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COUNTY COUNCILLOR ROB HUMBY'S REPORT MARCH 2024

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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

STILL TIME TO HAVE YOUR SAY ON FUTURE SERVICES IN HAMPSHIRE

The clock is ticking for people to have their say on key proposals to change and reduce some local services in future to help Hampshire County Council address a £132 million budget shortfall faced by April 2025

[Still time to have your say on future services in Hampshire | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/still-time-to-have-your-say-on-future-services-in-hampshire)

GREEN LIGHT FOR MULTI-MILLION POUND INVESTMENT IN COUNTY COUNCIL CARE HOMES

Plans to invest more than £173 million in Hampshire County Council's in-house care homes for older people have been given the green light, paving the way towards a focus on delivering specialist nursing and complex dementia care, as well as short term pre- and post-hospital support, to better meet the needs of the county's ageing population

[Green light for multi-million pound investment in County Council care homes | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/green-light-for-multi-million-pound-investment-in-county-council-care-homes)

MORE TRANSPORT CHOICE AND AN IMPROVED BUILT ENVIRONMENT IS AT HEART OF NEW 10-YEAR PLAN

A new local transport plan (LTP4) that aims to boost economic prosperity, reduce carbon pollution, help promote healthy lifestyles and build stronger communities is to be considered by Hampshire County Council

[More transport choice and an improved built environment is at heart of new 10-year plan | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/more-transport-choice-and-an-improved-built-environment-is-at-heart-of-new-10-year-plan)

HAMPSHIRE'S DEFENCE AND SECURITY CLUSTER HEARS SME'S VOICE

Small and medium enterprises (SMEs) in Hampshire have taken the first steps to exploring how they can grow their business by becoming a supplier for the defence and security industry locally and nationally – by sharing what their business or service has to offer with sector industry leaders and the county's universities

[Hampshire's Defence and Security Cluster hears SME's voice | Hampshire County Council \(hants.gov.uk\)](https://hants.gov.uk/hampshire-s-defence-and-security-cluster-hears-sme-s-voice)

GARNIER ROAD IN WINCHESTER REOPENS TO ALL VEHICLES FOLLOWING REPLACEMENT OF TUNBRIDGE CROSSING

Garnier Road in Winchester has reopened to all traffic following a £1.4 million scheme by Hampshire County Council to replace Tunbridge – a bridge that spans the Itchen Navigation. The road has remained open to pedestrians and cyclists whilst construction of the new bridge was underway with other vehicles diverted

[Garnier Road in Winchester reopens to all vehicles following replacement of Tunbridge crossing | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE'S YOUNG PEOPLE ENCOURAGED TO MAKE THEIR MARK THROUGH CONSULTATION ON CAMPAIGNING ISSUES

Hampshire's young people are being asked by new Members of the Youth Parliament (MYPs) to let them know what issues matter most to them

[Hampshire's young people encouraged to make their mark through consultation on campaigning issues | Hampshire County Council \(hants.gov.uk\)](#)

GOOD NEWS FOR WORKING PARENTS AS FUNDING APPROVED TO EXPAND CHILDCARE BEFORE AND AFTER SCHOOL

Hampshire County Council has approved funding of £5.9 million to help more parents access childcare before and after school. The funding has been granted by the Department for Education to support schools and Local Authorities to set up or expand the provision of childcare which 'wraps around' the school day, enabling parents and carers of primary school-aged children to access and pay for term time childcare from 8am-6pm

[Good news for working parents as funding approved to expand childcare before and after school | Hampshire County Council \(hants.gov.uk\)](#)

A BUDGET TO SERVE THE PEOPLE OF HAMPSHIRE – COUNTY COUNCIL APPROVES £2.6BN SPENDING ON LOCAL SERVICES FOR RESIDENTS IN 2024/25

£2.6 billion of public spending on the ongoing delivery of important local services to Hampshire's 1.4 million residents in 2024/25 was approved by Hampshire County Council on 22 February

[A budget to serve the people of Hampshire - County Council approves £2.6bn spending on local services for residents in 2024/25 | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL TRADING STANDARDS WELCOMES SUCCESSFUL PROSECUTION OF FRAUDULENT ROOFING TRADER

Hampshire County Council has welcomed the successful prosecution of a rogue trader who has been sentenced for roofing fraud to the value of £642,850.320 involving 29 properties across Hampshire, West Sussex and the Isle of Wight

[County Council Trading Standards welcomes successful prosecution of fraudulent roofing trader | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE CALLS FOR NATIONAL ACTION TO ENSURE NO RESIDENTS LEFT DIGITALLY ISOLATED

An ambition to ensure all Hampshire residents can connect to high-speed internet services has led Hampshire County Council to call on Government to press the case for making sure no-one is left behind in being able to access online services and support

[Hampshire calls for national action to ensure no residents left digitally isolated | Hampshire County Council \(hants.gov.uk\)](#)

PLANS FOR NEW SPECIAL SCHOOL IN EASTLEIGH MOVE FORWARD AS ACADEMY TRUST CONFIRMED

The Department of Education has appointed Solent Academies Trust to manage a new special school in Boorley Green, Eastleigh to be funded through Hampshire County Council's Children's Services capital programme and designed and delivered by its Property Services team. The new £17.9 million school is intended to provide accommodation for up to 125 children aged eight to 16 with social, emotional and mental health needs and, subject to planning consent, is due to open in summer 2026

[Plans for new special school in Eastleigh move forward as academy trust confirmed | Hampshire County Council \(hants.gov.uk\)](#)

COUNCIL LEADERS RECEIVE ASSURANCES FROM SOUTHERN WATER

Council leaders in Hampshire have collectively invited Southern Water to meet with them to explain how they are working to improve their services and to ensure reliable water supplies for the county's residents

[Council Leaders receive assurances from Southern Water | Hampshire County Council \(hants.gov.uk\)](#)

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

Parish update for January 2024

Traffic management policy update: 20mph speed limits & zones

In January 2024 HCC issued an update on the 20mph speed limits and zones which included a mechanism for Parish and Town Councils to request 20mph speed restrictions.

The revised policy moves away from considering 20mph speed limits and zones from a purely casualty reduction perspective to one that considers the strategic function of the road, encouraging active and sustainable transport options, an improved road environment and better compliance.

20mph speed limits on roads that have a strategic function, where the movement of motor vehicles is the primary function, will only be permitted where stringent technical requirements need to be met. On the other hand, there are less requirements needed to be met on minor roads such as residential roads which are well suited to the introduction of 20mph speed limits.

The revised policy position sets out the “before” mean speed thresholds for the different hierarchy of roads where 20mph limits can be considered without the need for additional traffic management measures.

The thresholds will be 24mph on the Primary and Secondary Strategic Road Network and also those parts of the Primary Distributor Road Network that have a strategic function and 26mph on the Secondary Distributor Road Network and Local and Minor Road Network which do not have a strategic function.

Where “before” mean speeds are above the relevant threshold, supporting measures will need to be explored to enable a 20mph speed limit to be progressed/introduced.

