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COUNTY COUNCILLOR ROB HUMBY'S REPORT JULY 2023

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New County Council Cabinet Portfolios

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

HR, Performance, Communications and Inclusion and Diversity

- Executive Member, Cllr Kirsty North

CALLING ALL VOLUNTEERS – SMALL ACTS OF KINDNESS MAKE A BIG DIFFERENCE!

Hampshire residents looking to make a positive difference in their local communities are being encouraged to volunteer some of their time to support a vulnerable child

[Calling all volunteers - small acts of kindness make a big difference! | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/calling-all-volunteers-small-acts-of-kindness-make-a-big-difference)

THOUSANDS OF HAMPSHIRE CHILDREN SERVED UP HOT FOOD AND NEW ADVENTURES IN SCHOOL HOLIDAYS

As Hampshire holiday club providers gear up for a bumper summer for the Holiday Activities and Food (HAF) programme, Hampshire County Council is reminding local qualifying families that a full programme of support will once again be available over the school holidays

[Thousands of Hampshire children served up hot food and new adventures in school holidays | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/thousands-of-hampshire-children-served-up-hot-food-and-new-adventures-in-school-holidays)

UNACCOMPANIED CHILDREN SEEKING REFUGE IN HAMPSHIRE IN NEED OF LOVING HOMES

Hampshire households are being urged to provide loving, safe and stable homes to help transform the lives of vulnerable, unaccompanied asylum-seeking children in the county

[Unaccompanied children seeking refuge in Hampshire in need of loving homes | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/unaccompanied-children-seeking-refuge-in-hampshire-in-need-of-loving-homes)

GREEN ENERGY FIXED DEAL OPTION NOW AVAILABLE FOR HAMPSHIRE RESIDENTS

Hampshire residents wanting to move to greener energy use and save money could benefit from the opportunity to switch to a renewable energy supplier through a scheme offered by Hampshire County Council working with independent group buying specialists iChoosr

[Green energy fixed deal option now available for Hampshire residents | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/green-energy-fixed-deal-option-now-available-for-hampshire-residents)

TRADING STANDARDS INVESTIGATION LEADS TO JAIL SENTENCE FOR FRAUDULENT 'CAR-CLOCKING' OPERATION

Hampshire County Council Trading Standards has welcomed a successful prosecution following their investigation into the fraudulent sale of second-hand cars

[Trading Standards investigation leads to jail sentence for fraudulent 'car-clocking' operation | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/trading-standards-investigation-leads-to-jail-sentence-for-fraudulent-car-clocking-operation)

HAMPSHIRE COUNTY COUNCIL INVITES ORGANISATIONS TO BID FOR £1.3 MILLION IN HOUSEHOLD SUPPORT GRANTS

Community organisations throughout Hampshire are being invited to apply for grants to help ease the cost-of-living crisis in their local area

[Hampshire County Council invites organisations to bid for £1.3 million in household support grants | Hampshire County Council \(hants.gov.uk\)](#)

RESIDENTS' VIEWS SOUGHT ON DIFFICULT DECISIONS FOR BALANCING THE BUDGET

Hampshire County Council is asking people for their views on ways to help the Authority prepare its budgets over the next two years, through to April 2025, as it looks to balance the books in future years in the face of rising costs, higher demand for local services and years of underfunding by central Government

[Residents' views sought on difficult decisions for balancing the budget | Hampshire County Council \(hants.gov.uk\)](#)

PLANS FOR AN EXTRA £22.5 MILLION POTHOLE REPAIR BOOST ANNOUNCED BY HAMPSHIRE COUNTY COUNCIL

An extra £7.5 million each year for the next three years will be spent on repairing more potholes across Hampshire under new plans outlined by the County Council Leader, Councillor Rob Humby

[Plans for an extra £22.5 million pothole repair boost announced by Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL PLEDGES ITS CONTINUED COMMITMENT TO HAMPSHIRE'S ARMED FORCES

Hampshire County Council has agreed to sign a renewed Armed Forces Covenant – continuing its long-standing commitment to ensuring that serving and veteran members of the Forces, and their families, are treated fairly and are not disadvantaged when accessing public services such as education and healthcare

[County Council pledges its continued commitment to Hampshire's Armed Forces | Hampshire County Council \(hants.gov.uk\)](#)

SUPPORTING HAMPSHIRE RESIDENTS TO LIVE LONG LIVES IN GOOD HEALTH

Increasing the number of years Hampshire residents can expect to live in good health, particularly in the more deprived areas of the county, is at the heart of a range of actions the County Council as the Public Health Authority, will be taking with partners over the next three years to support local people to enjoy better health

[Supporting Hampshire residents to live long lives in good health | Hampshire County Council \(hants.gov.uk\)](#)

RAISING THE FLAG IN CELEBRATION OF HAMPSHIRE'S ARMED FORCES

Hampshire's Armed Forces were honoured by Hampshire County Council on 19 June – marking the start of Armed Forces Week

[Raising the flag in celebration of Hampshire's Armed Forces | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/raising-the-flag-in-celebration-of-hampshire-s-armed-forces)

DON'T MISS OUT ON FREE SUMMER ACTIVITY SCHEMES FOR YOUR CHILD – SIGN UP NOW

Parents and carers of children who are eligible for benefits-related free school meals in Hampshire are being encouraged to sign up for free places at more than 140 local holiday activity schemes this summer

[Don't miss out on free summer activity schemes for your child – sign up now! | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/dont-miss-out-on-free-summer-activity-schemes-for-your-child-sign-up-now)

SURVEY OPEN FOR VIEWS ON CHANGES TO COUNTY COUNCIL PLANNING CONSULTATION

Residents and other stakeholders are being asked for their views for updates to Hampshire County Council's Statement for Community Involvement – which is a statement of policy for how the County Council will manage the involvement of interested parties in planning matters – both in plan-making and the planning applications the County Council deals with

[Survey open for views on changes to County Council planning consultation | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/survey-open-for-views-on-changes-to-county-council-planning-consultation)

PAN-HAMPSHIRE COUNTY DEAL

Hampshire County Council has welcomed the clear steer and statement of intent from central Government, confirming the intention of Government to progress a single County Deal for the area, designed to bring significant investment into Hampshire's economy and devolve other funding and powers currently held in Whitehall Departments

[Pan-Hampshire County Deal | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/pan-hampshire-county-deal)

HAMPSHIRE COUNTY COUNCIL HONOURS EDUCATION STAFF AT ANNUAL EDUCATION AWARDS

Hampshire County Council has honoured hard-working and dedicated staff from across the County at its annual Hampshire Education Awards, at the Great Hall, Winchester

[Hampshire County Council honours education staff at annual Education Awards | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-county-council-honours-education-staff-at-annual-education-awards)

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

Winchester City Councillor report July 2023

DIY Waste charging at Hampshire Waste and Recycling Centres

The issue of charging for DIY waste regularly comes up at parish meetings and you may already have seen some publicity around the announcement by the government that charges for DIY waste at council tips are being abolished.

The government's announcement is undoubtedly welcome news for those undertaking DIY projects as this reduces project costs in challenging times. However, the disposal of this waste still must be paid for by the council and will incur additional costs to Hampshire County Council of around £1m per year.

This decision requires secondary legislation, so we do not know the full scope of waste included or the start date for free disposal.

Whilst we all support measures to crack down on fly tipping my sense is this will make little difference. As it happens, I am assured, incidences of illegal tipping in Hampshire are actually fewer than before DIY waste charges were introduced at household waste recycling centres. Most residents choosing to dispose of their domestic waste, do so responsibly. Unfortunately, fly tipping is often undertaken for profit by unscrupulous people and I'm not convinced they would have taken the waste to the tip even if disposal was free.

Update on waste and recycling in Winchester

Winchester is a waste collection authority, which collects household waste and recycling. Hampshire County Council is a waste disposal authority which treats and manages the collected material.

Currently, Winchester collects 43,000 tonnes of waste from its residents, 17,500 tonnes is recycling including green waste and 25,500 tonnes is collected as refuse. Of the refuse collected approximately 35% of this is food waste and 5% are materials currently recyclable but in the wrong bin.

Of 11 districts in Hampshire, Winchester is currently 3rd in its recycling rate performance but we are most definitely what you would class as 'middle of the pack' across all English authorities. East Devon being top of the class, they have three weekly residual bin collections, a weekly food waste collection, a fortnightly chargeable garden waste collection, a weekly recycling collection which includes glass, pots, tubs, trays, textiles, batteries, cans, bottles and cardboard. There is the potential to increase the level of recycling in Winchester removing up to approximately a further 30% from the black bins.

Central government is introducing the Deposit Returns scheme or reintroducing depending on which generation you belong to, on certain items such as plastic bottles which will remove a portion of recycling from kerbside collections. Also, the introduction of Extended Producer Responsibility will mean supermarkets and the like will have to make products

easier to recycle and provide funding to local authorities to support the cost of recycling these products.

