



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 17th SEPTEMBER 2024 at 7.30pm**

11th September 2024

Andrea Mann, Clerk

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82909434620?pwd=rZEwYm0ympnSIUkxAbhb0SibbqRCju.1>

Meeting ID: 829 0943 4620

Passcode: 418313

- 122/24 To receive apologies for absence**
Previously submitted from Cllrs Bell and McFarlane.
- 123/24 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 124/24 Approval of minutes**
To approve the minutes of the Council Meeting held on 20th August 2024 (95-121/24).
- 125/24 Chair's announcements**
- 126/24 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

- 127/24 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 128/24 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 129/24 Meeting action points (pages 5-6)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 130/24 Report from The Bridewell working group (pages 7-8)**
- 131/24 War Memorial working group (page 9)**
To receive a report from Cllr Bell from the first working group meeting held 23.08.24 and agree the proposed action plan.



132/24 Policies (pages 10-20)

- i) To review the schedule of policies and recommendations (in red) (page 10).
- ii) To review OPC's Casual Vacancy and Co-option Policy (pages 11-13).
- iii) To review OPC's Environment and Climate Change Policy (pages 14-17).
- iv) To review OPC's policy on Community Use of OPC's Open Spaces and Equipment (pages 18-20).

133/24 Signage from the High Street to community buildings in The Bury (pages 21-23)

To consider a proposal from the Odiham Society for 2 new signs from the High Street to community facilities in The Bury, as identified in OPC's Business Plan. The estimated cost of less than £300 can be funded from the Supporting the High Street earmarked reserve.

134/24 Bus shelter installation, Alton Road (report to follow)

To receive a verbal update regarding the failed installation of the new shelter and consider a new location proposed by HCC (expected from HCC in time for the meeting).

Community Committee

135/24 Release of funds from grant budgets

- i) To consider an application from Citizens Advice and resolve to release the allocated budget of £1,500.
- ii) To consider the release of £2,500 grant to InOdiham towards the cost of running Extravaganza 2024.

136/24 Community Committee activities (pages 24-27)

To note the following event planning and activities being carried out by the office, make suggestion and consider questions arising.

137/24 80th anniversary of VE-Day – 8th May 2025

To consider whether OPC should make plans to commemorate the 80th anniversary of VE-Day on 8th May 2025 in line with official guidance <https://www.veday80.org.uk/>. Following resolution, a working group will be set up to manage the event planning and budget provision will be considered as part of the 2024-25 budget setting process.

Financial Matters

138/24 Notice of Conclusion of Audit for the year ended 31 March 2024 (pages 28-31)

To accept the External Auditors review of the Annual Governance & Accountability Return (AGAR) for Odiham Parish Council for the year ended 31 March 2024 and note the Notice of Conclusion of Audit.

139/24 Internal Audit appointment (pages 32-33)

To consider the appointment of the Internal Auditor for the 2024-25 financial year with consideration of their independence as set out in sections 4.9-11 of the Joint Panel on Accountability and Governance Practitioners Guide <https://www.nalc.gov.uk/library/our-work/jpag/4040-practitioners-guide-2024/file>

140/24 Payments Listing (to follow)

To approve the payments listing for the period 21st August-17th September 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.



Planning Matters

- 141/24 Ratification of decisions by the Planning & Development Committee**
To ratify the decisions of the recent Planning & Development Committee 03.09.24 [Notes-240903-DRAFT.pdf \(odihamparishcouncil.gov.uk\)](#)
- 142/24 Planning applications**
To consider planning applications due for consideration before the next Planning & Development Committee.
- 38/24 - 24/01762/LBC**
April Cottage The Street North Warnborough Hook Hampshire RG29 1BD
Build over the existing staircase in order to form a straight flight and ease the pitch of the stair making it safer and easier to use and form a new opening in the rear wall to suit the base of the new stair.
<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SIXKX3HZM2A00&prevPage=inTray>
- 39/24 - 24/00760/HOU**
The Bury Cottage The Bury Odiham Hook Hampshire RG29 1ND
Replacement of front door and windows.
<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBZNP7HZJ1C00&prevPage=inTray>
- 40/24 - 24/01752/AMCON**
The Stables Darwins Farm Hillside Odiham Hook RG29 1HX
Variation of Condition 2 (approved plans) attached to Planning Permission 21/00896/FUL dated 27/07/2021 to allow for the installation of an Air Source Heat Pump.
<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SIVHWFHZM1300&prevPage=inTray>
- 41/24 - 24/01816/LBC**
108 High Street Odiham Hook Hampshire RG29 1LP
Display of one hanging sign.
<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SJAUP6HZM8V00&prevPage=inTray>
- 42/24 - 24/01450/LBC**
1 King Street Odiham Hook Hampshire RG29 1NN
Internal works to internal walls and some alterations to more modern extension to the rear.
<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SGRSXEHZL4700&prevPage=inTray>



10T/24 - 24/01787/CA

Applemore Mill Corner North Warnborough Hook Hampshire RG29 1HE

T1 - Maple - Reduce the crown so it is approx 3.5m height above ground level and thin out so the max diameter of the foliage is about 1.5m.

<https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?keyVal=SJ6K4MHZ0NC00&activeTab=summary>

143/24 Neighbourhood Plan review

To receive a verbal update from Cllr Verdon.

144/24 Proposed reforms to the National Planning Policy Framework and other changes to the planning system (pages 34-45)

To consider OPC's response to the Government's consultation:

[Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system).

The questions can be viewed at:

<https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system#basic-information>

145/24 Date of next meeting

Tuesday 15th October 2024

146/24 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 matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1

147/24 Rough sleeper Odiham Cemetery (report to follow)

To receive a verbal update from the Clerk following a meeting with the Hart Community Safety team.

148/24 Calculation on ongoing maintenance costs for public open space land (46-48)

