Councillors will hold positions until the next elections in May 2027.

All councillors are required to join full Council meetings which are generally held on the third Tuesday of each month at 7.30pm. Much of the Council's work is delegated to committees and working groups and councillors have the opportunity to choose which groups to join:

- The Amenity Areas Committee meets once a quarter and manages the Council's buildings and open space facilities.
- The Planning & Development Committee meets once every three weeks as a statutory consultee on planning applications within the Parish. Generally these meetings are held by Zoom then decisions are ratified by the next full Council meeting.
- The Community Committee focuses on supporting the community such as grant funding, events and working with other community organisations. Discussions are generally held by Zoom.
- The Finance Committee meets once a quarter to oversee the Council's financial governance and administration.

The commitment of time required to carry out the councillor function varies, depending on the different committees, but all councillors need to allow sufficient time between meetings to read and action emails. The Council will face some exciting challenges during this election term such as developing the Council's vision of transforming The Bridewell into a thriving community hub, organising celebrations to commemorate the 80<sup>th</sup> anniversary of D-day, The Greening Campaign and other environmental projects which respond to the Climate Emergency.

If you are interested in being considered for co-option to the Council please write to [clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk) confirming you meet the eligible criteria\* and providing a summary of the reasons why you have applied, with details of any skills and experience you consider to be relevant. For more information about this role, you can contact the clerk for an informal chat on 01256 702716.

The above details are required by Tuesday 10<sup>th</sup> October to enable co-option to take place at the full Council meeting on 17<sup>th</sup> October. You will be invited to attend the meeting in person to support your application.

*Andrea Mann, Parish Clerk*  
*4<sup>th</sup> September 2023*

\*Eligibility for office: electors over the age of 18, living or working in the Parish or within 3 miles of the Parish and not disqualified under the terms of the full Regulations which can be read under the Local Government Act 1972, sections 79-80.

**[odihamparishcouncil.gov.uk](http://odihamparishcouncil.gov.uk)**



## PUBLICATION SCHEME

### Information available from Odiham Parish Council under the Publication Scheme

Under the Freedom of Information Act 2000 (section 19), Odiham Parish Council is required to adopt and maintain a Publication Scheme setting out the types of information it will make available, how information can be obtained and the level of charge for the information. This Public Scheme is drafted using the Information Commissioner's model template.

Odiham Parish Council uses the following means to make the information available:

- On the Council's website [www.odiham.org.uk](http://www.odiham.org.uk) or [www.odihamparishcouncil.gov.uk](http://www.odihamparishcouncil.gov.uk)
- By email, upon request to the Parish Clerk.
- A paper copy, upon request to the Parish Clerk.
- Physical inspection, upon request and subject to prior arrangements with the Parish Clerk.

Requested information will be made available unless:

- Odiham Parish Council does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations -exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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## PUBLICATION SCHEME

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Adopted on 15<sup>th</sup> December 2020, reviewed 19<sup>th</sup> September 2023~~15.12.20~~

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## PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost per sheet
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	Website By email Hard copy	Nil Nil 10p
Who's who on the Council and its Committees	Website By email Hard copy	Nil Nil 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website By email Hard copy	Nil Nil 10p
Location of main Council office and accessibility details	Website By email Hard copy	Nil Nil 10p
Staffing structure	Website By email Hard copy	Nil Nil 10p
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website By email Hard copy	Nil Nil 10p
Annual return form and report by auditor	Website By email Hard copy	Nil Nil 10p
Finalised budget	Website By email Hard copy	Nil Nil 10p
Precept	Website By email Hard copy	Nil Nil 10p
Financial Standing Orders and Regulations	Website By email Hard copy	Nil Nil 10p
Grants given and received	Website By email Hard copy	Nil Nil 10p
List of current contracts awarded and value of contract	Website By email Hard copy	Nil Nil 10p
Members' expenses	Website By email Hard copy	Nil Nil 10p
<b>Class 3 – What our priorities are and how we are doing</b> Strategic Plan	Website By email Hard copy	Nil Nil 10p
Neighbourhood Plan	Website By email Hard copy	Nil Nil £4 total

Adopted on 15<sup>th</sup> December 2020, reviewed 19<sup>th</sup> September 202315.12.20

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## PUBLICATION SCHEME

Annual Report to Annual Parish Meeting	Website By email Hard copy	Nil Nil £4 total
Parish Newsletter	Website By email Hard copy	Nil Nil Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website By email Hard copy	Nil Nil 10p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website By email Hard copy	Nil Nil 10p
Agendas of meetings (as above)	Website By email Parish Noticeboards Hard copy	Nil Nil Nil 10p
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting.	Website By email Hard copy	Nil Nil 10p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website By email Hard copy	Nil Nil 10p
Responses to consultation papers	Website (OPC or external) By email Hard copy	Nil Nil 10p
Responses to planning applications	Website (OPC or external) By email Hard copy	Nil Nil 10p
Bye-laws	Email Hard Copy	Nil 10p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website By email Hard copy	Nil Nil 10p
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website By email Hard copy	Nil Nil 10p

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## PUBLICATION SCHEME

Policies and procedures for the provision of services and about the employment of staff:  Scheme of delegation Equality and diversity policy – N/A Health and safety policy Policies and procedures for handling requests for information Staff Vacancies Complaints procedures (including those covering requests for information and operating the publication scheme)	Website By email Hard copy	Nil Nil 10p
Privacy Statements	Website By email Hard copy	Nil Nil 10p
Records management policies (records retention, destruction and archive)	Website By email Hard copy	Nil Nil 10p
Data protection policies	Website By email Hard copy	Nil Nil 10p
Schedule of charges (for the publication of information)	Website By email Hard copy	Nil Nil 10p
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Website Hard copy (some information may only be available by inspection)	Nil 10p
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Physical inspection by appointment	Nil
Assets register	Website By email Hard copy	Nil Nil 10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website By email Hard copy	Nil Nil 10p
Register of gifts and hospitality (if any)	By email Hard copy	Nil 10p
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website By email Hard copy	Nil Nil 10p

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## PUBLICATION SCHEME

Allotments	Website By email Hard copy	Nil Nil 10p
Burial grounds	Website By email Hard copy (some information may only be available by inspection)	Nil Nil 10p
Parks, playing fields and recreational facilities	Website By email Hard copy	Nil Nil 10p
Public conveniences	Website By email Hard copy	Nil Nil 10p
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website By email Hard copy	Nil Nil 10p

### Contact details:

Parish Clerk [clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)  
The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB  
Tel: 01256 702716

Field Code Changed

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost <sup>2</sup>
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	Staff time, where the request is considered to exceed 7.5 hours of staff time.	In accordance with Section 9 of the FOI Act a fee may be charged for providing information in response to a request. The fee is determined in accordance with the Fees Regulations. The Fee Regulations set out what charges are permissible for information requests. These charges are currently defined as two elements, prescribed costs and disbursements.

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Adopted on 15<sup>th</sup> December 2020, reviewed 19<sup>th</sup> September 2023<sup>15-12-20</sup>





# ODIHAM PARISH COUNCIL CODE OF CONDUCT

Adopted on 16<sup>th</sup> November 2021

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## INTRODUCTION AND CONTENTS

This Code of Conduct (the Code) applies to every elected member and co-opted member<sup>1</sup> of Odiham Parish Council. As a Councillor, it is your responsibility to make sure that you are familiar with, and that your actions comply with, its provisions.

The Code does not apply to the actions of the authority as a whole, nor to the conduct of its officers and employees. It also does not cover matters under the Localism Act 2011 where criminal sanctions apply.

The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. Councillors hold public office under the law and must observe the rules of conduct stemming from the law, this Code, and the rules, standing orders and regulations of the Council. It is your personal responsibility to comply with these and review regularly, at least annually, particularly when your circumstances change. You must not, at any time, advocate or encourage any action contrary to the Code.

A very clear line, however, must be drawn between this Code's requirements of respect for others, including those with opposing views, and the freedom to disagree with the views and opinion of others. In a democracy, members of public bodies should be able to express disagreement publicly with each other. Nothing within this Code seeks to stifle free speech.<sup>2</sup>

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<sup>1</sup> Co-opted member is a person who is not an elected Member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council and who is entitled to vote on any question that falls to be decided at that meeting of that committee or sub-committee

<sup>2</sup> You will not be censured just because an individual dislikes or disagrees with what you say; standards in public life do not extend to adjudicating on matters of political debate. Controversial issues must be able to be raised in the public sphere, and you should have their right to form and hold opinions respected. European Convention on Human Rights (ECHR) Article 10 rights to freedom of expression must be respected by councils when adjudicating on potential misconduct, considering the increased protection given to political expression (see Advice Note attached)

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## KEY PRINCIPLES OF THE CODE OF CONDUCT

The following general principles<sup>3</sup> upon which this Code of Conduct is based should be used for guidance and interpretation only. They define the standards that members should uphold and serve as a reminder of the purposes of the Code of Conduct. These principles and the Advice Notes at the end of the Code accompany, but do not form part of, the Code of Conduct itself. However, a failure to act in accordance with these general principles may in itself amount to a breach of the Code of Conduct.

**Duty** - You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the Council as a whole and all the communities served by it and a duty to be accessible to all the people of the area for which you have been elected to serve, and to represent their interests conscientiously.

**Selflessness** - You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

**Objectivity** - In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

**Accountability** - You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this. You have a duty to consider issues on their merits, taking account of the views of others, and you must ensure that the Council uses its resources prudently and in accordance with the law.

**Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty and integrity** - You must be truthful, and you must not place yourself in situations where your honesty and integrity may be questioned. You must not behave improperly and must on all occasions avoid the appearance of such behaviour.

**Leadership** - You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

**Respect** - You must respect all other councillors and all Council employees and the role they play. Similarly, you must respect members of the public when performing duties as a Councillor.

<sup>3</sup> Article 28 of the Localism Act 2011.

## GENERAL PRINCIPLES

The rules of good conduct apply in all situations where you act, claim to act, or give the impression or reasonable perception that you are acting as a member or representative of Odiham Parish Council<sup>4,5</sup>.

The Code applies to all forms of communication, including:

- At face-to-face meetings
- At on-line or telephone meetings
- In written communication
- In verbal communication
- In non-verbal communication
- In electronic and social media communication, posts, statements, and comments.

### 1. You must treat others with respect

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. It is disrespectful however, to use offensive language or to accuse others of dishonesty, wrongdoing, or incompetence without producing any specific evidence, thereby seeking to damage their reputation. You should never subject individuals, groups of people or organisations to personal attack.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online.

