

FOUR MARKS PARISH COUNCIL
The Parish Office, Uplands Lane, Four Marks, GU34 5AF

Tel: 01420 768284
Email: clerk@fourmarks-pc.org.uk
Website: www.fourmarks-pc.org.uk



Wednesday 11th May 2022

Dear Councillor

You are hereby summoned to attend the Annual meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 18th May 2022 at **7.00pm** for the purpose of transacting the undermentioned business.

Yours sincerely
Sarah Goudie
EXECUTIVE OFFICER

A G E N D A

1. CHAIRMAN'S WELCOME AND INTRODUCTION

2. APOLOGIES AND APPROVAL OF ABSENCES

3. ELECTION OF CHAIRMAN

To elect the Chairman for the next 12 months, as per Standing Order No. 5

4. ELECTION OF VICE CHAIRMAN

To elect the Vice Chairman for the next 12 months, as per Standing Order No. 5

5. OPEN SESSION – PUBLIC PARTICIPATION

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

6. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

7. FULL COUNCIL MINUTES

To approve the minutes of the Full Council Meeting held on Wednesday 20th April 2022

8. COUNCILLOR CO-OPTION

To discuss Councillor applications and agree candidate for co-option (if applicable, information to follow)

9. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, AND EXECUTIVE OFFICER

10. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

11. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

11.1 Planning Committee

11.2 Open Space Committee

11.3 Finance & General Purposes Committee

12. APPOINTMENT OF ANY NEW COMMITTEES OR SUB COMMITTEES

12.1 To appoint a committee/sub-committee for the New Community Building

- 13. REVIEW AND ADOPTION OF STANDING ORDERS, CODE OF MEMBERS CONDUCT AND FINANCIAL REGULATIONS**
- 14. REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**
- 15. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**
- 16. REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**
- 17. CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**
- 18. REVIEW COUNCIL AND EXECUTIVE OFFICER SUBSCRIPTIONS TO OTHER BODIES**
- 19. AGREE REVIEW PROCEDURE FOR COUNCIL'S COMPLAINT PROCEDURES, AND POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION, PRESS/MEDIA POLICIES, EMPLOYMENT POLICIES AND PROCEDURES**
- 20. APPROVE SCHEDULE OF DATES, TIMES AND VENUES OF ALL MEETINGS (as attached)**
- 21. APPOINTMENT OF COUNCIL REPRESENTATIVES ON EXTERNAL COMMITTEES**
 - Allotments Association
 - Benians Pavilion Committee
 - Village Hall Committee
- 22. APPOINTMENT OF ROLES WITHIN THE COUNCIL**
 - Footpaths Officer
 - Oak Green representative

The Agenda items 9 to 22 above are as per Standing Order 5.

23. CHAIRMAN'S REPORT

To receive a report from the Chairman

24. DISTRICT COUNCILLOR REPORT

To receive a report from the Ward Councillor

25. PLANNING ITEMS FOLLOWING THE CANCELLATION OF THE PLANNING COMMITTEE MEETING

- 25.1** Planning Reference: [57180/003](#)
Location: 89a Winchester Road ,Four Marks, GU34 5HS
Proposal: T1-Ash-Reduce crown height by 12m, leaving a crown height of 13m. Reduce crown spread by 7m, leaving a crown spread of 7m. T2-Sycamore-Reduce crown height by 3m, leaving a crown height of 17m. Reduce crown spread by 6m, leaving a crown spread of 9m. T3-Oak-Reduce crown height by 1.5m, leaving a crown height of 13.5m. Reduce crown spread by 3m, leaving a crown spread of 8m. T4-Reduce crown height by 1.5m, leaving a crown height of 13.5m. Reduce crown spread by 3m, leaving a crown spread of 9m
- 25.2** Planning Reference: [25536/003](#)
Location: Dell House Farm, Hawthorn Lane, Four Marks
Proposal: Prior Approval for a proposed change off use of agricultural building to dwellinghouse (Class C3)
- 25.3** Planning Reference: [30005/033](#)
Location: High Acres, Willis Lane, Four Marks
Proposal: Change of use of an existing stable building and associated paddock area to a sui generis use as part of a doggy day care operation

