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COUNTY COUNCILLOR ROB HUMBY'S REPORT SEPTEMBER 2023

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[Hampshire County Council \(@hampshire_county_council\) • Instagram photos and videos](#)

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

YOUR HAMPSHIRE

smc-seb.s4hana.ondemand.com/eu/elastic-access/sap/seb/?_L54AD1F204_c2NlIbmFyaW89U0VCJnRlIbmFudD1teTMwMTI4MS5zNGhhbmEub25kZW1hbmQuY29tJkNhbnBhaWduT3V0Ym91bmQ9JzdBMTdEMzQxRDk0NDIBODc4ODIFRjVGREZEMkM1MDkyRUFFQURERDAnJkxpbmtUcmFja2luZ0lzRGlzYWJsZWQ9ZmFsc2U&K13=-258&K14=-637ecf1b19de34e97ae545f7fb755b070ef232eb6068a635686d3ecd2ccb91ec

ALL AGES AND ABILITIES WELCOME AT NEW QUEEN ELIZABETH COUNTRY PARK MOUNTAIN BIKE TRACKS

Four new bike tracks have opened at Queen Elizabeth country Park near Petersfield aimed at giving adults and children the chance to try out mountain biking and to help keen riders to develop their skills further

[All ages & abilities welcome at new Queen Elizabeth Country Park mountain bike tracks | Hampshire County Council \(hants.gov.uk\)](#)

DAME MARY FAGAN HOUSE TO BE RELEASED BY HAMPSHIRE COUNTY COUNCIL

Hampshire County Council has identified that some or all of Dame Mary Fagan House, in Lutyens Close, Basingstoke, could be released as part of the County Council's current accommodation review

[Dame Mary Fagan House to be released by Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL LEADER GIVES THANKS TO HAMPSHIRE'S LOCAL ENTERPRISE PARTNERSHIPS

Responding to the announcement by central Government that the core functions of Local Enterprise Partnerships (LEPs) will transfer to Local Authorities, Leader of Hampshire County Council, Councillor Rob Humby has thanked the county's two LEPs, the Enterprise M3 LEP and Solent LEP, for the valuable role they have played in helping to drive investment, economic growth and bring businesses, education, and local authorities together over the last decade

[County Council Leader gives thanks to Hampshire's Local Enterprise Partnerships | Hampshire County Council \(hants.gov.uk\)](#)

RECYCLE VAPES AT HWRCs TO AVOID FIRE RISKS URGES COUNTY COUNCIL

Hampshire residents can now recycle vapes at any Household Waste Recycling Centre (HWRC), helping to avoid disposal in general waste, which is a fire risk, and reduce littering

[Recycle vapes at HWRCs to avoid fire risks urges County Council | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/recycle-vapes-at-hwrcs-to-avoid-fire-risks-urges-county-council)

CHILDREN AND YOUNG PEOPLE FACE A BRIGHTER FUTURE AFTER NEARLY 70 HAMPSHIRE FAMILIES SIGN UP TO BECOME FOSTER CARERS. BUT MORE HOMES ARE NEEDED

Nearly 70 new families have been welcomed to Hampshire County Council's fostering community, helping to give children and young people in care a brighter, loving, stable and secure start in life – but the campaign to encourage even more new families to come forward still goes on

[Children and young people face a brighter future after nearly 70 Hampshire families sign up to become foster carers. But more homes are needed. | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/children-and-young-people-face-a-brighter-future-after-nearly-70-hampshire-families-sign-up-to-become-foster-carers-but-more-homes-are-needed)

HOP ON A BUS THIS SUMMER TO EXPLORE HAMPSHIRE – NEW CAMPAIGN AIMS TO BOOST PASSENGER NUMBERS

Hampshire residents are being encouraged to use the county's buses this summer to explore the county's attractions and take advantage of the Government's £2 bus fare cap. Bus operators Stagecoach, Bluestar and First Solent have joined forces with Hampshire County Council to launch a campaign highlighting the advantages of travelling by bus and the wide range of attractions that can be reached

[Hop on a bus this summer to explore Hampshire – new campaign aims to boost passenger numbers | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hop-on-a-bus-this-summer-to-explore-hampshire-new-campaign-aims-to-boost-passenger-numbers)

CONGRATULATIONS TO ALL HAMPSHIRE'S POST-16 LEARNERS

Thousands of Hampshire students will have received the results of their hard work towards A-level, Technical, Vocational and Apprenticeship qualifications and Hampshire County Council would like to congratulate all of them for their hard work and dedication

[It's results day! Congratulations to all Hampshire's post-16 learners | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/its-results-day-congratulations-to-all-hampshire-s-post-16-learners)

TOP TIPS TO PASS THE BACK T SCHOOL 'TO DO' LIST WITH FLYING COLOURS

As Hampshire schools get set to reopen on 1 September, the County Council is reminding local families of the support available to help them transition to the new school year with ease

[Top tips to pass the Back to School 'to do' list with flying colours | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/top-tips-to-pass-the-back-to-school-to-do-list-with-flying-colours)

THOUSANDS OF HAMPSHIRE STUDENTS SET TO RECEIVE THEIR EXAM RESULTS

Hampshire County Council is congratulating all of the students receiving their GCSE and other level 2 qualification results today, and urging everyone who isn't sure what to do next, to speak to Hampshire Futures, the County Council's careers advice team for support

[Thousands of Hampshire students set to receive their exam results today | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/thousands-of-hampshire-students-set-to-receive-their-exam-results-today)

EVERY DAY MATTERS – FAMILIES URGED TO PRIORITISE ATTENDANCE IN NEW SCHOOL YEAR

With the new school year fast approaching, Hampshire County Council is encouraging families to do all they can to support regular attendance for their children

[Every day matters - families urged to prioritise attendance in new school year | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/every-day-matters-families-urged-to-prioritise-attendance-in-new-school-year)

GENERATING GREEN ENERGY AT HOME – SAVE ON BILLS, PROTECT THE ENVIRONMENT

The group-buying scheme, Solar together 2023, is now open to Hampshire residents looking to buy high-quality installations, at the right price, from pre-vetted installers

[Generating green energy at home – save on bills, protect the environment | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/generating-green-energy-at-home-save-on-bills-protect-the-environment)

CALLING ALL HOSPITALITY AND CATERING BUSINESSES – FIND OUT HOW EMPLOYING YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS COULD BE YOUR RECIPE FOR SUCCESS

Hampshire County Council is inviting local hospitality and catering businesses to discover the benefits of employing young people with special educational needs and disabilities (SEND) at an online event on Tuesday 26 September, 10am to 12pm

[Calling all hospitality and catering businesses – find out how employing young people with special educational needs could be your recipe for success | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/calling-all-hospitality-and-catering-businesses-find-out-how-employing-young-people-with-special-educational-needs-could-be-your-recipe-for-success)

PUBLIC CONSULTATION OPENS ON TRANSFORMING NURSING AND SPECIALIST CARE

Hampshire County Council has opened a public consultation on proposals that would see some £173million invested over the next five to six years to transform and expand the future of nursing and specialist care accommodation directly provided by the Local Authority for the county's growing older population

[Public consultation opens on transforming nursing and specialist care | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/public-consultation-opens-on-transforming-nursing-and-specialist-care)

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 COUNCIL – UPPER MEON VALLEY WARD

PARISHES UPDATE FOR SEPTEMBER 2023

Road Schemes

Two potentially disruptive sets of works are scheduled for this month:

Morestead Road: scheduled to be closed 24/7 for up to 6 weeks from 18 Sep 23 from its junction with Hazeley Road to Bar End. This is likely to result in significant increases in traffic on Hazeley Road, and potentially also through Owslebury, and the Lane End/Wheely Down route from the A32 to the A31, affecting Warnford, Beauworth, Cheriton and Tichborne parishes.

M27 Jct 10: Preparatory works for the improvements to Jct 10 to serve the Welborne development will cause partial overnight closures of the A32 and the junction sliproads on various dates in Sep and Oct 23. Details are [here](#).

South Downs Local Plan Review

Parishes have been asked to complete a Parish Priority Statement to support the Local Plan Review. Whilst the deadline given is in Oct 23, the Planning Policy Team has indicated that extensions will likely be granted, particularly if that would permit full consultation with Parishioners. It is emphasised that, whilst a valuable opportunity for communities to state their preferences for development and amenities, the statements will not form part of the future Local Plan but will certainly inform its compilation. Demonstration of effective community consultation will be an important factor in the weight given to the preferences expressed and will also serve to support CIL and other grant applications.

WeCAN Parish Councillor Climate Info Event

Sat 16 Sep – 1000-1200 - hosted by Winchester City Council at their Colebrook St offices, for parish councillors and clerks. An opportunity for parish councillors to find out more about the climate crisis - the science behind it, the impact and how carbon emissions can be reduced. Taster sessions on [Carbon Literacy Training](#) and [Climate Fresk](#) - both are engaging, collaborative and interactive methods of exploring climate crisis issues. [More information and booking here](#).

WEST MEON

Storey's Meadow Steps

The Land Registry plan (attached) for the Storey's Meadow site, when compared to the WCC interactive map, clearly shows that the larger part of the steps fall within the red line of the Housing Association's ownership. The maintenance of the steps is therefore likely to rest with Hyde Housing. Should that prove insufficient to 'nudge' the Association into action the Public Sector Housing Team at Winchester CC could be engaged to assist.

OWSLEBURY & MORESTEAD

Accessibility and parking at Beech Grove

A review of parking for the older persons' bungalows at Beech Grove has shown that there is no space for further spaces. It would, however, be useful to know how many, if any, of the residents are Blue Badge holders, which may allow exceptional work to be undertaken.