While it is legitimate for you to express concern about the way in which a service is run or policy is being implemented by officers, you should avoid undermining, or making detrimental remarks about, individual named officers or officers who can be readily identified at meetings, or in any public forum, including on social media. This would be damaging both to effective working relationships and to the public respect for the Council. It is also unfair as in general, staff are unable to defend themselves against criticism in a public forum.

### 2. Do not bully, harass, intimidate, or discriminate against any person

Bullying is offensive, intimidating, malicious, insulting, or humiliating behaviour which attempts to undermine, hurt, or humiliate an individual or group. It can have a damaging effect on a victim's confidence, capability, and health. Harassment is repeated behaviour which upsets or annoys people. Intimidation is another form of bullying. It is the **act of frightening someone into doing something** that they do not otherwise want to do. This usually involves threats that make the person who is subjected to intimidation feel threatened or afraid.

Harassment is conduct that causes alarm, distress or puts people in fear of violence on at least two occasions<sup>6</sup>. It can also include repeated attempts to impose unwanted communications and

<sup>4</sup> If you identify yourself or make comments that are clearly related to your role as a councillor, then the Code will apply. This applies in conversation, in writing, or in your use of social media, even if you post a disclaimer that suggests your comments are not official posts.

<sup>5</sup> The Code does not apply if there is no suggestion that you are acting as a councillor. You are entitled to privacy in your personal life, and many of the provisions of the Code only apply to you when you are acting in your role as member or acting as a representative of the Council. The Code does apply however if you post something or put something into the public domain that could not otherwise have known if at the time of posting you had not been a Councillor.

<sup>6</sup> The Protection from Harassment Act 1997

contact upon a person, including officers, in a manner that could be expected to cause distress or fear in any reasonable person.

Bullying, harassment and intimidatory conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of any of their colleagues, through the press or social media. It may happen once or be part of a pattern of behaviours, although minor isolated incidents are unlikely to be considered bullying or harassment.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. These relate to specific aspects of a person's identity such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation<sup>7</sup>.

### **3. Do not bring your role or the Council into disrepute**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

### **4. Do not compromise the impartiality of anyone who works for, or on behalf of, the Council**

You should not approach or pressure anyone who works for, or on behalf of, the Council to carry out their duties in a biased or partisan way. They must be neutral and should not be coerced or persuaded to act in a way that would undermine their neutrality.

Although you can robustly question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **5. Do not disclose confidential information and you must always comply with data protection principles**

The Council must work openly and transparently, and its proceedings and records are open to the public, except in certain legally defined circumstances. You should work on this basis, but there are times when it is required by law that discussions, documents, and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing discussions.

Legislation also gives you certain rights to obtain information not otherwise available to the public and you are entitled to exercise these rights where the information is necessary to carry out your Council duties. Such information is, however, for your use as a councillor and must not be disclosed or in any way used for personal or party-political advantage or in such a way as to discredit the Council. This will also apply in instances where you hold the personal view that such information should be publicly available.

Personal data is confidential and is protected by the *General Data Protection Regulations* (GDPR). Never share information with family or friends or allow access to personal data disclosed to you in your role as a Councillor.

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<sup>7</sup> The Equalities Act 2010

When conducting matters related to Council business, you must only use the email account provided by the Council. **Personal email addresses that you may have should never be used.**

#### **6. Do not prevent anyone getting information that they are entitled to by law**

You must not prevent any person from accessing information which they are entitled to by law. This includes information under the *Freedom of Information Act* or the *Environment Information Regulations*.

#### **7. Do not use, or attempt to use, your position improperly to the advantage or disadvantage of yourself or anyone else**

Your position as a member of the Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact on others. However, you should not take advantage of these opportunities to further your own or others' private interests or to the disadvantage anyone unfairly. Do not misuse Council resources. You should never use the Council's resources or facilities for your own private or business purposes. It is also not appropriate to use, or authorise others to use, the Council's facilities or resources for political purposes, including party political purposes. When using the authority's resources, you must have regard, if applicable, to any Local Authority Code of Publicity made under the *Local Government Act (1986)* or similar Act.

#### **8. Do have regard to advice from the Parish Clerk**

If you seek advice, or advice is offered to you, for example, on whether or not you should register an interest, you should have regard to this advice before you make your mind up. You must also give reasons for all decisions in accordance with statutory requirements and any reasonable requirements imposed by the Council. Giving reasons for decisions is particularly important in relation to regulatory decisions and decisions where people's rights are affected. Where you disagree with officer recommendations in making a decision, you will need to take particular care in giving clear reasons for the decision.

### **INTERESTS**

A failure to comply with the following provisions does not amount to a breach of the Code of Conduct but may result in a criminal offence being committed.

#### **General Principles**

The key principles of the Code, especially those which specify integrity, honesty and openness are given further practical effect by the requirement for you to declare interests at all meetings that you attend and that your attendance, even as an observer, does not give rise to any suggestion that your presence could influence the outcome of the meeting. The rules which require registration of interests, along with the rules on declaration of interest, are intended to produce transparency in regard to interests which might influence, or be thought to influence, your actions as a councillor.

#### **Mandatory Registration of Disclosable Pecuniary Interests**

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property). They are called "Disclosable Pecuniary Interests" (DPIs)

Regulations made by the Secretary of State describe the detail and timescale for registering DPIs.

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You have a DPI if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see Annex 1 attached).

You must, within **28 days of taking office**, notify the Hart Monitoring Officer, copying the Parish Clerk, of any DPI where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

You must also, within **28 days of becoming aware of any new DPI**, or change thereto, notify the Monitoring Officer, copying the Parish Clerk, of such new or changed interest.

It is your personal responsibility to comply with these regulations, and you should review regularly and at least once a year your personal circumstances to ensure that your registration of interests is up to date.

### Criminal Sanctions

It is a criminal offence if, without a reasonable excuse, you fail to tell the Monitoring Officer about your DPIs.

It is also a criminal offence to provide false or misleading information knowingly or recklessly, or to participate in the business of the Council where that business involves a DPI.

### Gifts and Hospitality

You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour or disadvantage to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term "gift" includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public.

You must never ask for gifts or hospitality.

You are personally responsible for all decisions connected with the acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in the Council and in local government. As a general guide, it is usually appropriate to refuse offers except:

- a) isolated gifts of a trivial character, the value of which must not exceed £25
- b) normal hospitality associated with your duties, and which would reasonably be regarded as appropriate; or
- c) civic gifts received on behalf of the Council.

The receipt of these gifts must be registered with the Council within 28 days. This includes a requirement to disclose the name of the person who is believed to be the source of the gift or hospitality.

You must not accept any offer of a gift or hospitality from any individual or organisation who is an applicant awaiting a decision from the Council or who is seeking to do business or to continue to do business with the Council. If you are making a visit to inspect equipment, vehicles, land, or property that the Council is intending to purchase, then as a general rule you should ensure that the Council pays for the cost of these visits.

You must only accept offers to attend social or sporting events where these are clearly part of the life of the community or where the Council would be expected to be represented.

You must not accept repeated hospitality or repeated gifts from the same source.

If the Council seeks sponsorship for some of its activities or events, you must ensure that your involvement with the sponsors is limited to the event in question and does not damage public confidence in the relationship between the Council and the sponsors.

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## OTHER MATTERS

The following do not in themselves comprise part of the Code of Conduct. However, you should be aware that a failure to act in accordance with the advice as set out below will be considered in any allegation that there has been a breach of the Code of Conduct.

### Conduct at Meetings

You should respect the Chairman, your colleagues, Council employees and any members of the public present during meetings of the Council, its committees, or Sub-Committees or of any Public Bodies where you have been appointed by, or represent, the Council. You must comply with rulings from the Chairman in the conduct of the business of these meetings.

### Recording, photography and use of social media at meetings

You need to consider your role at meetings and ensure that nothing distracts or stops you from making good and effective decisions. You may record proceedings in the same way as members of the public, but if you film/record a meeting from a position that is not otherwise available to the public, you must make sure that it:

- is not disruptive, overly intrusive, or impeding good decision making
- does not, hinder or prejudice Officers and fellow councillors from carrying out their duties or participating in the meeting.

As a registered Data Controller, you must also comply with, and demonstrate compliance with, all the data protection principles as well as the other General Data Protection Regulation (GDPR) requirements. In addition, when filming or recording a meeting, you too must comply with any Odiham Safeguarding, or corporate Equality Policy and Objectives, as well as the Freedom of Information Act.

### Remuneration, Allowances and Expenses

You must comply with the rules for the payment to councillors of remuneration, allowances, and expenses.

### Appointments to Partner Organisations

You may be appointed or nominated by the Council as a member of another body or organisation. If so, you will be bound by the rules of conduct of these organisations and your responsibility for any actions taken by you as a member of such an organisation will be to the organisation in question. You must also continue to observe the rules of this Code in carrying out the duties of that body.

If you become a director of a company as a nominee of the Council, you will assume personal responsibilities under the Companies Acts. A conflict of interest may arise for you between the company and the Council. In such cases, it is your responsibility to take advice on your responsibilities to the Council and to the company. This will include questions of declarations of interest. The same applies if you assume other responsibilities such as becoming a director of a charitable trust.

### Dealings with the Council

You will inevitably have dealings on a personal level with the Council of which you are a member - for example as a Council taxpayer, tenant, or recipient of a Council service or applicant for a licence or consent granted by the Council. You must not seek preferential treatment for yourself, your family, friends, colleagues, or employees because of your position as a councillor or as a member of a body to which you are appointed by the Council, and you must avoid any action that could lead members of the public to believe that preferential treatment is being sought.

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### Responsibilities to the Council as a Member of the Public

The law makes specific provision that if a councillor is in **two months** arrears with payment of Council tax that councillor may not participate in certain decisions concerning Council tax issues.

If you owe a debt to the Council, you must put in place at the earliest opportunity arrangements for repayment. You must avoid being in a situation which might lead the public to believe that preferential treatment is being sought. You must not participate in any decision that may create suspicion of a conflict of interest.

### Communications

You must be clear when communicating with the media or speaking in public, and particularly if you are using social media, that you do not give the impression you are acting in an official capacity when you are acting in a personal capacity.

Since the judgment of whether you are perceived to be acting as a councillor will be taken by someone else, it is safest to assume that any online activity can be linked to your official role.

### Training

You must attend mandatory training provided by the Council and receive, attend and consider updates when required.

## DECLARATIONS OF INTERESTS

It is your responsibility to make decisions about whether you have to declare an interest or make a judgement as to whether a declared interest prevents you from taking part in any discussions or voting. You are in the best position to assess your personal circumstances and to judge how these circumstances affect your role as a councillor about a particular matter. You can, of course, seek advice from the Parish Clerk. In making decisions for which you are personally responsible, you are advised to err on the side of caution.