To receive the Parish Clerk's report and agree OPC's position.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
May-24	1/24	Clerk	Update website to reflect Chair and Vice Chair.	N/A
	5/24	Clerk	Change previous minutes from draft and add to website.	Complete
	9/24	Clerk	Check HCC reporting details on website.	Complete
	11/24	Clerk	Add revised governance structure to website.	Complete
	12/24	Clerk	Add new committee terms of reference to website.	Complete
	13/24	Clerk	Revise website to reflect new committee memberships, chairs and vice chairs.	Complete
	14/24	Clerk	Revise website to reflect changes to working groups.	Complete
		Clerk	Review Armed Forces, Environment & Climate Change, Countryside Conservation Volunteers, and NP MG terms of ref later in 2024.	
		Clerk	Prepare H&S and War Memorial terms of reference for consideration at June meeting.	Complete
	15/24	Clerk	Revise website to reflect outside body representatives.	Complete
	16/24	Clerk/Bridewell Working Group	Progress project for improving Bridewell first floor for co-working and spend in accordance with grant.	Ongoing
	17/24	Clerk/Cllr Bell	Ask community for volunteers with relevant skills to support the delivery of the Emergency Plan in the event of an emergency situation.	Complete. One interest received
	18/24	All	Consider Basingstoke Canal contribution as part of 25/26 budget setting process.	Due Oct '24
	19/24	Clerk	Forward OPC's request to Hart asking for a review of Montford Place management plan and to renegotiate appropriate S106 contribution.	Complete
	20/24	Clerk	Invite neighbourhood Police Officer to an introductory meeting.	Complete
	21/24	Clerk	Submit response to Accountability in Public Life Review consultation.	Complete
	22/24	Deputy Clerk	Add revised Grants Policy to website.	Complete
	23/24	Deputy Clerk	Respond to Old School/Vine Church request to change purpose of grant award.	Complete
	25/24	Clerk	Add 23/24 accounts to website.	Complete
	26-29/24	Clerk	Submit 23/24 AGAR papers and publish in accordance with rules.	Complete
	30/24	All	Review Councillors' expenses as part of 25/26 budget setting process.	Due Oct '24
	31/24	Clerk	Set up payments on Unity Trust.	Complete
		CllrsLC/PV	Login to Unity Trust to authorise payments.	Complete
	33/24	Clerk	Present report on highways related enquiries received by the Parish Office to the next Council meeting.	Complete
Jun-24	37/24	Clerk	Change previous minutes from draft and add to website.	Complete
	40/24	Clerk	Submit statements to support OPC's application for the NALC for Local Council Award Scheme.	Complete
	41/24	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and login to approve payments.	Complete
Jun-24 (2)	47/24	Clerk	Prepare ToR for new 20mph working group.	
		Clerk	Invite members and confirm.	
	54/24	Clerk	Add Cyber Security Policy to website.	Complete
		Clerk	Refer double authentication of email passwords to next agenda.	Complete
		Staffing Committee	Draft pensions discretions policy.	Next Staffing Committee - 9th Oct (tbc)
	55/24i	Clerk	Invite members to War Memorial Working Group and arrange first meeting.	Complete
	55/24ii	Clerk	Arrange H&S working group meeting.	Work in progress
	56/24	Office	Award contract for works to Chapel Cottage septic tank.	Complete
	57/24	Clerk/CllrsAmc&DS	Site meeting at cemetery with grounds contractor re maintenance regime for remainder of year.	10.09.24
	58/24	Office	Award contract to remove 2 x ash trees from land at Colt Hill.	Works scheduled 11.09.24
	59/24	Office	Notify family of decision relating to fallen grave stone and progress as required.	Complete
	62/24	Cllr Bell	Meet with chair of InOdiham to clarify plans for future events.	Complete
	63/24	Clerk/CllrsLC&PV	Set up payments on Unity Trust and login to approve payments.	Complete
	64/24	Neighbourhood Plan WG	Finish proof-reading and submit plan to Hart.	Complete
	65/24	Cllr Bell	Refer response from HCC re parking at Laurel Close to residents.	Complete
	66/24	Office	Include article on maintenance of local rights of way in Summer newsletter.	Complete
	71/24	Cllr Verdon	Liaise with Hart DC re suggested new rural exception site.	Complete
	72/24	Clerk	Seek advice from HALC re nomination of award.	Complete
Jul-24	75/24	Clerk	Change previous minutes from draft and add to website.	Complete
	76/24i	Clerk	Write to telephone exchange manager re state of grounds.	
	79/24	Cllr Bell	Report on correspondence with InOdiham at next meeting.	Complete
	82/24	Bridewell WG	Meet to agree next stage of project and remaining works for upgrading co-working space.	Complete
	83/24	Clerk	Find out whether there's another method for double-authentication of emails other than texts to mobile phones.	Complete
	84/24	Deputy Clerk	Obtain second opinion & quote for the septic tank at Chapel Cottage.	To be considered by Amenities 19.11.24.
	85/24	Deputy Clerk	Notify all grant applicants of decision and set up payments where required.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	86/24	Clerk/CllrsLC&PV	Set up payments on Unity Trust and login to approve payments.	Complete
	88/24	Clerk	Submit planning comments to Hart.	Complete
	92/24	Clerk	Confirm proposed award recipient is happy to accept award before progressing decision and associated work.	Complete
	93/24	Clerk	Respond to the complaint regarding the location of a bus shelter.	Complete
		Office	Arrange for overhanging vegetation to be cut back prior to bus shelter installation last week in August.	See agenda 17.09.24
Aug-24	97/24	Clerk	Change previous minutes from draft and add to website.	Complete
	104/24	Clerk/Deputy Clerk/CllrSB	Appoint members to War Memorial working group, hold first meeting and report back to council with plan of action.	On agenda
	105/24	Clerk/All	Add Annual Action Plan to website, circulate to all, follow and report progress at AGM.	Ongoing
	106/24	IT support/All	Implement double authentication of Outlook emails for all.	
	107/24	Clerk	Update Document Retention Scheme and add to website.	Complete
	108/24	Office/CllrsSB&PV	Following confirmation by site inspection, issue letters of overgrown paths when required.	Ongoing
	109/24	Clerk	Vote at HALC AGM to accept proposed changes to Articles of Association.	19.10.24
	110/24	Clerk	Send welcome letter to new MP.	Complete
	111/24ii	Deputy Clerk	Publish plea to residents for community volunteers for Speedwatch including data collected on Farnham Road.	Complete
	111/24iii	Deputy Clerk/Clerk	Continue researching options for rotating SIDs and report back to Council.	Ongoing- DC awaiting for revised quotes from larkstel for the rotation of the new SID with the extra brackets
	111/24iv	Deputy Clerk	Order further brackets for newer SID.	Complete
	112/24	CllrAMc	Respond to HDC Cllr Butler re effectiveness of the HDC Flood Forum.	Complete
	114/24	CllrsPV&CG	Set up payments on Unity Trust and login to approve payments.	Complete
	117/24	CllrPV	Meet with resident to draw up a list of proposed responses to the Government's NPPF consultation and refer to Council for decision.	On agenda
	120/24ii	Office/AO	Investigate whether cemetery water can be switched off without impacting on supply to the cottage.	
	120/24iii	Clerk	Report back to Council following meeting with Hart Community Safety.	On agenda
	121/24	Office	Obtain quotes for security fencing to Chappel Cottage and refer quotes to Council.	Enquiry sent. Further suggestion to fill gaps by extending laurel hedging - quote requested.

REPORT ON: Progress report from The Bridewell Working Group on the project to improve the first-floor space for co-working
WRITTEN BY: Parish Clerk
MEETING DATE: 17th September 2024
AGENDA ITEMS: 130/24

Building works

1. The water leak in the kitchen is now repaired which completes the kitchen installation.
2. The next stage is re-decoration which is estimated to be completed by 20.09.24.
3. Proposed carpet installation date is 01.10.24.
4. Two furniture suppliers have visited and we await and await their proposals.
5. Furniture supplier 1 offers an environmentally accredited furniture removal service which is the preferred option. However, the removal of the existing furniture and delivery of new will need to be managed due to the ongoing bookings (see bookings below).
6. The decorator will be taking down the blinds when they start. Two enquiries are in progress for new blinds and it is hoped that the grant will cover new blinds, especially important for the new meeting room due to a new display screen.
7. Our electrician suggests ordering a 50 inch flat screen monitor for the meeting room. They have asked that we purchase this ourselves and they are happy to arrange the installation and required cabling. Note the furniture supplier 1 says their quote will include a meeting table with sockets & USB points within the table.
8. A counter-top fridge has been purchased. Our electrician will be asked to install additional sockets.
9. We are researching coffee machines which is considered to be of high importance when renting space for hot-desking. Prices vary significantly so we're waiting to see whether what spec can be afforded from the grant budget.

Bookings

1. Bookings and enquiries have increased over the last month. This is clearly great news because it appears that The Bridewell hot-desking is now coming up on Google.
2. The timing of the enquiries is challenging due to the ongoing building works and the office is doing their best to accommodate the bookings where possible to retain interest, also making use of the Library Room when not being used.
3. The working group will review hire charges when the building work is complete.
4. Staff time required to manage the administration of the bookings will be discussed by the Staffing Committee 09.10.24.

**IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED – EXTERNAL FUNDING RECEIVED**

MP's office

1. The former MP has given notice to vacate 04.11.24 and the office is working with the former MP's staff.
2. The working group will consider any further requests if the situation changes.
3. Note that vacation is estimated to result in a £12,400 income deficit at the end of the financial year. This will be discussed in more detail with the working group and at the Budget Workshop 07.11.24.
4. The working group will consider this matter further and report back to Council with recommendations.

Future Vision

The agreed concept plans have been submitted to Hart DC requesting pre-application advice.

PR

1. Once the building works are completed, an open day/drop in event will be considered because all hot-desk enquiries to date have been interested in viewing the facilities before hiring.
2. An article will appear in the Autumn newsletter.
3. Full marketing of The Bridewell hire spaces will resume when works are completed.

IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED – EXTERNAL FUNDING RECEIVED

REPORT ON: Report from Cllr Bell from the first working group meeting held 23.08.24
WRITTEN BY: Cllr Bell
MEETING DATE: 17th September 2024
AGENDA ITEMS: 131/24

Thank you to everyone who made it down to the War Memorial today - a good first meeting.
It was agreed:

- To establish an informal oversight committee for the War Memorial (WM) consisting of the attendees (inc absentees)
- That this would be a 'whole of community' approach, rather than a pure OPC lead (noting funding and oversight)
- That a short- and long-term strategy be adopted:
 - In the short-term, clean, tidy, and maintain the current condition of the WM, ensuring first phase of work is complete for Remembrance Sunday. There has been interest from Odiham Guides which the office is following up.
 - More long-term, look to develop a (prioritised) plan to make significant improvement to the condition and fabric of the WM, involving (possibly expensive) external support
 - To establish a monthly work-party, starting in September, to weed, trim, clear leaves etc
 - **Cllr Greensides** to investigate what options or opportunities may be forthcoming from RAF Odiham
 - **Sue W** to monitor the general condition and alert this forum of emergent work
 - **Cllr Bell** to produce SM posts through OPC FB page, calling on people to volunteer to join the work groups – action complete
 - **Derek B** to undertake a survey of the WM to understand the scope of work required
 - Thereafter, **Cllr Bell** to engage external contractors for quotes (with OPC)
 - **Cllr Bell** to also engage with the 'Military Grave Restorer' to see if there is any interest in his support for this project
- To meet monthly, next date to be confirmed for the latter part of September
- It was agreed that there will not be (certainly in the short term) any proposal to correct inaccuracies of names on the engraved stone plaques. Simon Lloyd with Margaret French will provide to the Odiham Society a schedule of corrections required to their records and War Memorial website.

