

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

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Wednesday 8th June 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 15th June 2022 at **7.00pm** for the purpose of transacting the undermentioned business.

Yours faithfully

Sarah Goudie
EXECUTIVE OFFICER

A G E N D A

1. APOLOGIES FOR ABSENCE

2. 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.

3. 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.

4. COUNCILLOR CO-OPTION

To discuss Councillor applications and agree candidate for co-option

5. ANNUAL MEETING OF THE FULL COUNCIL

To approve the minutes of the Annual Meeting of the Full Council meeting held on Wednesday 18th May 2022.

6. CHAIRMAN'S REPORT

To receive a report from the Chairman, as applicable.

7. DISTRICT COUNCILLOR REPORT

To receive a report from the Ward Councillor, as applicable

8. PLANNING COMMITTEE MEETING

8.1 To note the Minutes of the Planning Committee Meeting held on Wednesday 1st June 2022 and receive a report on any supplementary matters from the Committee Chairman.

8.2 To approve the Committee's Terms of Reference

9. OPEN SPACES COMMITTEE MEETING

9.1 To note the Minutes of the Open Spaces Committee Meeting held on Wednesday 1st June 2022 and receive a report on any supplementary matters from the Committee Chairman.

9.2 To approve the Committee's Terms of Reference

- 10. COMMUNITY BUILDING PROJECT COMMITTEE**
- 10.1** To note the Minutes of the meeting of the inaugural meeting of the Community Building Project Committee held on 1st June 2022 and receive a report on any supplementary matters from the Committee Chairman.
 - 10.2** To approve the Committee's Terms of Reference.
 - 10.3** To approve the fee proposal for structural and engineering services.
 - 10.4** To approve the fee for the feasibility services.
- 11. EXECUTIVE OFFICER REPORT AND CORRESPONDENCE**
- 11.1** To receive the Executive Officer's report, and note any items of correspondence
 - 11.2** HALC Officer Update attendance report
- 12. FINANCIAL ITEMS AND ACCOUNTING REPORTS**
- 12.1** To receive and approve the May payments and bank reconciliations as at 31st May 2022.
 - 12.2** To receive and authorise the June 2022 payments to date
- 13. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS (as applicable)**
- 13.1** Allotments (Cllr Davis)
 - 13.2** Benians Committee (Cllr Davis)
 - 13.3** Oak Green (Cllr Foster)
 - 13.4** Village Hall (Cllrs Pullen)
- 14. QUEEN'S PLATINUM JUBILEE EVENTS**
To receive a report and feedback on the events and any matters arising
- 15. NEXT MEETING:**
20TH July 2022, 7.00pm at the Village Hall, time to be confirmed

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.

FOUR MARKS PARISH COUNCIL**Planning Committee - Terms of Reference****Purpose of the Planning Committee**

The committee is appointed to review and conclude planning matters on behalf of the council. These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference**1. Membership**

- a. The committee shall comprise of at least 4 council members.
- b. Committee meetings shall be subject to a quorum of 3 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), at an ordinary council meeting.
- d. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- e. Before/on joining the committee, it is advisable for members to attend a planning training course.

2. Chairman

The council will elect a chairman at the annual meeting of the council.

3. Conduct of Meetings

- a. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the committee will be minuted by the Executive Officer, relevant committee clerk, or other appropriate staff member.
- c. All minutes of committee meetings will be provided to the full council.
- d. The committee will meet on the first Wednesday of each month, or as required.
- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. The Executive Officer has delegated powers to make a response to the planning authority in accordance with the decision resolved by the committee.

4. Delegated powers of the committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. The committee shall have delegated powers to consider all planning applications pertaining to the parish and to provide a response to East Hampshire District Council

- c. Where the deadline for a response to a planning application falls outside of the dates for the next scheduled meeting, the clerk will request an extension to the deadline for a response.
- d. Any applications that cannot be considered due to their closing dates, or because an extension request has been declined, or deemed to be potentially contentious should be considered at the next full council meeting or at an extraordinary planning committee meeting.
- e. Councillors may carry out a site visit relating to an application, but no less than two members should attend together. Their findings should be presented to the remainder of the committee for consideration.
- f. The committee can elect a member to attend any meeting of the planning authority to represent the council's view of an application.
- g. The planning committee may appoint a sub-committee or working group to facilitate the work of the committee.
- h. The committee may seek advice from a local tree warden in relation to any tree applications.
- i. The committee shall have delegated powers to deal with other planning related matters, such as responding to consultations, and approve requests for developer presentations, on behalf of the council.
- j. The chairman of the planning committee is delegated the authority to communicate with the local planning authority over any planning matter under consideration by the Council.
- k. The committee may appoint a sub-committee or working group to facilitate the work of the committee.
- l. The committee may dissolve a sub-committee or working group at any time
- m. All correspondence shall be conducted through the Executive Officer

FOUR MARKS PARISH COUNCIL**Open Spaces Committee - Terms of Reference****Purpose of the Open Spaces Committee**

The committee is established to effectively protect, manage, maintain, and improve the designated open spaces, sports, and recreational facilities on behalf of the council.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference**5. Membership**

- f. The committee shall comprise of at least 4 council members.
- g. Committee meetings shall be subject to a quorum of 3 members.
- h. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the council year at an ordinary council meeting.
- i. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- j. Non-councillors can be appointed to the committee, but do not have a vote on any financial recommendations but will be able to speak during the debate.