You may feel able to state truthfully that an interest would not influence your role as a councillor in discussion or decision-making. You must, however, always comply with the *objective test* ("the objective test") which is *whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor*.

You must apply these principles no less scrupulously in your dealings with Council officers, at meetings with other councillors, including party group meetings, meetings of Joint Boards and Joint Committees and any other meeting, formal or informal, where you are representing the Council.

### Declaration of a DPI at a meeting of the Council

Your obligation to disclose a DPI to a meeting applies when you are aware of or ought to be aware of the existence of the DPI.

If you are present in any capacity (and this includes a private capacity) at a meeting of the Council, its executive (Cabinet), or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the Council, and you have a DPI relating to any business that is or will be considered at the meeting, **you must declare that interest and you must not participate in:**

- any discussion of the business at the meeting, or if you become aware of your disclosable DPI during the meeting participate further in any discussion of the business, or
- any vote or further vote taken on the matter at the meeting.

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If the interest is not registered, you must still disclose the interest to the meeting. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer, copying the Parish Clerk, of the interest within 28 days.

These prohibitions apply to any form of participation including speaking (or even observing the meeting) as a member of the public. **You must leave the room.** You cannot remain in the public gallery even if only to observe any discussion or vote on the matter. In certain circumstances, you can request from the Parish Clerk a dispensation from these prohibitions.

### Dispensations which do not amount to DPIs

You do not have a DPI in the following circumstances:

1. Setting of Council Tax or precept or local arrangements for council tax support;
2. An allowance, travelling expense, payment, or indemnity for councillors.

### Declaration of “Other” Interests

Sometimes you may have “other” interests in a matter if that matter affects the well-being of you, members of your family, or people with whom you have a close association, more than it would affect most people in the ward affected by the decision, or in the Council's area.

An “other” interest can affect you, your family or close personal associates positively and negatively. If you or they have the potential to gain or lose from a matter under consideration, a personal interest may need to be declared in both situations.

Your obligation to disclose an “other” interest to a meeting only applies when you are aware of or ought to be aware of the existence of the personal interest. Providing that the “other” interest does not amount to a “prejudicial” interest, you can remain in the room, participate in any discussion, and vote on the business at the meeting.

### What is so significant that it is likely to prejudice your judgement?

If a reasonable member of the public with knowledge of all the relevant facts would think that your judgement of the public interest might be prejudiced, then you have a “prejudicial” interest. The mere existence of local knowledge or connections within the local community, however, will not normally be sufficient to meet the test. There must be some factor that might positively harm your ability to judge the public interest objectively. The nature of the matter is also important, including whether a large number of people are equally affected by it or whether you or a smaller group are particularly affected.

### What you should do if you have a “prejudicial” interest

If you have a “**prejudicial**” interest in a matter being discussed at a meeting, even if you are only attending to observe the meeting from the public gallery, you must declare that you have a prejudicial interest and the nature of that interest as soon as that interest becomes apparent to you, **and you must leave the room immediately. You cannot stay in the room or the public gallery.**

This Code of Conduct, however, aims in certain circumstances to still provide you with the same rights as ordinary members of the public to speak on certain matters in meetings, despite having a prejudicial interest.

If an ordinary member of the public would be allowed to speak to a meeting about an item, you will be provided with the same opportunity. You will be able to make representations, answer questions, or give evidence, even if you have a prejudicial interest in the item. **You may not however, take part in the discussion.**

You must **immediately leave after** you have made your representations, given evidence, or answered questions, and before any debate starts.

If the meeting decides that you should finish speaking, despite your intention to say more, you must comply with the meeting's decision. Although members of the public may be allowed to

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observe the discussion and vote on the matter, **you are not allowed to do so and must leave the room immediately**. Failure to do so may be viewed as an attempt to **improperly influence** the meeting.

### Dual-Hatted Members

Membership of another public body gives rise to a personal interest where you are involved in discussions or decisions relating to that other public body.

You should be able however, to regard most interests arising out of membership of another public authority as being personal non-prejudicial interests, even where there are financial implications. Examples of the sort of situation where the interest may become prejudicial, and will therefore rule you out of participation in any discussions and decision-making, are:

- a) Consideration of a licensing or planning application submitted by the other authority of which you are a member;
- b) A discussion or decision where two public authorities are in dispute and where litigation is threatened or has been commenced;
- c) Where the financial implications are so significant that one authority would have to reconsider its budget.

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## ANNEXE 1 – DISCLOSABLE PECUNIARY INTERESTS

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, **and** it is either the interest of yourself; **or** your partner (which means spouse or civil partner; a person with whom you are living as husband or wife; or a person with whom you are living as if you are civil partners) within the following descriptions:

(In the extracts from the Regulations below, 'M' means you and the 'relevant person' means you and your partner, as above)

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and Odiham Parish Council - <ul style="list-style-type: none"><li>• under which goods or services are to be provided or works are to be executed; and</li><li>• which has not been fully discharged.</li></ul>
Land	Any beneficial interest in land that is within the area of Odiham Parish Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of Odiham Parish Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) - <ul style="list-style-type: none"><li>• the landlord is Odiham Parish Council; and</li><li>• the tenant is a body in which the relevant person has a beneficial interest.</li></ul>

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Securities	<p>Any beneficial interest in securities of a body where -</p> <ul style="list-style-type: none"> <li>that body (to M's knowledge) has a place of business or land in the area of Odiham Parish Council; and</li> </ul> <p>either -</p> <ul style="list-style-type: none"> <li>the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul>
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These descriptions on interests are subject to the following definitions;

"the Act" means the Localism Act 2011;

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

"M" means a member of Odiham Parish Council;

"member" includes a co-opted member;

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

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Adopted ???—date of review ??Reviewed 19.09.23

## ANNEXE 2 ADVICE NOTES

### ADVICE NOTE: Freedom of Expression

The requirement to treat others with respect must be balanced with the right to Freedom of expression. Article 10 of the European Convention on Human Rights protects your right to hold your own opinions and to express them freely without government interference. This includes the right to express your views aloud or in writing, such as in published articles or leaflets or on the internet and social media. Protection under Article 10 extends to the expression of views that may shock, disturb, or offend the deeply held beliefs of others.

However, Article 10 is not an absolute but a qualified right which means that the rights of the individual must be balanced against the interests of society. Whether a restriction on freedom of expression is justified is likely to depend on a number of factors, including the identity of the speaker, the context of the speech and its purpose, as well as the actual words spoken or written. Democracy depends on people being free to express, debate and criticise opposing viewpoints. The courts have generally held that the right to free expression should not be curtailed simply because other people may find it offensive or insulting. A balance must still be struck between the right of individuals to express points of view which others may find offensive or insulting, and the rights of others to be protected from hatred and discrimination.

Freedom of expression is protected more strongly in some contexts than others. In particular, a wide degree of tolerance is accorded to political speech, and this enhanced protection applies to all levels of politics, including local government. Article 10 protects the right to make incorrect but honestly made statements in a political context, but it does not protect statements which the publisher knows to be false. Political expression is a broad concept and is not limited to expressions of or criticism of political views but extends to all matters of public administration including comments about the performance of public duties by others. However, gratuitous personal comments do not fall within the definition of political expression.

Public servants such as local government officers are subject to wider levels of acceptable criticism than other members of the public when matters of public concern are being discussed. However, the limits are not as wide as they are for elected politicians such as councillors.

Officers do not necessarily have the same right of reply to such comments as councillors do and councillors should take care not to abuse or exploit this imbalance.

Recent case law has confirmed that local authority officers should be protected from unwarranted comments that may have an adverse effect on good administration and states that it is in the public interest that officers are not subject to offensive, abusive attacks and unwarranted comments that prevents them from carrying out their duties or undermine public confidence in the administration. That said, officers who are in more senior positions, for example chief executives or heads of services, will also be expected to have a greater degree of robustness.

### ADVICE NOTE: Respect

Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written word. It also relates to all forms of communications you undertake, not just in meetings. Rude, offensive, and disrespectful behaviour lowers the public's expectations and confidence in its elected representatives.

The key roles and responsibilities of councillors; representing and serving your communities and taking decisions on their behalf, require councillors to interact and communicate effectively with others. Examples of councillor interaction and communication include talking to constituents, attending local authority meetings, representing the local authority on outside bodies, and participating in community meetings and events. In turn this means that as a councillor you are required to interact with many different people, often from diverse backgrounds and with different or conflicting needs and points of view.

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You can engage in robust debate at times and are expected to express, challenge, criticise and disagree with views, ideas, opinions, and policies. Doing these things in a respectful way will help you to build and maintain healthy working relationships with fellow councillors, officers, and members of the public, it encourages others to treat you with respect and helps to avoid conflict and stress. Respectful and healthy working relationships and a culture of mutual respect can encourage positive debate and meaningful communication which in turn can increase the exchange of ideas, understanding and knowledge.

Examples of ways in which you can show respect are by being polite and courteous, listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind. In a local government context this can mean using appropriate language in meetings and written communications, allowing others time to speak without interruption during debates, focusing any criticism or challenge on ideas and policies rather than personalities or personal attributes and recognising the contribution of others to projects.

#### **Disrespectful behaviour**

Failure to treat others with respect will occur when unreasonable or demeaning behaviour is directed by one person against or about another. The circumstances in which the behaviour occurs are relevant in assessing whether the behaviour is disrespectful. The circumstances include the place where the behaviour occurs, who observes the behaviour, the character and relationship of the people involved and the behaviour of anyone who prompts the alleged disrespect.

Disrespectful behaviour can take many different forms ranging from overt acts of abuse and disruptive or bad behaviour to insidious actions such as bullying and the demeaning treatment of others. It is subjective and difficult to define. However, it is important to remember that any behaviour that a reasonable person would think would influence the willingness of fellow councillors, officers or members of the public to speak up or interact with you because they expect the encounter will be unpleasant or highly uncomfortable fits the definition of disrespectful behaviour.

Examples of disrespect in a local government context might include rude or angry outbursts in meetings, use of inappropriate language in meetings or written communications such as swearing, ignoring someone who is attempting to contribute to a discussion, attempts to shame or humiliate others in public, nit-picking and fault-finding, the use of inappropriate sarcasm in communications and the sharing of malicious gossip or rumours.