The next meeting is scheduled on 28th September.

IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - YES

REVIEW OF OPC POLICIES - 17.09.24

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
Code of Conduct	Sep-23	Essential	Sep 26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep 26 - unless change in ICO model scheme.
Standing Orders	Feb-24	Essential	Feb 25 - annual review required.
Scheme of Delegation	Jan-22	Desirable	Jan 25 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb 25 - unless change in circumstances.
Equality, Diversity and Inclusion Policy	Dec-22	Advisable	Dec-24
Dignity at Work Policy	Dec-22	Advisable	Dec-24
Councillor Officer Protocol	Dec-22	Advisable	Dec-24
Finance			
Financial Regulations	Dec-23	Essential	Dec 24. Note new model Financial Regulations now available - to be referred to Finance Committee 15.10.24 before referral to full Council for adoption.
Statement of Internal Controls	Aug-23	Desirable	Aug 24 - unless change in circumstances. Proposal to wait until new Financial Regs approved.
Claiming expenses by Cllrs Policy	Jul-23	Optional	Jul 27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			Jul 27 - new Council.
Investment Policy	Jul-23	Essential	Jul 24. Proposal to wait until new Financial Regs approved.
Reserves Policy	Aug-23	Optional	Aug 24. Proposal to wait until new Financial Regs approved.
Grant Giving Policy	May-24	Essential	May 25.
Council Strategy			
Strategic Plan/Business Plan	Mar-24	Desirable	Mar 25 - annual review required.
Annual Action Plan	Aug'24	Desirable	Mar 25 - ongoing review and annual reporting required.
Casual Vacancy and Co-option Policy	Feb-21	Optional	Jun 23 . On agenda for review 17.09.24.
Complaints Procedure	Feb-24	Essential	May 27. Note NALC award panel's view that current procedure is "lightweight".
Data Protection			
Data Protection Policy	Jul-23	Essential	Review May 2027 - unless change in legislation.
Document Retention Policy	Aug'24	Desirable	Review May 2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	Review May 2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	Review May 2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Cyber Security Policy	Jun-24	Desirable	Jun 26.
Health & Safety			
Health & Safety Policy	Dec-23	Essential	Dec 24.
Safeguarding Policy	Dec-23	Desirable	Dec 25.
Environment			
Environment & Climate Change Policy	Feb-22	Desirable	Feb 24. On agenda for review 17.09.24.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
Managing assets			
Memorial Bench Policy	Feb-23	Optional	Feb 25.
Hiring OPC's land and equipment	Aug-22	Optional	Aug 24. On agenda for review 17.09.24.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Communication			
Communication Strategy	Mar-24	Desirable	Mar 25 - annual review required.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
Staffing			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Dec-23	Optional	Dec 24. First review by the Staffing Committee 09.10.24.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.
Pensions Discretionary Policy			To be considered by Staffing Committee 09.10.24.



CASUAL VACANCY AND CO-OPTION POLICY

Reviewed 17.09.24

Introduction

When a casual vacancy arises for a Councillor to the parish of Odiham and North Warnborough, more than six months from the date of the next normal elections, the procedure is to:

1. Notify Hart District Council [Electoral Services](#) about the vacancy.
2. Advertise the vacancy on the Council's notice board, website and Facebook page. Applicants should, in the first instance, apply in writing to Hart DC at the address published on vacancy notice.
3. An election to fill the vacancy shall be held if within fourteen days (calculated as per Section 4 of the Act) after public notice of the vacancy has been given, notice in writing of a request for such an election has been given to the Returning Officer at Hart DC by ten persons who are registered as local government electors in the parish (Local Elections [Parishes and Communities] Rules 2006). [Hart District Council will notify the Parish Council of the closing date and responses.](#)
4. On receipt of notification by the Returning Officer that an election has not been called, **OPC will** place a Casual Vacancy notice on the Council's notice boards, website and Facebook page requesting applications to fill the vacancy be returned to the Parish Office within 14 days of the publication, or by a specified date [to fit in with the date of the next full Council meeting.](#) ~~(Candidates will be requested to confirm they meet the eligibility criteria (Local Government Act 1972, section 79).~~
5. Applicants should apply in writing to clerk@odham-arg.uk parishcouncil.gov.uk confirming that they meet the eligible criteria [\(as set out in the Local Government Act 1972, section 79*\)](#) [and providing a summary of the reasons why they have applied and any skills and experience they consider relevant.](#)

*A candidate must be:

- [A British subject or a citizen of the a citizen of the Commonwealth or the European Union](#)
- [At least 18 years of age](#)
- [A local government elector for the area of the authority, or for during the preceding 12 months, lived in the parish or within 3 miles of the parish, have owned or occupied land in the parish, or worked in the parish](#)

A candidate cannot:

- [Hold paid office or employment within the council](#)
- [Be subject to a bankruptcy restriction order or interim order](#)
- [Have been within the last five years convicted of any offence and sentenced to imprisonment for more than three months](#)

- ~~5. and providing a summary of the reasons why they have applied and any skills and experience they consider relevant.~~
6. Following receipt of completed applications, candidates will be invited to attend the next Full Council meeting. The meeting agenda will state that a co-option is being considered [and the number of applicants](#) but personal information will be withheld from publication to the public.
- ~~6.7.~~ 7. [All applicants will be invited to speak at the meeting for a maximum of three minutes to elaborate on their application and Councillors may ask questions.](#)

- ~~8. Where the number of applicants is equal or less than the number of available positions, then one resolution shall be taken to co-opt those applicants. The vote requires a proposer and seconder and required an absolute majority.~~
- ~~7.9. Where the number of applicants exceeds the number of available positions, the Chair may propose a closed session to allow councillors to discuss the applications.~~
- ~~8. Where the number of applicants exceed the number of available positions, each candidate will be given five minutes to elaborate on their submission and to allow members to ask questions of them.
To allow councillors to discuss the candidate/s the meeting will be closed to the public and press~~
- ~~9.~~
10. When there are more applicants than vacancies, OPC will attempt to fill a vacancy by:
- a. Favours applicants which will fairly and reasonably represent the parish geographically and demographically.
 - b. Selecting skills and experience which will complement and enhance those of current Members.
11. Once the meeting has been re-opened, voting will take place. Voting by means of a signed ballot may take place if requested and seconded by Councillors. If there are more candidates than vacancies, the candidate with the lowest number of votes will be excluded. If two candidates poll the same number of votes a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies.
12. This business to conclude by the Chairman of the meeting announcing the names of the successful candidate/s.
13. The Clerk will advise the Returning Officer of the District Council of the names of anyone co-opted to the Council.
14. Before the successful candidate can participate in Council business s/he must sign the Declaration of Acceptance of Office and deliver it to the Clerk.
15. All new councillors must, within 28 days of appointment to office, Register their Interests with the District Council Monitoring Officer.

Vacancy six months BEFORE Parish Elections: Where a vacancy occurs within six months before the day on which a councillor would regularly have retired at the next four yearly election, Parish Councils **may** co-opt to fill the vacancy and will make this decision by resolution at a full Council meeting. During that final six month period there will be no formal election to fill any vacancies.



ODIHAM PARISH COUNCIL

ENVIRONMENT and CLIMATE CHANGE POLICY

INTRODUCTION

Odiham Parish Council (OPC) is committed to the creation of a sustainable community, which will benefit current residents and businesses, as well as future generations. OPC recognises that the mitigation of, and adaptation to, Climate Change are inseparable from the considerations of impact on the environment generally. How we protect and encourage biodiversity, reduce and manage waste, water, energy and air quality all impact the climate. The decisions we make on what we eat, how we travel and what we buy, how we invest our savings and manage our homes all contribute to our carbon footprint. This policy aims to set out a framework within which OPC can operate with an improving outcome for the environment and encourage businesses and residents to do the same.