The council is currently evaluating what the shape of its future waste and recycling system should be, how to deliver the mandatory food waste collection programme, how the inter-authority agreement between Hampshire and the collection authorities should be structured and importantly how we introduce greener waste and recycling vehicles to reduce the impact on climate change.

Councillor Neil Bolton, Upper Meon Valley ward
Nbolton@winchester.gov.uk

MEETING REPORT: Training
DATE: 10 July 2023
WRITTEN BY: The Clerk
AGENDA ITEM: 41 (d)

As per the Councils Training and Development policy the Council are committed to ensuring our councillors and staff are trained to the highest standard of representation and services for the residents of the Parish. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training this year the Council have allocated £400.00.

The Council encourages councillors, staff and volunteers to undertake appropriate training and development.

HALC provide training to Councillors and the following training sessions are available:

Charing Skills: 5th July & 22nd November

An Introduction to Planning for Local Councils: 6th July, 18th October & 7th November

Local Plans and Local Policy for Local Councils: 10th July

The Knowledge and Core Skills for Councillors: 19th July, 12th September, & 14th November

Managing Employees in Local Councils: 19th September

Introduction to Appraisals: 11th October

As well as those courses above they also offer the following courses:

Introduction to Health and Safety

Introduction to Childrens Play Area Inspection

Internal Controls (Finance)

Introduction to VAT for Local Councils

I can ask HALC if they would provide a group training session on a specific topic for all Councillors and we could invite other councillors from other Councils to make up the numbers.

Durley Parish Council are potentially going to put on a training course on planning, however this has not been confirmed yet any Cllr wishing to attend this please let me know.

MEETING REPORT: Watson Fuel Syndicate

DATE: 10 July 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 42

A resident has been in contact and given the Parish Council the details of reinstating the Watson Fuel syndicate where residents can sign up and get cheaper fuel.

They are keen to reinstate the original Fuel arrangement.

The 'today's price' that was quoted represents a saving of over 2 PPL against the Watsons app. price on the same day.

It appears that when Watson took over Minster Fuels the person who handled the Owslebury Buying Group left with no information provided to Watsons. They now have a nominated person who is responsible for 'Domestic Syndicate' arrangements.

Please see today's 01/06/23 prices below:

Standard Kerosene –55.72 PPL + VAT

Premium Kerosene – 57.72 PPL + VAT

Carbon Offset Kerosene — 57.72 + VAT

Delivery Windows for a delivery that requires a standard 6-wheeler or 4-wheeler vehicle they are able to offer a **10-working day** delivery window from the day they receive the order.

If the delivery requires a Baby tanker, then they would require up to **20 working days** on receipt of the order confirmation.

Would the Council advertise this to the residents of the village and collate a list, a resident has offered to run the syndicate.

MEETING REPORT: Beech Grove

DATE: 10 July 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 43 (a)

Since the last meeting this project has not moved on. I have sent an email to our Hampshire County Cllr Rob Humby for help to upload the information to the s278 portal as per the decision at last month's meeting.

I received the following response on Friday 30th June:

Good afternoon, Juanita,

I have received your enquiry to Cllr Humby and would like to offer my assistance with regard to the section 278 process and developer portal.

I have spoken to our engineer who will be dealing with this section 278 submission when it is received, and we have agreed that there are certain items on the checklist that can be omitted in this instance. Please find attached a copy of the checklist confirming what is applicable for this submission.

I am sorry to hear that you are having difficulty uploading the documents onto the portal. You will have to submit an application via the portal as this is the only way in which the plans etc can be uploaded into our system and is the central point of contact for the submission when it goes through the design check.

If you would like some assistance with this, I would be happy to help you and talk you through it.

I have attached the checklist with the documents we need to upload the portal. I have added in if we have this document or not.

I have responded to Highways asking for assistance to go through all the documentation, a meeting has been arranged for 18th July.

S278 Minor Works Design Audit

Submission Requirements

A checklist has been provided to help guide the applicant regarding what documents and drawings are required to be submitted for this type of Design Audit. The table below provides additional information for each item and links to additional guidance where appropriate.

It is important for as many of the items as possible to be submitted at the start of the design check to ensure that Hampshire County Council can respond to your proposals fully and in detail. If elements of the submission are missing, this will prolong the Design Audit significantly as the details have to be revisited to review how additional information submitted later in the check may impact on other elements of the design. Providing only part submissions will only prolong the Design Audit.

Owslebury Footway Minor Works Design Checklist		
Document (Mandatory)	Description	Guidance Link
CDM Letter	A letter from the Developer (CDM Client) confirming who the Principal Designer is and that the Designer/Principal Designer undertaking the works has the appropriate skills, knowledge and experience to undertake their duties under CDM Regulations. This must be a letter from the Developer – a letter from the Principal Designer is not sufficient.	REQUIRED OPC – Does not have this
Planning Permission	Copy of the Planning Permission and associated Conditions to include the approved planning drawings of the highway works. As part of the S278 Design Audit, we must review whether the works proposed and the methods of working are in accordance with the planning permission.	REQUIRED OPC - Does not have this
Site Extent Plan	A plan showing the extent of the whole planning permission using a red line. This is not the same as the Land Plan for the Agreement.	REQUIRED OPC – Does not have
Consultation with Affected Landowners	Where adjoining/nearby landowners or properties are directly affected by the proposed works then evidence of consultation will need to be supplied, especially where land is being dedicated.	REQUIRED ALL LAND OWNERS MUST BE SUBJECT TO DEDICATION AS HIGHWAY OPC – Write a letter to the resident
Estimate of Construction Cost	This is an estimate of the construction costs of the highway elements of the scheme only, although the agreed Tender Sum will be used as the basis for calculating the Bond and Inspection Fees.	REQUIRED OPC – Yes, we have 3 quotes
Location Plan	1/2500 OS based with 250m coverage either side of site	REQUIRED OPC – Easy to obtain from an OS map
Existing Detail	This is a drawing showing the existing layout of the site and surrounding area including existing level information.	REQUIRED OPC - Yes OPC has this document

Owslebury Footway Minor Works Design Checklist

Document (Mandatory)	Description	Guidance Link
General Arrangement Plan(s)	Throughout the design drawings, reference should be made directly to HCC's Standard Detail Drawings where appropriate rather than recreating HCC's details on the scheme drawings. When using HCC's Standard Details, ensure that you also read the associated Notes for Guidance for the respective details to ensure that you are applying the detail/options correctly.	REQUIRED OPC – Yes OPC has this plan
Land Plan	Land Plan at 1/500 scale showing extent of existing Highway and development land for dedication (coloured orange for appending to Agreement) and any easements for drainage, lighting or structures. To include HCC colours featuring chainages, surface water drainage, street lighting, arboriculture and structures. Where third party land is required, particularly for visibility splays, this shall be clearly indicated on the plan and written proof supplied that the Developer has full control over land in question. Requests regarding the location of the Highway Boundary can be submitted using the online form at https://www.hants.gov.uk/transport/searchesrightscharges/highwayextent	REQUIRED
Horizontal Alignment Plan(s)	To include radii, lane widths & dimensions and visibility splays/sight lines. Street Lighting and arboriculture features to be shown on this plan. Refer to the Technical Guidance Notes.	
Swept Path Plot(s)	Swept path plots are to include as appropriate the following vehicles. Vehicle tracking speeds MUST be annotated next to each vehicle manoeuvre. The tracking speed should be appropriate for the location, with a minimum tracking speed of 10mph. Drawings must clearly show the chassis and the wheel tracking. A, Articulated Lorry – 16.48m in length 2.55m in width B, Pantehnicon – 9.57m in length 2.52m in width C, Large Family Car – 4.89m in length 1.94m in width D, Single Decker Bus – 12.00m in length 2.55m in width (for bus routes only) E, Super Large Refuse Vehicle – 11.20m in length, 2.53m in width	N/A
Drainage Details	Drawings required if not included on GA. To include gully positions and connections, pipe sizes, invert levels, cover levels, gradients, manhole and soakaway details & schedules, soakage/infiltration tests, hydrobrakes, petrol interceptors, attenuation, connections to outfalls and any other SuDS features. A separate drawing showing the impermeable areas used for the hydraulic model/calculations - including contours and gully positions. Also provide Calculation sheets of the drainage design or print outs from a Drainage Design Software Program (if WinDes then the model should be submitted with the printouts). This shall include assessment of the downstream network/outfall.	N/A
Drainage Calculations		
3 rd Party Drainage Agreements		