Disrespectful behaviour can be harmful to both you and to others. It can lower the public's expectations and confidence in you and the Council and councillors and politicians more generally. It influences the willingness of fellow councillors, officers, and the public to speak up or interact with you because they expect the encounter will be unpleasant or uncomfortable. Ongoing disrespectful behaviour can undermine willingness of officers to give frank advice, damage morale at a local authority, and ultimately create a toxic culture and has been associated with instances of governance failure.

#### **ADVICE NOTE: Bullying**

Bullying, harassment, discrimination, and victimisation (either directly or indirectly) are unacceptable and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.

Bullying may be characterised as offensive, intimidating, malicious, insulting, or humiliating behaviour, an abuse or misuse of power that can make a person feel vulnerable, upset, undermined, humiliated, denigrated or threatened. Power does not always mean being in a position of authority and can include both personal strength and the power to coerce through fear or intimidation. Bullying may be obvious or be hidden or insidious. Such conduct is usually part of a pattern of behaviour which attempts to undermine an individual or a group of individuals, is detrimental to their confidence and capability, and may adversely affect their health.

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Bullying can take the form of physical, verbal, and non-verbal conduct but does not need to be related to protected characteristics. Bullying behaviour may be in person, by telephone or in writing, including emails, texts, or online communications such as social media. The standards of behaviour expected are the same, whether you are expressing yourself verbally or in writing. Bullying can affect anyone, in any career, at any time, at any level and within any workplace. Such behaviour can take the form of easily noticed, physically threatening or intimidatory conduct with immediate impact, or it can take place behind closed doors, or be much more subtle or camouflaged and difficult to identify, at least at first. It can start, for example, with what appear to be minor instances, such as routine 'nit-picking' or fault-finding, but which become cumulative or develop into more serious behaviour over time, enabling the perpetrator to isolate and control the person.

Some bullies lack insight into their behaviour and are unaware of how others perceive it. Others know exactly what they are doing and will continue to bully if they feel they are unlikely to be challenged. Bullying can sometimes be overlooked, as a result of common euphemisms being used by way of explanation or justification, referring to someone as having a "poor leadership style" or a "bad attitude," for example, or to the problem being due to a "personality clash".

You should always be mindful of the overall potential impact of the behaviour on others. First and foremost, bullying can have a significant impact on the recipient's well-being and health. Bullying can have an impact on a local authority's effective use of resources and provision of services. Officers who are subject to bullying are frequently away from their posts, sometimes for extended periods, on sickness or stress-related leave. Bullying can impact on a councillor's ability to represent their residents effectively. It can also discourage candidates from standing in local elections, making local authorities less representative of their communities, and impacting local democracy.

Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered it's likely that the person handling the complaint will consider both the perspective of the alleged victim, and whether the councillor intended their actions to be bullying. They will also consider whether the individual was reasonably entitled to believe they were being bullied. Conduct is unlikely to be considered as bullying when it is an isolated incident of a minor nature, where it is targeted at issues, rather than at an individual's conduct or behaviour, or when the behaviour by both the complainant and councillor contributed equally to the breakdown in relations. However, the cumulative impact of repeated 'minor' incidents should not be underestimated.

Examples of bullying include but are not limited to:

- verbal abuse, such as shouting, swearing, threats, insults, sarcasm, ridiculing or demeaning others, inappropriate nicknames, or humiliating language
- physical or psychological threats or actions towards an individual or their personal property
- practical jokes
- overbearing or intimidating levels of supervision, including preventing someone from undertaking their role or following agreed policies and procedures
- inappropriate comments about someone's performance
- abuse of authority or power, such as placing unreasonable expectations on someone in relation to their job, responsibilities, or hours of work, or coercing someone to meet such expectations
- ostracising or excluding someone from meetings, communications, work events or socials
- sending, distributing, or posting detrimental material about other people, including images, in any medium
- smear campaigns

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### ADVICE NOTE: Discrimination

You have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

The Equality Act 2010 imposes positive duties on local authorities to promote equality and to eliminate unlawful discrimination and harassment. Under the Act your authority may be liable for any discriminatory acts which you commit. This will apply when you do something in your official capacity in a discriminatory manner. You must be careful not to act in a way which may amount to any of the prohibited forms of discrimination, or to do anything which hinders your authority's fulfilment of its positive duties under the Act. Such conduct may cause your authority to break the law, and you may find yourself subject to a complaint that you have breached this paragraph of the Code of Conduct. If you are unsure about the particular nature of the duties of your authority you should seek advice from the monitoring officer or parish clerk.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex and sexual orientation

There are four main forms of discrimination:

**Direct discrimination:** treating people differently because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

**Indirect discrimination:** treatment which does not appear to differentiate between people because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation but which disproportionately disadvantages them.

**Harassment:** engaging in unwanted conduct on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, which violates another person's dignity or creates a hostile, degrading, humiliating or offensive environment.

**Victimisation:** treating a person less favourably because they have complained of discrimination, brought proceedings for discrimination, or been involved in complaining about or bringing proceedings for discrimination.

Examples of discriminatory behaviour include but are not limited to:

- exclusion or victimisation based on the Protected Characteristics
- treating someone less favourably or limiting their opportunities based on any of the Protected Characteristics
- comments, slurs, jokes, statements, questions, or gestures that are derogatory or offensive to an individual's or group's characteristics
- promoting negative stereotypes relating to individual's or group's characteristics
- racial or ethnic slurs, insults, or jokes
- intolerance toward religious customs
- mimicking, mocking, or belittling a person's disability
- homophobic, biphobic or transphobic comments or slurs
- discriminating against pregnant people or mothers
- declaring ('outing') someone's religion or sexuality or threatening to do so against their will

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- deliberate, unwarranted application of an authority's practice, policy or rule in a way that may constitute indirect discrimination
- instructing, causing, inducing, or knowingly helping someone to commit an act of unlawful discrimination under the Equality Act 2010.

A councillor's personality and life experiences will naturally incline them to think and act in certain ways. They may form views about others based on those experiences, such as having an affinity with someone because they have a similar approach to life or thinking less of someone because they are from a different generation. This is known as "unconscious bias" and it can lead people to make decisions based on biases or false assumptions. You need to be alert to the potential of unconscious bias and ensure they make decisions based on evidence, and not on assumptions they have made based on biases.

#### **ADVICE NOTE: Disrepute**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects your right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted. You should be aware that your actions might have an adverse impact on your role, other councillors and/or your local authority and may lower the public's confidence in your ability to discharge your functions as a councillor or your local authority's ability to discharge its functions.

In general terms, disrepute can be defined as a lack of good reputation or respectability. In the context of the Code of Conduct, a councillor's behaviour in office will bring their role into disrepute if the conduct could reasonably be regarded as either:

1. reducing the public's confidence in them being able to fulfil their role; or
2. adversely affecting the reputation of other councillors, in being able to fulfil their role.

Conduct by a councillor which could reasonably be regarded as reducing public confidence in their local authority being able to fulfil its functions and duties will bring the authority into disrepute.

For example, circulating highly inappropriate, vexatious, or malicious e-mails to constituents, making demonstrably dishonest posts about your authority on social media or using abusive and threatening behaviour might well bring the role of councillor into disrepute. Making grossly unfair or patently untrue or unreasonable criticism of your authority in a public arena might well be regarded as bringing your local authority into disrepute.

#### **ADVICE NOTE: Use of Social Media**

The continued rise of social media and blogging presents a new way for councillors to engage with their residents. These platforms can be useful for informing residents about local issues and the actions that their elected representatives are taking. It can raise profiles and potentially help to engage a wider audience in local politics. However, it brings additional risks for councillors around the way in which they express themselves.

Social media and blogging are much faster than traditional methods of communication, and users are often anonymous. This can create a tendency towards knee-jerk reactions and responses and intemperate exchanges. Whilst the protection of Article 10 of the European Convention on Human Rights remains, you must be particularly careful in the way they communicate where there is any suggestion that they are using these tools in an official rather than private capacity. Comments on blogs, forums, or social media or more likely to be viewed as having been made in an official capacity where the author is explicitly identified themselves as councillors, where they impart information which is known to them only by virtue of their elected position, or where they comment directly on council business rather than on wider political issues. Use of disclaimers on blogs and social media does not necessarily mean that what is said falls outside the scope of the Code. The Code applies if you post something or put

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something into the public domain that could not otherwise have been known if at the time of posting you had not been a Councillor.

Care also needs to be taken where the public are able to make comments on what you have written since there may be a risk that these would become associated with the you if they are not removed.

#### ADVICE NOTE: Bias and Predetermination

Bias and predetermination are not explicitly mentioned in the Code of Conduct. The code provisions on declarations of interest are about ensuring you do not take decisions where you or those close to you stand to lose or gain improperly.

There is however a separate concept in law dealing with bias and predetermination which exists to ensure that decisions are taken solely in the public interest rather than to further private interests.

Both the courts and legislation recognise that elected councillors are entitled, and indeed expected, to have and to have expressed their views on a subject to be decided upon by the local authority. In law, there is no pretence that such democratically accountable decision-makers are intended to be independent and impartial as if they were judges or quasi-judges. Nonetheless, decisions of public authorities do involve consideration of circumstances where a decision-maker must not act in a way that goes to the appearance of having a closed mind and pre-determining a decision before they have all of the evidence before them and where they have to act fairly. Breaches of the rules of natural justice in these circumstances have and do continue to result in decisions of local authorities being successfully challenged in the courts. These issues are complex, and advice should be sought and given in the various situations that come up, which is why there are no direct paragraphs of the code covering this, although it does overlap with the rules on declarations of interest.

While declaring interests will to some extent deal with issues of bias, there will still be areas where a formal declaration is not required under the Code of Conduct, but you need to make clear that you are not biased or predetermined going into the decision-making process.

Otherwise, the decision is at risk of being challenged on appeal or in the Courts. To quote a leading judgment in this field "*All councillors elected to serve on local councils have to be scrupulous in their duties, search their consciences and carefully consider the propriety of attending meetings and taking part in decisions which may give rise to an appearance of bias even though their actions are above reproach.*"<sup>8</sup>

The rules against bias say that there are three distinct elements.

Seeking:

- i) accuracy in public decision-making.
- ii) the absence of prejudice or partiality on the part of you as the decision-maker. An accurate decision is more likely to be achieved by a decision-maker who is in fact impartial or disinterested in the outcome of the decision and who puts aside any personal strong feelings they may have had in advance of making the decision.
- iii) public confidence in the decision-making process. Even though the decision-maker may in fact be scrupulously impartial, the appearance of bias can itself call into question the legitimacy of the decision-making process. In general, the rule against bias looks to the appearance or risk of bias rather than bias in fact, in order to ensure that justice should not only be done but should manifestly and undoubtedly be seen to be done.