At the full Council meeting on 21st September 2021, Councillors debated Climate Change and resolved that:

“OPC acknowledges the Government’s Climate Emergency pledge and will:

1. Consider Climate Change in all decision making and delivery of services and activities.
2. Review all Council services and functions and draw up an Action Plan within 6 months setting out where carbon emissions can be reduced.
3. Following adoption and review of the Action Plan, OPC will consider whether to declare a “net zero carbon pledge.”

This policy fulfils the first action in that action plan.

POLICY SCOPE

This policy applies to all the land and properties that Odiham Parish Council owns and land/properties that the Council manages or is responsible for now and in the future. Odiham Parish Council encourages and supports those who manage facilities on its behalf to do so in an environmentally responsible manner.

Where possible Odiham Parish Council encourages businesses and residents in the local community to act responsibly towards the environment and participate in environmental projects.

POLICY OBJECTIVES

Odiham Parish Council recognises that its activities will have some impact on the environment. The aim of this policy is to establish broad objectives to enable the development of activities that will minimise impacts on the environment and work towards protecting and enhancing the natural environment.

The Council will aim to improve its environmental performance and influence improvement in Odiham in the following ways:

- Use energy, natural resources and non-renewable resources efficiently and strive to minimise waste and pollution.
- Inform Odiham’s residents of the Council’s environmental activities and implement actions in response to feedback.



- Support individual behaviour change in Odiham's residents, leading by example and supporting environmentally friendly activities.
- Support local businesses in the adoption of low-impact practices.
- Manage its land using practices that respect the natural environment, promote biodiversity and protect habitats.

ENVIRONMENTAL ACTION

Odiham Parish Council is committed to action in the following, specific areas:

Water

- Water will be used efficiently for Council activities and on Council premises. In the Council's parks and green spaces planting schemes and technology that minimise the need for watering will be used.
- The Council will continue to implement water-saving measures on its allotments, encouraging tenants to reduce their water usage. Water supplies in open spaces will be switched off from 1st November to 1st March and OPC will remove public access to supply where this is not deemed to be essential.
- The Council acknowledges that the River Whitewater that runs through the parish, as a chalk stream, is a globally rare habitat that is important for the characteristic wildlife of the North Hampshire Downs. The Council is committed to the conservation of this habitat and will continue to support conservation and restoration of the River Whitewater.
- The Council acknowledges that the Basingstoke Canal, which runs through the parish, is also a SINC/SSSI as it runs through the parish and will be an active partner of the Basingstoke Canal Society, and engage with the Basingstoke Canal Authority who each have a remit covering the entire canal.
- The Council's Planning Committee will consider issues of water use, water run-off and water pollution when making recommendations on planning applications. The Council will support the use of Sustainable Urban Drainage Systems (SUDS)¹ in new developments and redevelopments to reduce flooding risks, manage storm-water, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.

Sustainable Development

- The Council's Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Odiham and also when developing or redeveloping any of its own buildings. The Council will lead on consultations relating to the Local Planning Authority's Local Plans.
- The Council will press for the use of planning obligations (section 106/CiL agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

Climate Change and Energy

- The Council will monitor its energy use and improve upon energy efficiency within its buildings by adopting energy-saving measures.
- The Council will increase awareness of energy efficiency amongst employees and encourage energy-conserving behaviour.
- In the longer term, the Council will investigate the feasibility of sustainable supplies of energy to power its premises.

Waste

- The Council will minimise its waste production wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce where possible.



- Waste will be disposed of safely, following the correct procedures, and only licensed contractors will be used.
- The Council will provide a public recycling collection point for Bridewell users to drop off used printer cartridges and batteries for disposal by licenced carriers.

Village Environment

- The Council will undertake specific highways works that contribute to the improvement of the village environment and safety. These include identifying projects for the Parish Lengthsman, supporting the OPC led Conservation Volunteers Work Group, issuing hedge-trimming notices and clearing fly-posted signs.
- Working with partners such as Hampshire County Council, Hart District and contractors, the Council will seek to implement a pollinator-friendly wildflower / no mow borders policy wherever possible along highways in the parish.

Transport

- The Council will continue to encourage sustainable transport systems, promoting public transport and non-polluting modes of transport within and around our villages, such as cycling and walking.
- As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the Council will also press other tiers of government for the alleviation of traffic congestion within the Parish.
- As a long-term goal, the Council will investigate sustainable, minimally polluting forms of fuel for all vehicles used for Council business.

Biodiversity and Green Spaces

The Council will:

- consider the conservation and promotion of local biodiversity in all its activities, particularly with regard to land management.
- seek to manage green spaces in a manner that promotes, protects and enhances biodiversity.
- protect and, where possible, enhance the quality of Odiham's natural environment and open spaces. The Council aims to make open space accessible wherever possible.
- continue to promote the use of its allotments as a source of local food, helping to reduce the food miles consumed by Odiham residents.
- look to create bylaws if these are required to protect and conserve its green spaces.
- organise biodiversity assessments on its land where this can assist in the development of environmentally sensitive management plans.
- conduct annual reviews of grounds maintenance contracts to maximise opportunities for biodiversity net gain.

Sustainable Procurement

- Council procurement is continually assessed for sustainability implications, with the intention of purchasing renewable/recycled, environmentally low-impact and recyclable materials, so long as the requirements for value for money and quality are met.
- The Council will ban the use, by the Council or its contractors, of certain specified environmentally damaging products where an alternative product or method is available. These products are:
 - Ozone depleting chemicals
 - Wood that is not certified independently as coming from a well-managed forest
 - Pesticides on the UK 'Red List' and EC 'Black List'2
 - The use of peat.



- The Council will promote local produce and products within the community as appropriate, which will have the additional positive effect of supporting the local economy.
- New service contractors will be assessed upon their ability to supply an Environmental Statement or Policy.

Awareness, Lobbying & Partnerships

- The Council will promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.
- The Council will continue to engage in partnership working with the local community, organisations and other tiers of local government in partnerships on conservation projects.



POLICY ON COMMUNITY USE OF ODIHAM PARISH COUNCIL'S OPEN SPACES AND EQUIPMENT

**Reviewed Adopted ~~on 16th August~~
2022- 17th September 2024**

Introduction

Odiham Parish Council owns and manages ~~various~~ a number of open spaces across the Parish and acts as custodian trustee on behalf of residents. Community organisations may apply to use some of these open spaces and associated event equipment for events and activities which benefit the community. This Policy explains the process applicants should follow and criteria for determining requests.

Sites

OPC's Asset Portfolio includes:

- | | |
|----------------------------------|-------------------------|
| 1. Recreation Ground | 9. Peace Garden |
| 2. Bufton Field Play Area | 10. Odiham Cemetery |
| 3. Chapel Pond Play Area | i) Chapel Cottage |
| 4. Allotments | ii) North Chapel |
| 5. Chamberlain Gardens Play Area | iii) South Chapel |
| 6. Beacon Field | iv) Cemetery Meadow |
| 7. War Memorial | 11. Parish Room |
| 8. Colt Hill Land | 12. The Bridewell |
| | 13. King Street Toilets |
| | 14. The Firs |

OPC will consider requests relating to the Recreation Ground, Chamberlain Gardens, Beacon Field, Colt Hill land and The Firs. Hire of property is not covered by this policy.

Equipment

OPC owned event equipment may be hired by community organisations both for events on OPC owned land or other land. Equipment available for hire is listed on the application form and may change from time to time.

Acceptable Uses

Village fetes/community events, community sports events/tournaments, fun run/walk, outdoor education, forest schools, bands/concerts, fitness sessions, outdoor theatre, filming and photographic events.

Prohibited Uses

Activities which can damage the ground, cause excessive nuisance or do not benefit the community are prohibited eg

- i) Car parking
- ii) Metal detecting
- iii) Drone flying
- iv) Wheeled sports
- v) Commercial activities which don't support the health and wellbeing of residents.

Process

All applications should be made to the Parish Clerk, clerk@odiham.org.uk clerk@odihamparishcouncil.gov.uk by completing an application form. The Parish Clerk, under the Scheme of Delegation, has delegated authority to allow community organisations use of OPC's assets or facilities for activities which support the Parish.