Speed Limit Reminder/Speed Indicator Device (SLR/SID) ‘before’ mean speed data can be used as evidence for consideration of a 20mph speed limit on those roads that do not have a strategic function.

A relaxation of the current requirement to move SLR and SID signs every 2-3 weeks is proposed to allow devices to remain and be re-deployed at locations giving more flexibility to address key locations of community concern.

It is anticipated that wider use of electronic speed signs will play an important part in helping manage traffic speeds, particularly on strategic routes that would not be suited to a 20mph limit.

The proposed revised policy position seeks to enable wider use of 20mph restrictions in appropriate locations where drivers are most likely to respect a lower speed limit. However, this will only be considered on a full cost recovery basis, but it was agreed that section 106 and CIL funding could be considered to support applications.

A very interesting fact from the HCC report that does make you question the cost/benefits of 20 mph speed limits is that the Task-and-Finish Working Group were presented with updated 'before' and 'after' speed data for the Winchester City Centre which showed that 'before' speeds were 21.4 mph and the latest 'after' speeds recorded in 2022 were 20.9 mph resulting in a 0.5 mph reduction and there were no further changes from the earlier 'after' speed data.

This probably reinforces the theory that rather than 20 mph speed limit signage, other traffic management measures that makes a motorist feel they are entering an area that requires slower speeds to navigate, such as a sense of the road narrowing by the introduction of gateways for example, will ultimately achieve better results and could be considerably cheaper.

Southern Water - Clean Rivers and Seas Task Force

Councillors recently received a briefing where Southern Water explained their ongoing work to reduce storm overflow releases by finding new and innovative solutions to deliver infrastructure that's more resilient and adaptable. Southern Water established a Clean Rivers and Seas Task Force in November 2021, and the team has ambitious targets to meet.

The Task Force is responsible for delivering six pathfinder projects over the next two years with £35m of accelerated funding agreed with Offwat, as well as delivering a regional plan to reduce storm overflows between now and 2030.

If you would like to understand the problem more and some of the solutions being explored please follow this link: <https://youtu.be/WtCyMY9G3ug>

Waste and Recycling update

In response to the Council's 'go greener faster' priority, the Environment Act 2021 and the government's 'Simpler Recycling' announcement in October 2023, the council proposes to, and must by law, introduce changes to the waste and recycling service that allow residents to recycle more, including food waste, and wishes to do so in the most environmentally friendly way possible.

A recent consultation exercise provided strong evidence that our residents care about recycling, want to recycle more, and want to keep it simple. In response to this and the government's latest guidance, and following an options appraisal, it is being recommended that the council introduce a co-mingled recycling collection and a separate weekly food waste collection by 31st March 2026.

Further consultation and engagement detailing these proposed changes and how they impact residents will be completed before any change is implemented. Discussion of all these changes is ongoing and includes consideration of financial and carbon costs, infrastructure, and timescales for implementation, as well as changes to the service offered

by our waste disposal authority, Hampshire County Council. Further updates on HCC's county wide decision is likely in March 2024.

Kind Regards

Jerry Pett
Neil Bolton

Winchester City Council Ward Members for Upper Meon Valley

A vertical bar on the left side of the slide with a gradient from orange at the top to blue at the bottom.

OWSLEBURY PARISH COUNCIL ACTION PLAN SURVEY RESULTS 2024/25

SURVEY RESULTS

The survey was sent out on the 9th January to 24th February and there was 70 responses from the residents of Owslebury.



Question 1

Describe Owslebury in 3 words

The top three description were:

Friendly

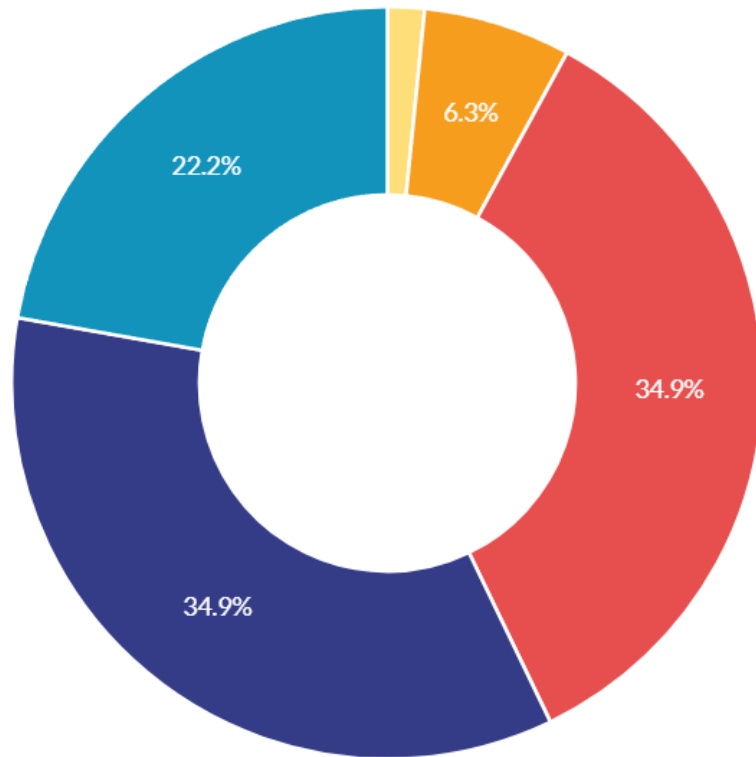
Rural

Community



Question 2

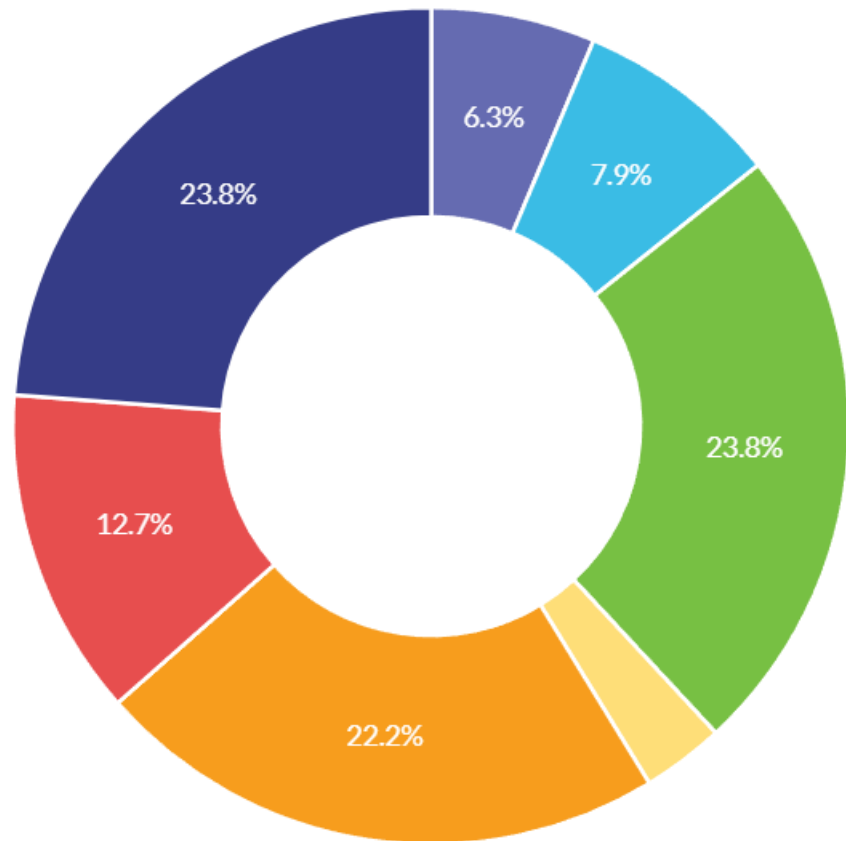
Which age band are you in?