To varying degrees, these "requirements" might be seen to provide the rationales behind what are generally taken to be three separate rules against bias: "automatic" (or "presumed") bias, "actual" bias, and "apparent" bias.

The rationale behind "automatic" or "presumed" bias appears to be that in certain situations (such as if you have a pecuniary or proprietary interest in the outcome of the proceedings) then

<sup>8</sup> Kelton v Wiltshire Council [2015] EWHC 2853 (Admin)

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it must be presumed that you are incapable of impartiality. Since a motive for bias is thought to be so obvious in such cases, the decisions are not allowed to stand even though no investigation is made into whether the decision-maker was biased *in fact*. In these circumstances you should not participate in the discussion or vote on the issue. These are covered by the code's requirement to declare certain interests and withdraw from participation. A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts. This can cause huge cost and reputational damage for the local authority yet is seldom due to actual corruption or even consciously favouring a personal interest over the public interest on the part of the councillor involved and may have no repercussions for them personally.

### **Predetermination**

The Localism Act 2011 has enshrined the rules relating to pre-disposition and predetermination into statute. In essence you are not taken to have had, or appeared to have had, a closed mind when making a decision just because you have previously done anything that directly or indirectly indicated what view you may take in relation to a matter and that matter was relevant to the decision.

Predetermination at a meeting can be manifested in a number of ways. It is not just about what you might say, for example, but it may be shown by body language, tone of voice or overly hostile lines of questioning for example.

You are therefore entitled to have a **predisposition** one way or another as long as you have not pre-determined the outcome. You are able to express an opinion providing that you come to the relevant meeting with an open mind and demonstrate that to the meeting by your behaviour, able to take account of all of the evidence and make your decision on the day.

### **How can bias or predetermination arise?**

The following are some of the potential situations in which predetermination or bias could arise.

- **Connection with someone affected by a decision**

This sort of bias particularly concerns administrative decision-making, where the authority must take a decision which involves balancing the interests of people with opposing views. It is based on the belief that the decision-making body cannot make an unbiased decision, or a decision which objectively looks impartial, if a councillor serving on it is closely connected with one of the parties involved.

Improper involvement of someone with an interest in the outcome

This sort of bias involves someone who has, or appears to have, inappropriate influence in the decision being made by someone else. It is inappropriate because they have a vested interest in the decision.

- **Prior involvement**

This sort of bias arises because someone is being asked to make a decision about an issue which they have previously been involved with. This may be a problem if the second decision is a formal appeal from the first decision, so that someone is hearing an appeal from their own decision. However, if it is just a case of the person in question being required to reconsider a matter in the light of new evidence or representations, it is unlikely to be unlawful for them to participate.

- **Commenting before a decision is made**

Once a lobby group or advisory body has commented on a matter or application, it is likely that a councillor involved with that body will still be able to take part in making a decision about it. But this is as long as they do not give the appearance of being bound only by the views of that body. If the councillor makes comments which make it clear that they have already made up their mind, they may not take part in the decision.

If you are merely seeking to lobby a public meeting at which the decision is taking place but will not yourself, be involved in making the decision, then you are not prevented by the

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principles of predetermination or bias from doing so. Unlike private lobbying, there is no particular reason why the fact that you can address a public meeting in the same way as the public should lead to successful legal challenges.

### WHAT DO I DO IF I NEED ADVICE?

If you are unsure as to whether your views or any action you have previously taken may amount to predetermination you should always seek advice from the Monitoring Officer.

**The Golden Rule is to be safe –seek advice if in doubt before you act**  
on or bias from doing so. Unlike private

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Adopted ???—date of review ??Reviewed 19.09.23

## Clerk

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**Subject:** FW: Solar Together now open & climate change case studies

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**Sent:** Saturday, August 26, 2023 5:50 PM

**Subject:** Solar Together now open & climate change case studies

Hello!

I hope you are well. I'm sending this out to some of my contacts that I think would be interested and I hope could help with a couple of things going on in Hart DC climate change...

### **Solar Together Hampshire – open now until 27<sup>th</sup> Oct 2023**

Registrations: [www.solartogether.co.uk/hart/home](http://www.solartogether.co.uk/hart/home)

Registrations for Solar Together Hampshire are open now until 27 October 2023. Solar Together brings local households together to get high-quality solar panels (and battery storage) at a competitive price from an approved installer. It is open to all Hampshire residents and there is no obligation to buy when a personalised offer has been made.

**Please can you help promote this scheme?** I've set up a folder here with the resources Hampshire provided - poster, leaflet, social media posts and newsletter text (let me know if you want anything printed or something different?) ☐ [Solar Together resources for Parish and Town Councils](#)

Last year Hart had 238 residents accept their Solar Together offer – we need help spreading the word to get this number higher!

*My comment: we have had some great feedback on this scheme run by Hampshire County Council. Residents may like to get a separate quote to compare their Solar Together offer and just being aware that they may have to wait their turn for installation, although the organisers communicate regularly throughout the process.*

### **Can you help us build case studies?**

I'd love to build a bank of case studies to support our efforts to better engage and motivate our community to reduce their carbon footprint and especially celebrate the co-benefits such as cost savings, wellbeing and pollution improvements etc.

Can you put us in touch with anyone in your area who has done any of the following (or would you be willing to share?):

- **Upgraded their home** e.g. installed a heat source pump, solar panels, insulation etc.
- **Reduced their transport emissions** e.g. had a great holiday in the UK, got an EV, car sharing, cycling to work etc.
- **Changed their lifestyle** e.g. changed your diet, saved food from waste, buy more second hand, joining the Olio Community
- **Anything else that would result in a reduction of their carbon footprint!**

We'll get their consent and give them final approval of any testimonial or case study we produce.

Let me know please if you're interested or can put me in touch with someone who may be!

Also - look out for a meeting invite next week for our first climate emergency stakeholder meeting. It's being planned for Tues 26<sup>th</sup> Sept in the evening. I hope to see you then to catch up (although as a warning – we are going to be limited to 1 attendee per organisation for space!)

Thanks,  
Climate Change Communications and Engagement Officer  
Hart District Council

## Clerk

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**Subject:** FW: Hampshire Forest Partnership – tree planting in Hart District

**From:** Tree Planting Enquiries <[treeplanting@hants.gov.uk](mailto:treeplanting@hants.gov.uk)>

I work for Hampshire Forest Partnership, an exciting new project in Hampshire County Council's Countryside Service which aims to plant one million trees across Hampshire by 2050. Over the coming weeks, we will be launching a new initiative called Shoots Along the Routes, which I hope you will be interested to get involved with.

The aim of Shoots Along the Routes is to develop a green network of trees along selected roads across Hampshire. Trees give roads a breath of fresh air. They can provide environmental, economic and social benefits to their surrounding areas. The trees will make the roadways more aesthetically pleasing, whilst also reducing air pollution by capturing and filtering out some of the pollutants caused by cars. These green buffers can also protect water quality, generate oxygen, store carbon and cool the air. The trees can also mitigate noise pollution from road traffic, reduce flooding, improve soil health and provide valuable green corridors for wildlife by enhancing biodiversity. Not only this, but being around trees makes us feel better, their beauty improves our mood. We can only benefit by driving past such wonders as we travel across the county.

The project will support tree planting on land 1km either side of the chosen roads. The selected routes have been chosen to create green networks, corridors and linkages across Hampshire. Many of the routes have either a lack of tree canopy cover, or the potential to create linkages between existing tree cover. The routes have also been chosen to maximise the strategic benefits from tree planting mentioned above. We will support the right tree in the right place, planting only on land that is suitable, within the eligible routes. The project will support the planting of trees outside of existing woodland; new hedges, standard trees, linear woodlands, shelter belts and tree clusters. The attached map shows the routes and associated 2km-planting corridors across the Hart District area and highlights the eligible land that falls within your parish. Please note, the A287, running south-east from Hook to Farnham, will also be included with a 1km corridor either side of the road. We will send an updated map including this route when Shoots Along the Routes is officially launched later in September.

We hope you can help us develop Shoots along the Routes and would love to work with you to create new vibrant green networks across Hampshire. Whether you are a Parish Council, local group, or landowner, please get in touch if you are interested in planting trees. Further information about Shoots Along the Routes, along with an Expression of Interest form and guidance, will be available from mid-September on our website: [www.hants.gov.uk/hampshireforestpartnership](http://www.hants.gov.uk/hampshireforestpartnership).

Please do let us know if we can include a short article on the project in your parish magazine or other local newsletter, and by when you would need copy and photos for this. We would be very grateful for any help to spread the word, so please do share the above information with groups or individuals that you feel may be interested.

In the meantime, please keep an eye on our social media channels on [Facebook](#), [Instagram](#) and [LinkedIn](#) for Hampshire Forest Partnership news, updates and ways to get involved.