Each application will be decided on its own merit and this Policy will be applied to the decision making process. Where an application clearly matches this Policy the Clerk will determine the application and notify the applicant within 7 days. For applications which do not clearly align with this policy, the Parish Clerk will consult with Councillors and respond to the applicant within 14 days.

Conditions

Permission is granted on the following conditions:

- i) OPC reserves the right to withdraw consent if extreme weather conditions pose a risk to personal safety or damage to the ground. OPC will assess the weather forecast a week before the event and, if deemed necessary, arrange a site visit with the Hirer normally 3 days prior to the event.
 - ii) OPC reserves the right to withdraw consent if the Hirer cannot demonstrate sufficient health & safety control methods or demonstrates lack of regard for public liability.
 - iii) The Hirer agrees to the "Hirer's Obligations" set out below.
 - iv) The Parish Clerk, under the Scheme of Delegation has authority to take appropriate actions arising from emergencies as required to respond to provide business continuity and respond to urgent H&S matters, in consultation with the Chair/Vice Chair of the Council or relevant Committee.
 - v) OPC's decision is final.
- v)vi) With respect of OPC's duty to demonstrate transparency, OPC reserves the right to promote an event where land or equipment has been granted free of charge.

Hirer's Obligations

- i) The Hirer is responsible for obtaining the correct licences and agreements from the relevant authority eg Temporary Events Licence (TENs) for the sale of alcohol or broadcasting music or permission from Hampshire County Council for advertising close to the highway.
- ii) The Hirer must conduct their own risk assessment carried out by a competent person and submit this with their application form. It is the responsibility of the Hirer to follow the risk assessment for the set up and during their event and the document will be referred to in the event of any claim arising.
- iii) The Hirer should hold third party insurance covering events and activities no less than £5M (£10M preferred) and indemnify OPC from any claims for losses, damage and injury resulting from the Hirer's activity.
- iv) The Hirer must return land and property in the same condition as at the start of the hire period.
- v) The Hirer is responsible for providing adequate fire-fighting equipment and first aid cover.
- vi) The Hirer must not restrict land access to members of the general public.
- vii) The Hirer must not allow vehicles, other than those allowed by prior agreement, onto the site.
- viii) The Hirer must ensure the site is clear from litter, equipment and advertising material at the end of the hire period.
- ix) The Hirer must prevent their activities from causing nuisance to neighbouring properties, eg public address systems.
- x) The Hirer should arrange to collect a key to sites and storage in the week leading up to the hire period and must return keys within 2 days of the event.

Fees

Generally, community organisations holding free community events will not be charged for hiring OPC owned land or equipment. In other circumstances, OPC reserves the right to apply charges, subject to agreement by Councillors.

REPORT ON: Signage from the High Street to community buildings in The Bury
WRITTEN BY: Clerk
MEETING DATE: 17th September 2024
AGENDA ITEMS: 133/24

In November 2023, OPC resolved to work with the Odiham Society to improve signage from the High Street to the community facilities in The Bury.

The Odiham Society has now proposed two new signs for the top and bottom of Stoney Alley, as shown on the following pages.

The estimated cost of producing these signs is less than £300, based on online research, and can easily be afforded from the Supporting the High Street earmarked reserve.

It is advisable to liaise and seek support from the properties next to the sign locations.

For decision

To agree whether to proceed and make suggestion on the proposed signage.

IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - YES

STONEY ALLEY

Leading to



**The Bridewell Community
Hub**



Odiham Parish Council

**Odiham
BOOK
EXCHANGE**

THE ODIHAM SOCIETY



HERITAGE CENTRE

at the
PARISH ROOM

IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - YES



**The Bridewell Community
Hub**



Odiham Parish Council

**Odiham
BOOK
EXCHANGE**



THE ODIHAM SOCIETY



HERITAGE CENTRE

**at the
PARISH ROOM**

IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - YES

REPORT ON: Community Committee activities
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 17th September 2024
AGENDA ITEMS: 136/24

This report provides an update on the forthcoming events and activities that the office staff have been and are currently working towards.

- i) **Autumn newsletter**- This is in progress- Deadline for articles is Tuesday 24th September. With the printers from Friday 4th October ready for distribution from Friday 11th October. These dates are confirmed and booked.
- **Members are welcome to submit articles by 24th September.**
- ii) **Macmillan Coffee morning** Friday 11th October run by the Book Exchange but OPC will be giving the room free of charge and will be asking if any volunteers can help at the event.
- **Volunteers should make contact with Cllr McFarlane.**
- iii) **Remembrance Sunday** 10th November. We are taking on the full arrangements this year. Road closure licence has been secured and we are making enquiries with a new and traffic management company Hooke Highways. They have kindly agreed to support the event FREE of charge. The only thing they have asked is that they are able to take photographs with those on parade and the organisers. This will need to be put forward to The RAF representative and the other organisations involved during the meeting in early October. We have produced a poster that will be shared via social media reminding everyone of the date. We will also arrange a planning meeting in early October for everyone involved and write to all groups and share the promotion online.
- **Do members agree the normal £50 donation to RBL for the poppy wreath?**
 - **Do members wish to join the parade from All Saints to the memorial?**
 - **Are members happy to fund the cost of wine for everyone after the church service?**
- iv) **Christmas tree lighting and drinks reception** This was pencilled in for Thursday 28th November but we need to liaise with InOdiham because their Christmas Extravaganza event is Sunday 24th – the tree needs to be in place by then. Should OPC's event move to Thursday 21st?

Once the date is confirmed, the office need to order delivery of the tree, for the grounds contractor to erect the tree and for a volunteer group to add the lights.

End of September/ early October Cove Brass Band, the town crier, and the Rotary will be contacted asking if they can help and wish to be involved with the event.

There have been no plans made yet for the thank you reception but it makes sense to hold this after the tree lighting on the same evening. Councillors are invited to put forward names for the guest list for people who have worked with and support OPC and community activities throughout the year.

- **Are members happy to move the date to Thursday 21st November?**

IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - YES

- **Should OPC do anything to enhance the tree lighting event, acknowledging it was intended to be a lower key event for a different demographic to the largescale Extravaganza event on 24th?**
- **How should OPC respond to the request from St Michael's Hospice? (attached).**

**IS THIS PROJECT AN IDENTIFIED STRATEGIC PRIORITY – YES
HAS BUDGET BEEN ALLOCATED - YES**

Clerk

Subject: FW: Community trees

From: James Young <@stmichaelshospice.org.uk>

Sent: 18 July 2024 15:37

To: Clerk <clerk@odihamparishcouncil.gov.uk>

Subject: Community trees

Good afternoon,

My name is James and I am writing to you from St. Michael's Hospice (North Hampshire) about an upcoming event we would like to include you in.

For this years Light Up a Life event, we are looking at working with local councils to further reach our supporters and people in the local area.

The idea behind our plan is, that people can select to “dedicate a light” to their loved one on a tree in their local area, not just the one in the hospice grounds. This will hopefully mean that more people can honour their loved ones in a different way to what we have done before, as well as helping us to raise even money for those that need our support at the end of their life, and their families.

We are looking at potentially seeing if you will allow one of your public Christmas trees to become a light up a life tree, where we would put a hospice banner around it, to promote our event and appeal, as well as giving them different options on how to donate (text, QR code etc). People in the community will then be able to visit the trees and remember memories of their loved one.

If this seems like a potential opportunity you would want to work with us on, if not this year, then maybe in the future; I would love to hear from you and maybe we could arrange a call to discuss further.

All the best,

Individual Giving Fundraiser

St. Michael's Hospice

Basil de Ferranti House

Aldermaston Road

Basingstoke

RG24 9NB

Direct Dial: 01256 846963 Ext: 756 | (Working hours: Mon-Fri 8:30-4:30)

Fundraising Hotline: 01256 848848

stmichaelshospice.org.uk



St. Michael's Hospice (North Hampshire) is a UK registered charity number 1002856 reliant on fundraising, gifts in Wills and retail activities for over 80% of its income. For more information about St. Michael's Hospice (North Hampshire) or to make a donation please visit our website (<http://www.stmichaelshospice.org.uk>).

The information contained in this message and any attachments is confidential, maybe privileged, and is intended for the use of the individual or entity to which it is addressed. If you, the reader of this message, are not the intended recipient, the agent, or employee responsible for delivering this transmission to the intended recipient, you are expressly prohibited from copying, disseminating, distributing or in any other way using any of the information contained in this message and/or any attachments. The information contained in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of this email, and your reply, cannot be guaranteed. St. Michael's Hospice (North Hampshire) has taken every reasonable precaution to ensure that this e-mail and any attachment(s) to this e-mail have been swept for viruses. However, we cannot accept liability for any damage sustained as a result of software viruses and would advise that you carry out you own virus checks before opening any attachment. If you have received this message in error, please contact the sender immediately by return e-mail.