Choice	Total
5-11	0
12-17	0
18-24	0
25-34	1
35-44	4
45-59	22
60-69	22
70+	14

Question 3

How long have you lived or worked in Owslebury and Morestead?



Choice	Total
0-2 Years	4
2-5 Years	5
5-10 Years	15
10-15 years	2
15-20 Years	14
20-25 Years	8
Over 25 Years	15

●

10% of the people said that living in the Countryside was one of the main benefits of living in the village.



Question 5

What do you see as the main drawbacks of living in Owslebury and Morestead?

34% of People felt the lack of public transports was a drawback of living in the village

22% of People felt that having no shop was a drawback of living in the village

18% of People felt that the village was being used as a rat run in the rush hours

5% of People felt that speeding traffic was a drawback of living in the village

3% of People felt that the narrow roads were a drawback of living in the village



Question 6

How would you like to see Owslebury and Morestead improved?

22% People would like to see better public transport

17% People would like to see traffic calming measures

13% People would like to see a local shop

7% People would like to see the speed limit lowered

5% People would like to see more Green initiatives



Summary

In summary the Parish Council should look at adding the following to the Action Plan:

A Local Shop

Traffic Calming Measures

Better Public Transport



MEETING REPORT: Emergency Plan

DATE: 11 March 2024

WRITTEN BY: The Clerk

AGENDA ITEM: 144

Hampshire County Council have revamped the Community Emergency Plan and have sent a new template that they would like all Councils to use. Which I have attached to the meeting papers.

The Parish Council do have an Emergency Plan but it has not been updated for 2 years. This would be a good opportunity to look at the current plan and use the new template to update the Emergency Plan. The Council do not need to follow the template directly, it is important the plan suits our community.

The Emergency Plan is put in place to prepare our community to respond to and recover from emergencies. The aim is for communities to become resilient so that they are aware of risks that may affect the community and what the impact would be, complement the work of local emergency services and use the communities existing skills, knowledge and resources to provide support to the community.

For Owslebury the Council need to consider the following:

- Asking for volunteers to be Emergency Coordinators
- Asking for a volunteer to be the Emergency Plan Head Coordinator
- Identifying Vulnerable Sites in Owslebury
- Identifying Trained First Aiders in Owslebury
- Identifying 4 x 4 Drivers that would help in an emergency
- Identifying Tractor drivers that would help in an emergency
- Identifying local tree surgeons
- Identifying community hubs
- Identifying local groups/ clubs that could help in an emergency

I would suggest that the Council consider setting up a working party to work with the Council to put together the Emergency Plan. The Council should ask for volunteers to be part of the working party.



[Insert Community Name]

Community Emergency Plan

Helping your community to:

- Prepare for
- Respond to
- Recover from

Emergencies in your area

Last updated: DD/MM/YYYY



Local Resilience Forum
Hampshire & Isle of Wight

Introduction

Key information		
Community name		
Date of last review		
Date of next review		
Point of contact	Name	
	Email address	
	Phone number	
Secondary point of contact	Name	
	Email address	
	Phone number	

IF YOU ARE IN IMMEDIATE DANGER – CALL THE EMERGENCY SERVICES ON 999

How to use this plan

This is a template created by the Hampshire and Isle of Wight Local Resilience Forum, to support communities of all shapes and sizes across Hampshire to prepare for emergencies.

The details in grey are designed to show you how to complete the template – replace this information with your own.

You do not have to follow this template exactly – feel free to add or delete anything to make it fit for your community. Or you can use this as inspiration, and create your own template.

Once completed, please share it with us at emergency.planningteam@hants.gov.uk. We will use this information while planning for emergencies, and may get in touch with your team during an incident to coordinate support for your local area. By sharing this template you are agreeing that you are happy for us to make contact with the sites and individuals listed in the plan – please ensure they are aware of this.

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Emergency Checklist – what to do in an emergency	
1	<p>Get in touch with your team, and come together</p> <p>It is better to meet in-person, but you can meet online if that is easier.</p> <p><u>Do not put yourself in danger to meet in-person.</u></p> <p>Use the contacts/call tree section - How will you respond to the emergency?</p>
2	<p>Gather information</p> <p>Find out what is going on. Use a range of sources, including local contacts, the news, alerts like those from the Met Office and Environment Agency and social media.</p>
3	<p>Assess risks</p> <p>What are the impacts of the situation on your community. Consider your vulnerable areas, and vulnerable people.</p> <p>Use the Local vulnerabilities section - Local vulnerabilities</p>
4	<p>Consider powers, policies, and procedure</p> <p>Think about what is, and is not, your responsibility. Some things, such as evacuations and rescue, are the sole responsibility of emergency responders. However, you do have the ability to support with welfare, and help your community where you can.</p>
5	<p>Identify options</p> <p>Use the action cards, and determine how you can help. Consider your local assets. Agree the best course of action.</p> <p>Use the Action cards - Action cards Use the Local Assets - Local assets</p>
6	Take action, and review what has happened
7	Repeat this process

How will you respond to the emergency?

Emergency Coordinators

Consider who from your community would work together to manage a response in your area.

Name	Mobile number	Home number / email	Address	Other key information
Jane Smith	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX		19 School Lane	
Martha Jones	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX		22 Church Street	
Ryan Stevens	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX		42 Pine Avenue	

Emergency Activation

In an incident, think about how would you be notified, and how would you stand up your team? Consider using a WhatsApp group to share information and make contact, alternatively consider using a call tree.

Who receives the initial notification?	
Jane Smith	Martha Jones
Who will they notify?	
Ryan Smith	Maryam Cohen

Muster Point

There may be an emergency where usual methods of communication are impacted. Consider having a backup muster point, where you can assemble if there is an emergency, but you cannot get in contact with each other.

	Address	Keyholder	Keyholder contact details
Muster Point	Community Centre	Steve Smith	0794 XXXX XXX

Local vulnerabilities

Vulnerable sites

There may be sites within your community which support people who are less likely to be able to help themselves in the circumstances of an emergency. For example, an assisted living facility.