All the best,

**Project Officer – Hampshire Forest Partnership**

Hampshire County Council

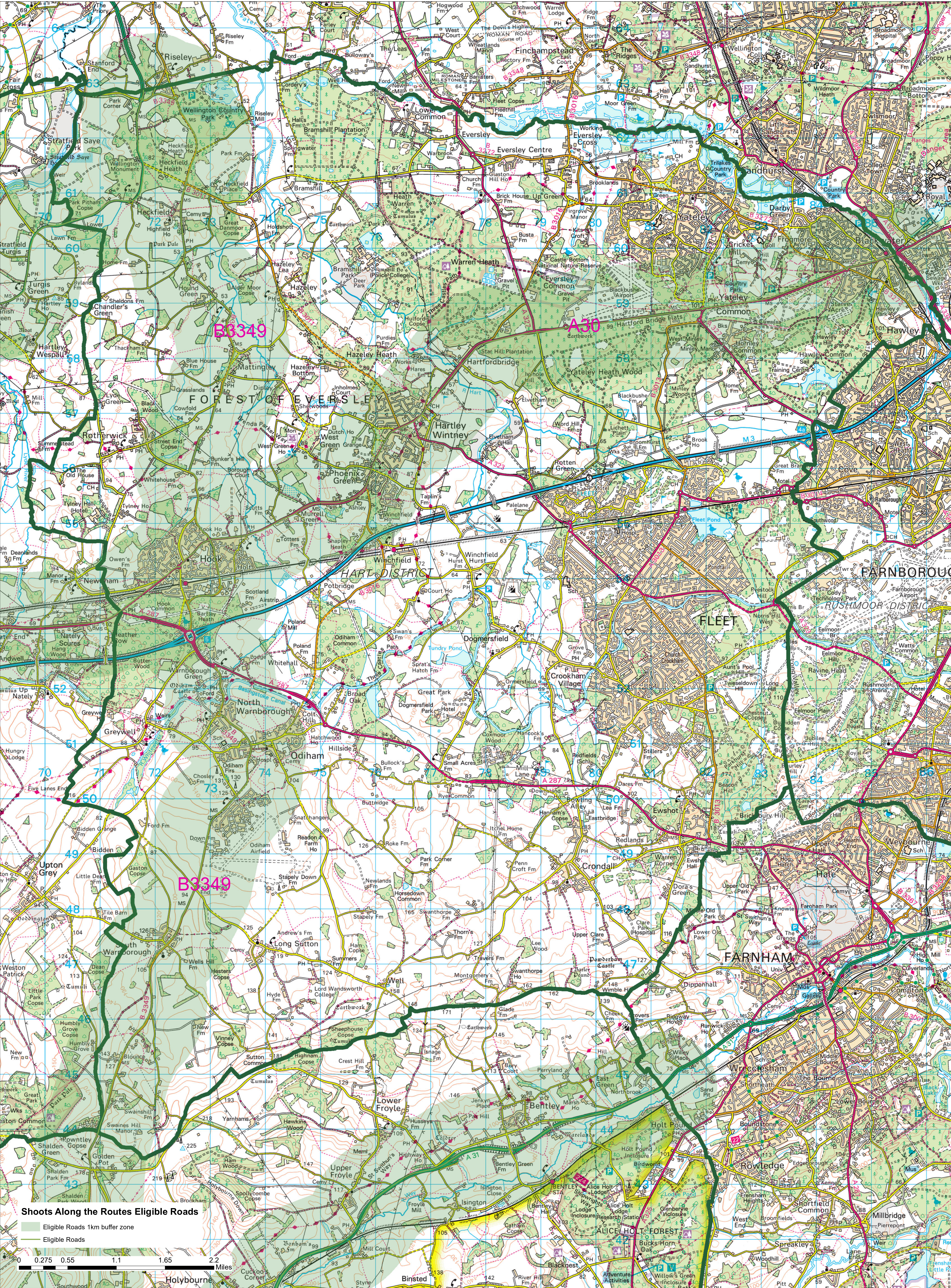
Countryside Service

The Castle, Winchester, Hampshire, SO23 8UD

Website: [Hampshire Forest Partnership](http://Hampshire Forest Partnership)







Shoots Along the Routes Eligible Roads

- Eligible Roads 1km buffer zone
- Eligible Roads

0 0.275 0.55 1.1 1.65 2.2 Miles



## OVERVIEW & SCRUTINY

**DATE OF MEETING: 15 AUGUST 2023**

**TITLE OF REPORT: UPDATE ON FLOOD ALLEVIATION SCHEMES**

**Report of: Executive Director – Place**

**Cabinet Portfolio: Planning Policy and Place**

**Key Decision: No**

**Confidentiality: Non-Exempt**

## PURPOSE OF REPORT

1. To provide an update on the three Flood Alleviation Schemes currently coordinated by Hart District Council and seek the views of the Overview & Scrutiny Committee prior to its consideration by Cabinet. The three projects are:
  - Mill Corner, North Warnborough,
  - Phoenix Green, Hartley Wintney, and
  - Kingsway, Blackwater.

## RECOMMENDATION

2. That the Overview & Scrutiny Committee provides comments to Cabinet on the following daft recommendations:
  - a. to close the current project at Mill Corner, North Warnborough but to continue working with the Environment Agency which is carrying out an assessment of flooding in this area,
  - b. to undertake new modelling work at Phoenix Green, Hartley Wintney to re-evaluate the flood risk to properties, and
  - c. to continue the scheme at Kingsway, Blackwater in its current form, working with the Environment Agency and Thames Water.

## BACKGROUND

3. The Council have no statutory duty to progress flood alleviation projects. Appendix 1 summarises the responsibilities of different flood risk management organisations within Hart district. However, The Council can coordinate flood projects and gain access to funding that other flood risk organisations cannot access. In this regard it is supporting the delivery of the following three projects:
  - Mill Corner, North Warnborough,
  - Phoenix Green, Hartley Wintney, and
  - Kingsway, BlackwaterHowever, for a range of reasons these projects have not been implemented. In line with project management best practice, it is appropriate to have a critical review of any project which appears to have stalled.
4. Funding for these three projects mainly comes from external sources administered by the Environment Agency (EA). In some cases, this is supplemented with funding from the Council and other parties.

## MILL CORNER, NORTH WARNBOROUGH

5. The Mill Corner project was set up in response to flooding that occurred in 2000 and 2007 where several properties were impacted. Flooding also occurred in 2013, 2014 and 2020.

6. The original scheme would use Natural Flood Management (NFM) to reduce flood risk to 21 properties. NFM is when natural processes are used to reduce flood risk including woody debris dams, balancing ponds and wetland habitats.
7. The scheme as originally intended is no longer deliverable. This is because the respective landowners will not give their permission. Furthermore, the modelling demonstrates the scheme would lead to some agricultural land and other private land being flooded. Again, no affected landowners permission has been given.
8. There are also further complications. Even if the scheme were to proceed numerous regulatory consents would still be needed for the scheme to be implemented. For example, part of the land is a Site of Special Scientific Interest (SSSI) which would require consent from Natural England. This permission is not yet forthcoming.
9. There has now also been a change in circumstances. The EA is currently carrying out an 'Initial Assessment' of North Warnborough to determine the feasibility for alternative Flood Alleviation Projects in this area.
10. At present it is understood that the current Mill Corner project will be removed from the initial assessments. The EA itself is more likely to succeed in delivering alternative solutions as they have a broader scope covered by their project and the EA has found additional solutions to the issues that were not covered under the current Mill Lane scheme.
11. There is no prospect of the original Mill Corner scheme being delivered. It therefore should be closed. The Council will however, continue to work with the EA on its new approach, although the EA itself would lead and manage any alternative project.
12. Updates on the EA project will be reported to the Council's Multi-Agency Flood Forum (a sub-group of the Overview & Scrutiny Committee) so Members will be kept informed of progress.

### **PHOENIX GREEN, HARTLEY WINTNEY**

13. This project was set up in response to a flood event in 2007 where 20 properties experienced internal flooding caused by surface water run-off. Flooding also occurred in 2000 and 2009 where up to 38 properties were either directly or indirectly impacted. Some of the 38 properties affected are owned by Vivid Homes.
14. The original scheme would use a combination of Property Flood Resilience (PFR) measures (e.g. flood doors, barriers and air brick covers installed onto properties) and Natural Flood Management (NFM) to reduce the risk of flooding to 38 properties.
15. Due to the nature of the project, the Environment Agency (EA) was unable to claim for the relevant funding and therefore the Council took on the Project Management role and was able to access the funding.
16. A feasibility study funded by the EA, completed in 2016 investigated several alternative options. It recommended a scheme involving both PFR and NFM measures:
  - the PFR measures would involve 38 properties (some private, some owned by Vivid Homes). Legal agreements would be required with each individual property owner and an agreement with Vivid Homes for their properties. There

was no consensus with residents to agree to the measures required to protect their homes.

- the NFM measures included were impoundment areas created by embankments and wooded debris dams upstream of the Phoenix Green area. The challenge here again was a combination of mixed land ownership, working on common land, and the impact on Ancient Woodland. All of this mean that it is unlikely to be delivered.

17. In reviewing this project, it is noted that:

- there have been no reports of flooding to the properties in the area since 2009,
- the St. Mary's Park development at Dilly Lane Hartley Wintney had a positive impact on the surface water drainage in the area. That development included a sustainable drainage strategy with several soakaways, an attenuation basin, wetland features and swales. The development has reduced the surface water flow that leaves the site from 41 litres per second to 25 litres per second meaning flood risk to the area has been reduced,
- Whilst there have been incidents of flash flooding since the St. Mary's Park development was completed, this did not affect the properties previously considered to be at risk, nor any other properties.

18. It would appear that the scheme at Phoenix Green is now no longer required as the properties have not flooded for the last 14 years. However, it is considered prudent for reassurance purposes to commission new modelling to re-evaluate the risk to properties in this area. A decision can then be taken as to whether any interventions are justified and what they would look like, or to close the project.

19. £23,500 of EA funding remains from the original grant EA grant of £147,000. This and additional funding available from the EA can be used to fund the modelling work. The procurement process can commence following EA and approval by Cabinet.

## **KINGSWAY, BLACKWATER**

20. Of all three schemes, Kingsway, Blackwater has the most significant flooding issues, suffering regularly from both surface and foul water flooding which affects 42 properties. Some of the 42 properties are owned by Vivid Homes.

21. The proposed scheme would include two elements:

- Property Flood Resilience (PFR) measures (e.g. flood doors, barriers and air brick covers installed onto properties), and
- a multi-agency group comprising the Council, Hampshire County Council, EA, Thames Water and Network Rail to discuss the drainage / culvert issues and identify solutions.
- Thames Water have included the Kingsway rain garden scheme in their Drainage and Wastewater Management Plan 2025-2050 (DWMP) which sets out their long-term approach to protecting the environment, reducing the risk of sewer flooding to homes, and reducing storm discharges.

22. More recently, Thames Water has included the Kingsway rain garden scheme in its Drainage and Wastewater Management Plan 2025-2050 (DWMP) which sets out their long-term approach to protecting the environment, reducing the risk of sewer flooding to homes, and reducing storm discharges.

23. Whilst the second and third measures will reduce flood risk to the benefit of the area, they will not negate the need for the PFR measures.

24. The PFR measures would require legal agreements with each individual property owner and an agreement with Vivid Homes will need to be signed for all Vivid-owned properties.
25. Due to the nature of the project, the Environment Agency (EA) is unable to claim for the relevant funding. The Council therefore took on the Project Management role and were able to access the funding.
26. This scheme does not rely on any funding from the Council. The Council has secured the following funding:
- £53,500 remains from a previous funding claim and a further £234,000 has been secured but not yet claimed from grants administered by the EA (a combination of Flood Defence Grant in Aid from the Department for Environment Fisheries and Rural Affairs, and local levy from the Regional Flood and Coastal Committee),
  - £38,000 from Hampshire County Council,
  - Contributions from Blackwater & Hawley Town Council and Vivid Homes were previously agreed but would need to be reconfirmed.
27. The project is deliverable. The recommendation is to continue in its current form. There is however, a risk that property owners do not take up the PFR offer which would reduce the effectiveness of PFR for adjoining properties. This risk always exists with PFR on such properties and in this case is not considered to be a reason to stop the project.
28. Thames Water are considering improvements to Hawley Hill Balancing Pond to reduce flood impacts. The Council will work with Thames Water on this, however they would lead and manage the project.