St. Michael's Hospice (North Hampshire) is a UK company limited by guarantee number 02588395, registered office Basil de Ferranti House, Aldermaston Road, Basingstoke, Hampshire, RG24 9NB. Tel. 01256 844744

ODIHAM PARISH COUNCIL
Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Odiham Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of ODIHAM PARISH on application to:	
(a) A Mann, Parish Clerk Odiham Parish Council The Bridewell The Bury Odiham RG29 1NB clerk@odihamparishcouncil.gov.uk	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) Monday-Thursday 9.30am to 3.30pm	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of 30 pence for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: A Mann, Parish Clerk	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 2 nd September 2024	(e) Insert the date of placing of the notice.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ODIHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

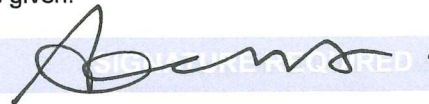
20/05/2024

and recorded as minute reference:

MIN 27 124 REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



odihamparishcouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ODIHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	211,241	216,118	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	210,412	212,071	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	72,407	108,263	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	86,204	89,547	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	191,737	243,301	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	216,118	203,604	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	209,029	195,287	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,259,983	1,267,317	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 REQUIRED

Date 16/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

EN Odiham Parish CouncilITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP SIGNATURE REQUIRED
F88E8F3322FA4B1...

Date

23 August 2024 /YYYY

Do the Numbers Ltd

Internal Audit Information 2024/25

Who are Do the Numbers Ltd?

- A company led by Eleanor Greene BSc Hons ICPA who has been auditing Parish Councils since 1997.
- Qualified with ACCA in Private Practice and then worked for the Audit Commission.
- Following ten years as Company Secretary of Hampshire ALC, Eleanor was for three years Secretary of the Hampshire SLCC as an Associate member and is a founder member of the [Internal Audit Forum](#) , so is up to date with sector developments.
- Eleanor Greene acts as a trainer for CALCs and Sector software providers covering the theory and practice of governance, budgeting and financial controls.
- The company is in regular communication with the External Auditors (PKF, BDO and before them District Audit and the Audit Commission), SLCC, NALC, JPAG and SAAA
- The company holds £150,000 of Professional Indemnity Insurance linked to the practising certificate.
- When not dealing with local Councils, Eleanor acts as the independent examiner for several charities and has a tax practice covering individuals, partnerships and small companies.
- Therefore the company understands HMRC systems and compliance and the differences between Parish, Charity and Company law.

What does the Internal Audit process comprise ?

Every council will get a visit to their office / the Clerk's place of work between the 31st March year end and late June to review the controls and systems and to sign the AGAR (annual return) in good time for the 30th June submission deadline.

Larger councils – whose operations and systems are more complex – get extra visits spread through the year between October and March, to allow a thorough review of all activities to take place.

Every council, no matter how large or small has unlimited email support throughout the year.

Communication is primarily with the proper officer, but sometimes also with the Chairman. There is no such thing as a 'stupid' question the first time it is asked – it is always better to ask during the year so that matters are handled correctly in the first instance.

Fees

The Internal Audit Fee scale for 2024/25 is set on the same basis as that for external audit – bandings based around total income or expenditure - as a proxy for the complexity of the council.

There is a fee of £75 for any aborted visit or for any visit cancelled at less than one week notice. It is likely that no council will ever have to pay this as our systems include a clear schedule of documentation and actions to have been completed prior to the visit. The issue of notice periods primarily applies to small councils where we are keeping your fees down by visiting more than one parish in a day.

When your quote is provided, your likely fee will be confirmed in writing. Quotes come with no obligations.

All engagements are on a “good till cancelled” basis. Councils are not locked in to more than one year.

Audit Calendar

Showing what main audit related actions the council should have undertaken during the year;

April Complete Cash book for prior year, ensure bank reconciliation to 31 March complete and approved by council.
Prepare draft annual return figures.

[Do the Numbers Ltd : Internal Audit Information](#)

May	Internal Audit visit – approve IA report at full council including action to be taken. Ensure all RTI submissions complete for year – take a copy of annual summary.
June	Complete AGAR and submit with all required paperwork to External Auditor
July	Review Standing orders and Financial Regulations
August	Review all policies, especially Data Protection, schedule update approvals
September	Review Risk Assessment as per guidance in Governance & Accountability
October	Receive completed external audit, report to full council and act on any points raised
November	Start preparing the budget through monitoring of expenditure and requirements
December	Finalise budget and complete approval of updated policies
January	Submit Precept request. Include final budget in signed minutes and clearly minute the Precept amount.
February	Review fixed asset register to bring up to date, review Transparency Code
March	Review supporting statement to year end accounts – debtors, tenancies, leases, contingent liabilities.

Paperwork / electronic document schedule

This is the list of information that the Internal Auditor will need to check to assure themselves of the tests listed on the Internal Audit Statement on the [AGAR](#).

Some of the items may not be applicable to very small parishes but all are part of a good internal control environment.

Ideally provide copies of starred (***) items for the IA to put in their file – this will save accidentally marking your originals.

All items marked “T” should be published on the council website under the [Transparency codes](#).

- Minute book – master copy including agenda papers, committees and confidential (T)
- All invoices and receipts to 31 March (*electronic PDF files are permitted*)
- Bank statements for all accounts including loans and investments – to 31 March
- Bank reconciliation for all accounts as at 31 March (T)
- Cheque book stubs / Paying in books
- Petty cash records and reconciliation
- Insurance Schedule – including vehicles
- Wages – evidence of RTI and Pension submissions, P60 for all staff, P45 for leavers
- VAT reclaim or return to 31 March
- Burial register, memorials register – the physical document
- Last year's Internal and external auditor reports and annual return (T)
- Register of Members' interests (*link to Monitoring officer page is best*) (T)
- Financial regulations / Standing Orders / Risk Assessment – as reviewed in year (T)
- Budget for the following year – as approved in year (T)
- Review of variances between cash book and budget for the current year. (T)
- Review of leases, tenancies, contingencies and other agreements
- Income & Expenditure (R&P for small councils) to 31 March, showing comparatives (***) (T)
- Balance sheet at 31 March – showing comparatives (***) (T)
- Fixed asset register as at 31 March, checked against the Insurance schedule (T)
- Trade Debtors and prepayments listing (***)
- Trade Creditors and Accruals listing (***)
- Analytical review of variances for section 2 of Annual return (T)

The list looks very long written out like that but every organised clerk is actually already doing all of this – they just may not think of it in those terms.



Proposed reforms to the National Planning Policy Framework and other changes to the planning system

Draft Odiham Parish Council response

5 September 2024 [consultation closes 24 September 2024]

Background

The consultation material was subject to a review in which the 106 questions were categorised as either:

- likely to be most relevant to OPC and the parish
- less relevant but worth considering in case there are specific issues on which OPC would like to make a case to government
- the remainder – ie less relevant and/or essentially technical and not relevant to a parish council (boxes shaded light grey).