Owslebury Footway Minor Works Design Checklist

Document (Mandatory)	Description	Guidance Link
	Any licences or agreements should be submitted and consultations with Water Authorities or Environment Agency should also be submitted. Where drainage and/or utilities cross, calculations to demonstrate that a pipe clash check has been undertaken. Refer to Technical Guidance Note TG8 Drainage	
Traffic Signs & Road Markings	Required if not included on GA. To include sign face sizes, x-heights/dimensions, mounting heights, details of posts, lighting arrangements etc. Refer to Technical Guidance Note TG12 Signs and Bollards	POSSIBLY REFRESH EXISTING ROAD MARKINGS
Vertical Alignment	Long Sections with VA, transverse sections, vertical visibility sections, contour plots. Refer to the Technical Guidance Notes.	REQUIRED OPC – Don't think we have this document
Street Lighting Design	Refer to Technical Guidance Note TG13 Street Lighting	CONFIRMATION OF NO EXISTING ST LIGHTING SYSTEM OPC – Can get this info
Street Lighting RTMA File	Refer to Technical Guidance Note TG13 Street Lighting	-
Street Lighting Calculations (with designer's narrative/commentary and including calcs for any private cables)	Refer to Technical Guidance Note TG13 Street Lighting	-
Street Lighting Hazard Assessment	Refer to Technical Guidance Note TG13 Street Lighting	-
Street Lighting Report (including written confirmation that the design complies with the Accrual Required Standards)	Refer to Technical Guidance Note TG13 Street Lighting	-
Street Lighting Layout Drawings and Specification (including any illuminated signs and/or special columns).	Showing any existing and any proposed trees/planting. Refer to Technical Guidance Note TG13 Street Lighting	-
Street Lighting – Existing inventory information (including confirmation of LV supply network owner)	Refer to Technical Guidance Note TG13 Street Lighting	-
Pavement Design and Details	To include coring plan and results, skid tests, tie-in details, thicknesses and specification of the layers. Refer to Technical Guidance Note TG6 Pavement Design. If any High Friction Special Surfacing is proposed, the details shall be included (either on the GA or pavement drawings. A thorough justification for its use must also be provided.	REQUIRED. FOOTWAY SPEC TO HCC CONSTRUCTION DETAILS OPC – OPC has design
Geotechnical Site Investigation	Refer to Technical Guidance Note TG5 Geotechnical Investigation and Testing Requirements	N/A
Passenger Transport Facilities	Where passenger transport facilities are affected then the passenger transport provider will need to be consulted and evidence of consultation will need to be supplied. Refer to Technical Guidance Note	N/A

Owslebury Footway Minor Works Design Checklist

Document (Mandatory)	Description	Guidance Link
	TG9 Public Transport Infrastructure (inc Bus Stops, Shelters, RTP1)	
Cycle & Pedestrian Facilities	If not covered by GA and Horizontal Alignment. Refer to Technical Guidance Note TG10 Footways / Cycleways / Shared Surfaces	N/A
Collision Risk Assessment	All schemes must be accompanied with a collision risk assessment to demonstrate that the proposed design addresses the collision risks adequately. Refer to Technical Guidance Note TG14 Collision Risk Assessment, VRS & Passive Street Furniture	REQUIRED OPC – Does not have. Will need to ask how to get this
Walking, Cycling and Horse-Riding Assessment & Review	Refer to GG 142 and Technical Guidance Note TG19 Walking, Cycling and Horse-Riding Assessment & Review	REQUIRED OPC – Does not have. Will need to ask how to get this
Works Contract Specification	HCC Model Specification available on request	REQUIRED OPC – I think we have this.
Arboricultural Report (All the information listed below is mandatory but can be packaged as one report)	If any highway trees or planting are affected by the proposals then an Arboriculture Report will be required along with protection methods to be undertaken during the Works. This includes any tress or planting adjacent to the Highway where the roots may be affected by the proposals Refer to Technical Guidance Note TG15 Trees, Landscape & Ecology	N/A
Arboricultural Impact Assessment		
Arboricultural Drawings including details of ground prep, planting specification and maintenance		
Tree Protection Plan(s)		
Arboricultural Method Statement		
Arboricultural Soil Assessment Report		
Speed Check Data	Measurement of 85%ile vehicle speed including evidence of weather (wet/dry) during the measurement period. Refer to Technical Guidance Note TG3.	N/A
Accident Data and Associated Analysis (previous five years)	This is a location plot of accidents over the previous five-year period together with their type for a radius of 250m from the edges of the proposed works. Furthermore, an analysis of the accidents stating trends that are addressed by the proposals or that could be exacerbated shall be identified. To obtain accident statistics contact RPU IMU Records Analyst, Collision Records, Hampshire Constabulary, P.O. Box 421, Winchester, Hampshire, SO23 7WZ. Tel: 01962 / 871124. TraffWeb may be used to establish whether any accidents have occurred. However, if accidents have occurred then the full report from the police must be sought followed by the analysis of the accident types/location etc.	REQUIRED
Departures or Relaxation's from Standards	Any Departures from Standard must be submitted in Word format. Refer to Technical Guidance Note TG17 Departures from Standard. Please also provide a summary document detailing any relaxations that	-

Owslebury Footway Minor Works Design Checklist

Document (Mandatory)	Description	Guidance Link
	have been included within the design. The Road Safety Audit Brief should also include details of the relaxations and departures for the Auditor's information.	
Road Safety Audit (RSA) Designers Response to RSA	Combined Stage 1/2 RSA with Designers Responses together with a copy of the original drawings submitted for the RSA. Refer to Technical Guidance Note TG18.	REQUIRED OPC – Yes we have this document
Consultation with Statutory Undertakers and Utility Plans	Confirmation that the Statutory Undertakers have been notified of the works and if any apparatus within the scheme are known and any diversionary/protection works planned. Refer to Technical Guidance Note TG20	REQUIRED OPC – Does not have this
Traffic Volumes (Existing & Proposed)	These are from the Transport Assessment report and are to assist with understanding the nature of the carriageway and assist with pavement design. A full copy of the Traffic Impact Assessment along with modelling calculations maybe requested.	N/A
Legal Agreement Proforma	Form detailing the minimum required details required by HCC to begin drafting the legal agreement. The form should be completed and uploaded along with all relevant documents with the submission.	REQUIRED OPC – Does not have this

Owslebury Parish Council
2023/24

PAYMENTS	Amount (£)	Payee	Payment Type
31	32.00	Credit Card Annual Fee	CC
32	7.52	3 Phone	DD
33	35.00	ICO - Renewal Fee	DD
34	37.34	IONOS Extended Support	DD
35	2.40	IONOS Webhosting	DD
36	438.40	Clerk Salary - June	
37	109.60	HMRC	
38	66.45	Clerks Expenses	
39	57.60	HALC - Training	
40	38.70	OPHMC - June	
41	150.00	Newsletter Grant	
42	1,099.44	Swamore (ACSO)	

Voucher	Amount (£)	Payee	
RECEIPTS			
3	100.00	Southern Electric - Wayleave	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

30/06/2023

CASH BOOK BALANCE		£	£
	Balances 1st April 2023		70,502.91
	income		20,195.83
	expenses		-10,665.90
	CASH BOOK BALANCE		80,032.84
	add u/p cheques		2,005.11
	less o/s receipts		0.00
	Control total		82,037.95
BANK STATEMENTS			
	Treasurers account	82,037.95	
	Business 30 Day notice	0.00	
	Business Instant access	0.00	
	Per bank statements		82,037.95
	Difference		-0.00

2. SHORT TERM DEPOSIT

3. TOTAL OF BANK AND SHORT TERM DEPOSITS 80,032.84

Owslebury Parish Council
 Estimated outcome for 2022/23 and
 Budget for Financial Year April 2023 - March 2024

<u>Income</u>	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts to Nov 21/22	Budget Receipts 2022/23	Actual Receipts 2022/23	Budget Receipts 2023/24	Actual Receipts 2023/24		Comments
	£	£	£	£	£	£			
Precept	22,316	23,816	28,579	29,722	29,722	40,125	20,063		
Council Tax Support									
CIL Money		3,951							
Ring fenced Xmas lights		685	250		975				
Ring fenced other									
Ring fenced Eastleigh	3,890								
General donations	333		50		69	50	33		
Sports Club	305	310	45		1,053				
Play Area Income	171								
Sub Station Rent	100	100	100	100	100	100	100		
Insurance Refund			55		1,275				
SSE Refund					532				
Interest Received									
Fixed deposit	301	316	50	150	25	50	0		
Fixed assets sale									
VAT Refund	1,160	1,091	3,893		4,297		0		
Total Receipts	28,576	30,269	33,022	29,972	38,048	40,325	20,196		

<u>Expenditure</u>	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses to Nov 21/22	Budget Expenses 2022/2023	Actual Expense 2022/2023	Budget Expenses 2023/2024	Actual Expenses 2023/24	%	
Staff Costs									
Clerk's Net Salary	4,994	4,821	5,085	5,750	5,302	5,800	1,392	24	
Income Tax	1,198	1,205	1,271	1,440	1,325	1,500	348	23	
Clerk's travel	134	16	103	150	73	150	24	16	
ACSO	1,574	8,414	9,248	8,900	9,858	11,000	2,758	25	
Administration / General Expenditure									
Chairman's Expenses	80	80	80	100	80	80	0	0	
Councillors Expenses	20			50		50	0	0	
Clerk & Councillors Training	200		95	350	947	400	146	37	