KILMESTON, BEAUWORTH

Community Transport

It is becoming clear that, unfortunately, nationally no Party sees many votes in pursuing initiatives for improving rural bus services. Within Hampshire, the County Council has no funding to improve the situation as costs escalate and is doing its best to maintain the status quo. It is therefore likely that any improvement will have to come from the voluntary sector. We are fortunate to have the Meon Valley Community Bus Association (MVCBA) and its recent annual meeting demonstrated that there may be some room for manoeuvre in expanding its offer. A major change in its operation during the past year saw it taking on an HCC contract for the scheduled Wednesday (market day) run to Petersfield. It might be possible for its Winchester runs (currently the first Friday of each month) to become a fixed weekly run; similarly, it might be possible for these runs to be routed through Kilmeston and/or Beauworth to replace a link lost many years ago. But there is clearly no point in pursuing these ideas if there is no demand to be served. It would therefore be useful if those parishes were able to poll the needs and wishes of their residents.

UPHAM

Land to the south-west of the Alma Inn

The 2023 update to the SHELAA was taken by the Winchester Cabinet 18 Jul 23 and the map attached shows the sites that have been put forward by developers in Upham, and includes a sizeable swathe of land around Alma Lane/Sciviers Lane, although not all in the ownership of developers. Of course, it is only that area of the parish outside the SDNPA boundary that is included within the search area for the Winchester SHELAA so not too surprising that Alma Lane/Sciviers Lane become targets. The SDNPA equivalent of the SHELAA has yet to be published. A Land Registry search shows that the freehold of the Alma and its car park is still held by the brewery (Mitchells & Butler) but the land beyond to the south-west was transferred a couple of years ago to Chiswell Properties. Copies of the Land Registry Title and Plan are attached.

Resurgence of ADD to address Eastleigh Local Plan Review

It is assumed that ADD would wish to build on (apologies!) the existing agreed position statement with the SDNPA achieved for the current Eastleigh local plan with a view to

ensuring something similar is in place at the end of the review. It is suggested that there needs to be some audit of whether the aims of [this statement](#) have been achieved, albeit that the current spate of construction on land to the east of Fair Oak is yet to complete. The Parish Council may be best placed to lead this work.

Neil Bolton
Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

| Training Course | Date | | | |
|---|------------|------------|------------|------------|
| An Introduction to Planning for Local Councils | 18/10/2023 | 07/11/2023 | 06/02/2024 | |
| Budget and Precept Setting Councillors | 18/09/2023 | 23/10/2023 | | |
| Budgeting for Clerks and Financial Officers | 14/09/2023 | 10/10/2023 | | |
| Chair Networking | 10/10/2023 | | | |
| Charing Skills | 22/11/2023 | 05/03/2024 | | |
| Clerk and Officers Update | 12/09/2023 | 16/01/2024 | | |
| Handling Challenging Individuals | 29/11/2023 | | | |
| Introduction to Appraisals | 11/10/2023 | 17/01/2024 | | |
| Introduction to VAT for Local Councils | 01/11/2023 | | | |
| Local Council Finance for Councillors | 02/11/2023 | | | |
| Local Plans and Local Policy for Local Councils | 18/10/2023 | 05/03/2024 | | |
| Managing Absence | 08/11/2023 | | | |
| Managing Employees in Local Councils | 19/09/2023 | | | |
| The Knowledge and Core Skills for Councillors | 12/09/2023 | 21/09/2023 | 14/11/2023 | 24/01/2024 |
| What You Need to Know | 26/09/2023 | 30/01/2024 | | |

MEETING REPORT: Affordable Housing

DATE: 11 September

WRITTEN BY: The Clerk

AGENDA ITEM: 56

In Junes Parish Council meeting the Council asked me to contact Winchester City Council for the current housing figures.

The current housing needs data for Owslebury is below:

The data below is for those households needing rented accommodation. There is another group of households that want a shared ownership property that they can buy into but at a reduced cost.

As of February 2023, there were 4 such households – 3 wanting a two bedroom home and 1 wanting a one bedroom property.

As of 20th July 2023, there are 9 households that have been assessed as needing rented accommodation and they all have declared a local connection with the parish of Owslebury.

6 of these households require one bedroom accommodation, 1 requires two bed accommodation, 1 requires three-bedroom accommodation, and 1 requires a four bedroom or more property.

MEETING REPORT: Beech Grove

DATE: 11 September 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 57 (a)

At the meeting in July, I reported that I was going to meet with a representative from Hampshire Highways (HH) to go through the information that needs to be uploaded to the s278 portal. I attended the meeting with HH and they explained what was needed and where to get the information from and what could be left out.

Most of the documents the Parish Council can provide however there are 5 documents that the Council will not be able to provide and HH suggested that Havant Highways would be able to provide these documents they are:

- CDM Letter
- Vertical Alignment
- Pavement Design
- Collision Risk Assessment
- Walking, Cycling and Horse-Riding Assessment and Review

Are the Council happy for me to contact Havant Highways for these documents? I would expect there to be a cost involved, but do not know what this would be until I contact them.



Speeding is one of the factors that most affects the quality of life in communities around Hampshire and the Isle of Wight. It can be a factor in road traffic collisions and impacts on the day-to-day lives of people in the local community.

What is Community Speed Watch?

Community Speed Watch is a scheme that enables members of the public to volunteer alongside Hampshire Constabulary to monitor the speed of traffic passing through their area and identify vehicles which exceed the speed limit. Each scheme is run by the volunteers and managed and supported by their local Neighbourhood Policing Team.

How does it work?

Volunteers use equipment that can monitor the speed of passing traffic. The volunteers collect details at the roadside of speeding vehicles and pass this onto Hampshire Police. Vehicle checks are undertaken by the police and entered onto a database. The registered keeper of the vehicle will then be sent an educational letter telling them that their vehicle was seen exceeding the speed limit and the impact their actions have on the local Community. If the same registration number is logged again within 2 years, the registered vehicle keeper will receive a warning that if the vehicle is seen a third time the details will be passed to an officer who may take further action.

Community Speed Watch is not enforcement, it is education.

Community Speed Watch is used throughout Hampshire and the Isle of Wight in circumstances that are necessary, reasonable and proportionate to:

- Improving the quality of life for local communities by increasing their confidence and satisfaction in the way speeding issues are dealt with
- Reduce the speed of vehicles to the speed limit
- Increase public awareness of inappropriate speed
- Reduce death and injury on roads
- Empower local people to take action on local issues

How can I join?

If you can spare a few hours each month to take part in the roadside Speed Watch sessions, we would love to hear from you.

To obtain further information or request an application form, you can send an email to: volunteers.northern@hampshire.police.uk

Community SpeedWatch Equipment - <https://communityspeedwatch.shop>



STARTER KIT 1 - POCKET RADAR

£445.50

VAT excluded
Starter Kit 1 with Pocket Radar

Quantity [ADD TO BASKET](#)

✓ In stock

[Description](#) [Product Details](#)

CSW Starter Kit 1 with Pocket Radar

- 1 x Plastic storage box with tracking ID:
- 2 x Extra Large (2XL) Hi-visibility long-sleeve Executive vests
- 1 x Pocket Radar with Accuracy & Compliance Certificates
- 1 x Tuning Fork with Accuracy Certificate (Uniquely numbered)
- 1 x Belt pouch for Pocket Radar and Tuning Fork
- 1 x Tally counter
- 1 x Clipboard
- Certificates of Conformity



STARTER KIT 3 - BUSHNELL RADAR GUN

£516.50

VAT excluded
Starter Kit - with Bushnell Radar Gun

Quantity [ADD TO BASKET](#)

✓ In stock

[Description](#) [Product Details](#)

Road Side Starter Kit with Bushnell Radar Gun

- 1 x Plastic container with tracking ID:
- 1 x X-Large Hi-visibility long-sleeved Executive vest
- 1 x Large Hi-visibility long-sleeved Executive vest
- 1 x Bushnell Velocity Radar Gun (Batteries included)
- 1 x Tuning Fork - uniquely numbered
- 1 x Click counter
- Certificates (Authorisation & Accuracy)
- Radar Gun easy to use 'Point and Shoot'. Large, easy-to-read LCD display.

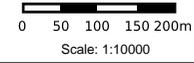
| Year | Road | Accident Severity |
|------|------------------------------|-------------------|
| 2017 | Belmore Lane | 3 |
| 2017 | Portsmouth Road | 3 |
| 2018 | Thompson Lane | 3 |
| 2018 | Morestead Road | 3 |
| 2018 | Morestead Road | 3 |
| 2018 | Whites Hill | 2 |
| 2018 | Morestead Road | 2 |
| 2019 | Morestead Road | 3 |
| 2019 | Portsmouth Road | 2 |
| 2019 | Morestead Road | 2 |
| 2019 | Cross Roads at Longwood Road | 2 |
| 2019 | Hensting Lane | 2 |
| 2019 | Hensting Lane | 1 |
| 2020 | Belmore Lane | 3 |
| 2020 | Hensting Lane | 3 |
| 2020 | Hensting Lane | 2 |
| 2020 | Hensting Lane | 1 |
| 2021 | Morestead Road | 3 |
| 2021 | Morestead Road | 3 |

3 = Yellow
2 = Orange
1 = Red

Please read this with the Road Accident maps for the corresponding year.