Vulnerabilities to consider:

- Those that might find it difficult to understand emergency information
- Those who may have trouble moving around
- Those who are frail, and more susceptible to health impacts of cold and hot weather

Name	Vulnerability	Contact details	Address	Other key information?
Sunflowers Assisted Living	Supported housing for adults with mental illness	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	42 Pine Avenue	
Bluebells Care Home	Care Home	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	85 Smithson Avenue	

Finding out about vulnerable people in an incident

Vulnerability is flexible and changes regularly, it also depends on the incident. For example, a healthy person who breaks their leg, may become vulnerable. Similarly, someone on a dialysis machine may not be vulnerable to flooding, but would be at risk in a power outage. In an incident you should take steps to identify anyone who may need support, that you might not already be aware of. There are numerous ways to do this:

Ask local charities or groups

Get in touch with local charities, who will have up to date information on vulnerable people in the area. Record the charities you may contact in an incident below.

Organisation	Vulnerable people they may know of	Point of contact and job title?	Contact number	Address	Other key info
Age UK	Elderly people	Jane Smith - manager	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	19 School Lane	
Meals-on-Wheels	Elderly, and those with mobility issues	Martha Jones - Volunteer	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	22 Church Street	
Shelter	Those experiencing homelessness	Arham Bukhari – Coordinator	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	42 Pine Avenue	
Toddler groups	Parents of young children	Omar Dhanial – group leader	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	73 Main Street	

Ask via your communication methods

During an incident, consider asking those who are vulnerable, or may know of someone who is vulnerable, to get in touch with their details. This can include via social media, noticeboards or any other methods you use to get in touch with your community. Keep a list of these people, and find ways to support them. It's important to delete this data after the incident.

Vulnerable areas

Consider areas within your community which are vulnerable – for example areas at risk of flooding, those who may be cut off if roads become inaccessible, or those who may be additionally impacted by a loss of utilities, such as caravan sites.

Use the maps below to assess areas within your community at risk of flooding

- Check the areas in your community at risk of flooding: [Learn more about flood risk - Check your long term flood risk - GOV.UK \(check-long-term-flood-risk.service.gov.uk\)](#)
- Check for **current** flood alerts and warnings: [Live flood map - Check for flooding - GOV.UK \(check-for-flooding.service.gov.uk\)](#)

Area of concern	Reason	Number of properties impacted?
Neilson Way	Flooding	12
Maddison Avenue	Flooding	150
Kornwestheim Way	Single access route	15
Saddiq Road	Woodland area, at risk of wild fire	17

Action cards

These actions are closely tied to pre-determined triggers, to ensure our response is coordinated. To sign up to receive the alerts, please use the link in the left-hand column. Upon receiving the alert, use the type of alert and the level to determine what action you should take, if any.

You should also monitor social media to find out about emergencies in your area, the details are below

- Hampshire County Council:
 - X: @hantsconnect
 - Facebook: Hampshire County Council
- Hampshire and Isle of Wight Fire and Rescue Service:
 - X: @Hants_fire
 - Facebook: Hampshire and Isle of Wight Fire and Rescue Service
- Hampshire and Isle of Wight Constabulary:
 - X: @hantspolice
 - Facebook - Hampshire & Isle of Wight Constabulary

The action cards below are aligned to risks which may face your community. These are the incidents you should plan for. Do not feel the need to plan for anything beyond these events. In a life-critical situation, the emergency services will coordinate the response, but may get in touch to request your support if required.

An action card on pandemics has been included, in recognition that community support during the COVID-19 pandemic was widespread and effective. Do not feel the need to plan for a pandemic in detail - due to the unpredictable nature of such events, the best course of action is to stay informed and align with national guidelines as they evolve.

Flooding		
Alerting Service	Alert level	Suggested Action (from the Environment Agency)
Environment Agency flood warning Sign up here: Sign up for flood warnings - GOV.UK (www.gov.uk)	Flood Alert	<ul style="list-style-type: none"> - The following can be at risk when a flood alert is in force: <ul style="list-style-type: none"> o Fields, recreational land and car parks / minor roads / farmland / coastal areas affected by spray or waves overtopping - Encourage those in your community to: <ul style="list-style-type: none"> o Ensure any watercourses within your property are flowing freely, in line with your Riparian Duties - https://www.gov.uk/guidance/owning-a-watercourse o Have insurance documents and any medications ready o Avoid walking, cycling or driving through any flood water o Move any livestock, including horses, and farming equipment away from areas likely to flood
	Issued 2-12 hours before flooding Flood warning Issued 30 minutes to 2 hours before flooding	<ul style="list-style-type: none"> - Flooding is expected. Take immediate action. - Avoid walking through flood water it poses many different risks and dangers including: trips, slips, exposed manholes, contamination, drowning and injury from submerged hazards. - Check on known vulnerable people – they need help moving possessions, or deploying their property flood defences - The following can be at risk when a flood warning is in force: <ul style="list-style-type: none"> o Homes and businesses / railway lines and infrastructure / roads / coastal areas affected by spray or waves overtopping / flood plains, including caravans park and campsites - Use your communication assets to encourage those in your community to: <ul style="list-style-type: none"> o Ensure any watercourses within your property are flowing freely, in line with your Riparian Duties: https://www.gov.uk/guidance/owning-a-watercourse o Move loved ones, pets and valuables to a safe place o Create a 'grab bag' with anything you may need if you have to leave your property – such as emergency contact numbers, a phone charger or battery pack, a torch, cash/credit card, medication and important documents (such as insurance policies) o Move to higher ground or the upper floor of a building o Turn off the gas, electricity and water in their home if it's safe o Put flood protection equipment in place – such as sandbags (which can be purchased from a builders merchant), and airbrick covers. If you do not have sandbags, consider using plastic bags filled with soil, and consider using waterproof tape to cover airbricks o Do as the emergency services tell you o Help others if it's safe to do so o Flooding events can move wastewater up and out of toilets and drains, consider using toilet and drain seals, or deflated footballs to block the toilet and bin bags filled with sand/mud/rags to block indoor drains o Report flooding or drainage problems - https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding o For advice, call Floodline (for free): 0345 988 1188
	Severe Flood Warning Issued when flooding threatens life	<ul style="list-style-type: none"> - Flooding could cause danger to life and significant disruption to communities - Yourself, and your community should <ul style="list-style-type: none"> o stay in a safe place o do as the emergency services tell you o call 999 if you are in immediate danger