Publications	112	120		50		50	0	0	
Postage	33		12	30	13	30	0	0	
Clerk's Broadband Allowances	196	152	242	120	135	150	28	19	
Clerk's Working from Home Allowances	125	125	125	125	125	125	31	25	
Telephone				160	161	180	33	18	
Stationary	215	135	114	250	127	250	54	21	
Meeting Expenses	318	141	370	400	378	450	107	24	
Insurances	740	750	782	1,000	583	700	549	78	Paid in full in April
Audit	405	415	420	500	435	500	260	52	Paid Internal Auditor
Office Equipment	94		670	700	358	350	0	0	
Website	306	299	359	360	349	400	71	18	
Credit Card	32	32	32	32	32	32	32	100	Paid in full in June
PO Box	285	294	300	325	315	400	0	0	
Street Lighting	118	82	274	100	266				
Land Registry					3	20	0	0	
Election Costs				50					
Shredding						60			
General Maintenance									
Grass Cutting	1,620	1,860	2,615	3,500	1,495	5,000	545	11	
Dog Waste Collections	660	885	660	700	585	800	195	24	
Play Area Repairs & Inspections	667	2,185	79	1,000	1,079	5,000	154	3	
General Maintenance / Repairs	216	265	261	500	316	500	0	0	
Tree Works			2,150	500	320	500	0	0	
Lengthsman scheme		56	56	60	0				
Community Assets Maintenance			1,012		1,240	1,500	0	0	
Playarea Works				2,500					
Subscriptions									
Hampshire Association of Local Councils (HALC)	280	270	294	300	296	320	301	94	Paid in full in April
Society of Local Council Clerks (SLCC)				250	230	250	0	0	
Winch. District Ass'n o Local Councils									
Hants. Playing Fields Association	40								
Council for Protection of Rural England (CPRE)	36	36	36	40	36	40	0	0	
Information Commissioner	35	35	35	40	35	40	0	0	
Parish Online	75	75	75	75		75	0	0	
Survey Monkey			320						
Grants				1,500		2,000	150	8	
St Andrew's Church	400	525			400				
Morestead Church	200	200	200						
Owslebury Newsletter					100				
Christmas Lights									
Winchester CAB	250	250	250		250				
OMCA		240			500				

Christmas Lights			200						
Hampshire Archive			850						
OMPHC									
ADD	3,890								
OSCC	100				200				
Hampshire & Isle of Wight Trust	100								
Community Projects				5,000					
Speed Sign	3,200	58							
Bollard for Footpath31		292							
Red Lane Re surfacing		850							
Topography Survey & Desgin Beech Grove			2,289						
Notice Board					1,357				
Play Area Painting						1,000		0	
Benches (Glebe Field) x 3						2,000	279	14	
Footpath Improvement (Beech Grove)						15,000	1,764	12	
Coronation						500	409	82	
Repainting of Telephone Box						300		0	
Affordable Housing Survey					300				
Pavilion									
Water				100					
Electricity				100					
Maintenance				100					
Pavilion Costs					8,006				
VAT Paid	1,164	2,414	3,209		3,876		1,003		
Total Expenses	24,110	27,577	34,172	37,207	41,486	57,502	10,631		
Net Surplus/(Deficit)	4,465	2,692	-1,150	-7,235	-3,438	-17,177	9,565		

Paid for mug for children at school - Paid in full

MEETING REPORT: Budget Monitoring Report

DATE: 10 July 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 46 (c)

After reviewing the actual to budget expenditure up to 30 June, below is a statement showing an explanation of material variances (Financial Regulations talk of material variances being in excess of £100 or 15% of the budget). At this point of the financial year, you would expect the budget to be at 25%.

Budget heading

Explanation

Admin Costs

Insurance (+15%)

Audit (+15%)

Credit Card Fee (+15%)

Paid in full in May

Internal Auditor paid in full in Apr

Paid in full in June

Subscriptions

HALC (+15%)

Subscription paid in full in April

Community Projects

Coronation (+15%)

Mugs brought in May for Kings coronation

MEETING REPORT: Training

DATE: 10 July 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 45 (e)

St Andrews church have asked for a grant for £600.00. They have a growing team of volunteers, but lawn mower maintenance and fuel costs have to be covered. The church are having some tree works they are felling the Ash trees with Ash die back, over Pitcot Lane, and pruning others. The grant would go towards these costs.



Contact Officer: Robert Ainslie

Tel. No.: 01730 814810

5th June 2023

Dear Sir/ Madam,

Review of the South Downs National Park's Local List for Validation of South Downs National Park Development Management Applications

Since 2008 local planning authorities have been required to publish a list of information they require to “validate” the planning applications they receive. This validation list forms two components, the national requirements, including the application form, the fee, certificates etc and secondly, specific local validation requirements known as the “Local List”. South Downs National Park adopted its current validation requirements in July 2019.

The Government requires local planning authorities to review the “local list” every two years. In addition, there continues to be a significant number of changes to planning legislation, policy and guidance. It is therefore considered timely to review the South Downs National Park's current validation requirements.

The main changes that are proposed are as follows:

- Amendments to all sections to make the requirements clearer and updating the references to current legislation, guidance and standing advice
- All website references have been updated where necessary
- Revision of new requirements to reflect nutrients neutrality, water neutrality and Biodiversity net gain

The Consultation Process

The proposed Local List is open to public consultation for a statutory six week period running from Monday 5th June 2023 until 5pm on 14th July 2023.

You may comment upon the draft list by email locallistreview@southdowns.gov.uk to or put your comments in writing to Local List Review, Development Management, South Downs National Park Authority, South Downs Centre, North Street, Midhurst, GU29 9DH.

After the consultation period, the South Downs National Park will consider all the comments received and amend the Local List as appropriate. Once approved this will replace the current Local List and will form the basis on which planning applications are deemed valid by the South Downs National Park.

Consultation Documents

[Proposed Local Validation List June 2023](#)

Please may I take the opportunity to thank you in anticipation of your co-operation and contribution during this process.

Yours faithfully

Rob Ainslie
Development Manager

South Downs National Park Authority 1APP Review: Local List of Requirements for Planning Applications

The Local List of Planning Requirements below sets out the documents that will be required to be submitted to the South Downs National Park Authority as part of your planning application. Please note that you will still need to also submit the relevant documents and forms that are contained within the National List of Planning Requirements. The National list can be found by using the following link:

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>

Notes

Links to South Downs Local Plan policies will be included following adoption of the Plan. In the meantime, all policies in the Submission Local Plan may be found here <https://www.southdowns.gov.uk/planning/national-park-local-plan/>

For the purposes of the Local List, the definition of Major Development is as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Additional Plans	<p>The national requirements note the need for a location plan and “others as necessary” with the reliance on the local requirements to detail what those are. For the avoidance of doubt the local requirements are:</p> <ul style="list-style-type: none">• Block plan including site access details, scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building), original paper size and a north point.• Existing and proposed elevations and floor plans in full (including outbuildings)• Existing and proposed site sections and finished floor and site levels and datum point (1:50 or 1:100) (In all cases where proposals involve a change in ground levels or is on a sloping site).• Roof plans (Required for all applications involving extensions to roof forms and new buildings).	