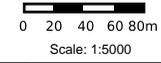
Author:

Date: 24/08/2023



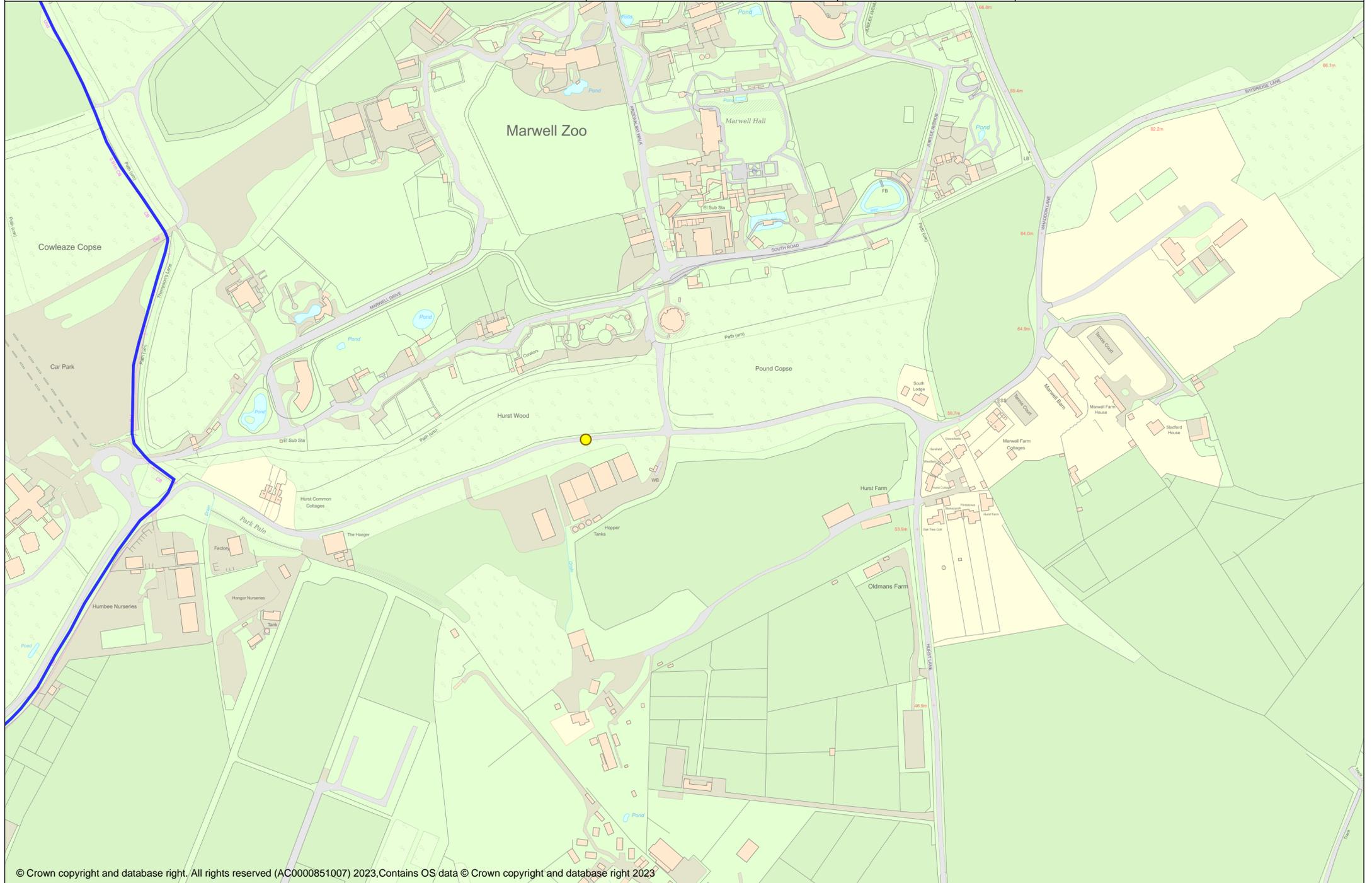
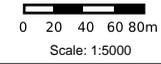
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Date: 24/08/2023



Author:

Date: 24/08/2023



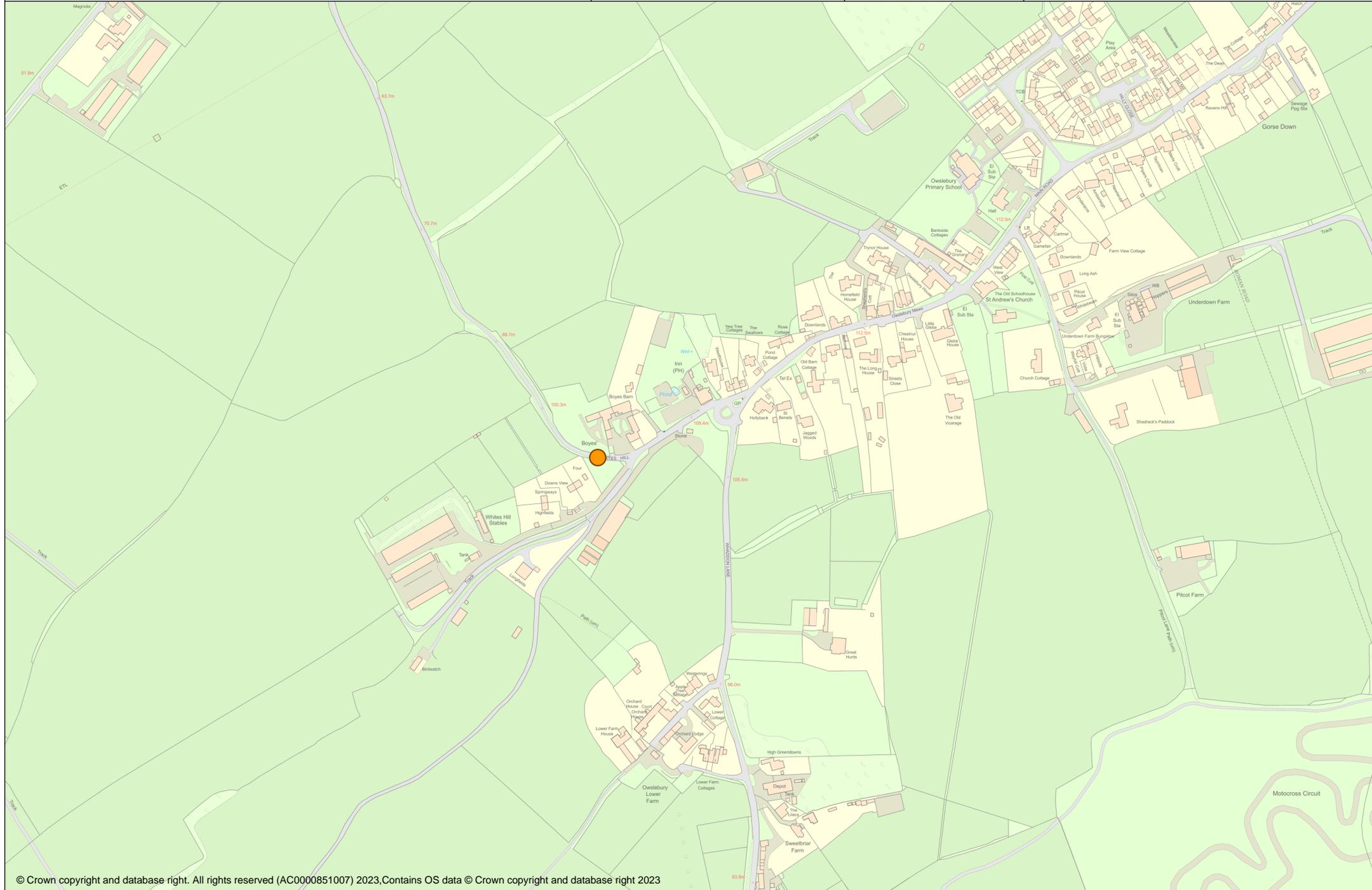
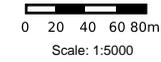
2018 Road Accidents 1

Owslebury



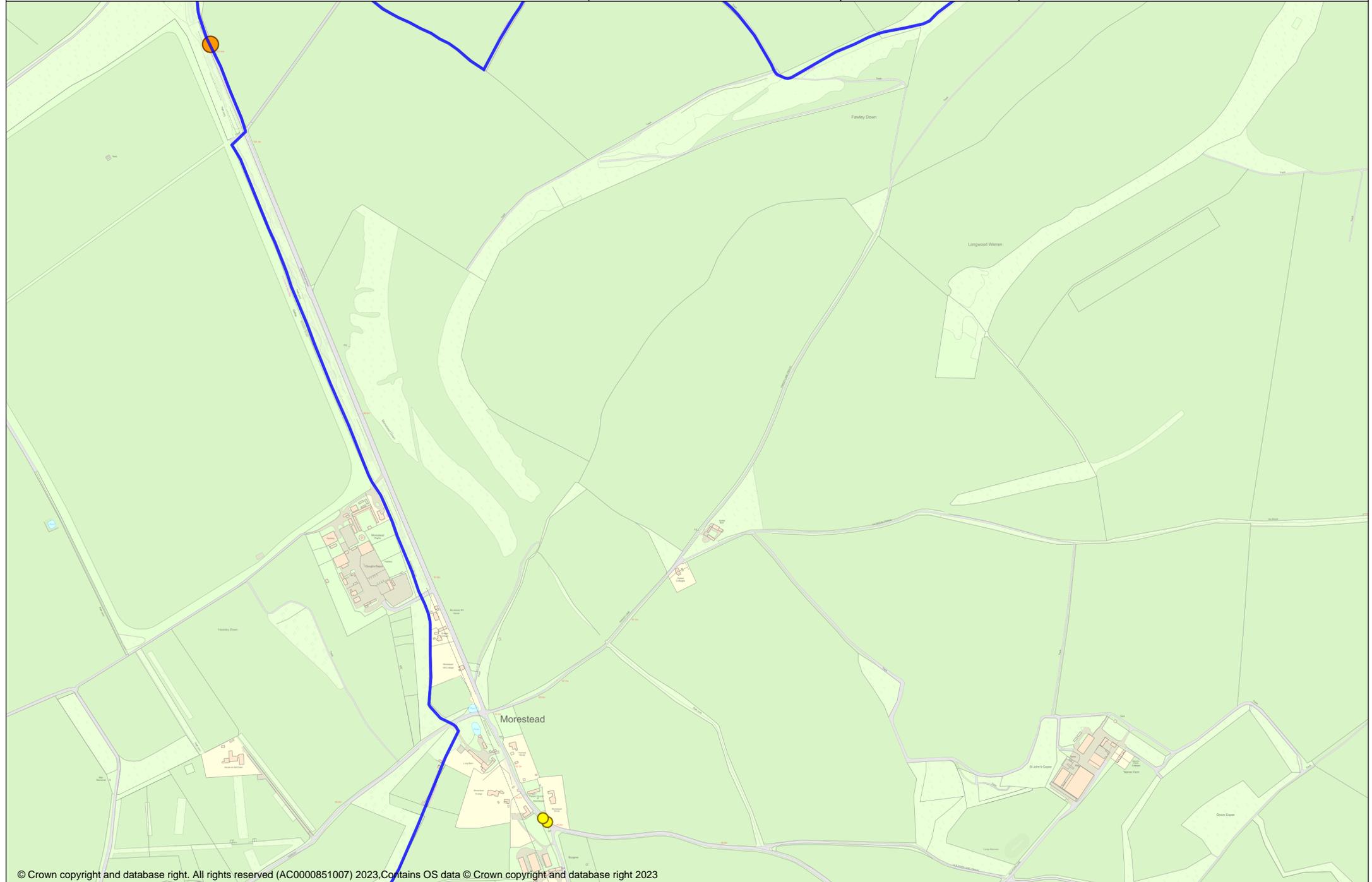
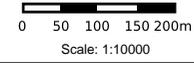
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Date: 24/08/2023