Adverse Weather			
Alerting Service	Alert Level		Suggested Action (from the Met Office)
Met Office National Severe Weather Warning Service Sign up here: Guide to email alert service - Met Office (https://www.metoffice.gov.uk/about-us/guide-to-emails)	Extreme heat warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - Consider how you would find and establish a 'cool spot' in your community where vulnerable people can cool down – if it was required.
		Amber Response	<ul style="list-style-type: none"> - Check on vulnerable people who may require extra support – such as older people, or those with additional needs. - Activate the cool spot in your community.
		Red Enhanced Response	<ul style="list-style-type: none"> - Extreme heat may cause a failure of certain systems leading to power cuts, water supply, gas supplies – familiarise yourself with the 'loss of utility' action card. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111.
	Snow or Ice warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - Check levels in any salt-bins you manage. - Considering how you would find and establish a 'warm spot' in your community where vulnerable people can get warm – if it was required.
		Amber Response	<ul style="list-style-type: none"> - Continue to monitor salt-bins you manage to ensure they are well stocked. - Distribute salt to areas in your community which are regularly used. - Activate the warm spot in your community. - Contact vulnerable people in your area, to see if they require any support.
		Red Enhanced Response	<ul style="list-style-type: none"> - Ensure your own safety and only go outside or travel if completely necessary. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111. - Extreme cold can lead to the loss of utilities such as water and electricity - familiarise yourself with the 'loss of utility' action card
	Wind warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - Consider whether there are any temporary structures in your community that may be damaged by strong winds.
		Amber Response	<ul style="list-style-type: none"> - Ensure any temporary structures or loose objects are secured or removed to limit the danger to life and injuries.
		Red Enhanced Response	<ul style="list-style-type: none"> - Ensure your own safety and only go outside or travel if completely necessary. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111. - Very Strong winds can lead to the loss of utilities such as water and electricity - familiarise yourself with the 'loss of utility' action card
	Thunder storm / Rain warning	Yellow Prepare	<ul style="list-style-type: none"> - Be prepared and monitor the forecast. - If safe to do so, check drains and grills are clear of any blockages such as leaves or rubbish. - Familiarise yourself with the 'Flooding' action card
		Amber Response	<ul style="list-style-type: none"> - Prepare a flood kit in case you need to evacuate due to flooding, encourage those in your community to do the same - Contact vulnerable people in your area, to see if they require any support.
		Red Enhanced Response	<ul style="list-style-type: none"> - Ensure your own safety and only go outside or travel if completely necessary. - Monitor and pass on advice from emergency services. - If you are worried about a vulnerable person ring NHS 111. - Heavy rain and flooding can lead to the loss of utilities such as water and electricity - familiarise yourself with the 'loss of utility' action card

Loss of Utilities	
Incident	Suggested Action
Loss of electricity	<ul style="list-style-type: none"> - Call 105 (or use the PowerTrack App) to find out the scale of the power outage, it may be your house, your road, your community or wider. - Ensure vulnerable people in your community are signed up to the Priority Services Register (PSR) - Priority Services Registration Form - SSEN. - Ensure members of your community have a grab bag ready, with essentials to hand - Check on known vulnerable people in your community. - Remind those in your community to avoid using candles – the increased risk of fire is not worth it. - Use a battery-operated radio (or a car radio) to receive information.
Loss of water	<ul style="list-style-type: none"> - Ensure vulnerable people in your community are signed up to their water providers Priority Services Register (PSR) – those on the register should have water delivered. - Check on vulnerable people in your community. - Receive updates from your water providers social media channels – share them with members of your community. - Encourage those in your community to not stockpile water (such as filling your bath), as this will increase demand.
Loss of gas supply	<ul style="list-style-type: none"> - Ensure vulnerable people in your community are signed up to the Priority Services Register (PSR) Priority Services Register SGN Your gas. Our network. - Check on vulnerable people in your community. - Receive updates from your gas providers social media channels – share them with members of your community. - Consider activating a warm space, or helping by cooking meals for members in your community, if you have the capability to do so.

Human Health	
Incident	Suggested Action (From Hampshire County Council Public Health)
Pandemic	<ul style="list-style-type: none"> - Follow UK National government guidance: <ul style="list-style-type: none"> o Follow UK national guidance, which will be made available on gov.uk o Follow local guidance, available on Hampshire County Council's social media pages - on X (@hantsconnect) and Facebook (Hampshire County Council) - Maintain personal hygiene. - Check on known vulnerable people via telephone. - If you cannot check on vulnerable people via phone, consider checking on them in-person while remaining outside their door, keeping a safe distance, and following national guidance. - If you know of vulnerable people who may need assistance getting food or medication, consider ways to support them, while maintaining personal space and following national guidance.

Local assets

Before an incident, consider individuals and resources in your area that may be helpful responding to an incident.

Things to consider:

- Community Hubs
- Vehicles available (e.g., 4x4s, tractors, minibuses)
- Ways of communicating with your community – such as Facebook/WhatsApp chats, social media pages, websites, noticeboards
- Machinery and tools (e.g., generators, spades, sandbags, grit spreaders, garden machinery)
- Medical resources (trained first aiders in your community, local pharmacies, defibrillators, those who can assist with welfare)
- Volunteers, including groups who may be able to support
- Sources of food and drink (e.g., Lunch Clubs, supermarkets or local restaurants who may be willing to donate food) – consider discussing with them in advance of an incident
- Locations you could use as a warm or cold space in heatwaves or cold snaps – those with air conditioning, or heating
- Businesses that may be able to support – e.g., taxi companies or mini bus companies

Asset	Who	Contact details	Location	Other key information?
Trained first aider	Jane Smith	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	19 School Lane	
4x4 owner	Martha Jones	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	22 Church Street	
Chainsaw owner/tree surgeon	Ryan Stevens	Mobile: 0794 XXXX XXX Landline: 0794 XXXX XXX	42 Pine Avenue	

Your Community Emergency Hub(s)

In your community, you should consider preparing an Emergency Community Hub.

This is a location where members of the public can come together in an emergency. This should be a location that is well known within the area, and ideally one that people will navigate to naturally for information, or to find other people – this can include a Community Centre, a church, a library or even a pub or café. At this hub you can provide welfare and emotional support, or just come together to talk. This is also where people in your community can come if they want to volunteer to help.

This building does not need to have specific resilience equipment (such as sandbags, overnight facilities or a generator), however this may be beneficial. Record these under 'Resilience Equipment'.

This hub will be run by the community, for the community – as responders we cannot guarantee any support with this, but your community can come together and raise issues to your local council.

Your Community Hub(s)					
	Address	Capacity	Keyholder	Keyholder 24/7 contact details	Resilience Equipment
Primary	Community Centre	c.40	Steve Smith	0794 XXXX XXX	<ul style="list-style-type: none"> • Generator • Sandbag supply
Secondary	St Michaels Church	c.200	Malcolm Jenkins	0794 XXXX XXX	<ul style="list-style-type: none"> • Sleeping bags and beds available

Contacts and escalation

Use the table below to keep track of key contacts you may need in an emergency. Your primary point of escalation for issues (which are not life threatening) should be your local council. Fill the empty columns with details specific to your area, like doctors surgeries.