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Aerodrome Safeguarding Statement	All applications for wind turbines	<p>Policy SD51: Renewable Energy (& Explanatory text 7.302-7.305) Annex 1, para 5, page 4 And Annex 2, para 15, page 11 of the ODPM/DfT</p> <p>Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives' (Web Link)</p> <p>Storage Areas : The Town & Country Planning (Safeguarded Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002' (Web Link)</p> <p>Airport Operators Association (AOA) Advice Note 7 'Wind Turbines & Aviation' (Web Link)</p> <p>Advice can also be sought from gal.safeguarding@gatwickairport.co.uk (Email Link)</p>
Affordable Housing Statement (& S106 Agreement Heads of Terms, if Affordable Housing required as part of the application)	All applications for housing development which require on-site affordable housing provision or a financial contribution to it, in accordance with policy SD28, including exception sites. This should include information on the tenure of each unit.	<p>Policy SD27: Mix of Homes (& Explanatory text 7.34-7.48) Policy SD28: Affordable Homes (& Explanatory text 7.56-7.77) Policy SD29: Rural Exception Sites (& Explanatory text 7.78-7.83)</p> <p>https://www.southdowns.gov.uk/wp-content/uploads/2020/10/Adopted-Affordable-Housing-SPD.html</p>
Agriculture and forestry workers statement	Development of or loss of agriculture or forestry workers' housing	Policy SD32 New Agricultural and Forestry Workers Dwellings (& Explanatory Text 7.100-7.107)
Agriculture/Forestry Diversification Plan	All developments for agriculture or forestry diversification	Policy SD40: Farm and Forestry Diversification (& Explanatory text 7.197-7.203)
Air Quality Assessment	All applications for major development where traffic generation, bio-aerosols, or odour is increased and/or the development is likely to affect or cause the declaration of an Air Quality Management Area, including through cumulative impact.	<p>Policy SD54 Pollution and Air Quality (& Explanatory Text 7.324 – 7.328)</p> <p>Planning Practice Guidance (Web Link)</p> <p>NPPF – Chapters 9 and 15 (Web Link)</p> <p>Defra Air Quality Management Area Maps (Web Link)</p> <p>Air Quality and emission mitigation guidance for Sussex (2020) (Opens PDF)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
<p>Biodiversity Gain Plan</p> <p>Supported by:</p> <ul style="list-style-type: none"> • completed Biodiversity Metric (latest version) or other suitable method which demonstrate measurable biodiversity net gain, • Baseline Ecological Study, • Map showing habitat lost, enhanced and created. 	<p>All applications under the Town and County Planning Act 1990.</p> <p>excluding</p> <ul style="list-style-type: none"> • Permitted development • Where land within the red line has no habitat (e.g. sealed hard surfaces) • Where development impacts habitats with a de minimis threshold of 25 metres squared or 5m for linear habitats • Proposals where impacts are temporary and can be remediated within 2 years • Householder applications • Biodiversity Gain Sites (where habitats are being enhanced for wildlife) • Review of Old Minerals Permissions (ROMPs) • S73 applications for development permitted prior to the requirement for mandatory Biodiversity Net Gain under the Environment Act 2021 	<p>Policy SD9: Biodiversity and Geodiversity (1) (b)</p> <p>Biodiversity Net Gain Technical Advice Note https://www.southdowns.gov.uk/planning-policy/supplementary-planning-documents/technical-advice-notes-tans/biodiversity-net-gain-technical-advice-note-tan/</p>
<p>Biodiversity Survey and Report/ Environmental Impact Assessment/ Ecological Impact Assessment/ Geodiversity/International Sites</p>	<p>All applications for development within or adjacent to, or would have an impact on priority species as detailed on Section 41 of the Natural Environment and Rural Communities Act 2006, or within, adjacent to, or would have an impact upon one or a combination of the following sites: Local Wildlife sites (SINCS & SNCIs), Local Nature Reserves, National Nature Reserves, SSSIs, internationally designated sites and/or where there is a reasonable likelihood of protected species and/or their habitats/notable habitats.</p>	<p>Policy SD9: Biodiversity and Geodiversity (& Explanatory text 5.70-5.87)</p> <p>Policy SD10 International Sites (& Explanatory text 5.88-5.95)</p> <p>Useful links for biodiversity (Web Link)</p> <p>Sussex Biological Records Centre (Web Link)</p> <p>Hampshire Biodiversity Centre (Web Link)</p> <p>Biodiversity – Code of Practice for Planning and Development BS42020 (Web Link)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
	(This would include any other requirements set out in forthcoming Biodiversity Net Gain Regulations)	Natural Environment and Rural Communities Act 2006(See Section 41) (Web Link)
Community Infrastructure Levy <ul style="list-style-type: none"> • Additional information form • Form 1 -Assumption of Liability • Form 2 – Claiming Exemption or relief 	All householder, minor and major applications (including S73 applications), prior approvals for change of use to residential and existing lawful use development applications.	Policy SD42: Infrastructure (& Explanatory text 7.217-7.227) SDNPA Community Infrastructure Levy (Web Link)
Ecosystem Services Statement	All applications (with exception of Listed Building Consent, Prior Approvals, LDCE/LDP, Advertisement Consent)	Policy SD2: Ecosystem Services (& Explanatory text 4.12 4.17 & Figure 4.2) Ecosystem Services Guidance Note (Householder) (Opens PDF) Ecosystem Service Guidance Note (All other applications) (Opens PDF)
Equestrian management plan	Will depend on extent of Equestrian Development proposed. Smaller development unlikely to require management plan. Please contact the SDNPA for advice.	SD24: Equestrian Uses (& Explanatory text 6.72-6.73)
Flood Risk Assessment	All applications where site area > 1 Ha in Flood Zone 1; all proposals where application site is in Flood Zones 2 and 3; all applications where site is in a designated critical drainage area.	SD17: Protection of the Water Environment (& Explanatory text 5.146-5.159) SD49: Flood Risk Management (& Explanatory text 7.283-7.292) SDNPA Level 1 Update and Level 2 Strategic Flood Risk Assessment Report (Amec 2017) (Opens PDF) NPPF - Chapter 14 (Web Link) Planning Practice guidance (Web Link) Environment Agency Flood Risk Assessment guidance (Web Link) BS 8533-2011 Assessing and managing flood risk in development code of practice. (Web Link) Flood Maps for Planning (Web Link)