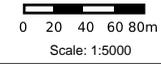
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Date: 24/08/2023



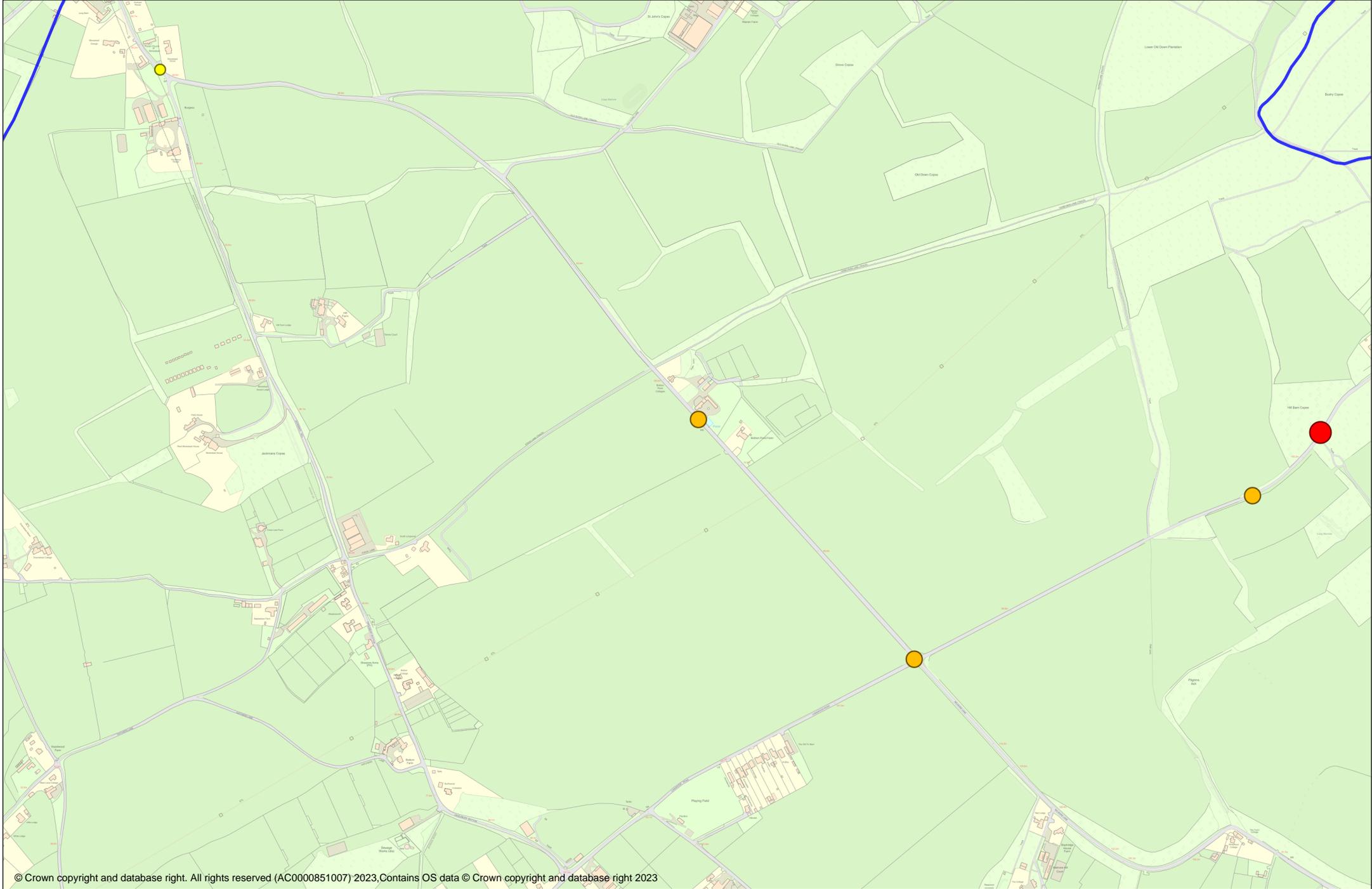
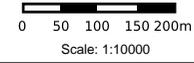
Author:

Date: 10/08/2023



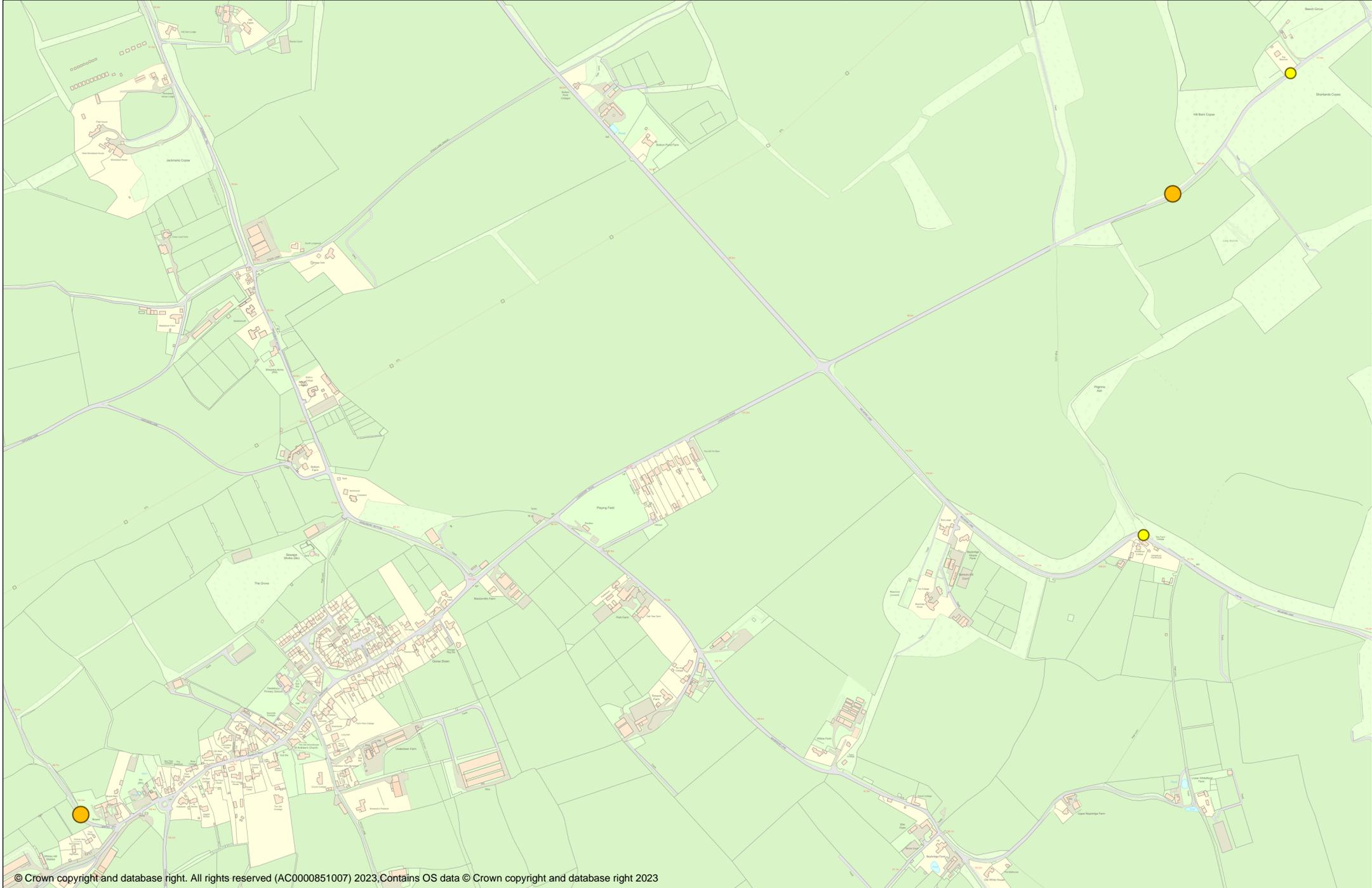
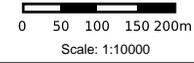
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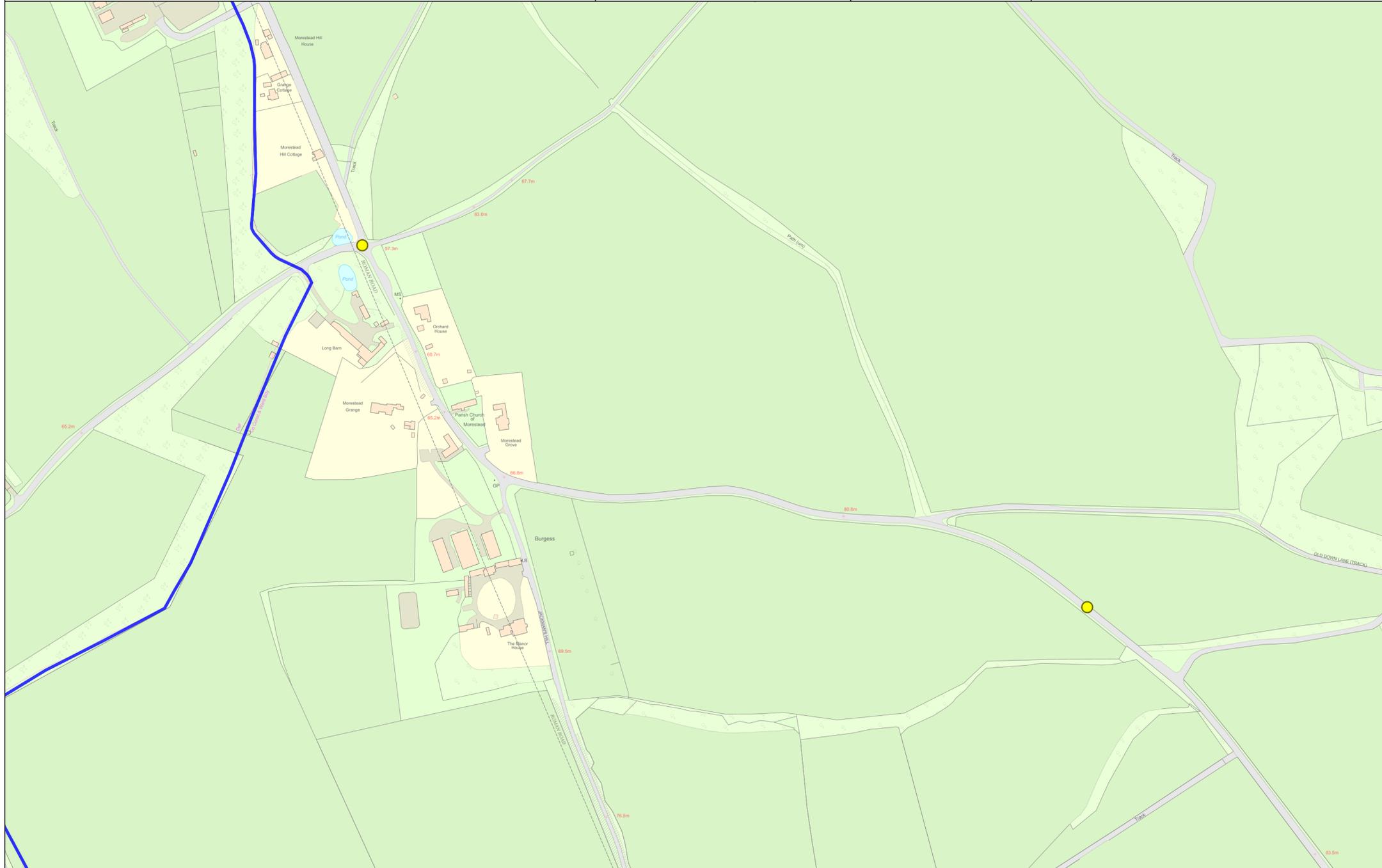
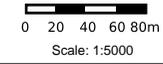
Author:

Date: 10/08/2023



Author:

Date: 10/08/2023



GREEN KEEPS SCHEDULE OF WORKS FOR YEAR

| Play area | Glebe Field | Sports Field |
|--|--|--|
| Cut the grass every other week Strim edges twice a month Cut the hedges back to the fence twice a year Weed by the see saw twice a year Remove any ivy from the roundabout surface twice a year Strim the strip of grass outside the playground twice a month | Cut the grass every other week Cut the bank grass 5 times a year Strim the edges of the field twice a month Cut the hedges back to the fence twice a year | Cut the grass every other week (Sep - Mar) Cut the grass every week (Apr - Aug) Cut the bank grass twice a year Strim back the edges of the field once a year |

M

Marshall Mackrell

Thu, Jul 6,
3:22 PM (12 days
ago)

to me

Hi Juanita,

I managed to visit site this afternoon. Price to complete all of the below will be £5,883.32 + vat

We have allowed for Tigermulch for all of the surfacing with the exception of the wear pad under the swings where we have priced to complete using colour wetpour. We have allowed for the wear pad under the swing to be 1 strip across both swings to minimise the amount of joints within the surface.

We have also included for heras fencing to fence off the areas whilst we complete works.

Quotation Reference ARJ39562

Best Regards,

Marshall



Client: Owslebury Parish Council
Site: Wet Pour

Quote No: 1427
Date: 03/09/2023

| Item | Description | Quantity | Unit | Total |
|------|---|---------------------------------------|----------------|------------------------------|
| | <p><u>We have been asked to provide a price for wet pour wear pads to existing equipment, repair to a swing bay and installing new wet pour to the team swing. At the meeting it was mentioned that the council may need to break the project into smaller phases due to cost. As a rough guide any return visit usually has a rough minimum visit cost of £3000 due to smaller material loads and costs, plant, waste and team re-mobilisation. If you would like to split any of the elements please let us know the split and we can price in phases. Without knowing how you would like it phased it is impossible to provide prices for each item. All prices are based on works completed in a single visit.</u></p> <p><u>Groundworks;</u></p> <p>Labour, plant and waste to excavate, uplift and remove grass mats, lay 100mm type 1, geo-textile and dispose of all waste from site including grass mats which is classed as contaminated waste. All edges are to be dug in</p> <p><u>Wet Pour Surfacing;</u></p> | | | |
| A | Labour, plant and waste to excavate, uplift and remove grass mats, lay 100mm type 1, geo-textile and dispose of all waste from site including grass mats which is classed as contaminated waste. All edges are to be dug in | 1 | item | £4,422.10 |
| B | Swings - patch repairs under swing seats | Black 7.04 Extra over for red 7.04 | m2 m2 | £273.88 £543.12 |
| C | Toddler Unit - supply wear pads at the bottom of entrance and exit points | Slide 2.16 Stairs 1 Net 2.52 | m2 m2 m2 | £183.60 £85.00 £214.20 |
| D | Junior Unit - supply wear pads at base of towers and slide inc. base works | Towers 9 Slide 2.8 | m2 m2 | £765.00 £238.00 |
| E | Springer - supply wear pad to both sides inc. base works | 3 | m2 | £255.00 |
| F | Team swing | 20 | m2 | £1,700.00 |
| G | Extra over for red wet pour for items C,D,E,F | 41 | m2 | £1,312.00 |
| | <p>N.B.</p> <p>All prices exclude VAT Quote is valid for 30 days Our standard payment terms are 50% deposit paid with 7 days of order No allowance has been made for the provision of fencing or welfare facilities, it is assumed we will close the entire park for the duration of works. We will need to place a skip and materials somewhere Our current lead time is approx. 4-6 weeks from deposit payment Please see our full T&C's - https://www.harlequinplay.co.uk/terms-and-conditions</p> | | | |
| | | | Total | £9,991.90 |

Juanita Madgwick
 Owslebury Parish Council
 PO BOX 783
 WINCHESTER
 SO23 3RD



4th September 2023

Our Ref: 005239-LK

Dear Juanita,

Thank you for the opportunity to offer a quotation for the surfacing at Owslebury Recreation Ground, Hilly Close, please see associated options and costs as follows,

Basket Swing - Rhyno Mulch

- Removal and disposal of approx. 21m2 grass matting
- Excavation of ground to a min depth of 100mm
- Supply and installation of type one stone subbase, approx. 21m2 x 50mm depth, compact stone
- Supply and installation of approx. 21m2 weed suppressing membrane
- Supply and installation of approx. 21m2 Rhyno Mulch safety surfacing to a min depth of 50mm
- Edges of Mulch to rolled into the ground

Subtotal: £3,589.55
VAT: £717.91
Total: £4,307.46

Basket Swing – Black EPDM

- Removal and disposal of approx. 21m2 grass matting
- Excavation of ground to a min depth of 150mm
- Supply and installation of type one stone subbase, approx. 21m2 x 100mm depth, compact stone
- Supply and installation of approx. 21m2 weed suppressing membrane
- Supply and installation of approx. 21m2 black EPDM safety surfacing to a min depth of 50mm
- Edges of EPDM to rolled into the ground

Subtotal: £3,899.59
VAT: £779.92
Total: £4,679.51

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

Mob: 07917 350349
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk

VAT Number 977 4787 42
 Company Number 7437573



Basket Swing – Black EPDM with Colour Arrow Wear Pads Front and Back

| | |
|------------------|------------------|
| Subtotal: | £4,071.50 |
| VAT: | £814.30 |
| Total: | £4,885.80 |

Twin Bay – Twin Flat & Twin Cradle Seats Wear pad 6m x 2m

- Removal and disposal of approx. 12m2 existing black EPDM
- Supply and installation of coloured EPDM wear pad to a min depth of 50mm x 12m2

| | |
|------------------|------------------|
| Subtotal: | £1,639.20 |
| VAT: | £327.84 |
| Total: | £1,967.04 |

Junior Multiplay EPDM Colour Wear Pads x 3 x 1m2

- Removal and disposal of approx. 3m2 (3no x 1m2) grass matting, cut to shape (circle or square)
- Excavation of ground to a min depth of 150mm x 3 x 1m2
- Supply and installation of type one stone subbase to a min depth of 150mm, compact stone
- Supply and installation of 3no x 1m2 weed suppressing membrane
- Supply and installation of 3no x 1m2 coloured wear pads

| | |
|------------------|----------------|
| Subtotal: | £519.93 |
| VAT: | £103.99 |
| Total: | £623.92 |