This document has been produced to assist the completion of the government's online survey at:

<https://consult.levellingup.gov.uk/planning/planning-reform>

No	Question	OPC response	Explanation
1	Do you agree that we should reverse the December 2023 changes made to paragraph 61?	No	Local planning authorities (LPAs) should have flexibility to work on the basis of a different approach to deciding on housing need in response to local conditions. The current policy is working. Our LPA (Hart) has not tried to produce the bare minimum but has worked hard to deliver housing and has provided significantly more than the identified need, despite difficult circumstances. At the parish level too, we have garnered community support for new homes, allocating several sites for a significant number in total. We are now reviewing our made neighbourhood plan and can show we are broadly on course to deliver the numbers planned.
2	Do you agree that we should remove reference to the use of alternative approaches to assessing housing need in paragraph 61 and the glossary of the NPPF?	No	See our explanation for our answer to Question 1.
3	Do you agree that we should reverse the December 2023 changes made on the urban uplift by deleting paragraph 62?	Yes	The largest cities and towns should be required to provide more of the new housing because they have better infrastructure. However, the

			urban uplift is probably too crude a method.
4	Do you agree that we should reverse the December 2023 changes made on character and density and delete paragraph 130?	No	In rural areas (such as ours), new development must respect the existing urban form.
5	Do you agree that the focus of design codes should move towards supporting spatial visions in local plans and areas that provide the greatest opportunities for change such as greater density, in particular the development of large new communities?	No	Design coding is important for all development.
6	Do you agree that the presumption in favour of sustainable development should be amended as proposed?	Yes	Every LPA should have an up-to-date local plan for its area and this will encourage them to do so.
7	Do you agree that all local planning authorities should be required to continually demonstrate 5 years of specific, deliverable sites for decision making purposes, regardless of plan status?	Yes	However, we disagree with the underlying approach (ie the standard method) and believe some flexibility is needed where there are extenuating circumstances – see our response to Questions 1 and 2.
8	Do you agree with our proposal to remove wording on national planning guidance in paragraph 77 of the current NPPF?	No	Significant over-supply should be taken into account, especially where the proposed new approach to identifying need would entail a large increase in the numbers of new homes needed (as in Hart).
9	Do you agree that all local planning authorities should be required to add a 5% buffer to their 5-year housing land supply calculations?	n/a	We have no comment on this matter
10	If yes, do you agree that 5% is an appropriate buffer, or should it be a different figure?	n/a	We have no comment on this matter
11	Do you agree with the removal of policy on Annual Position Statements?	n/a	We have no comment on this matter
12	Do you agree that the NPPF should be amended to further support effective co-operation on cross boundary and strategic planning matters?	Yes	More effective cooperation is needed to ensure that the housing needs of a sub-region (ie an area wider than that covered by a single LPA) are met in the best places, irrespective of administrative boundaries.
13	Should the tests of soundness be amended to better assess the soundness of strategic scale plans or proposals?	n/a	We have no comment on this matter

14	Do you have any other suggestions relating to the proposals in this chapter?	No	We have no comment on this matter
15	Do you agree that Planning Practice Guidance should be amended to specify that the appropriate baseline for the standard method is housing stock rather than the latest household projections?	No	Employment and infrastructure should be the key factors, not the number of existing homes
16	Do you agree that using the workplace-based median house price to median earnings ratio, averaged over the most recent 3 year period for which data is available to adjust the standard method's baseline, is appropriate?	n/a	We have no comment on this matter
17	Do you agree that affordability is given an appropriate weighting within the proposed standard method?	No	The proposal gives far too much weight to affordability. The key factors should be the availability of employment and provision of infrastructure – see our answer to Question 15.
18	Do you consider the standard method should factor in evidence on rental affordability? If so, do you have any suggestions for how this could be incorporated into the model?	No	See our answer to Question 17.
19	Do you have any additional comments on the proposed method for assessing housing needs?	No	We have no comment on this matter
20	Do you agree that we should make the proposed change set out in paragraph 124c, as a first step towards brownfield passports?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
21	Do you agree with the proposed change to paragraph 154g of the current NPPF to better support the development of PDL in the Green Belt?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
22	Do you have any views on expanding the definition of PDL, while ensuring that the development and maintenance of glasshouses for horticultural production is maintained?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
23	Do you agree with our proposed definition of grey belt land? If not, what changes would you recommend?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.

24	Are any additional measures needed to ensure that high performing Green Belt land is not degraded to meet grey belt criteria?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
25	Do you agree that additional guidance to assist in identifying land which makes a limited contribution of Green Belt purposes would be helpful? If so, is this best contained in the NPPF itself or in planning practice guidance?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
26	Do you have any views on whether our proposed guidance sets out appropriate considerations for determining whether land makes a limited contribution to Green Belt purposes?	No	We have no comment on this matter as there is no Green Belt land in this parish.
27	Do you have any views on the role that Local Nature Recovery Strategies could play in identifying areas of Green Belt which can be enhanced?	No	We have no comment on this matter as there is no Green Belt land in this parish.
28	Do you agree that our proposals support the release of land in the right places, with previously developed and grey belt land identified first, while allowing local planning authorities to prioritise the most sustainable development locations?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
29	Do you agree with our proposal to make clear that the release of land should not fundamentally undermine the function of the Green Belt across the area of the plan as a whole?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
30	Do you agree with our approach to allowing development on Green Belt land through decision making? If not, what changes would you recommend?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
31	Do you have any comments on our proposals to allow the release of grey belt land to meet commercial and other development needs through plan-making and decision-making, including the triggers for release?	No	We have no comment on this matter as there is no Green Belt land in this parish.
32	Do you have views on whether the approach to the release of Green Belt through plan and decision-	No	We have no comment on this matter as there is no Green Belt land in this parish.

	making should apply to traveller sites, including the sequential test for land release and the definition of PDL?		
33	Do you have views on how the assessment of need for traveller sites should be approached, in order to determine whether a local planning authority should undertake a Green Belt review?	No	We have no comment on this matter as there is no Green Belt land in this parish.
34	Do you agree with our proposed approach to the affordable housing tenure mix?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
35	Should the 50 per cent target apply to all Green Belt areas (including previously developed land in the Green Belt), or should the Government or local planning authorities be able to set lower targets in low land value areas?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
36	Do you agree with the proposed approach to securing benefits for nature and public access to green space where Green Belt release occurs?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
37	Do you agree that Government should set indicative benchmark land values for land released from or developed in the Green Belt, to inform local planning authority policy development?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
38	How and at what level should Government set benchmark land values?	n/a	We have no comment on this matter as there is no Green Belt land in this parish.
39	To support the delivery of the golden rules, the Government is exploring a reduction in the scope of viability negotiation by setting out that such negotiation should not occur when land will transact above the benchmark land value. Do you have any views on this approach?	No	We have no comment on this matter as there is no Green Belt land in this parish.
40	It is proposed that where development is policy compliant, additional contributions for affordable housing should not be sought. Do you have any views on this approach?	No	We have no comment on this matter as there is no Green Belt land in this parish.
41	Do you agree that where viability negotiations do occur, and contributions below the level set in policy are agreed, development should be subject to late-stage	n/a	We have no comment on this matter as there is no Green Belt land in this parish.

	viability reviews, to assess whether further contributions are required? What support would local planning authorities require to use these effectively?		
42	Do you have a view on how golden rules might apply to non-residential development, including commercial development, travellers sites and types of development already considered 'not inappropriate' in the Green Belt?	No	We have no comment on this matter as there is no Green Belt land in this parish.
43	Do you have a view on whether the golden rules should apply only to 'new' Green Belt release, which occurs following these changes to the NPPF? Are there other transitional arrangements we should consider, including, for example, draft plans at the regulation 19 stage?	No	We have no comment on this matter as there is no Green Belt land in this parish.
44	Do you have any comments on the proposed wording for the NPPF (Annex 4)?	No	We have no comment on this matter as there is no Green Belt land in this parish.
45	Do you have any comments on the proposed approach set out in paragraphs 31 and 32?	No	We have no comment on this matter as there is no Green Belt land in this parish.
46	Do you have any other suggestions relating to the proposals in this chapter?	No	We have no comment on this matter as there is no Green Belt land in this parish.
47	Do you agree with setting the expectation that local planning authorities should consider the particular needs of those who require Social Rent when undertaking needs assessments and setting policies on affordable housing requirements?	Yes	Social rental homes are important and should remain as such in perpetuity.
48	Do you agree with removing the requirement to deliver 10% of housing on major sites as affordable home ownership?	Yes	Affordable home ownership is often a valuable form of provision but we agree that there should be flexibility as to the specific types of tenure that are required to be provided.
49	Do you agree with removing the minimum 25% First Homes requirement?	Yes	We agree that there should be flexibility as to the specific types of tenure that are required to be provided.
50	Do you have any other comments on retaining the option to deliver First Homes, including through exception sites?	No	
51	Do you agree with introducing a policy to promote developments	Yes	