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Foul sewerage and utilities assessment	All applications for major development	<p>SD17: Protection of the Water Environment (& Explanatory text 5.146-5.159)</p> <p>SD50: Sustainable Drainage Systems (& Explanatory text 7.293-7.297)</p> <p>Building Regulations Part H (Web Link)</p> <p>BS EN752:2008 Drain and sewer systems outside buildings (Web Link)</p> <p>Sewers for Adoption, currently Version 7 (Web Link)</p>
Heritage statement in accordance with SDNPA Guidance, (to include Archaeological Assessment)	<p>All applications for development affecting a designated heritage asset or any undesignated heritage asset recognised as such by the SDNPA, or its setting. Heritage assets include but are not restricted to listed buildings, scheduled monuments and other archaeological sites, Conservation Areas, Historic Parks and Gardens and other historic landscapes, and historic battlefields.</p> <p>Heritage statements must follow the SDNPA's Heritage Statement Guidance</p>	<p>SD12: Historic Environment (& Explanatory text 5.107-5.118)</p> <p>SD13: Listed Buildings (& Explanatory text 5.119-5.122)</p> <p>SD14: Climate Change Mitigation and Adaptation of Historic Buildings (& Explanatory text 5.123-5.126)</p> <p>SD15: Conservation Areas (& Explanatory text 5.127-5.129)</p> <p>SD16: Archaeology (& Explanatory text 5.130-5.140)</p> <p>SDNPA integrated guidance: Advice to Homeholders and their agents' (Opens PDF)</p> <p>NPPF - Chapters 15 and 16</p> <p>Government guidance on Heritage Statements (Web Link)</p> <p>https://www.historicengland.org.uk/services-skills/our-planning-services/charter/ (Web Link)</p> <p>https://www.hants.gov.uk/landplanningandenvironment/environment/landscape (Web Link)</p> <p>SDNPA Guidance on Heritage Statements (Web Link)</p>
Assessment to show the impact of the development on the relevant Internal Site and mitigation strategy if required, to allow the Authority to carry out Habitat Regulations	All applications are screened to determine if the application is likely to affect a European site, and if so, if that effect is likely to be significant (aka the Likely Significant Effects Screening).	<p>SD10: International Sites (& Explanatory text 5.88-5.95) which sets out requirements for development within a certain proximity of particular SPA/SACs.</p> <p>Link to maps which will provide details of the buffer zones and SPAs/SACs (NB: link to be confirmed when list is adopted)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
<p>Assessment screening and appropriate assessment, if required</p>	<p>Where likely significant effects cannot be ruled out (prior to the consideration of mitigation measures), an appropriate assessment is required.</p> <p>Policy SD10 sets particular requirements for the following:</p> <p>All applications within 6.5km or 12km of Mens, Ebernoe Common or Singleton and Cocking Tunnels SACs, Shortheath Common SAC and East Hampshire Hangars SAC</p> <p>Applications for new greenfield development within 5km of Arun Valley SPA</p> <p>Residential development within 400m or 5km of Wealden Heaths Phase II SPA</p> <p>Residential development within 5.6km of the Solent SPAs (Chichester & Langstone Harbours SPA, Solent & Southampton Water SPA, and Portsmouth Water SPA).</p> <p>In addition:</p> <p>Applications within the Solent or Itchen Catchments for residential development, including new homes and other uses that provide overnight accommodation and tourism attractions of a nature that would bring people from outside the catchment. These applications must demonstrate nutrient neutrality by submitting a nutrient budget using the most up-to-date Natural England calculator.</p> <p>Applications within the Sussex North Water Resource Zone that would lead to a material increase in water demand will need to demonstrate ‘water neutrality’ in a water budget showing the baseline and proposed water consumption and mitigation measures proposed.</p>	<p>Habitats Regulations Assessment and Planning Applications – Technical Advice Note – March 2021</p> <p>Joint-Wealden-Heaths-Phase-II-SPA-SPD-July-2018.pdf (southdowns.gov.uk)</p> <p>The latest SDNPA information on nutrient neutrality can be found on our website here: https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/call-for-nature-sites/call-for-nature-sites-faqs/mechanisms/nitrates-offsetting-site/nutrient-neutrality/</p> <p>The latest SDNPA guidance on water neutrality can be found on our website here: https://www.southdowns.gov.uk/planning-news/water-resources-in-the-central-area-of-the-south-downs-national-park/</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Land contamination Assessment	<p>All applications if contamination is known/suspected to exist</p> <p>All applications where the site is within 250m of a current licensed or historic landfill site.</p> <p>All applications where one or more of the following applies should be accompanied by a desk study report (including a site walkover and conceptual site model) which concludes with a preliminary risk assessment.</p> <ul style="list-style-type: none"> • Development includes groundworks and a previous use of the site or a nearby site may have introduced land contamination to the soil and/or water environment, • A sensitive land use is proposed (i.e. housing, private gardens, allotments, schools or nurseries). • A potentially polluting land use is proposed. 	<p>Policy SD55: Contaminated Land (& Explanatory text 7.329-7.332)</p> <p>NPPF – Chapter 15 (Web Link)</p> <p>Planning Practice guidance (Web Link)</p>
Landscape Appraisal/Study /Relative Tranquillity and Visual Impact assessment Relative Tranquillity/Safeguarding views/Landscape Character *Landscape & Visual Impact Assessment only required as part of an EIA	All applications for development (including change of use) with the exception of householder applications.	<p>SD4: Landscape Character (& Explanatory text 5.6-5.18)</p> <p>SD6: Safeguarding Views (& Explanatory text 5.35-5.39)</p> <p>SD7: Relative Tranquillity (& Explanatory text 5.40-5.45)</p> <p>SD18: The Open Coast (& Explanatory text 5.160-164)</p> <p>NPPF – Chapters 8, 12, 13, 14 and 15 (Web Link)</p> <p>Planning Practice guidance (Web Link)</p> <p>The Design Guide, Supplementary Planning Document (southdowns.gov.uk)</p>
Lighting assessment/ Dark Night Skies	<p>All applications which include outdoor lighting</p> <p>All applications for development outside settlement boundaries other than householder</p> <p>All applications in the vicinity of a listed building or within a conservation area</p>	<p>SD8 Dark Night Skies (& Explanatory text 5.46-5.61)</p> <p>Guidance for the Reduction of Obtrusive Light (Web Link)</p> <p>SDNPA Dark Night Skies information (Web Link)</p> <p>SDNPA Dark Night Skies Technical Advice Note (Opens PDF)</p> <p>Bat Conservation Trust – Artificial lighting guidance (Web Link)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
	<p>All applications at a location where bats and their roosts or other protected species are present</p> <p>Please note that this list is not exhaustive, and you may be required to submit a lighting assessment during the course of your application</p>	
Marketing/viability/need assessment	<p>Marketing information will be required for development proposals as set out in Appendix 3 of the SDNPA Local Plan</p> <p>Marketing, viability and needs assessment information will additionally be required for:</p> <p>Development proposals that result in the loss of visitor accommodation, attractions and recreation facilities ((Policy SD23)</p> <p>Development proposals for new residential development or rural exception sites where the required provision of affordable housing will not be met (Policies SD28 & SD29) (*Please note, in many cases, this can be included as part of the Affordable Housing Statement). Local Needs Assessment will be required.</p> <p>Applications for removal of agricultural/horticultural/forestry occupancy conditions. (Evidence of lack of need as agricultural dwelling and viability or otherwise as affordable dwelling – Policy SD32 (3))</p> <p>Development proposals to meet the Gypsy, Traveller and Travelling Showpeople community (to include assessment and demonstration of local connection – Policy SD33)</p> <p>Change of use applications resulting in loss of employment land (evidence of marketing campaign – Policy SD35)</p>	<p>Appendix 3 of the South Downs Local Plan</p> <p>SD23: Sustainable Tourism (& Explanatory Text 6.54-6.64)</p> <p>SD28: Affordable Homes (& Explanatory Text 7.57)</p> <p>SD29: Rural Exception Sites</p> <p>SD32: New Agricultural & Forestry Workers Dwellings (& Explanatory text 7.99-7.107)</p> <p>SD33 Gypsies, Travellers and Travelling Showpeople (& Explanatory text 7.108 – 7.123, and Appendix A – Background paper)</p> <p>SD35: Employment Land (& Explanatory text 7.141-7.155)</p> <p>SD36: Town and Village Centres (& Explanatory text 7.171)</p> <p>SD37: Development in Town and Village Centres (& Explanatory text 7.172-7.176 & Appendix 3)</p> <p>SD38: Shops outside Centres (& Explanatory text 7.177-7.183)</p> <p>SD43: New and Existing Community Facilities (& Explanatory text 7.228-7.235)</p> <p>Planning Policy for Traveller Sites (2015) (Web Link)</p> <p>Caravan Sites and Control of Development Act 1960 (Web Link)</p> <p>https://www.southdowns.gov.uk/wp-content/uploads/2020/10/Adopted-Affordable-Housing-SPD.html</p> <p>South Downs National Park Employment Land Review 2015 (Opens PDF)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
	<p>Development resulting in loss of retail (Class A) units (evidence of marketing campaign – Policies SD36, SD37 & SD38)</p> <p>Development that would result in the loss of community facilities (evidence of marketing campaign – Policy SD43)</p>	<p>South Downs National Park Authority Employment Land Review 2017 Update (Opens PDF)</p> <p>South Downs National Park Housing and Economic Development Needs Assessment (2017) (Opens PDF)</p> <p>South Downs Whole Plan and Affordable Housing Viability Study (BNP Paribas, 2017) (Opens PDF)</p>
Mix of Homes Statement	All applications for housing development (In some cases, this can be incorporated into the Affordable Housing Statement)	<p>Policy SD27: Mix of Homes (& Explanatory text 7.34-7.48)</p> <p>https://www.southdowns.gov.uk/wp-content/uploads/2020/10/Adopted-Affordable-Housing-SPD.html</p>
Noise assessment	All applications for development other than householder likely to generate noise that may raise issues of disturbance by noise and/or reduce tranquillity, including where residential or other noise sensitive uses are proposed adjacent to existing noise sources.	<p>Policy SD7: Relative Tranquillity (& Explanatory text 5.40-5.45)</p> <p>Policy SD54: Pollution and Air Quality (& Explanatory text 7.324-7.328)</p> <p>NPPF – Chapters 15 and 17 (Web Link)</p> <p>Planning Practice Guidance (Web Link)</p> <p>Planning Noise Advice Document: Sussex (Opens PDF)</p> <p>BS4142:2014 Methods for rating and assessing industrial and commercial sound (Web Link)</p> <p>BS8233:2014 Guidance on sound insulation and noise reduction for buildings (Web Link)</p> <p>ProPG: Planning and Noise (Opens PDF)</p>
Odour assessment	Development likely to generate odours (e.g. sewage works, intenseiveintensive animal rearing, processing of animal remains, solid waste management, composting and some industrial processes)	<p>Policy SD54: Pollution and Air Quality (& Explanatory text 7.324-7.328)</p> <p>IAQM Guidance on the Assessment of Odour for Planning Version 1.1 July 2018 (Opens PDF)</p> <p>The Control of Odour and Noise from Commercial Kitchen Exhaust Systems (EMAQ September 2018) (Opens PDF)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Open space Assessment	All applications for development where public open space is to be lost or new open space required as part of the development	<p>Policy SD45: Green Infrastructure (& Explanatory text 7.248-7.255)</p> <p>Policy SD46: Provision and protection of Open Space, Sports and Recreational Facilities and Burial Grounds Cemeteries (& Explanatory text 7.256-7.263)</p> <p>Policy SD47: Local Green Spaces (& Explanatory text 7.264-7.265)</p> <p>Open space, sports and recreation facilities, public rights of way and local green space (Web Link)</p> <p>Local Green Spaces in the South Downs National Park (2017) (Opens PDF)</p> <p>South Downs National Park Open Spaces, Sports and Recreation – Evidence Study (2014) (Opens PDF)</p> <p>Sport England Playing Fields Policy (Web Link)</p>
Options Review Assessment	<p>Rural exception sites for affordable housing (SD29) (Statement of site selection process having considered all reasonable options and most suitable available site) (*Please note: in many cases this can be incorporated into the affordable housing statement)</p> <p>Agricultural development (SD39) (Statement demonstrating that available alternative sites, including those outside the Park, have been considered and are unsuitable to meet the need)</p> <p>Infrastructure development (SD42) (Statement evidencing why development is the least environmentally harmful option reasonably available)</p> <p>Telecommunications and utilities development (SD44) (Statement explaining why identified need cannot be met using existing infrastructure or other appropriate structures)(*Please note: in many cases this can be</p>	<p>Policy SD29: Rural Exception Sites (& Explanatory text 7.80)</p> <p>Policy SD39: Agriculture and Forestry (& Explanatory text 7.189)</p> <p>Policy SD42: Infrastructure (& Explanatory text 7.222)</p> <p>Policy SD44: Telecommunications and Utilities Infrastructure (& Explanatory text 7.238-7.239)</p> <p>Policy SD46: Provision and Protection of Open Space, Sport and Recreational Facilities and Burial grounds / Cemeteries (& Explanatory text 7.261)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
	<p>incorporated into the required Telecommunications Statement)</p> <p>Essential buildings ancillary to outdoor sport and recreation, where located outside settlement boundaries (SD46)(Statement evidencing a sequential search for sites)</p>	
Playing Field/Sports provision Assessment	All development which would result in a loss of playing fields or impact on existing sports facilities	<p>Policy SD46: Provision and Protection of Open Space, Sport and Recreational Facilities and Burial grounds / Cemeteries (& Explanatory text 7.256-7.262)</p> <p>NPPF – Chapters 6 and 8 (Web Link)</p> <p>Sport England Website & checklist (Web Link)</p>
Retail impact assessment	<p>Retail development outside of the defined Market Town and Larger Village Centre boundaries but within settlement policy boundaries where the proposal exceeds 750 sq m floorspace (Market Town) or 500 sq m (Larger Village)</p> <p>Retail development outside of Market Town and Larger Village settlement policy boundaries where the proposal exceeds 150 sq m.</p>	<p>Policy SD38 Shops outside Centres (& Explanatory text 7.177-7.183)</p> <p>NPPF – Chapters 7 and 11 (Web Link)</p> <p>Planning Practice Guidance (Town Centres and retail) (Web link)</p> <p>Planning Practice Guidance (Housing and Economic land availability) (Web Link)</p>
Soils Management Plan	All applications for development where the movement of top and/or subsoils is proposed	NPPF – All development, but specifically refer to Chapter 15 (Web Link)
Strategic Traffic Management Scheme	Applications including new, extended or relocated public/visitor parking	SD22: Parking Provision (& Explanatory text 6.39-6.47)
Surface Water Drainage Strategy	All applications for major development	<p>SD17: Protection of the Water Environment (& Explanatory text 5.146-5.159)</p> <p>SD49: Flood Risk Management (& Explanatory text 7.283-7.292)</p> <p>SD50: Sustainable Drainage Systems (& Explanatory text 7.293-7.297)</p> <p>NPPF – Chapter 14 (Web Link)</p> <p>Planning Practice guidance (Web Link)</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
		<p>Sustainable drainage systems: non-statutory technical standards (Web Link)</p> <p>Guide to Sustainable Drainage Systems in East Sussex (Opens PDF)</p> <p>BS8582: Code of practice for surface water management for development sites (Web Link)</p> <p>Environment Agency Report SC030219: Rainfall runoff management for developments (Web Link)</p> <p>The SuDS Manual: Ciria C753 (Web Link)</p> <p>SDNPA Level 1 Update and Level 2 Strategic Flood Risk Assessment Report (Amec 2017) (Opens PDF)</p> <p>Hampshire County Council - Reducing Flood Risk in Planning (Web Link)</p>
Sustainability Assessment	All applications for new residential, commercial, agricultural, community buildings (and also conversion of existing buildings) and residential extensions with an increase of more than 100sqm internal floor area.	<p>Policy SD48 (& Explanatory Text 7.274-7.282)</p> <p>SDNPA Renewable and Low Carbon Energy Study – Main Report (AECOM, 2013) (Opens PDF)</p> <p>Building Research Establishment Environmental Assessment Method (BREEAM) (Web Link)</p> <p>Document G, Building Regulations ‘Sanitation, hot water safety and Water efficiency’ (March 2015 pp15 G2(3) (Web Link)</p> <p>South Downs Local Plan(Web Link) and Affordable Housing Viability Assessment (BNP Paribas 2017) (Opens PDF)</p> <p>Adopted Sustainable Construction Supplementary Planning Document (August 2020)</p>
Telecommunications Statement (must include landscape criteria in the site selection)	All telecommunications equipment applications	<p>Policy SD4: Landscape Character</p> <p>Policy SD5: Design</p>