Infant Multiplay EPDM Colour Wear Pads x 3 x 1m2

- Removal and disposal of approx. 3m2 (3no x 1m2) grass matting, cut to shape (circle or square)
- Excavation of ground to a min depth of 150mm x 3 x 1m2
- Supply and installation of type one stone subbase to a min depth of 150mm, compact stone
- Supply and installation of 3no x 1m2 weed suppressing membrane
- Supply and installation of 3no x 1m2 coloured wear pads

| | |
|------------------|----------------|
| Subtotal: | £519.93 |
| VAT: | £103.99 |
| Total: | £623.92 |

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

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 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk



Seesaw EPDM Colour Wear Pad x 1.5m x 1.5m

- Removal and disposal of approx. 2.25m2 grass matting, cut to shape (circle or square)
- Excavation of ground to a min depth of 150mm x 2.25m2
- Supply and installation of type one stone subbase to a min depth of 150mm, compact stone
- Supply and installation of 2.25m2 weed suppressing membrane
- Supply and installation of 2.25m2 coloured wear pad

| | |
|------------------|----------------|
| Subtotal: | £389.95 |
| VAT: | £77.99 |
| Total: | £467.94 |

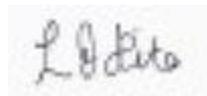
**** A discount will be available for all works ordered as one works order****

General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials
- Quotation is valid for 14 days from date of issue
- Unless otherwise shown, all prices are exclusive of VAT at the prevailing rate
- Payment terms are 14 days from date of invoice
- Full T&Cs available upon request

We trust that the foregoing meets with your acceptance. If we can be of any further assistance, please do not hesitate to contact the undersigned.

Yours faithfully



Lesley Kite
Sales Manager
Vita Play Limited

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

Mob: 07917 350349
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk



MEETING REPORT: Open Space Fund

DATE: 11 September

WRITTEN BY: The Clerk

AGENDA ITEM: 58 (c)

I received the following email from Winchester City Council on 14 August. I have written back to them to say that the Council would like this money to put towards the re-surfacing work in the play area.

I have completed the form and sent it back to them.

Good afternoon

As you will know, the Open Space Fund was superseded by CIL some years ago.

We are still holding the sum of £257.01 in the play pot for your parish. If you are unable to identify any capital requirements for play, you have the option of transferring to a neighbouring parish which does have a need or to Winchester City Council.

Alternatively, we could attempt to identify which developer made this contribution and refund to the developer.

I look forward to hearing from you



Operational Inspection

Ava Recreation Ltd

Hilly Close play area
Hilly Close, Owslebury, Hampshire , SO211LW

Risk Assessment Matrix

| | | | Scores in the report are multiplication factors of Likelihood x Severity | | | | | |
|---|---|---|---|---|--|--|--|---------|
| | | | Severity>> | | | | | |
| Likelihood | Very High probability, if the situation is not addressed an accident is almost certain. | 5 | Very High | VL (5) | L (10) | M (15) | H (20) | VH (25) |
| | High probability an accident is probable without any added factor. | 4 | High | VL (4) | L (8) | M (12) | H (16) | H (20) |
| | Moderate probability an incident is foreseeable. | 3 | Moderate | VL (3) | L (6) | L (9) | M (12) | M (15) |
| | Some probability, requires a combination of factors to take place. | 2 | Low | VL (2) | VL (4) | L (6) | L (8) | L (10) |
| | No significant probability; lightning strike, freak accident. | 1 | Very Low | VL (1) | VL (2) | VL (3) | VL (4) | VL (5) |
|  | | | Very Low | Low | Moderate | High | Very High | |
| | | | 1 | 2 | 3 | 4 | 5 | |
| | | | No injury likely e.g. damaged or soiled clothing, minor bruising, grazes | Minor injury, laceration or bruising requiring first aid only | Injury requiring medical intervention e.g. cuts requiring stitches | Serious injury including concussions or fracture of long bones | Severe injury involving a potential life changing injury or fatality | |
| | | | Severity>> | | | | | |
| | | | <p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p> | | | | | |

Hilly Close play area

Inspection Ref: 2158210

Site Ref: 64895

Operational Inspection - 28-August-2023 - 08:11 Inspector Bryan Chalke

Risk Assessment: **8 Low Risk**



i 6 - Low Risk

Item: Gate - Self Closing
Manufacturer: Steelway/Fensecure
Surface Type: Paving Slabs
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds

i 1 - Very Low Risk

Item: Gate - Maintenance
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 1 - Very Low Risk

Item: Basketball Post
Manufacturer: Sure Shot
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Climbing Frame
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

Timber leg has some twist movement which needs further investigation - Investigate timber leg and replace if necessary

i 5 - Very Low Risk

Item: Multi Play (Junior)
Manufacturer: Husson UK
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

Fungus or algae was found on the equipment - Remove fungi or algae from the equipment

i 5 - Very Low Risk

Item: Roundabout
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

There is wear in the bearing/shaft causing some movement? - Investigation and repair on bearing/shaft

i 5 - Very Low Risk

Item: Spring See-Saw
Manufacturer: Kompan Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

Fungus or algae was found on the equipment - Remove fungi or algae from the equipment

Finding 2

Loose fixings on foot bar - Tighten fixings

i 2 - Very Low Risk

Item: Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

A number of fixing(s) have worked loose - Secure all loose fixings

i 6 - Low Risk

Item: Bench
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

i 1 - Very Low Risk

Item: 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 1 - Very Low Risk

Item: Basket Swing - Type 1
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 1 - Very Low Risk

Item: Fence - Chainlink
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 1 - Very Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

Findings information

i 6 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Steelway/Fensecure

Risk Level: L - Low Risk
Surface: Paving Slabs



Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Timber leg has some twist movement which needs further investigation
Action: Investigate timber leg and replace if necessary

i 5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Husson UK

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Fungus or algae was found on the equipment

Action: Remove fungi or algae from the equipment

i 5 - Very Low Risk (Finding 1)

Item: Rotor Play - Roundabout
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: There is wear in the bearing/shaft causing some movement?

Action: Investigation and repair on bearing/shaft

i 5 - Very Low Risk (Finding 1)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Fungus or algae was found on the equipment

Action: Remove fungi or algae from the equipment

i 4 - Very Low Risk (Finding 2)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: Loose fixings on foot bar

Action: Tighten fixings

i 2 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

Completed Findings Information

The following items have been marked as complete by the inspector during the course of this inspection.

! 12 - Moderate Risk (Finding 1) - Marked as complete on 28-August-2023

Item: Gates - Gate - Maintenance
Manufacturer: Unknown

Risk Level: M - Moderate Risk
Surface: Grass



Finding: The timber on this item has severe rot

Action: Remove and replace all affected timber sections

i 6 - Low Risk (Finding 1) - **Marked as complete on 28-August-2023**

Item: Multi Use Games Area - Basketball Post
Manufacturer: Sure Shot

Risk Level: L - Low Risk
Surface: Concrete



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

i 8 - Low Risk (Finding 1) - **Marked as complete on 28-August-2023**

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

i 6 - Low Risk (Finding 2) - **Marked as complete on 28-August-2023**

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The plywood has delaminated in some places

Action: Remove all rough or splintered edges.

6 - Low Risk (Finding 3) - Marked as complete on 28-August-2023

Item: Activity Equipment - Climbing Frame
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Movement between metal shoe and timber on 2 legs

Action: Tighten fixings

i 4 - Very Low Risk (Finding 1) - **Marked as complete on 28-August-2023**

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Wet Pour



Finding: There is some chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 2) - **Marked as complete on 28-August-2023**

Item: Swings - 2 Bay (2 Flat, 2 Cradle)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some wear to the shackles.

Action: Monitor for any further deterioration and replace when 40% worn

Litter-picking in Winchester district - can you help corporate volunteers?

Dear Winchester parish clerks,

As you may recall, a few years ago, several locals started a litter-picking initiative in the district of Winchester called [the Litter Partnership](#) which is wonderfully supported by Winchester City Council, idverde, and CPRE Hampshire. Please see a background email to you below.

I just wanted to let you know that a growing number of volunteers from businesses across Winchester are now contacting us to see how they can help keep Winchester tidy. In the last few months, for example, staff from Southern Water, VolkerFitzpatrick, Aviva, Foot Anstey, Ludus Health & Wellness, and Insensys have all been in touch to see what they can do.

I thought it might therefore be a good idea to ask Parish Councils to identify public spaces (parks, carparks, commons, footpaths etc) that we could suggest to these volunteers as places for them to go to for a few hours to tidy up.

Idverde will lend equipment and collect all rubbish at the end of the session. And, if volunteers want to tidy particular roadsides, idverde will also send a van to provide safety support.

So it's a great team effort and, with the initiative gathering momentum, it would be great to have a list of places that regularly need tidying. If you are able to help, I'd be extremely grateful.

With many thanks in advance.

Email from March 2021:

Dear Winchester parish clerks,

I hope you and your families have all been keeping as well as possible in these testing times.

Over the last year, a small group of villagers from Upham and Owslebury have been developing a new initiative to keep our local roads and lanes free of ugly litter. It's working well, and we're now inviting neighbouring villagers to join us. We're all local people who get worked up about litter thrown from cars, blighting our beautiful countryside. So we're doing something about it – and enjoying some fresh air and (socially distanced) exercise, catching up with friends and having fun. Meeting at an agreed time for an hour, we have generous support from idverde, Winchester's excellent street scene contractor, which provides high-visibility vests, litter grabbers and bags, as well as safety trucks and drivers to protect us from traffic and take the rubbish away.