	that have a mix of tenures and types?		
52	What would be the most appropriate way to promote high percentage Social Rent/affordable housing developments?		The most appropriate way would be to provide additional funding (ie loan finance, grants and/or subsidies). Developers will not build them unless its viable to do so.
53	What safeguards would be required to ensure that there are not unintended consequences? For example, is there a maximum site size where development of this nature is appropriate?		A maximum size (eg number of units) might be the answer. If so, the number might be in the range 20- 25 homes.
54	What measures should we consider to better support and increase rural affordable housing?		See our answer to Question 52.
55	Do you agree with the changes proposed to paragraph 63 of the existing NPPF?	Yes	It would be beneficial to include explicit reference to meeting the needs of 'looked after children'.
56	Do you agree with these changes?	Yes	This Council is interested in getting involved in and/or assisting community-led development.
57	Do you have views on whether the definition of 'affordable housing for rent' in the Framework glossary should be amended? If so, what changes would you recommend?	Yes	The definition should include reference to community-led developers and other orgs that are not Registered Providers (eg local charitable bodies).
58	Do you have views on why insufficient small sites are being allocated, and on ways in which the small site policy in the NPPF should be strengthened?	Yes	It requires more resources for LPAs producing plans because it is time-consuming for them to deal with a large number of small sites (as compared to a small number of large ones).
59	Do you agree with the proposals to retain references to well-designed buildings and places, but remove references to 'beauty' and 'beautiful' and to amend paragraph 138 of the existing Framework?	Yes	Design important but 'beauty' and 'beautiful' are too subjective.
60	Do you agree with proposed changes to policy for upwards extensions?	Yes	There needs to be flexibility as to how such extensions are designed. However, in all cases care needs to be taken to avoid problems of overlooking.
61	Do you have any other suggestions relating to the proposals in this chapter?	No	
62	Do you agree with the changes proposed to paragraphs 86 b) and 87 of the existing NPPF?	Yes	We agree with the rationale provided in the consultation document. However, there need to be adequate safeguards against harm to the environment, highway safety, etc.
63	Are there other sectors you think need particular support via these changes? What are they and why?	No	

64	Would you support the prescription of data centres, gigafactories, and/or laboratories as types of business and commercial development which could be capable (on request) of being directed into the NSIP consenting regime?	No	Such proposals should be subject to local decision-making.
65	If the direction power is extended to these developments, should it be limited by scale, and what would be an appropriate scale if so?	n/a	We have no comment on this matter
66	Do you have any other suggestions relating to the proposals in this chapter?	No	
67	Do you agree with the changes proposed to paragraph 100 of the existing NPPF?	Yes	We agree that more weight should be placed on new public service infrastructure.
68	Do you agree with the changes proposed to paragraph 99 of the existing NPPF?	Yes	We agree that more weight should be placed on new provision for early years and post-16 education.
69	Do you agree with the changes proposed to paragraphs 114 and 115 of the existing NPPF?	Yes	We agree with what we understand by a 'vision-led' approach to transport planning (but further explanation is needed).
70	How could national planning policy better support local authorities in (a) promoting healthy communities and (b) tackling childhood obesity?		Clear guidelines for inclusion of recreation space and play equipment with formulae for ongoing developer contribution to maintenance over at least 10 years on developments over a certain size?
71	Do you have any other suggestions relating to the proposals in this chapter?	No	
72	Do you agree that large onshore wind projects should be reintegrated into the s NSIP regime?	No	Such proposals should be subject to local decision-making.
73	Do you agree with the proposed changes to the NPPF to give greater support to renewable and low carbon energy?	Yes	We agree such projects warrant greater support. However, this is subject to impacts being addressed adequately.
74	Some habitats, such as those containing peat soils, might be considered unsuitable for renewable energy development due to their role in carbon sequestration. Should there be additional protections for such habitats and/or compensatory mechanisms put in place?	Yes	Such habitats must be protected.
75	Do you agree that the threshold at which onshore wind projects are	No	Such proposals (ie up to 100MW) should be subject to local decision-

	deemed to be Nationally Significant and therefore consented under the NSIP regime should be changed from 50 megawatts (MW) to 100MW?		making. However it is important to understand the number of acres which will be used as the output of power from wind turbine changes as they are improved. A limit on the acreage taken out of food production should be set.
76	Do you agree that the threshold at which solar projects are deemed to be Nationally Significant and therefore consented under the NSIP regime should be changed from 50MW to 150MW?	No	Such proposals (ie up to 100MW) should be subject to local decision-making. However it is important to understand the number of acres which will be used as the output of power from a solar panel changes as they are improved. A limit on the acreage taken out of food production should be set.
77	If you think that alternative thresholds should apply to onshore wind and/or solar, what would these be?	See comment	These thresholds should take into account local characteristics.
78	In what specific, deliverable ways could national planning policy do more to address climate change mitigation and adaptation?	n/a	We have no comment on this matter
79	What is your view of the current state of technological readiness and availability of tools for accurate carbon accounting in plan-making and planning decisions, and what are the challenges to increasing its use?	n/a	We have no comment on this matter
80	Are any changes needed to policy for managing flood risk to improve its effectiveness?	n/a	We have no comment on this matter
81	Do you have any other comments on actions that can be taken through planning to address climate change?	No	
82	Do you agree with removal of this text from the footnote?	No	It is essential to protect high quality farmland and this text, whilst not specific, flags its importance.
83	Are there other ways in which we can ensure that development supports and does not compromise food production?	Yes	Further explanation and clarification can be provided (see our answer to Question 82).
84	Do you agree that we should improve the current water infrastructure provisions in the Planning Act 2008, and do you have specific suggestions for how best to do this?	n/a	We have no comment on this matter
85	Are there other areas of the water infrastructure provisions that could be improved? If so, can you explain	n/a	We have no comment on this matter

	what those are, including your proposed changes?		
86	Do you have any other suggestions relating to the proposals in this chapter?	No	
87	Do you agree that we should we replace the existing intervention policy criteria with the revised criteria set out in this consultation?	n/a	We have no comment on this matter
88	Alternatively, would you support us withdrawing the criteria and relying on the existing legal tests to underpin future use of intervention powers?	n/a	We have no comment on this matter
89	Do you agree with the proposal to increase householder application fees to meet cost recovery?	Yes	LPAs clearly need more resources.
90	If no, do you support increasing the fee by a smaller amount (at a level less than full cost recovery) and if so, what should the fee increase be? For example, a 50% increase to the householder fee would increase the application fee from £258 to £387.	n/a	See our answer to Question 89.
91	If we proceed to increase householder fees to meet cost recovery, we have estimated that to meet cost-recovery, the householder application fee should be increased to £528. Do you agree with this estimate?	Don't know	LPAs are best placed to comment on this.
92	Are there any applications for which the current fee is inadequate? Please explain your reasons and provide evidence on what you consider the correct fee should be.	n/a	We have no comment on this matter. LPAs are best placed to comment on this.
93	Are there any application types for which fees are not currently charged but which should require a fee? Please explain your reasons and provide evidence on what you consider the correct fee should be.	n/a	We have no comment on this matter. LPAs are best placed to comment on this.
94	Do you consider that each local planning authority should be able to set its own (non-profit making) planning application fee?	No	This would add extra complexity.
95	What would be your preferred model for localisation of planning fees?	Don't know	We have no comment on this matter

96	Do you consider that planning fees should be increased, beyond cost recovery, for planning applications services, to fund wider planning services?	No	This should not be necessary, given the mainstream funding available to LPAs.
97	What wider planning services, if any, other than planning applications (development management) services, do you consider could be paid for by planning fees?	n/a	We have no comment on this matter
98	Do you consider that cost recovery for relevant services provided by local authorities in relation to applications for development consent orders under the Planning Act 2008, payable by applicants, should be introduced?	n/a	We have no comment on this matter
99	If yes, please explain any particular issues that the Government may want to consider, in particular which local planning authorities should be able to recover costs and the relevant services which they should be able to recover costs for, and whether host authorities should be able to waive fees where planning performance agreements are made.		We have no comment on this matter
100	What limitations, if any, should be set in regulations or through guidance in relation to local authorities' ability to recover costs?		We have no comment on this matter
101	Please provide any further information on the impacts of full or partial cost recovery are likely to be for local planning authorities and applicants. We would particularly welcome evidence of the costs associated with work undertaken by local authorities in relation to applications for development consent.		We have no comment on this matter
102	Do you have any other suggestions relating to the proposals in this chapter?	No	
103	Do you agree with the proposed transitional arrangements? Are there any alternatives you think we should consider?	n/a	We have no comment on this matter
104	Do you agree with the proposed transitional arrangements?	n/a	We have no comment on this matter. LPAs are best placed to comment.

105	Do you have any other suggestions relating to the proposals in this chapter?	No	We have no comment on this matter
106	Do you have any views on the impacts of the above proposals for you, or the group or business you represent and on anyone with a relevant protected characteristic? If so, please explain who, which groups, including those with protected characteristics, or which businesses may be impacted and how. Is there anything that could be done to mitigate any impact identified?		We have no comment on this matter

Draft - for approval 17.09.20