- 26. OPEN SPACES COMMITTEE MEETING**
Wednesday 4th May 2022, report from meeting and any matters arising.
- 27. ANNUAL PARISH MEETING**
To note and approve in principle the draft Minutes of the Annual Parish Meeting
- 28. YEAR END 31ST MARCH 2022 ACCOUNTS AND GOVERNANCE STATEMENTS**
28.1 To note the Internal Auditors report and matters arising
28.2 To approve and sign the Final Accounts for the year ended 31st March 2022
28.3 To approve and sign the Annual Governance Statement 2021/2022
28.4 To approve and sign the Accounting Statements 2021/2022
28.5 To approve the date of announcement and period of exercise of public rights
- 29. FINANCIAL REPORTS – CURRENT YEAR**
29.1 To receive and approve the list of payments and bank reconciliations and trial balance as of 30th April 2022
29.2 To receive and authorise May 2022 payments
- 30. EXECUTIVE OFFICER REPORT AND CORRESPONDENCE (as attached)**
To receive a report from the Executive Officer and consider any recommendations contained therein
30.1 To receive any late items of Correspondence or update on report as circulated
30.2 Cemetery Regulations; to discuss proposed changes to out of parish requests for burials
30.3 Social Media interaction; to discuss current policy and recent issues arising
- 31. EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS**
31.1 Allotments
31.2 Benians Pavilion
31.3 Oak Green
31.4 Village Hall
- 32. COMMUNITY FACILITY IMPROVEMENT PROJECT**
32.1 To receive an update from a member of the working party.
32.2 To approve fee submission for Mechanical & Electrical Engineers Survey
- 33. QUEENS PLATINUM JUBILEE WEEKEND**
To receive a final report on the weekend's events
- 34. NEXT MEETING:**
Wednesday 15th June 2022, **7.00pm** at the Village Hall

EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

AGENDA ITEM 24

DISTRICT COUNCILLOR REPORT CLLR DIANA TENNYSON

'Willowfield', Medstead: It is important to mention the planning application to fell woodland in order to build four dwellings on land to the rear of 2 – 4 Willowfield, Medstead. This planning application was refused at Committee at Easthants on 28 April. The site lies outside the Settlement Policy Boundary (SPB) which identifies it as development in the countryside (CP19) which is not permitted. The countryside is protected for its own sake. This site provides an important green lung between two developments which helps support climate change due to density of undergrowth and mature trees, all important habitats for nesting birds and insects.

Information provided to members on the planning committee relating to development in the countryside appeared to be confusing to say the least. Simply because a site is surrounded by development does not mean that it fails to 'serve any countryside functions'. This is in my view an appalling statement. It does in effect mean that any SINCs (sites of importance for nature conservation) or SSSIs (sites of special scientific interest) serve no countryside function if surrounded by development.

Wildlife Corridor: At the time of writing, I am still striving to ensure that the wildlife corridor and wildflower planting is carried out on the Azalea estate. Access to the above site in Medstead lies across the wildlife corridor. I have been corresponding with Compliance at EHDC on the matter for sixteen months! Bird and bat nesting boxes were finally installed in December, 2021, after complaints received from residents.

Eleven trees are protected on site, but most of this small area of woodland could be destroyed if the development is approved at some future date. Felling trees and removing shrubs and undergrowth is contrary to the *Climate Change and Sustainable Construction Supplementary Planning Document (SPD)* which received support from all members at full council on 14 April.

However, in my mind, this document does not go far enough and 'preserving local ecology/trees in the design of developments', is far too vague. It states that 'new developments should preferably retain existing trees and plants, and schemes should where possible be built around existing trees (in particular mature trees).'

Another point, 'adaption to climate change – habitats, planting and landscapes', also lacks adequate force, and I quote, 'Flora and fauna may also be susceptible to changes in climate, and there is evidence that this is starting to happen, for example the rapid drying-out of wetlands, heathlands, and aquatic areas. By 2050 Climate change could significantly impact a range of species and habitats. Already some native species and pollinators are under threat. Effective design of green infrastructure will need to take account of changing wildlife habitats as a result of climate change'. The SPD is in the public domain and anyone can access a copy of the 199 page document for further reading.