Name	Purpose	Contact number	Comments
Points for escalation and advice			
Local Council	Point of escalation		Find your local council here: https://www.gov.uk/find-local-council
Hampshire County Council Emergency Planning and Resilience Team	Non-urgent source of information and advice	emergency.planningteam@hants.gov.uk	
Hampshire Highways	Report problems impacting highways managed by Hampshire County Council	Report online via https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/roads If a highways emergency poses an immediate risk to the public call 03005551388 (08:30am – 17:00 Monday to Friday) or the police non-emergency line if out of hours (101)	
Report Flooding	Report Flooding	https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/reportingflooding	Use this site to determine which agency you should report the flooding to
PowerCut 105	Determine scale and duration of power outages Report a power cut	105	
National Grid Emergency Helpline	Reporting emergency electrical hazards	0800 40 40 90	For reporting dangerous emergency hazards (such as fallen electricity pylons only – not reporting outages)

National Gas Emergency Helpline	Report major gas leaks, or damage to gas pipelines	0800 111 999	
Water companies			Find your water supplier here: https://www.water.org.uk/customers/find-your-supplier
Police non-emergency line	Requesting non-urgent advice, or reporting a crime, requesting support	101	
Ambulance non-emergency line	Requesting non-urgent medical advice	111	
Fire and Rescue non-emergency line	Request non-urgent advice relating to fire and rescue	023 8064 4000	
Maritime and Coastguard Agency non-emergency line	Request non-urgent advice relating to the Coastguard	023 9255 2100	
Floodline	24/7 advice line for flooding	0345 988 1188	Typetalk (for the hard of hearing): 0345 602 6340
Emergency Services	Report all life-threatening situations immediately to the Emergency Services	999	
Key contacts in your community			
Doctors Surgery		02380 XXX XXX	

Appendix 1 - How to prepare for an emergency?

The most important thing you can do is get members of your community to consider their own resilience before an emergency.

There are a number of ways members of your community can make themselves more prepared including:

- Create Household Emergency Plans - [Prepare your family | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/community/emergencyplanning/prepareyourfamily)¹
- If you consider yourself vulnerable, join the priority services register to receive additional support in a utility outage [Get help from your supplier - Priority Services Register | Ofgem](https://www.ofgem.gov.uk/information-consumers/energy-advice-households/getting-extra-help-priority-services-register)²
- Preparing 'Grab Bags' – the Red Cross offer guidance here: [Your emergency kit | British Red Cross](https://www.redcross.org.uk/get-help/prepare-for-emergencies/prepare-an-emergency-kit)³
- Store non-perishable supplies such as food, water and medication in their homes (enough to last three days)
- Look into your flood risk, and consider buying flood protection equipment such as sand bags, floodgates and airbrick covers: [Check the long term flood risk for an area in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-long-term-flood-risk)⁴
- Sign up for Environment Agency Flood Warnings: [Sign up for flood warnings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/sign-up-for-flood-warnings)⁵
- Sign up for Met Office Alerts: [Guide to email alert service - Met Office](https://www.metoffice.gov.uk/about-us/guide-to-emails)⁶
- Review guidance produced by the Cabinet Office about preparing for emergencies: [Preparing for emergencies - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies)⁷

¹ <https://www.hants.gov.uk/community/emergencyplanning/prepareyourfamily>

² <https://www.ofgem.gov.uk/information-consumers/energy-advice-households/getting-extra-help-priority-services-register>

³ <https://www.redcross.org.uk/get-help/prepare-for-emergencies/prepare-an-emergency-kit>

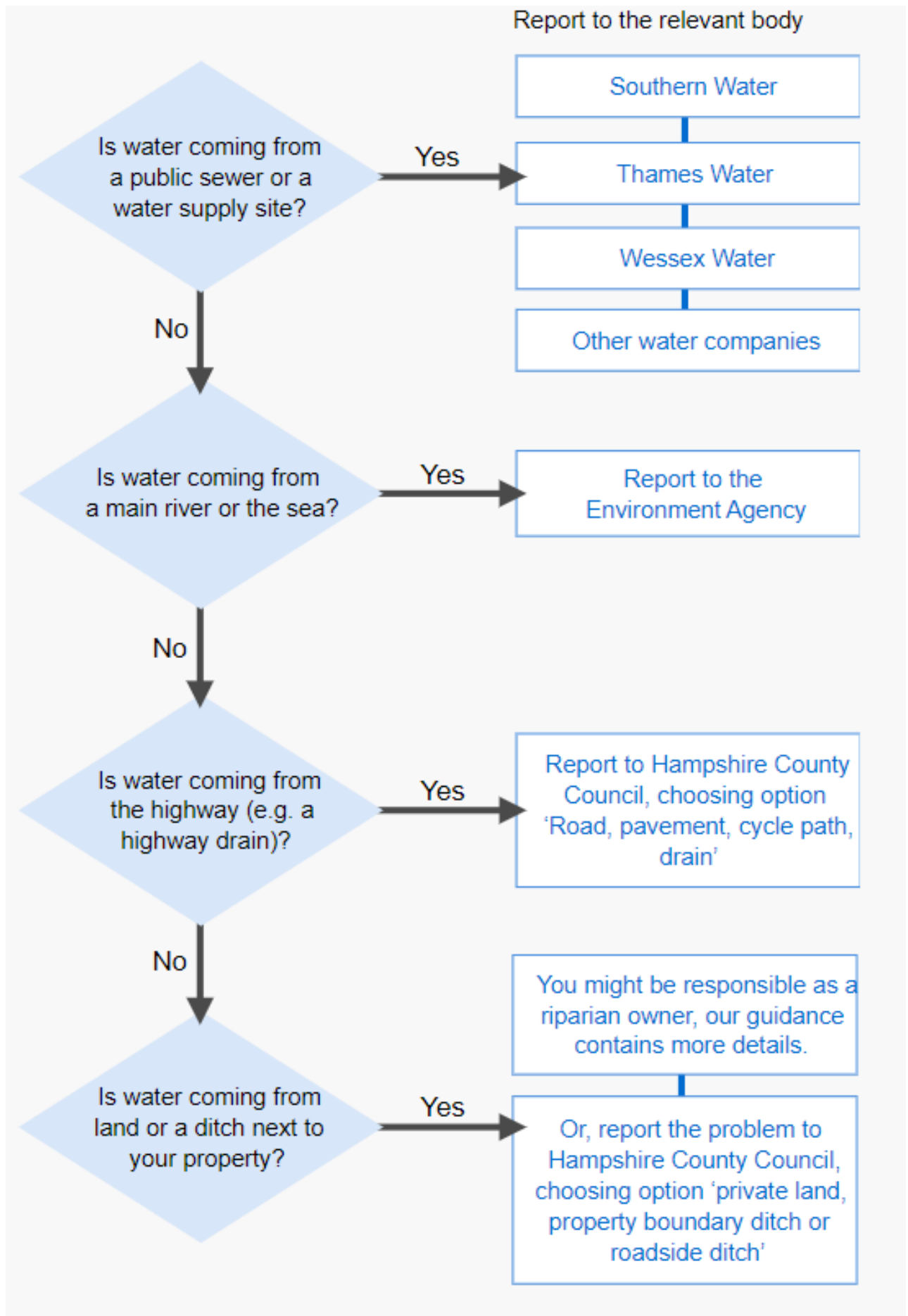
⁴ <https://www.gov.uk/check-long-term-flood-risk>

⁵ <https://www.gov.uk/sign-up-for-flood-warnings>

⁶ <https://www.metoffice.gov.uk/about-us/guide-to-emails>

⁷ <https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies>

Appendix 2 – Who to report flooding issues to, flowchart



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in association with



Emergency Planning and Resilience Team

MEETING REPORT: Beech Grove
DATE: 11 March 2024
WRITTEN BY: The Clerk
AGENDA ITEM: 145 (a)

I would like to take this opportunity to bring to the Councils attention the potential cost of this project and the amount of money the Council has already spent.