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
		<p>Policy SD44: Telecommunications and Utilities Infrastructure (& Explanatory text 7.236 -7.239)</p> <p>GPDO 2 Part 24 Annex F Code of Practice on Mobile Network Development (2013) (Opens PDF)</p> <p>Revised Code of Mobile Best Practice for Deployment in England Draft 5 –Near Final, (Version 10/07/13, Taking into account comments on Draft Version 04/07/13 received up to and including 09/07/13 (webflow.com))</p>
Transport assessment/Parking provision assessment	All applications for major development	<p>SD19: Transport and Accessibility (& Explanatory text 6.6-6.13)</p> <p>SD22: Parking Provision (& Explanatory text 6.39-6.47)</p> <p>NPPF – Chapters 6, 9, 13 and 17 (Web Link)</p> <p>NPPG - Planning Practice Guidance (Web Link)</p>
Travel Plan	All applications for major development	<p>SD19: Transport and Accessibility (& Explanatory text 6.6-6.13)</p> <p>SD22: Parking Provision (& Explanatory text 6.39-6.47)</p> <p>NPPF – Chapters 6, 9, 13 and 17 (Web Link)</p> <p>NPPG - Planning Practice Guidance (Web Link)</p>
Tree Survey/ Arboricultural Assessment/Arboricultural Method Statement and Tree Protection Plan (in accordance with BS:5837	All applications for development affecting trees unless accurate completion of the SDNPA checklist demonstrates no adverse impact on trees	<p>Policy SD11: Trees, Woodlands and Hedgerows (& Explanatory text 5.96-5.102)</p> <p>SDNPA Advice To Homeholders and Their Agents' (Opens PDF)</p> <p>Bat Conservation Trust – Bats and Trees Guidance (Opens PDF)</p> <p>Wild birds: protection and licences (Web Link)</p>
Ventilation /Extraction equipment report	All applications for A3, A4, A5 and B2 uses Content and extent of the report will depend on the type of equipment being proposed	SD54: Pollution and Air Quality (& Explanatory text 7.324-7.328)

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Water Neutrality Statement	Any applications within the Sussex North Water Supply Zone where proposals would lead to a material increase in water demand	



Eastleigh Borough Local Plan Review

We are writing to let you know that we have started work on a review of Eastleigh Borough Local Plan 2016-2036 (adopted April 2022). The Local Plan Review will guide future development in the Borough. It will be used to determine planning applications and will update the policies and sites in the recently adopted Local Plan.

As part of the first stage in the Local Plan Review, we have published the following:

- **Call for sites** - this is an opportunity for you to send us details of potential sites to be considered in the plan. We are looking for sites for different uses including new homes, employment uses and environmental mitigation land. Sites should be large enough for at least 5 homes, or a minimum of 0.25 hectares / 500 sqm for other uses.
- **Draft Statement of Community Involvement** – we are asking your views on this updated statement setting out how the Council will consult communities on planning matters including the Local Plan Review and planning applications.
- **Local Development Scheme** – we have agreed a timetable for the Local Plan Review and other planning documents. These are set out in the Local Development Scheme.

The consultation on the draft Statement of Community Involvement and the Call for Sites period will run until 6 September 2023.

Please visit www.eastleigh.gov.uk/localplanreview for more details of these documents and consultations and for the latest news and updates on the Local Plan Review.



CO-OPTION POLICY

Adopted on 14 February 2022

Reviewed on 10 July 2023



INTRODUCTION

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Owslebury and Morestead Parish Council. The co-option procedure is entirely managed by the Parish Council and this policy will ensure that a fair and equitable process is carried out.

CO-OPTION

The co-option of a Parish Councillor occurs in two instances:

1. When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years;
2. When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough Parish Councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies. In some cases, the City Council (Winchester) may intervene and make an appointment or order an election to fill the vacancies.

Casual vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified; or
- A Councillor fails for six (6) months to attend meetings of a Council committee or sub-committee or to attend as a representative of the Council a meeting of an outside body.

The Parish Council has to notify the City Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the City Council stating that an election is requested.

If a by-election is called, a polling station will be set up by Winchester City Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election. The Electoral Services Office of Winchester City Council will advise the Clerk of the closing date.

If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.



If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

CONFIRMATION OF CO-OPTION

On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option. The Clerk will:

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council notice boards and website;
- Advise Winchester City Council that the co-option policy has been instigated:

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient Parish Councillors elected to constitute a quorum.