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

29. There is no alternative option but to close down the Mil Corner project. It is not deliverable. Instead, the Council will work with the EA on its projects for this area.
30. The challenges for the Phoenix Green, Hartley Wintney project mean that there continuing with the project is not feasible. Furthermore, the need for the project has diminished. There has been no flooding to properties since 2009 and the drainage improvements resulting from the St. Mary's Park development remove its necessity. However, it would be prudent to commission new modelling to re-evaluate the risk to properties in this area.
31. Closing down the Kingsway, Blackwater project is rejected because of the severity and regularity of flood events. Funding is secured from external partners, and it is a deliverable project where progress is being made. Without it properties will continue to flood even if other measures are implemented to reduce flood risk.

### **CORPORATE GOVERNANCE CONSIDERATIONS**

#### **Relevance to the Corporate Plan and/or The Hart Vision 2040**

32. Corporate Plan 2023/2027:
- Planet: a carbon neutral and climate resilient district by 2040 - Support climate mitigation schemes such as flood alleviation, and the delivery of low or carbon neutral electricity generation.

- Building a resilient Council: Delivering what matters to you - Ensuring effective use of our assets and to make the council more financially self-sustaining.

### **Service Plan**

- Is the proposal identified in the Service Plan? Yes
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal? Yes

### **Legal and Constitutional Issues**

33. To deliver the Property Flood Resilience (PFR) measures the Council will need to enter into legal agreements with the relevant property owners. If such agreements cannot be reached with each individual landowner, then the project is not feasible. There is also no agreement with the respective private property owners to contribute to measures that are solely proposed for their private benefit.

### **Financial and Resource Implications**

#### **34. Mill Corner:**

- £26,000 remains from £50,000 that was previously secured from the Environment Agency (EA) expenditure on studies and designs. This would be returned to the EA if the project closes.

#### **35. Phoenix Green:**

- The Council originally claimed £147,500 from the EA for this scheme, £23,500 of which remains which it is proposed will be used for the new modelling work.
- In January 2020 Cabinet agreed that HDC would fund £70,000 towards this project, match funding £70,000 from Vivid Homes. If the project does not proceed after the modelling work this money will be retained in reserves.
- As it stands there is a further £336,000 of available external funding for this project from the EA and DEFRA. However, the project could change, or close down, in light of the modelling work.
- Officer time is required to progress the procurement of modelling work which is a resource implication for the Council.

#### **36. Kingsway:**

- £53,500 remains from a previous EA funding claim of £142,500.
- Also available for this project is a further £234,000 from the EA and £38,000 from Hampshire County Council. Both have been secured but not yet claimed.
- Contributions from Blackwater & Hawley Town Council and Vivid Homes were previously agreed but would need to be reconfirmed.
- The Council does not need to contribute any funds.
- Should the project costs exceed the current funding allowances then further funds could be accessed from the EA.
- The intention is to capitalise Officer time so that it is funded as part of the overall project costs.

### **Risk Management**

37. **Mill Corner:** The risk of closing this project is minimal as it is not a deliverable project. There is a greater chance of success by supporting the EA with its work in this area.

38. **Phoenix Green:** The risk is that the results of new modelling identify the need for a project in this area. If this is the case the Council will work with partner organisations to see what solutions may be deliverable. However, this is unlikely given the evidence of changes that have happened in the area and the absence of reported flood events in recent years.
39. **Kingsway:** The main risk is that some residents within a row of terraced properties decline the PFR measures. That would potentially reduce the effectiveness of the PFR measures as flood water might be able to access those properties via adjoining unprotected properties. However, given the need for the measures, there is little more the Council can do other than offer the PFR free of charge to the affected residents.

## **EQUALITIES**

40. The proposals set out in this paper are not considered to have an impact on equality. They are based around properties at flood risk regardless of occupancy.

## **CLIMATE CHANGE IMPLICATIONS**

41. Addressing flood risk is a means of adapting to the effects of climate change which is expected to increase the risk of flooding. The recommendations are not expected to impact on carbon reduction targets.

## **ACTION**

42. The Overview & Scrutiny Committee's comments will be reported to Cabinet.

**Contact Details:** Alex Jones, Flood Risk Management Officer -  
[alex.jones@hart.gov.uk](mailto:alex.jones@hart.gov.uk)

Daniel Hawes, Planning Policy & Economic Development Manager –  
[Daniel.hawes@hart.gov.uk](mailto:Daniel.hawes@hart.gov.uk)

## **Appendices**

Appendix 1: Responsibilities for Flood Risk Management

Appendix 2: Overview Map of the Flood Schemes

## **Responsibilities for Flood Risk Management**

### **BACKGROUND**

1. Responsibilities for flood risk management fall to different organisation depending on the nature or cause of the flooding.
2. This document highlights the responsibilities for each agency.

### **ENVIRONMENT AGENCY**

3. The EA has strategic overview of all sources of flooding and is responsible for flood risk management activities on all main rivers.
4. The EA can prepare and deliver projects to manage flood risk from main rivers.
  - a. The project at Mill Corner focuses on fluvial flood risk and therefore the EA can progress a project in this area.
  - b. The Kingsway project being carried out by Hart relates to surface water, fluvial and sewer flooding and therefore the EA are an important stakeholder in the project. The could carry out work to reduce the fluvial flood risk to the properties.
  - c. The main focus of the Phoenix Green project is surface water flood risk and hence why the EA could not apply for funding and carry out this work.
5. The EA provides funding opportunities to Local Authorities to carry out flood alleviation work for both fluvial and surface water flooding.

### **HAMPSHIRE COUNTY COUNCIL**

6. HCC is the Lead Local Flood Authority (LLFA) and is required to:
  - a. Prepare and maintain a strategy for local flood risk management in their areas.
  - b. Investigate significant flooding incidents and publish the results of the investigations.
  - c. Regulate ordinary watercourses and has powers to enforce obligations for maintenance.
7. HCC is also the Highway Authority and has responsibility for:
  - a. Providing and managing highway drainage and roadside ditches.
  - b. This includes all road drains and the connection to the public sewer.
8. Hampshire County Council has a responsibility surrounding surface water flood risk but does not have any requirement to carry out large projects to address flood risk unless it falls within their direct responsibility.
9. HCC is a stakeholder in all the Hart owned projects.

### **THAMES WATER**

10. Thames Water is the sewerage undertaker for the district of Hart.
11. This means they have a duty to provide, improve and maintain the public sewer system for surface water, foul water and combined sewers. This is to



ensure properties and residents are not adversely affected by sewer issues or flooding.

12. They are not responsible for private drainage systems.
13. Thames Water can carry out flood mitigation works to their sewer networks to improve drainage and reduce flood risk.
14. They also provide funding opportunities to Local Authorities for reducing that aim to reduce the pressure on sewer networks.
15. They can work as a stakeholder in major flood alleviation projects and are an important Agency in the Kingsway scheme due to the known risk from sewer flooding. Hart is working with TW to develop other opportunities to reduce flood risk to the at-risk properties.

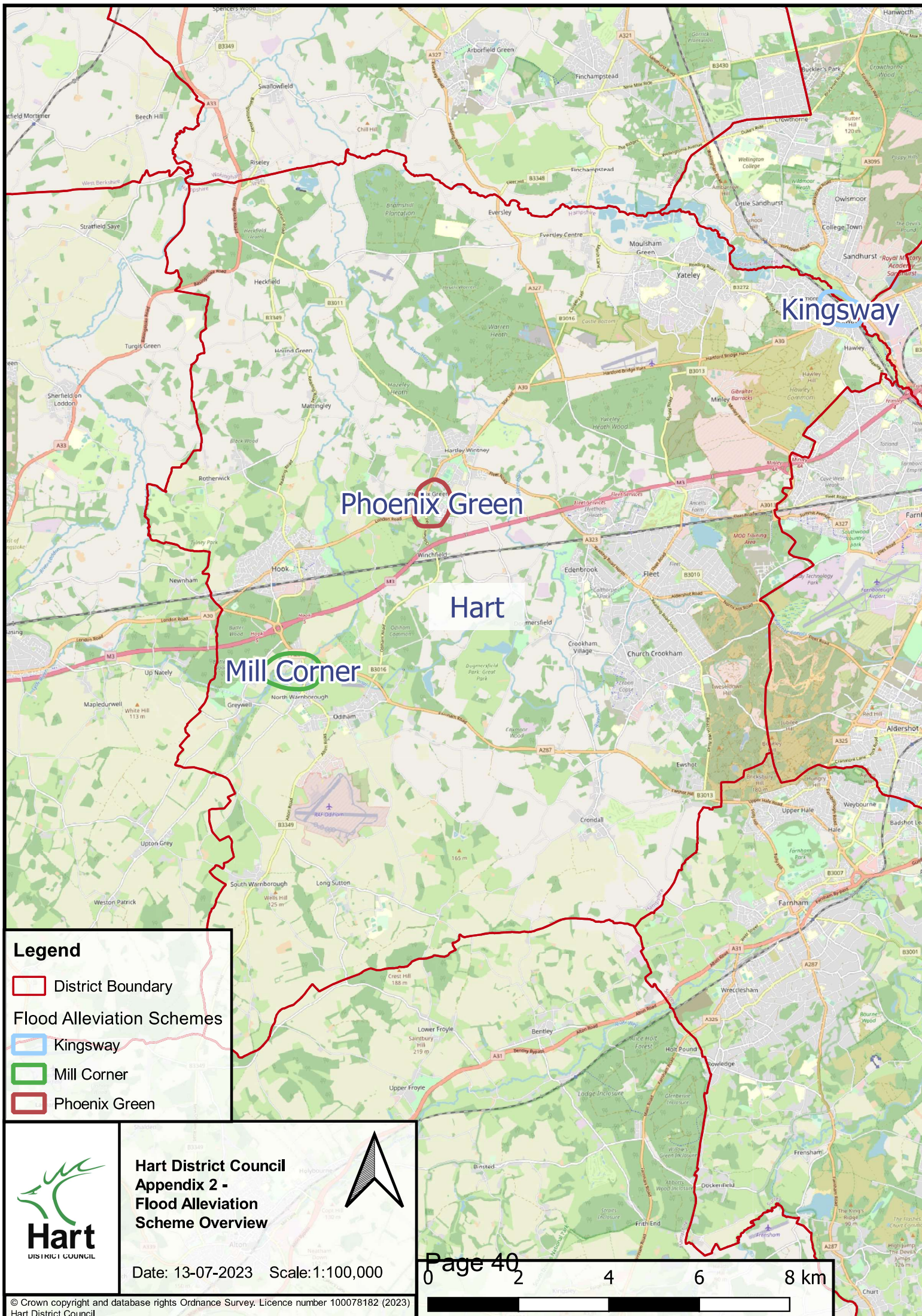
## **HART DISTRICT COUNCIL**

16. Hart District Council is a Risk Management Authority under the Flood and Water Management Act (2010). This means it has a responsibility to:
  - a. Co-operate with other RMAs (Environment Agency, HCC, Water companies etc.)
  - b. Act in a manner that is consistent with National and County Flood Management Strategies.
  - c. Exchange information between RMAs.
17. District Councils are key in planning local flood risk management and can carry out flood risk management works on minor watercourses. It works with LLFAs (HCC) to ensure risks are managed effectively.
18. Hart is responsible for all watercourse that flow through or adjacent to land that it owns and can carry out works to manage flood risk.
19. The Council does not have any statutory responsibility for carrying out the work within the work within the three Flood Alleviation Schemes. However, it can apply for funding to carry out larger flood risk management works. It is often the case that Local Authorities are relied on to carry out these works as the funding is often only available to them.