Currently the Council have spent:

28/03/22 Havant Highway	Beech Grove Concept Design	£937.87
28/03/22 Havant Highway	Topography Survey	£1,350.79
23/03/23 Havant Highway	Full Concept Design and estimate cost	£1,763.79
03/11/23 Hampshire County Council	S278 Agreement	£2,000.00
Total to March 2024		£6,052.45

Expected Expenditure (Estimate):

Havant Highways: To look at HCC's Comments in Minor Works Design Audit Report	£3,000.00
The design of the wall (This will require the input / expertise of a structural engineer)	£3,000.00
The Design Audit report raises an issue of the proximity of a telegraph pole to the new construction. BT will determine whether the pole needs relocating. (It may not be necessary to relocate the pole at but just in case)	£8,000.00
Solicitors Fees (For the Land Transfer to the PC)	£2,000.00
Legal Fees (Hampshire Legal)	£3,000.00
Contractors Costs (10% added to cost from last year)	£10,000.00
Estimate of expected expenditure	£29,000.00
Total (estimated) Cost of Project	£35,100.00

The Council have used up the CIL money that they received on this project which was £3,951.22, therefore the PC has used £2,101.23 of their own money.

If the PC receive the £20,000.00 grant from the South Downs National Park the Council will need to pay around £15,000.00 of the total cost. Currently the PC have £15,000.00 in this years budget for the project and has already spent £3,763.79 this year leaving £11,236.21 left in the budget. This will be put in an earmarked reserve for next year if the money has not been spent in this financial year. The Council will not know if they are successful for this grant until December 2024.

Havant Highways are prepared to look at the Design Audit Report and comment to send back to Hampshire Highways at the cost of around £3,000.00.

The Parish Council need to agree if they would like Havant Highways to comment on the Design Audit, if so, I will need to instruct them to do this.

The Council will also need to instruct two solicitors to handle the transfer of land from the resident in Beech Grove to the Parish Council.

MEETING REPORT: Pavilion Committee

DATE: 11 March 2024

WRITTEN BY: The Clerk

AGENDA ITEM: 146 (a)

The Pavilion committee met up last Wednesday (28/02/24). The committee have been looking at more affordable pavilions and a member of the committee has costed out two types of pavilions, a wooden building and a brick building. Both are fully insulated; the cost includes the build and full fitting of the pavilion such as electrics, plumbing and heating.

The cost of a wooden pavilion is £215,000.00.

The cost of a brick pavilion is £290,000.00.

The committee would like the Parish Council to decide which type of building they would like to be built so that the committee can go ahead and start getting the design drawn up.

The committee believe it will cost around £5,000.00 for the drawings, design, planning permission and building regulations. Once the Parish Council have decided on which type of pavilion, the committee would like to start getting quotes for a company to draw up the design.

The deadline for the SDNP CIL grant is 7th April and the committee will be putting in a grant, the amount will be determined by the Council's decision on which pavilion they choose.

The committee have agreed the date for the next Owslebury Sports afternoon which will be on Saturday 13th July.

The committee also thanked all those that helped planting the trees at the sports field.

Owslebury Parish Council
2023/24

PAYMENTS	Amount (£)	Payee	Payment Type
137	57.60	HALC - Training	
138	7.00	3 Phone	DD
139	60.00	NALC - Local Council Award	JC/WM
140	3.60	IONOS - Webhosting	DD
141	57.60	HALC - Training	
142	6.00	IONOS - Wordpress Hosting	DD
143	59.00	Astrea Hurlock - Elementor (Website)	
144	242.70	Wessex Insurance Brokers - Repair Café Insurance	
145	40.83	OPHMC - Feb 24	
146	163.20	Monica Tudor - Grows Expenses	
147	1,211.60	Swamore (ACSO)	
148	504.00	Clerk - Salary Feb 24	
149	126.00	HMRC	
150	7.20	Clerks Expenses Feb 24	

Voucher	Amount (£)	Payee	
RECEIPTS			
15	111.87	CCLA - Investment Interest	
16	250.00	Owslebury and Morestead Association	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

29/02/2024

CASH BOOK BALANCE	£	£
Balances 1st April 2023		70,502.91
income		44,765.31
expenses		-66,550.33
CASH BOOK BALANCE		48,717.89
add u/p cheques		2,482.73
less o/s receipts		0.00
Control total		51,200.62
BANK STATEMENTS		
Treasurers account	51,200.62	
Business 30 Day notice	0.00	
Credit Card	0.00	
Per bank statements		51,200.62
Difference		-0.00

2. SHORT TERM DEPOSIT

25,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

73,717.89

Selborne Village Design Statement (SVDS) Public Consultation

Selborne Parish Council (SPC) has submitted the Selborne Village Design Statement (SVDS) to the South Downs National Park Authority (SDNPA) to be adopted as a Supplementary Planning Document (SPD).

The SDNPA previously carried out two rounds of public consultation on the SVDS from 11 April to 06 June 2023, and from 13 July to 07 September 2023. However, following a number of amendments – including a change to the area covered by the document, and the definition and illustration of the “green apron” - the SDNPA has taken the view that a third round of public consultation is required in accordance with the [South Downs Statement of Community Involvement \(SCI\)](#) and the Town and Country Planning (Local Planning) (England) Regulations 2012. Once the third public consultation has closed, the SDNPA will then consider whether to adopt the SVDS as a Supplementary Planning Document (SPD).

The third public consultation will run for a period of 6 weeks from **Thursday 01 February 2024 (starting at 09:00am) to Friday 15 March 2024 (closing at 23:59pm)**.

The Selborne Village Design Statement (VDS) – along with its appendices, consultation statement, and public notice - is available to view on the SDNPA's website at: <https://www.southdowns.gov.uk/planning-policy/neighbourhood-planning/village-design-statements/current-consultations/>

Alternatively, you can view the SVDS and its supporting documents in physical format at:

- South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH.
 - Open 09:00am to 16:00pm, Monday to Friday.
- Selborne Parish Council Office, Selborne Village Hall, High Street, Selborne, Hampshire, GU34 3JR.
 - Open 11:00am to 14:00pm on Thursdays, or other times by appointment.

If you would like to make a representation on the Selborne Village Design Statement (VDS), then please email or post your written representation to the SDNPA by **Friday 15 March 2024**:

- **Email:** consultations@southdowns.gov.uk; or
- **Post:** Planning Policy Team, South Downs National Park Authority, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH.