Very often information I provide for the local wildlife group links directly to the Climate and Environment Liaison Panel at EHDC and the work we do to help protect and support important habitats - woodland, farmland, pond and nature reserves, etc. A statement from the CEO at Buglife in early May should alert us all to insect decline - a 34 per cent decline in the last decade is 'scary'.

Natural England: Tony Juniper, Chairman of Natural England, made a statement on 3 May relating to 'nature recovery' to building, and advice and guidance for local planning authorities. He stated that this clashes at present, but that it will be resolved.

Four Marks South: We are advised by planners that an evening 'workshop' is being arranged in June for Four Marks South to be included in the emerging Local Plan as a large development site. We understand that this is purely a 'evidence gathering' event and will focus on urban design. Planning officers are expected to present an overview and site promoters will provide information. The workshop is intended to gather the views of local parish councillors. District Councillors are also permitted to attend, but at this point in time we are uncertain whether we will be able to speak or ask any questions, etc.

Children's Art Competition: This year's art competition for school and preschool children has just been launched. The theme is 'pond life', so plenty of scope for some exiting and imaginative artwork from anyone aged from two and a half years. Swelling Hill Pond, owned and maintained by Four Marks Parish Council, has plenty of seating and space to observe pond life. It is advisable to ensure that children aged below sixteen years of age are accompanied by an adult. Another local pond where new pond planting has just taken place can be found at Newton Valence, a short distance along the A32.

War in Ukraine: No words can express my horror at events continuing to unfold in the Ukraine. I am aware that many people in Easthants have offered accommodation and a safe refuge to fleeing families with children. There have been several fund-raising events for the Disaster Emergency Appeal nationwide. We are advised that the best way of helping is to donate online. I am therefore repeating information for charities providing aid as follows:- UNICEF, The International Rescue Committee (to assist people whose lives have been affected by conflict and disaster), Vostok SOS, Medecins Sans Frontieres/Doctors Without Borders (MSF), Sunflower of Peace and Save the Children UK.

Three District Councillors represent Four Marks, Medstead and Chawton and readers are welcome to contact us. Our Email addresses are as follows:- Jonathan.May@easthants.gov.uk, Ingrid.Thomas@easthants.gov.uk and diana.tennyson@easthants.gov.uk .

AGENDA ITEM 30.1

EXECUTIVE OFFICER REPORT

SARAH GOUDIE

The Annual Meeting is a lengthy meeting and the statutory Agenda items are dictated by Standing Orders and include various procedural actions, including the approval of the previous year's accounts, if audited, which this year, they are. If there is anything that any Councillor is unsure of prior to the meeting, then please contact me for clarification.

2022-2023 is the final year of this four-year term, and it has already been a very different and challenging one, and this will continue and to that end it is extremely important that Councillors are well versed in all the policies and procedures. The meeting schedule will be included in the Council paperwork.

With reference to the statutory Agenda, the Code of Members Conduct has been amended further to the queries raised at last month's meeting, and a section added on gifts and hospitality, and the paragraph on respect expanded. The Standing Orders have not been changed and remain as circulated but with the amended Code of Conduct. There was a suggested change to the wording of 3(b), however this is one of the statutory standing orders and I will be seeking further clarification as to whether it is appropriate to change. Any further suggested changes to the Standing Orders should be discussed at the Finance & General Purposes meeting.

I have updated the supplementary personal and prejudicial advice note and blank register of interest forms will be circulated. I am asking all Councillors to check their current Register of Interest forms and ensure that they are correct using the guidance notes. Please amend where appropriate and send the new documents to forward on to the monitoring officer, within 28 days of this meeting. If you would like a hard copy, then please let me know.

There are three planning applications to consider this month, a PDF will be available at the meeting summarising the applications. The link to the documents is contained within the Agenda for ease of reference prior to the meeting.