## **SOUTH EAST WATER**

20. South East Water is responsible for the supply of clean water up to and including the water stopcock of properties.
21. Any flooding caused by burst water mains should be reported to South East Water for their attention.
22. They do not have any involvement in the Hart managed Flood Schemes as there are no issues with the water supply.









# GRANT GIVING POLICY

Reviewed and adopted on ~~19<sup>th</sup> May 2020~~  
~~Revised 20<sup>th</sup> July 2021 &~~ 12<sup>th</sup> December  
2022.

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## Introduction

Odiham Parish Council offers grants within the parish of Odiham and North Warnborough to support the health, wellbeing, protection and enhancement of its area and residents. Grants from public funds are subject to the (financial controls) and are therefore only available to voluntary organisations. Grants from the George Rothery Bequest are subject to the terms of the bequest and are available to community organisations which benefit young people in the age range of 14-25.

Grants will also be considered to organisations outside the parish which can demonstrate a direct benefit to residents living within the parish.

OPC offers three grant funding streams:

- Community grants
- Event grants
- One-off projects or events under the terms of the George Rothery Bequest

~~In accepting the Grant Award recipients agree to acknowledge OPC in all publicity for the services, items or events that the award has helped to fund.~~

## 1. Community Grants

The annual Community Grants budget runs from April to March with the amount of available funding being subject to change each year. Applicants can apply for a community grant at any time by completing an application form with supporting documentation and submitting it to [clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk). Applications are considered in January and July by the full Council or the Community Committee, whichever meeting is sooner. No individual Councillor has the power to make such a decision.

Applications should demonstrate how Odiham & North Warnborough residents will benefit from grant spending and the amount of funding requested should be commensurate with the number of beneficiaries.

Applications meeting OPC's aims and objectives will be looked upon favourably (refer to OPC Statement of Commitment to the Parish of Odiham 2019-23).  
<https://odihamparishcouncil.gov.uk/council/policies-and-publications>

All applications will be assessed against the same evaluation criteria:

- Does the application aim to meet OPC's aims and objectives?
- Is the purpose of the grant something which a local Council has the power to fund?
- Have quotes and supporting documentation been provided where required?
- Does the application benefit the Odiham & North Warnborough area and inhabitants?
- Is the level of funding requested commensurate with the number of people benefitting from grant spending?
- Does the applicant have the capacity to deliver the project?
- Has the applicant requested and secured match funding?
- Where funding is requested for capital expenditure, has the applicant demonstrated how the asset will be maintained and protected in the future?

There are no restrictions on the number of times an applicant can apply but, where the available funding is limited, OPC may also consider past grant awards and the breadth & variety of the applications being considered at the same meeting.

Field Code Changed

Applicants are welcome to attend the Council meeting when their application is being considered and make verbal representation to the Council at the start of the meeting, but not enter into discussion whilst the application is being discussed.

OPC reserves the right to refuse an application. ~~or attach a reasonable and justifiable condition to a grant award, eg that OPC will not release grant funds until match funding has been secured.~~

Applicants will be notified of the Council's decision and funds transferred as soon as possible after the meeting.

All successful applicants should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant has been to support and should report the grant in their publicity thus reporting to local residents how OPC funds have been spent.

## 2. Event Grants

OPC supports events held in the Parish which promote prosperity and community cohesion. Specific event budgets are initially considered each year when drafting the annual budget (usually December) for funding from the following financial year commencing April.

The majority of events grants are normally awarded to InOdiham, a local CIC organisation run by volunteers which has historically run the majority of local events and delivered projects for local benefit. Voluntary charitable organisations such as the Lions and Odiham Raft Race have also been supported. In all cases applications should be made to OPC by October of the year before the planned events, allowing time for consideration as part of the annual budget setting process. It may be more appropriate for smaller applications to apply for a Community Grant.

Applications should be made in writing to [clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk) with a copy of the organisation's most recent accounts and an event budget for each planned event showing how the grant contributes to the overall cost of staging the event, how the remainder of the costs are planned to be met, any surplus anticipated and how this will be re-invested in the community.

Field Code Changed

Applications must be specific on how the grant will be spent and funds must be used solely towards the costs of running the event. ~~An event grant should not be passed on to a 3<sup>rd</sup> party by way of a grant or donation or used to fund a different event without prior consent from the Council.~~

Applications will be formally considered in January, when OPC sets its precept, and funding paid in two instalments - April for events held between April and September and October for events held between October and March. The purpose of which is to coincide with OPC's precept receipts which are also paid in two instalments.

OPC is entitled to refuse funding or suggest alternative ways of delivering an event. OPC is permitted to attach any condition to a grant which is necessary to demonstrate accountability and transparency to its residents and auditors.

A grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.

OPC recognises there may be occasions when a planned event may not be able to go ahead due to circumstances outside of the event organisers control. On these occasions, each

cancelled event will be assessed on an individual basis in consultation with the grant recipient before deciding what actions should be taken.

### 3. George Rothery Grants

George Rothery grants differ from Community and Event grants as they are funded from the George Rothery Bequest and not from OPC's annual precept. The George Rothery bequest will award an annual grant of up to £300, or the interest earned on the bequest in any given year should that be greater. The grant scheme will continue until the original bequest is exhausted and no more than 10% of the original capital bequest of £3000 should be spent in one year.

Grants will be made to community organisations which benefit young people within the age range of 14-25 in the year of the award who are resident in the civil Parish of Odiham, or who have a member of their family so resident.

The grant should support a 'one-off' event or project which will broaden the education of the applicant's members in a way which might not be available within the UK education system. This could include a trip or expedition, holiday project or scheme, youth exchange, training course, community event, music, drama, arts or sporting activity.

Applicants will be expected to show some evidence of personal development, help to others or the community at the completion of the activity for which the grant was awarded (which should be within 12 months of receipt of the grant). The form of this evidence will be agreed at the time of the award.

If the request is for part of a larger sum needed to complete the project, evidence of fundraising or other appropriate grant applications must be provided.

The scheme will be advertised at the start of each financial year and applications should be submitted by the 30<sup>th</sup> June of that year. Awards will be decided by the Council at the July meeting and announced as soon as possible thereafter. The grant should normally be spent by September of the following year and the report presented at the first Annual Parish Assembly following completion of the project.

### 4. Conditions applied to grant awards

- i) OPC reserves the right to attach a reasonable and justifiable condition to a grant award eg that funds will not be released until match funding has been secured.
- ii) In accepting the grant award recipients agree to acknowledge OPC in all publicity for the services, items or events that the award has helped to fund.
- iii) All grant recipients receiving grants of £500 or more should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant by completing a grant monitoring form.
- iv) A grant payment should not be passed on to a 3<sup>rd</sup> party by way of a grant or donation or used to fund a different event without prior consent from the Council.
- v) An event grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.
- vi) \_\_\_\_\_

or attach a reasonable and justifiable condition to a grant award, eg that OPC will not release grant funds until match funding has been secured.

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## COMMUNITY GRANT APPLICATION FORM

1.	Name of Organisation	
2.	Address of Organisation	
3.	Name and position of contact	
4.	Contact details, including email and telephone number	
5.	Is the Organisation a voluntary organisation?	Yes/No
6.	Is the Organisation a Registered Charity?	Yes/No
7.	Amount of grant requested	£
8.	For what purpose or project is the grant requested?	
9.	What will be the total cost of the above project?	£
10.	If the total cost of the project is more than the grant, how will the residue be financed? Please provide details of match funding.	
11.	Who and how many people will benefit from this project?	
12.	Approximately how many beneficiaries live or reside in the Parish?	

13.	If funding is for a capital purchase, have comparative quotes been obtained?	
14.	How will the project or capital purchase be managed once the project has finished or capital item installed?	
15.	<u>Please confirm that your organisation does not hold unallocated reserves higher than the equivalent of 12 months' running costs</u>	
1516.	Please provide any further details you consider relevant to your application	

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**COMMUNITY GRANT MONITORING FORM  
FOR GRANT AWARDS OF £500 AND OVER  
(to be completed within 3 months of end of project or event)**

1.	Name of Organisation	
2.	Name and position of contact	
3.	Contact details, including email and telephone number	
4.	Date of grant award	
5.	Value of grant award	
6.	Purpose of grant award	
7.	Please confirm that the grant award has been spent in line with the grant award.	Yes/No
8.	If answering no to the above, please explain why	
9.	<p>Please confirm the total spend.</p> <p>Where a capital purchase has been made, please provide a copy of the receipt.</p> <p>Where the award is for an event, please provide details of the event's income &amp; expenditure.</p>	<p>£</p> <p>Refer to a separate page if necessary.</p>
10.	Please explain any financial variances between the application and completed project	

11.	Please provide details of how the grant has benefited local people
12.	Please provide details of how the grant award has been included in your organisations' publicity
13.	Please list any changes to your project or event which requires spending the grant award differently to that set out in your application. Any requests will be put to the next Council meeting for decision.

<p>Signed</p>  <p><b>X</b></p> <hr style="width: 200px; margin-left: 0;"/> <div style="background-color: #cccccc; width: 150px; height: 100px; margin-left: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0; bottom: 0; left: 0;"></div> </div>	<p>Date</p>  <p><b>X</b></p> <hr style="width: 200px; margin-left: 0;"/> <div style="background-color: #cccccc; width: 150px; height: 100px; margin-left: 100px; position: relative;"> <div style="position: absolute; top: 0; right: 0; bottom: 0; left: 0;"></div> </div>
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