Thank you very much,

Kind Regards

The SDNPA Planning Policy Team
South Downs National Park Authority



Sports Ground Risk Assessment

Adopted by the Council 26th July 2021

Reconfirmed: 11th March 2024 ~~13th March 2023~~

Formatted: Superscript

	HIGH RISK		MEDIUM RISK		LOW RISK
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Hazard and Risk	Person or Property at Risk	Level of Risk	Control Measures
Access for Emergency vehicles	Players & Visitors		No vehicles to park over the entrance to the Sports Field.
Injury during matches	Players & Visitors		Matches properly regulated Players selected to play at appropriate level Players to be made aware of level of club's insurance Player's to be encouraged to take out personal insurance should the club's insurance not meet their needs if injury prevents them from working etc
Tripping, slipping or being hit by the ball due to bumpy or wet outdoor playing surface	Players & Visitors		Maintain playing surface in good condition Check that the playing area is safe and free from obstacles and spectators are at a safe distance
Player with a medical condition	Players		Participants encouraged to disclose any injury or medical conditions before activity starts
Players getting injured because they have not warmed up correctly	Players		Participants encouraged to warm up and cool down and to wear appropriate clothing (including protection from the sun)



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Lack of suitable equipment	Players		<p>Players wear appropriate protective equipment</p> <p>If Playing cricket all players Under 18 must wear a helmet whilst batting and wicket keeping whilst standing up to the stumps</p>
Dehydration	Players		<p>Players encouraged to keep hydrated</p> <p>Players encouraged to place drinks on the boundary whilst in the field</p> <p>Remove player to cool conditions. Seek medical attention if required</p>
Sunburn	Players		<p>Apply sun cream regularly</p> <p>Seek medical attention if required</p>
Jewellery/ Phones	Players		<p>Remove all jewellery before playing and kept in a secure place or in the possession of a responsible person.</p> <p>Keep phones in a secure place or in the possession of a responsible person.</p>
Spectators hit by ball	Visitors		<p>Public kept away from playing areas</p> <p>Spectators to watch from outside of the boundary</p> <p>The boundary will be clearly marked</p>
Not having Public liability insurance of at least £5 million	Club		<p>Insurance policy maintained</p> <p>If a Sports Club is hiring ground they need to provide proof of insurance to the Clerk when making the booking.</p>
Lack of a First Aid Kit	Club		Well stocked First-Aid kits available from club that is using the ground
Public (outside of ground) injured by balls	Members of the public		Suitable level of Public Liability Insurance of £5 million
Vehicles damaged by balls	Players/ Visitors/ members of the public		Sign stating 'Vehicles Parked at Owner Risk' located on the entrance to the ground



			Suitable level of Public Liability Insurance of £5 million
			Cars to be parked away from boundary line



RECRUITMENT POLICY

Adopted by Council on 14 July 2014

Re-confirmed on 13 September 2021

Re-confirmed on 13 March 2023

Re-confirmed on 11 March 2024



The Council is only likely to have one employee, the Parish Clerk and Responsible Financial Officer (RFO), for the foreseeable future. Accordingly this policy relates solely to the recruitment of Parish Clerk/RFO.

Owslebury and Morestead Parish Council's Recruitment and Selection Policy aims to:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion or disability;
- Conform to statutory regulations and agreed best practice.

An Advisory Committee of the Clerk and at least 3 Councillors, one of whom will act as the Chairman of the Committee will be appointed by the full Council. This committee will then act as the interview panel. Councillors will be ineligible to sit on the Advisory Committee if applicants include relatives, near relatives, friends or associates of the Councillor. The Advisory Committee may appoint other persons to assist in the recruitment process where necessary.

The Advisory Committee will prepare a Job and Person Specification, advertisement, and Application form for approval by the Full Council. The Advisory Committee will recommend an appropriate salary and benefits range for approval by the Full Council, after taking due regard of guidance from the SLCC and HALC.

The vacancy will be advertised in the public domain using one or all of the following:

- HALC Website
- Parish Council Notice Board
- Parish Council Website
- the Parish Newsletter or equivalent
- any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to complete the Application form; this must include the provision of references and curriculum vitae. The Advisory Committee may reject candidates without interview, but the reasons for rejection must be reported to the Full Council.

The application forms received by the closing date will be forwarded to the Chair of the Advisory Committee for short listing. Applicants must be chosen against the person specification. The Advisory committee will shortlist the applicants.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copies of application forms/cv's
- Blank interview report forms
- A copy of the job advertisement
- A copy of the job description
- A copy of the person specification

The Advisory Committee will interview the selected or short listed candidates and prepare written notes of the interview. The Advisory Committee will make a recommendation to the Full Council on the basis of a majority vote if necessary.



When interviewing, the Advisory Committee will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin. The Advisory Committee will provide a report to the Full Council, such Report to include the number of candidates interviewed and the reasons for the rejection of unsuccessful candidates. The written interview notes will be made available to the Full Council. The Advisory Committee will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from SLCC and HALC.

When all candidates have been interviewed, the Advisory Committee will decide on the best person for the job and inform the Full Council.

The Full Council will determine whether an offer should be made to the recommended person, but such offer shall be subject to the receipt of satisfactory references. The Full Council will approve the proposed Contract of Employment.

The Chair of the Advisory Committee will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary or inform the Advisory Committee if the appointee refuses the offer, or if there are any other details to be cleared before the successful candidate take up employment.

Once a candidate has been chosen and they have accepted the offer the Chair of the Advisory Committee will write to all the unsuccessful candidates

Owslebury and Morestead Parish Council will arrange an individual programme of induction for the new starter, which will be arranged and agreed before the appointee commences.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 3 months, after which there will be an annual review.

STAFF APPRAISAL PROCESS

Approved by the Council in April 2019

Re-approved 13 March 2023

Re-approved 11 March 2024

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There should be an Annual Performance Appraisal for the Clerk with the following goals –

1. Agreed assessment of previous year's performance by both OPC representatives and staff member
2. Any personal performance improvements and education needs agreed and targets set
3. Task objectives agreed and documented
4. Job description reviewed and amended if required

The Assessment form attached to this document will be used for the process. The process will be conducted by the Chairman of the ~~Council~~Staffing Committee, assisted by ~~the Vice Chairman~~ a member of the Staffing Committee, and will normally be timed to coincide with the end of the Council's financial Year, which is the end of March.

All Personal Data generated will not be published, it will be stored by the Clerk, and will only be available to the Current Chairman, Vice Chairman and Clerk of the Council.

A report should be given to the Full Council stating that the appraisals have been carried out, along with any recommendations.

All objectives (task and personal) should be SMART (Specific, Measurable, Achievable, Relevant and Time bounded)

Pro- Forma for the Appraisal Form and agreed new Objective Form are attached.

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Staff Appraisal Form

Name:

Date:

Current Agreed Objectives	Date Achieved/ Comment on ongoing activity

Employees comments on Current Objectives and Performance over last assessment



OWSLEBURY & MORESTEAD PARISH COUNCIL

period

Chairman's summary of Appraisal Discussion	
Objectives and Training needs for following year	Date to be completed



OWSLEBURY & MORESTEAD PARISH COUNCIL

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