Councillor co-option. At the time of writing there is currently one application for co-option and details of the candidate will be included within the meeting paperwork. If any further applications are received, they will be circulated prior to the meeting, the deadline being the start of the meeting.

Community Building Project. At the recent Open Spaces, there was a discussion on how the community project working group should operate now that the project is moving forward, as per the previous meeting's directive, and this is an Agenda item, under the statutory items to discuss further and agree. To summarise, the proposal to create of a sub-committee is to ensure that the working group can evolve and operate autonomously with delegated powers. This would enable the authorisation of small expenditure items (less than £5k) to be agreed without having to wait for a Full Council meeting for approval, either by the sub-committee if they are granted delegated powers, or by the Open Standing Committee to which they will be affiliated. If any Councillor requires further clarification on how a committee/sub-committee structure operates then please contact me prior to the meeting.

This month the project team are seeking approval from the Council to allow the architects to commission a Mechanical & Electrical Engineers Survey, which will be required for the planning application. The specification and fee details are attached to supporting documents.

Correspondence items to note

- The monthly newsletter from HALC was circulated upon receipt.
- CCLA have issued their monthly bulletin, and you will have noted from the financial reports that the dividend has significantly increased this month. If you would like a copy, then please contact me.
- I have also included a copy of the EHDC bulletin on the upcoming Esso pipeline works within this and neighbouring parishes for information.
- The workshop being held by the developers with reference to the 'Four Marks South' proposed site, has been scheduled for Monday 6th June at Penns Place. If anyone, who has not received the circulated invite would like to attend please let me know. They have reiterated that *"the Council has not made any decision about the site and the workshop will not be looking into the question of whether it should be included in the Local Plan in preference to others. The workshop will instead be focused on understanding the parish councils' views of its design-related constraints and opportunities"*.
- An email has been received from HCC Homes for Ukraine Scheme, and if anyone is interested in this document, or would like to receive further information, then please let me know.

- HALC are once again running their Village of the Year award scheme, with additional categories, as follows:
 - a. Best Parish Council Community Engagement Project
 - b. Best Open Spaces and Recreational Project
 - c. The Pub as a Community Hub or other economic related project
 - d. Best Village Feature
 - e.If the Council would like to consider submitting an entry, then I suggest this is reviewed at the next Open Spaces committee.
- NALC also have their own awards scheme, the * Star Council awards 2022, and I am now back on the NALC circulation list after a few years of absence, they offer various training general training courses as well as HALC. The five categories for the awards are:
 - Clerk of the Year
 - County Association Project of the Year
 - Young Councillor of the Year
 - Councillor of the Year
 - Council of the year (public vote)

Nominations need to be in by 27th May.

If anyone is interested in the bulletins in the future, please let me know.

- The regular bulletin from HCC Countryside Access Community Engagement contains details of bluebell walks and other useful information.
- Bulletin from the PCC Donna Jones updating on the recent Police and Crime Commissioner Awards

Sarah Goudie
Executive Officer

East Hampshire District - Installation Update

Issue Date: May 2022

For the latest information about installation of the replacement pipeline, please visit www.slpproject.co.uk or simply scan the QR code.

Current works

This month, we are:

- Installing trenchless crossings under River Wey (TC008a) and under the Alton to Waterloo Railway Line (TC008b).
- Installing temporary construction compounds off:
 - Petersfield Road (Compound 4L).
 - Caker's Lane (Compound 4P).
 - Binstead Road (Compound 4Q).
 - Froyle Road (Compound 4T).
- Undertaking seasonal ecological management from:
 - Selborne Road to Caker's Lane.
 - Unnamed Road (Froyle) to Froyle Road.

Upcoming works

From June:

- We will start open cut installation from:
 - Caker's Lane to Binstead Road.
 - Alton Bypass A31 to Unnamed Road (Froyle).
 - Froyle Road to Dippenhall Road.
- We will be installing temporary construction compounds off Selborne Road (Compound 4O), and off an unnamed road (Froyle) (Compound 4S).