On the back of this initiative, I am writing to let you know that idverde - with the support of Winchester City Council - has now launched a flexible litter-pick support service for volunteers in Winchester wishing to keep roads and public spaces near their homes free of

litter. If anyone in the district is frustrated by litter near their home, idverde will help them clear it up safely at a time of their choosing. idverde is part of the Litter Partnership, which brings together local people, councils, schools, businesses and military personnel to tackle the scourge of litter.

Julie Smith at idverde in Winchester will be coordinating this initiative. To book idverde's support, please email julia.smith@idverde.co.uk, copying hello@thelitterpartnership.org.

For more information, please read idverde's press release [here](#).

And for an idverde case study on this project, click [here](#).

Given all the litter strewn across the district, I do hope local people will want to take up idverde's generous offer to help tidy up their own patches and, if you think appropriate, would be grateful if you could spread the word.

Owslebury Parish Council
2023/24

| PAYMENTS | Amount (£) | Payee | Payment Type |
|----------|------------|-------------------------|--------------|
| 43 | 195.00 | WCC Dog Bin Emptying | JC/WM |
| 44 | 520.00 | S Comley - Green Keeper | JC/WM |
| 45 | 7.00 | 3 (Phone) | DD |
| 46 | 28.91 | IONOS Extended Support | DD |
| 47 | 1,000.00 | Grant (St Andrews) | |
| 48 | 50.00 | Durley PC - Training | |
| 49 | 1,237.73 | Swamore (ACSO) | |
| 50 | 22.31 | OPHMC - July | |
| 51 | 438.40 | Clerk Salary - July | |
| 52 | 109.60 | HMRC | |
| 53 | 7.20 | Clerks Expenses | |
| 54 | 290.00 | S Comley - Green Keeper | |
| | | | |
| | | | |
| | | | |
| | | | |

| Voucher | Amount (£) | Payee | |
|-----------------|------------|---------------------------------|--|
| RECEIPTS | | | |
| 4 | 38.34 | Donation from PNECC Cycle Race | |
| 5 | 10.00 | Donation for use of Glebe Field | |
| | | | |

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/07/2023

| | | | |
|--------------------------|--------------------------|-----------|------------------|
| CASH BOOK BALANCE | | £ | £ |
| | Balances 1st April 2023 | | 70,502.91 |
| | income | | 20,244.17 |
| | expenses | | -14,572.05 |
| | CASH BOOK BALANCE | | 76,175.03 |
| | add u/p cheques | | 3,162.24 |
| | less o/s receipts | | 0.00 |
| | Control total | | <u>79,337.27</u> |
| BANK STATEMENTS | | | |
| | Treasurers account | 79,328.28 | |
| | Business 30 Day notice | 0.00 | |
| | Credit Card | 8.99 | |
| | Per bank statements | | <u>79,337.27</u> |
| | Difference | | <u>-0.00</u> |

2. SHORT TERM DEPOSIT

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

76,175.03

Owslebury Parish Council
2023/24

| PAYMENTS | Amount (£) | Payee | Payment Type |
|----------|------------|--|--------------|
| 55 | 2.40 | IONONS (Hosting) | DD |
| 56 | 7.00 | 3 (Phone) | DD |
| 57 | 80.00 | Akismet - Spam Removal | CC |
| 58 | 40.90 | IONOS (Extended Support/ Domain Name/ Wordpress) | CC |
| 59 | 139.00 | SLCC - membership Fee | |
| 60 | 2.40 | IONONS (Hosting) | DD |
| 61 | 96.00 | AVA Recreation -Playground Inspection | |
| 62 | 396.00 | Royal Mail - PO Box | |
| 63 | 438.40 | Clerk Salary - Aug | |
| 64 | 7.20 | Clerks Expenses | |
| 65 | 109.60 | HMRC | |
| 66 | 1,145.83 | Swamore (ACSO) | |
| | | | |
| | | | |
| | | | |

| Voucher | Amount (£) | Payee |
|-----------------|------------|------------|
| RECEIPTS | | |
| 6 | 1,510.56 | VAT Return |
| | | |
| | | |

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/08/2023

| | | | |
|--------------------------|--------------------------|-----------|------------------|
| CASH BOOK BALANCE | | £ | £ |
| | Balances 1st April 2023 | | 70,502.91 |
| | income | | 21,754.73 |
| | expenses | | -17,036.78 |
| | CASH BOOK BALANCE | | 75,220.86 |
| | add u/p cheques | | 2,421.43 |
| | less o/s receipts | | 0.00 |
| | Control total | | <u>77,642.29</u> |
| BANK STATEMENTS | | | |
| | Treasurers account | 77,633.30 | |
| | Business 30 Day notice | 0.00 | |
| | Credit Card | 8.99 | |
| | Per bank statements | | <u>77,642.29</u> |
| | Difference | | <u>-0.00</u> |

2. SHORT TERM DEPOSIT

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

75,220.86

Terms of reference for the Staffing Committee

1. Membership

The Committee shall consist of three councillors. The quorum shall consist of 3 Committee Members.

The Chairman of the Council shall automatically be a member of the committee unless otherwise excluded. The Chairman & Vice Chairman of the Committee will be appointed at the first committee meeting following the Annual Parish Meeting. All members shall comply with the Code of Conduct and the Councils Standing Orders.

2. Meetings

The Committee shall meet a minimum of once a year, with additional meetings scheduled as and when necessary.

Meetings will be in private rather than in public due to the confidential nature of business.

3. Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

4. Delegated Powers

The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the parish council as necessary. In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.

5. Responsibilities

The committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

The Chairman of the Council will provide line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

The Committee will:

1. Advise the council on human resources aspects of the council
2. Review and appraise the performance of the Clerk annually. The appraisal is to be undertaken by two member of the committee.
3. Consider the annual pay award for the Clerk by the council
6. Deal with any staff disciplinary matter in accordance with the Councils Disciplinary Procedure
7. Deal with any staff grievance in accordance with the Councils Grievance procedure.

Grant application for Morestead Church

Good afternoon, Juanita,

For a number of years Owslebury & Morestead Parish Council has generously made an annual grant to Morestead Church to be used towards the maintenance of the churchyard and I am writing to call upon the Council's generosity once again.

During the past 12 months we have had major expenditure (some £12,000) on tree felling as the roots of the leylandii planted more than 50 years ago were beginning to undermine the wall of the churchyard and we very much hope that the Council will be able to make a modest contribution towards this and the upkeep of the churchyard in general.

Regards



Winchester Office
City Offices
Colebrook Street
Winchester, SO23 9LJ
admin@cawinchesterdistrict.org.uk

22 August 2023

Owslebury Parish Council
PO BOX 783
WINCHESTER
SO23 3RD

Dear Ms Madgwick

Free, accessible advice for everyone in Winchester District

The past year has been incredibly tough for so many people. The cost-of-living crisis has pushed huge numbers of households to financial breaking point. Those that were just about managing before are being forced into debt and those who were already struggling have spiralled further into crisis.

We regularly support people who are at rock bottom, but the cost-of-living emergency has highlighted just how crucial our service is in supporting people in or near the point of crisis — as well as preventing crisis.

Our advisers have worked tirelessly to support local people who have needed support, (with a cost-of-living related issue or otherwise). When we say we're here for everyone, we mean it. No one else sees so many people with so many kinds of problems in the local area.

But we know that to reach *everyone* who needs us, we need to provide a variety of flexible contact options that makes us easily accessible to every person in our community and responds to the ever-changing needs and challenges that we're facing.

We have already taken some initial successful steps to create a flexible, user-led approach to our advice delivery across the district, but we are now looking for funding to develop this further.

With your support we want to create a fully accessible advice service that enables us to reach out to those with the most complex needs, and people who might have barriers to accessing services and entitlements. Our recently recruited Partnerships and Outreach Adviser will drive this initiative forward including:

- Building partnerships with key organisations to help us identify emerging needs
- Co-volunteering at food banks, food pantries and other support organisations
- Training individuals within local groups and organisations in Advice First Aid
- Delivering targeted advice sessions to groups e.g., scams awareness session at a lunch club or housing scheme
- Pop-up one-to-one advice sessions at partner locations across the district

- Supporting community-wide initiatives such as school fairs, cost-of-living pop up support sessions, and wellbeing events

We estimate this project to cost around £24,000 for the year and we are confident that over half of this funding could come from the local Parish Councils. On that basis, we would like to ask Owslebury Parish Council if they would consider a grant of £275 this year to support our service.

As I'm sure you are aware, Citizens Advice Winchester District is a completely independent local charity and while we are affiliated to the national Citizens Advice service, we are not funded by them, which means we rely entirely on local funding and support to run our service.

In terms of the support that we've given to households in your parish, our data shows that last year (April 22 – March 23) we supported Owslebury residents with 63 different advice issues (a six-fold increase compared to the year before).

I've included a copy of our latest Impact Report which I hope gives you a clear picture of the full extent of the work that we do in the community and the difference that we make to people from across Winchester District.

Thank you for taking the time to read this letter. If you'd like any further information or would like us to arrange a visit or a talk, please do get in touch.

With very best wishes



Dr Sue Campbell
Chief Executive
Citizens Advice Winchester District



Eastleigh Borough Local Plan 2016-2036

We are writing to let you know that we have started consultation on two draft Supplementary Planning Documents. These provide further guidance on policies in the adopted Eastleigh Borough Local Plan 2016-2036.

We are asking for your views on the following:

- [Draft Parking Standards SPD](#) – this document updates the cycle and vehicle parking standards for new homes in the Borough and introduces standards for non-residential development. It also includes an option to introduce new standards for flats (for smaller developments of up to 20 flats and for larger development of 20 or more). It will eventually replace the existing Residential Parking SPD.
- [Draft Affordable Housing SPD](#) - this updates the existing guidance on how the Council will deliver affordable housing through new development. It will eventually replace the existing Affordable Housing SPD.