ELIGIBILITY OF CANDIDATES

The Parish Council is able to consider any person to fill a vacancy provided that:

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- he/she is an elector for the village and continues to be an elector; or
- has resided in the village for the past twelve months or rented/tenanted land in the village; or
- has had his/her principal or only place of work in the parish for the past twelve months; or
- has lived within three miles of the village for the past twelve months.

There are certain disqualifications for being a Parish Councillor, of which the main are (see section 80 of the Local Government Act 1972):

- holding a paid office or employment under the Parish Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

APPLICATIONS

Candidates will be requested to:

- Attend at least one Parish Council meeting as observers;
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached as Appendix A);
- Confirm their eligibility for the position of Parish Councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).



Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'. Eligible candidates will be invited to attend the meeting.

Copies of the eligible candidates' applications will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting of the Full Parish Council, when the co-option will be considered.

All such documents will be treated by the Clerk and all Parish Councillors as strictly private and confidential.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the Parish Councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. Cllrs will be given the opportunity to ask candidates questions.

The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the Councillors in attendance (as defined in the Standing Orders) and a vote by a show of hands (LGA 1972 Sch. 12. Para 13).

A recorded vote may be requested as per Standing Orders so as to show whether each Councillor present and voting, gave his/her vote for or against that question.

In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

The Clerk will notify Winchester City Council Electoral Services Office of the co-option of the new Parish Councillor.

The co-opted Parish Councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at Winchester City Council within 28 days of the co-option.

If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.



APPENDIX A – OWSLEBURY & MORESTEAD PARISH COUNCIL CO-OPTION APPLICATION FORM

NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
ARE YOU OVER 18?	

Please briefly outline why you are interested in being a Parish Councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.



Please tell us about the skills you feel you would bring to the Council, for example, professional /personal qualifications, project or organisational experience.

Is there any other information you would like to disclose regarding your application? (If necessary, please continue a separate sheet).

Please note that the majority of Council meetings are held in the evening and, unfortunately, under present legislation, the Council is not permitted to contribute to the cost of Councillors' childcare or care of dependants.

Owslebury & Morestead Parish Council's meeting currently take place on a Monday evening from 7.00pm.



Use of Personal Information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a Parish Councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form. I declare the information given on this form to be true and correct.

I consent to my details being retained if I am co-opted as a Councillor.

SIGNED.....

NAME.....

DATE.....

Please complete and return this form, together with the completed Co-option Eligibility Form to: The Clerk, PO BOX 783, WINCHESTER, HAMPSHIRE SO23 3RD

Tel: 07869 814452

Email: owsleburyparishcouncil@gmail.com



APPENDIX B – OWSLEBURY & MORESTEAD PARISH COUNCIL CO-OPTION ELIGIBILITY FORM

In order to be eligible for co-option as a Owslebury & Morestead Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:

- a. I am 18 years of age or over; and
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and
- c. I am registered as a local government elector for the Parish; or
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the Parish; or
- e. My principal or only place of work during those twelve months has been in the Parish; or
- f. I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a Parish Councillor if he/she:

- a) Is employed by the Parish Council or holds paid office (other than Chairman, or Vice Chairman) under the Parish Council (including joint boards or committees);
- b) Is employed by an entity controlled by the Parish Council.
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a Parish Councillor.

Declaration & Consent

I..... hereby confirm that I am eligible for the vacancy of Owslebury & Morestead Parish Councillor, and I am not disqualified under Section 80 of the Local Government Act 1972 from being a Parish Councillor and that the information given on this form is true and correct. I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.



Signature.....

Name.....

Date.....



SCHEME OF DELEGATION TO THE PARISH CLERK

Adopted by the Parish Council 6 May 2021

Re-Confirmed 13 June 2022

Reconfirmed 10 July 2023



Introduction

1. Section 101 of the Local Government Act 1972 provides that a local authority may arrange for the discharge of any of their functions by a Committee, sub-committee, or an officer.
2. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
3. The Clerk is delegated to take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
4. The Clerk may incur expenditure on behalf of the Council, as per Financial Regulations.
5. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegation to the Proper Officer

The Council's Scheme of Delegation authorises the Clerk/ Responsible Financial Officer to the Council to act with delegated authority in the specific circumstances detailed below:

- To respond to all correspondence that doesn't require an opinion of the Council or its committees
- To apply for planning consent for the carrying out of development by the Council.
- To manage the Council's website
- To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- To manage, monitor and review the Council's internal control procedures and risk assessments.
- To operate the Council's banking arrangements.
- Incur expenditure as per Financial Regulations.
- Pay all subscriptions to organisations to which the Council belongs.
- Make all necessary arrangements for the provision of the internal audit.
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- Accept quotations or tenders for work supplies or services on behalf of the Council.
- Carry out virement of sums between budget codes in accordance with the Council's Financial Regulations.
- To update and maintain a Register of Assets and Inventory of Equipment.
- Make all necessary arrangements for the Council's insurances.



- Manage the Council staff in accordance with the Council's policies, procedures and budget.
- Determine approved duties for the payment of travel and subsistence expenses from Members and Officers where they represent the Council outside of the Parish Council area.
- Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- Authorise training in line with the Council's policies.
- Commission legal and professional advice on staffing matters.
- The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council.
- Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- Prepare a draft budget for consideration by the Council.
- Prepare the final accounts for each financial year.
- Undertake day to day management and maintenance of Council assets.
- To prepare the job description and person specification in consultation with the Full Council, placing of the advertisement and short-listing of applicants for vacancies.
- To dispose of Council records according to the Council's Document Retention Policy.
- To undertake day to day management and maintenance of Council assets



PLAY AREA POLICY DOCUMENT AND RISK ASSESSMENT

Adopted by the Council: 10 June 2019

Reviewed by the Council: 11 July 2022 and 10 July 2023

Foreword

Owslebury and Morestead Parish Council believes that play is a vital component of growing up and is how children develop skills, physical, social and intellectual.

This document is intended to guide Owslebury and Morestead Parish Council in its role of the play area known as Hilly Close Playground. This policy applies only to play equipment upon the Hilly Close playground and is not applicable beyond this, such as equipment on private land.

The Management of Health and Safety at Work Regulations 1999 recommends that owners and managers of premises should undertake a risk assessment of their facilities – this includes the children’s playground. This document defines and makes clear the duties and responsibilities of Owslebury and Morestead Parish Council as the owners of the play equipment within its boundaries. This also includes a risk assessment setting out the key hazards and the Council’s risk mitigation process.

Owslebury and Morestead Parish Council Play Area Management Policy Document – Risk Assessment

The purpose of the document is to:

- Assess the risks relating to the play area in the Recreation Ground
- Provide a formal way for the Parish Council to identify and be notified of potentially dangerous equipment within the play area
- Ensure the Council has sufficient information to make decisions on play equipment condition
- Ensure that play equipment damage can be detected in a reasonable time
- Ensure that potentially dangerous equipment is properly dealt with and appropriate action taken

OWSLEBURY & MORESTEAD PARISH COUNCIL



Control measures are then applied to the significant risks where the remaining residual risks are re-scored to ensure all risks are suitably managed and controlled.

Hazardous Event	Consequence	Affected	Management Controls	Residual Risk and Further Measures
Equipment which is dangerous is not identified	Play area condition deteriorates and is not recognised	Public	<p>The ACSO will confirm that he has undertaken inspections to identify any problems/hazards that have been created by use, abuse, weather and age.</p> <p>ROUTINE INSPECTIONS: An inspection will to be carried out every two weeks, by the ACSO</p> <p>All routine inspections will be recorded on the Play Area inspection sheets whether or not there are problems or hazards identified and sent to the Clerk</p> <p>INSPECTIONS: An <u>annual</u> inspection will be undertaken <u>by WCC</u> twice<u>once</u> a year <u>and by</u> an accredited independent Inspector <u>will</u></p>	Tolerable No further action needed

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			<p><u>inspect the palyarea once a year</u> and will be arranged by the Parish Council. These reports will determine any action that needs taking</p>	
<p>Equipment which is damaged and is not dealt with correctly</p>	<p>People are injured whilst using the play equipment</p>	<p>Public</p>	<p>All items within the Recreation Ground, whether or not shown on the Asset Register, will be inspected by the ACSO.</p> <p>All routine inspections will be recorded on the sheets provided by the Parish Council.</p> <p>All inspection reports will be retained by the Parish Council within its records.</p> <p>They will be available for inspection by request.</p> <p>Any issues raised by any inspection will be brought immediately to the Parish Council's attention.</p> <p>Any questions will be raised with the Annual Inspecting Body, and in the event of immediate</p>	<p>Tolerable No further action needed</p>

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			remedial action needing to be taken the Chair or Vice Chair of the Parish Council will have delegated powers to close any piece of play equipment by either its removal, isolation or rendering harmless any dangers found.	
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The person responsible for play equipment inspections is as nominated by the Parish Council as the owner of Hilly Close play area