From July, we will start:

- Open cut installation from:
 - Stapley Lane to Petersfield Road.
 - Petersfield Road to Kitwood Lane.
 - Kitwood Lane to Hawthorn Road.
 - Hawthorn Road to Headmore Lane.
 - Selbourne Road to Caker's Lane.
 - Unnamed Road (Froyle) to Froyle Road.
- Trenchless crossing installation under Alton Bypass (TC009).

If you have any additional questions email us at info@slpproject.co.uk.

You can also keep up to date with the latest news by following us on Facebook @SLPConstructionProject, Twitter@ConstructionSLP or by signing up to our newsletter at slpproject.co.uk/signup to get regular updates.



Keeping 100 road tankers off the road every day*



For more information please visit www.slpproject.co.uk

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Construction Work Area	2021					2022					2023																
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Stapley Lane to Petersfield Road							VC												PL		SE						
Trenchless Crossing TC005 - Petersfield Road																											
Compound 4L off Petersfield Road																											
Petersfield Road to Kitwood Lane							VC																				
Kitwood Lane to Hawthorn Road							VC																				
Compound 4M off Hawthorn Road																											
Hawthorn Road to Headmore Lane							VC																				
Compound 4O off Selborne Road																											
Selborne Road to Caker's Lane							VC																				
Trenchless Crossing TC007 - Caker's Lane																											
Compound 4P off Caker's Lane																											
Caker's Lane to Binsted Road							VC																				
Compound 4Q off Binsted Road																											
Binsted Road to River Way							VC																				
Trenchless Crossing TC008a - River Way																											
Trenchless Crossing TC008b - Railway Line																											
Compound 4R off Alton Bypass A31																											
Trenchless Crossing TC009 - Alton Bypass A31																											
Alton Bypass A31 to Unnamed Road (Froyle)							VC																				
Compound 4S off Unnamed Road (Froyle)																											
Unnamed Road (Froyle) to Froyle Road							VC																				
Compound 4T off Froyle Road																											
Froyle Road to Clippenhall Road							VC																				
Chawton Logistics Hub																											

Key

- Advanced works / ecology mitigation
- ST Strimming
- VC Tree and Hedge Clearance
- Trenchless crossing including work area and access
- Open cut works rural / semi rural
- Open cut streetworks
- Compound in use
- Reinstatement
- SE Seeding
- PL Planting

We are now releasing a local, area specific timeline for installation. This gives an indication of when we expect to be working in each area. We'll let you know at least two months in advance of any work starting and provide further detail of expected duration. Since we are currently progressing detailed design, the timetable may be subject to some additional change as we finalise our plans and work to reduce overall disruption during construction. Please be assured that if our plans change, we'll keep you informed. Once the pipeline is buried, it will be a quiet neighbour.

East Hampshire District Council

Once installed, the pipeline will be a quiet neighbour and will go unnoticed by most people.

Traffic management will be used during construction.

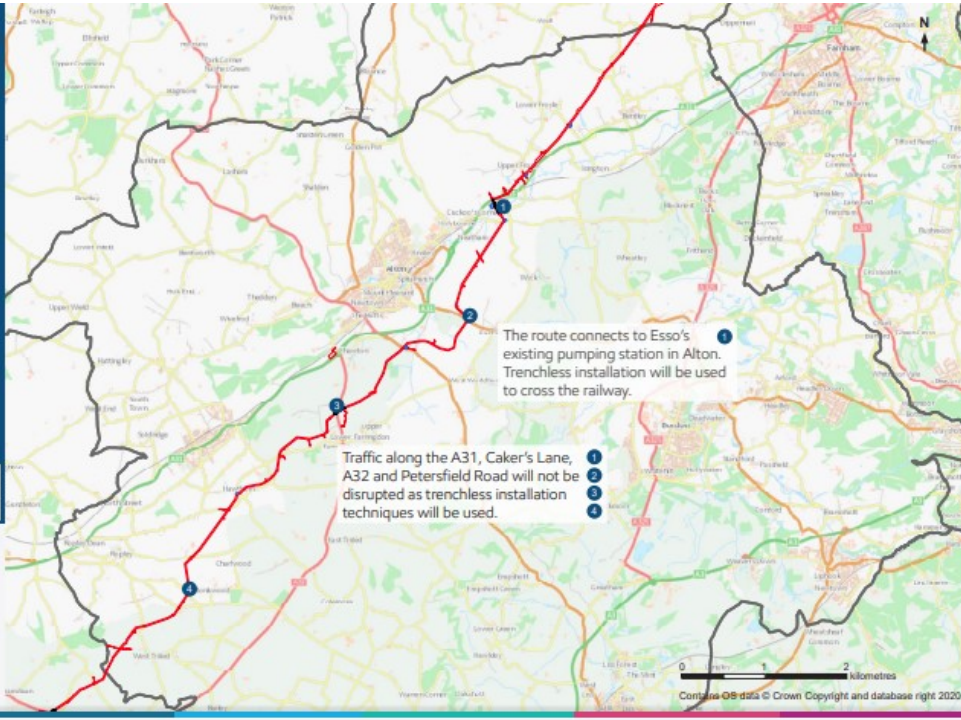
Public Rights of Way, such as footpaths, will remain open with diversions.