The consultation on the above documents will run until 18 September 2023.

Please visit [Local Plan news and updates](#) for more details on these documents and consultations and for the latest news on the Local Plan Review.



Botley Neighbourhood Plan

We are writing to let you know we have started consultation on behalf of Botley Parish Council on the submitted Botley neighbourhood plan and its supporting documentation.

For clarification, please note that this consultation opens today and runs until **Thursday 26 October**.

Your responses to this consultation should address whether the plan meets the basic conditions which are that the plan:

- Must be appropriate having regard to National Policy
- Must contribute to the achievement of sustainable development
- Must be in general conformity with the strategic policies in the development plan for the local area
- Must be compatible with human rights requirements

Please visit the [Botley Neighbourhood Plan](#) webpage for more details on this consultation.

Please also note that you are receiving this email as you are signed up to receive Planning Policy updates from Eastleigh Borough Council.

31 August 2023



Health and Safety Policy

Adopted by the Parish Council:

12 June 2017

Reviewed on 26 July 2021

Reviewed 28 September 2022



1. Owslebury Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employee, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
2. The Parish Council will meet its responsibilities under Health and Safety at work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfill this commitment.
3. The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Providing sufficient information, instruction and training for employee, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of its employee, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety policy legislation and inform the Council accordingly.
2. Advise the Parish Council on the resources and arrangements necessary to fulfill the Parish Council's responsibilities under the Health and Safety at Work legislation.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure that matters of Health and Safety are brought to the attention of the Parish Council as and when necessary.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
Ensure that employees are provided with and use the necessary personal protective equipment
6. Make effective arrangements to ensure contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements.
7. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Inspectorate.



All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk
7. Prepare a risk assessment for the activity and ensure that it is sent to the Clerk for filing. The risk assessment should include details of the activity, minimisation/elimination of risk to be taken and who will be carrying out the activity.
8. Report any defective equipment or materials, accidents, or hazardous incidents to the Clerk.



GRANTS AND DONATIONS POLICY (Section 137 (1) LGA 1072)

Adopted by Council on 9 September 2014

Re-confirmed on 16 August 2021

Reviewed 28 September 2022

Reviewed 11 September 2023



Owslebury Parish Council has £2,000.00 in the budget for the award of grants and donations to provide support to community organisations for the year 2023/24. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not-for-profit, and which can demonstrate that any funding received will directly benefit the Parish, or residents of the Parish. Grants can only be awarded by resolution of the Council, which depends on the availability of funds and the suitability of the application.

Grants requested must not be for more than £500.00 for any application.

Grant applications will be dealt with by the Full Council.

Eligibility:

Unless otherwise determined by the Council:

1. Grants or donations will only be awarded to voluntary groups or charitable organisations with governance procedures acceptable to the Council. Under no circumstances will grants or donations be awarded to individuals.
2. Grants will not be awarded to regional or national organisations, unless they benefit the Owslebury and Morestead area.
3. Additional applications within a 12 month period will not normally be considered.

Conditions:

Unless otherwise agreed by the Council, the following conditions will apply to all grants and donations:

1. The grant or donation must be used for the purpose for which the application was made.
2. If the organisation/group is unable to use the grant or donation for the stated purpose, all monies must be returned to the Parish Council.
3. All awards must be properly accounted for and, if requested by the Clerk, evidence of expenditure must be provided. If the Council is not satisfied with the arrangements, the grant/donation must be refunded to the Council without undue delay.

Applications:

Applications should be made in writing to the Clerk, giving details of the charitable organisation or voluntary group, full details of the request and how a grant or donation would benefit local residents, and confirming acceptance of the above grant or donation conditions.

Applications will be considered at the next meeting after the application has been received.

Successful applications:

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council.

The Parish Council may request proof of expenditure and reserve the right to call for accounts from specific organisations requesting a grant. The Parish Council may request a report from the applicant on the benefits achieved as a result of the grant.

Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

Recognition of the grant from Owslebury Parish Council must be made in any publicity.



Aims of the Councils Grant Policy

Owslebury Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all parishioners of Owslebury to the services it provides and funds.
- To improve or enhance the local environment.
- To give local people a role in spending Parish funds and achieving value for money.

OWSLEBURY & MORESTEAD PARISH COUNCIL



Grant Application Form

Please complete this form and attach the relevant information and send to:
 Owslebury Parish Council, PO BOX 783, Winchester, Hampshire, SO23 3RD
 Or email: owsleburyparishcouncil@gmail.com

| | |
|--|-------------------------|
| Name and Address of Organisation | |
| Name and Position of Contact | |
| Contact Details including Email address and Telephone Number | |
| Is your organisation a voluntary organisation | Yes / No |
| Is your organisation a Registered Charity? If yes, please provide your Charity Number. | Yes / No |
| Does your organisation work SOLELY for the benefit of the people of Owslebury? • If yes, how many Owslebury residents benefit on a regular basis from your organisation? • If no, please specify the geographical area that you provide for, and the number of people in Owslebury that regularly benefit from your organisation. • Please provide any additional evidence to support your application to allow your application to be considered and to avoid any delays | |
| Amount of Grant Requested | £ |
| For what purpose or project is the grant requested? | |
| What is the total cost of the Project | £ |
| Have any grants been requested from other sources for this project? | |
| If yes, what is the amount of other grants? | £ |
| When are the funds required? | |
| Please provide the bank account number and sort code so that approved funds can be transferred | Account No Sort Code |

I have read and understand the Owslebury Parish Councils Grants Policy and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....Date.....



DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted by Council on 11 October 2021

Reconfirmed 10 October 2022

Reconfirmed 11 September 2023



1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained - and for how long; or
 - Disposed of - and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.



- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix 1: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.



5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of a dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 - Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as

Data that relates to a living individual who can be identified:

a) from the data, or



b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 10th edition, Chapter 11
- NALC LTN 40 - Local Councils' Documents and Records, January 2013
- NALC LTN 37 - Freedom of Information, July 2009
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000



9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for the retention or disposal can be found in Appendix 1: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Owslebury Parish Council Appendix 1: List of Documents for Retention or Disposal

| DOCUMENT | MINIMUM RETENTION PERIOD | REASON | DISPOSAL |
|--|---|--|---|
| Accident/ Incident Reports | 20 Years | Potential Claims | Confidential waste. A list will be kept of those documents disposed of to meet the GDPR requirements |
| Agendas | 5 Years | Management | Confidential waste |
| Annual Return & Audited Accounts | Indefinite | Audit requirement | N/A |
| Bank Statements including Deposit/ Savings Accounts | Last completed audit year | Audit | Confidential waste |
| Councillors Declarations of Office | 4 Years or until they vacate office - Which ever is earlier | Operational | Confidential waste |
| Information from Other Bodies e.g circulars | Retained as long as they are useful and relevant | | Bin |
| Insurance Policies | While Valid | Management | Bin |
| Investments | Indefinite | Audit/ Management | N/A |
| Local Historical Information | Indefinite - To be kept for the benefit of the Parish | | N/A |
| Magazines and Journals | Retained as long as they are useful and relevant | | Bin |
| Minutes | Indefinite | Archive | Original signed paper copies of all Council minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority. |
| Paid Invoices | 6 Years | VAT | Confidential Waste |
| Personnel Files - Annual Leave/ Sick Leave | 2 Years | Operational | Confidential Waste |
| Personnel Files - (Training records, Appraisals, contract of employment) | 6 Years after termination of employments | Operational | Confidential Waste |
| Policy Documents | Until there is no longer an administrative requirement | Operational | Confidential Waste |
| Routine Correspondance and Emails | 1 Year | Management | |
| Quotations and Tenders | 6 Years & 12 years on contractor as a deed | Limitation Act 1980 (as ammended) | Confidential Waste |
| Receipts and Payments Accounts | Indefinite | Archive | N/A |
| Recruitment Data | 6 Months after recruitment finalised | Sex Discrimination Act, Race Relations Act, Disability Act, Employment Equality Regulation | Confidential Waste |
| Risk Assessments | Once superseded by a new risk assessment or once inactive | Operational | Bin |
| TimeSheets | Last completed audit year 3 Years | Audit (Requirement) Personal Injury (Best Practise) | Bin |
| Title Deeds, Leases, Agrrements, Contracts | Indefinite | Audit/ Management | N/A |
| Play Park Equipment Inspection Reports | 21 Years | | |
| VAT Records | 6 Years | VAT | Confidential Waste |
| Wages, PAYE and NI Records | 12 Years | Superannuation (Pensions) | Confidential Waste |

| RECORD KEEPING | | | |
|--|---|------------|--|
| To ensure that records are easily accessible it is necessary to comply with the following: A list of files stored in cabinets will be kept, Electronic files will be saved using relevant file names | The Electronic files will be backed up on a external hard drive and are stored in the Cloud | Management | Documentation on longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR |

| | | | |
|----------------------------------|---|---|--|
| General Correspondance | Unless it relates to specific categories outlined in the policy, records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests. | Management | Bin (Shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of GDPR |
| Correspondance relating to staff | If relating to Audit, see relevant section above. Should be kept securely and personal data in relations to staff should not be kept longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months. Recommended this period be 3 Years. | After an employment relationship has ended, a Council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance and pensions and in respect of any related legal claims made against the Council. | Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of GDPR |

| | | | |
|--|---|--------------------|-----|
| PLANNING PAPERS | | | |
| Councils response to planning applications and all associated documents where planning is granted. | At least until completion of development - major/ contentious developments only | Management | Bin |
| Councils response to planning applications and all associated documents where planning is refused | At least until the period within which an appeal can be made has expired | Management | Bin |
| Local Development Plans | Retained as long as in force | Reference | Bin |
| Local Plans | Retained as long as in force | Reference | Bin |
| Town/ Neighbourhood Plans | Indefinite | Historical purpose | N/A |