Vegetation will be replanted once construction is complete.

Scan the QR code to visit our interactive map for all information about our installation work.

Legend

- District boundary
- Maximum limit of the working area, also known as Order Limits
- Temporary construction compounds
- Trenchless crossings



This project is replacing approximately 90km of our underground aviation fuel pipeline from Boorley Green, Hampshire to our West London Terminal storage facility in Hounslow. Pipelines are a safe, secure and low-impact way of transporting fuel. The pipeline will keep 100 road tankers off the road every day.*

*based on Esso's 2015 data for its existing pipeline

For regular updates, sign up to our newsletter at www.slpproject.co.uk

Community charter



Plenty of notice

We'll let you know at least two months in advance of any work starting and if our plans change, we'll let you know.



Here to help

We'll let you know at least two months in advance of any work. Our local team will be available by phone or email to answer any questions you have.



Information directly to you

Our local area e-newsletter and alerts will let you know what's happening. Where we are working in streets or roads, we'll operate a dedicated text service to inform interested residents.



In your area

We'll make sure information about installation in your area is easy to find on our website, in a way that is easy for you to identify what's important to you. In some public parks, we'll hold pop up events to meet with those using the facilities and give out information about our installation plans.



Talking to landowners

All landowners affected by the installation will have a dedicated member of our lands team to contact to discuss our work.



Open and honest

We'll be clear about our works and any disruption that may take place.



Safe and secure

We'll keep our team safe, and we'll keep you safe. Our commitment to health and safety is at the heart of our business and we'll make sure your safety is not impacted by our work.



Well managed sites

Our sites will use fencing suitable to the location and we'll use things like wheel-washing on our vehicles to keep the surrounding roads clean.



Southampton to London
Pipeline Project

For more information please visit
www.slpproject.co.uk

AGENDA ITEM 30.2

Cemetery Regulations

The Cemetery Regulations have recently been updated; however, a recent incident has prompted that further consideration should be given to the stipulations allowing 'out of parish' burials. As I am sure you are aware burial ground space is at a premium everywhere, and Four Marks is very reasonably priced, and although Four Marks currently has at least 10 years of space based on recent years and following the recent request for an out of parish burial, and the issues that have since arisen, I am asking for a change to the criteria.

To ensure that there is space for Four Marks residents in the Cemetery for many years to come, I would like the Council to consider the following for approval:

1. That any future applications for 'out of parish' burials requests must provide proof of former residency, or current connection with a Four Marks resident (ie. close family member) and the Council reserves the right to refuse any such burials where there is no previous or current connection with Four Marks.
2. That the Council reviews its fees this year, as with no increases since 2019, the Council has now fallen out of comparison with other local cemeteries.

AGENDA ITEM 30.3

Social Media interaction

As per the action agreed at the Open Spaces Meeting, I have been asked to reaffirm to Councillors the appropriate use of Social Media platforms and how to distinguish the difference between Council and personal interaction.

FMPC Communications and Social Media Policy

I refer to Point 8.8 of the current Communication and Social Media policy and the Code of Conduct general obligations.

8.8 While the private accounts of authority employees and Councillors are their own business, it is still possible for the content posted on them to affect their professional standing and/or that of the Council. To mitigate this risk Councillors/Officers may not wish include any reference to, or post comments about, the council, job roles, colleagues, or partner organisations. If, however references to your employment or connection with the council are made on a personal social media profile, please ensure the following actions:

- *Declare somewhere on your page or biography that the views expressed are yours alone*
- *Do not bring the authority into disrepute*
- *Do not reveal any potentially confidential or sensitive information about the authority that you may have come across in your work or role for the Council.*
- *Do not use any council-owned images or logos*
- *Do not include contact details or photographs of service users or staff.*
- *Do not make offensive comments about the authority, Councillors, officers, colleagues or Councillors of the public as this is a disciplinary offence.*

Code of Members Conduct

GENERAL OBLIGATIONS

1. *You must comply with this code whenever you -*
 - (i) *conduct the business of the Council,*
 - (ii) ***act, or give the impression you are acting as a representative of the Council, and references to your official capacity are construed accordingly,***
 - (iii) *act or may be perceived as acting in your role in public life.*

If any Councillor is unsure how to respond or to appropriately interact with Social Media posts, please refer to the policy or contact either Jo or myself. It is essential that, if a social media post is incorrect, or you have been incorrectly misreported and quoted, clarification is made to correct any misrepresentation, and thus avoid any situation that may potentially bring the Council into disrepute.

In addition, it is important to clarify when interacting on social media whether you are commenting as a Councillor or as a member of the public to avoid any confusion.

AGENDA ITEM 32.2

Approval to commission a mechanical and electrical engineers survey

8.0 Scope of Service

Design Development

Liaison with the design team to agree and confirm the full scope of the services and facilities being incorporated in the scheme.

Provide advice to the architect on the required plant and equipment accommodation requirements, which may impact on the proposed general arrangement.

Provide advice to the architect on louvre locations, photovoltaic modules, roof ventilation devices, etc to enable this information to be included in the planning application drawings.

Obtain asset record information from the utility supply companies of the infrastructure within the vicinity of the site.

Produce initial SBEM calculations to demonstrate compliance with Building Regulations Approved Document L2A.

Produce design stage Energy Performance Certificates based on the Dynamic Thermal Simulation models.

Provide advice to the architect on the required thermal performance of the external envelope.

Production of a co-ordinated site services drawing indicating the location of existing apparatus and indicating the proposed arrangement of new utility services.

Calculate the required new utility services capacities, peak demand and annual consumption to enable quotations to be obtained.

Submit applications to the utility supply companies to obtain costs for new utility services to the developments, any diversions or infrastructure upgrade, as appropriate.

Production of a feasibility report with key drawings relevant to the proposed engineering services.

Production of an external lighting scheme to accompany the planning application, with photometric data and luminaire details.

Assist and comply with recommendations made by the appointed Principle Designer under the Construction (Design & Management) Regulations.

Attendance at up to 2 No. design team meetings during the design development period.

9.0 Fee

The fee that we would require to execute the scope of service identified within this proposal would be £4,000.00.

This fee proposal is inclusive of all normal disbursements and reasonable expenses, but excludes VAT.

Travelling costs within the UK Mainland are included up to a radius of 150 miles from our office address, above which overnight accommodation and out of pocket expenses would be chargeable. Our fees would be invoiced on a monthly basis. Any fees charged by Local Authorities, statutory supply companies, utility supply companies etc. are excluded.

This fee proposal does not include for BREEAM reports, daylight analysis, lifecycle costing, below ground drainage design, rainwater disposal design, sprinkler design, selection of sanitary ware, dimensioned setting out drawings, fabrication drawings, fire consultancy and acoustic advice.

If additional duties or meeting attendance are required to be undertaken, these can either be on a time charge basis or as an agreed fixed fee once the scope is defined.

We trust we have correctly interpreted and developed the services consultants' role for this project, and assume that you will request any further clarification required.