6. Chairman

The council will elect a chairman at the annual meeting of the council.

7. Conduct of Meetings

- g. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- h. All meetings of the committee will be minuted by the Executive Officer, relevant committee clerk, or other appropriate staff member.
- i. All minutes of committee meetings will be provided to the full council.
- j. The committee will meet on the first Wednesday of each month, or as required.
- k. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.

8. Delegated powers and obligations of the committee

- n. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- o. To keep under review the provision of open spaces, sports, and recreational facilities for the residents of Four Marks.
- p. To ensure that all recreational equipment is:
 - i. Well maintained and meets British Safety Standards
 - ii. Inspected on a regular basis and annually by a RoSPA appointed Inspector

- iii. Improved or renewed when required to meet local needs
- q. To ensure that grounds maintenance is carried out appropriately to regularly maintain the grounds and plant life within all the council owned open spaces.
- r. To liaise with all sports and recreational clubs using the council's facilities.
- s. To arrange for tree inspections to be carried out as deemed necessary and act upon recommendations contained therein.
- t. To continue to monitor the open spaces for consideration for environmental improvements and put forward proposals for improvements to council in line with the council's climate change policy.
- u. To make decisions on behalf of the council regarding open space management and improvements outside the budget allocation, with a financial delegated authority level of up to £5,000, as per the council's financial regulations.
- v. To consider and make recommendation to full council on any expenditure outside of budget allocation above the committee's delegated authority level of £5,000.
- w. To lead on and approve quotations/tenders for all aspects of maintenance and ground works in accordance with the council's financial regulations.
- x. To review and recommend byelaws for the council's open space facilities.
- y. To work in partnership with appropriate funding bodies to improve the council's facilities.
- z. To work in partnership with the police to alleviate anti-social behaviour and vandalism in the council's open spaces, sports, and recreational facilities
- aa. The committee may appoint a sub-committee or working group to facilitate the work of the committee.
- bb. The committee may dissolve a sub-committee or working group at any time
- cc. All correspondence shall be conducted through the Executive Officer or meeting clerk.

TERMS OF REFERENCE FOR APPROVAL**FOUR MARKS PARISH COUNCIL****Community Building Project Committee - Terms of Reference****Purpose of the Community Building Project Committee**

The committee is appointed to manage the provision of a new Community facility from planning to completion and handover on behalf of the Council.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference**9. Membership**

- k. The committee shall comprise of at least 3 council members.
- l. Committee meetings shall be subject to a quorum of 3 members.
- m. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting.
- n. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- o. Non-councillors can be appointed to the committee, but do not have a vote on any financial recommendations but will be able to speak during the debate.

10. Chairman

The committee will elect a chairman at the first meeting of the committee.

11. Conduct of Meetings

- l. The committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- m. All meetings of the committee will be minuted by the Executive Officer, relevant committee clerk, or other appropriate staff member.
- n. All minutes of committee meetings will be provided to the full council.
- o. The committee will meet as required.
- p. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.

12. Delegated powers of the committee

- dd. To have fully delegated powers under Section 101 of the Local Government Act 1972.

- ee. To consider and make recommendations from any associated working group for proposal to full council, as appropriate.
 - ff. To make decisions on behalf of the Council with reference to the design and build of the new facility with a financial delegated authority level of up to £5,000 [£10,000] as per the council's financial regulations.
 - gg. To consider and make recommendations to full council on any expenditure above the committee's delegated authority level of £10,000 with reference to the design and building of the new facility, as per the council's financial regulations.
 - hh. The committee may appoint a sub-committee or working group to facilitate the work of the committee.
 - ii. The committee may dissolve a sub-committee or working group at any time
- All correspondence shall be conducted through the Executive Officer.

Four Marks Community Centre Fee proposal for structural and civil engineering services Thank you for the opportunity to bid on this project. From the drawings received from you in your email dated 4th May 2022, we understand the project involves the construction of a community centre, comprising a single-storey long-span structure for the basketball court enclosure with an associated wrap round building offering additional space, for offices, café, kitchen, plant room, etc. This initial tranche of work is for planning purposes only. We have a vast amount of experience in designing long-span structures and have worked on sports halls for Box Hill School and St. Pauls's Catholic College. We have set out our proposal below. Scope of services: Structural Engineering • Review the documentation and drawings provided for the site with particular reference to where alterations are required: • Attend the site for initial reconnaissance and review the structural proposals for the structural alterations. • Organise a geotechnical investigation to inform the design on both foundations and also soakage and CBR testing. The client should budget for this in their costs which are not part of this fee. • From the geological maps, it would appear that the property is likely to be founded in chalk. We will assume in our fee for the proposed building that the ground conditions are adequate for trench fill foundations. No provision has been made for other more complex forms of foundation. This will be informed by the site investigation findings and their interpretive report. • Provide initial conceptual alternatives for the building in the form of a brief Stage 2 report outlining possible structural options.

Civil Engineering Design: • Given there will be no need for an FRA the council will likely require a SuDS statement for the development, for this we will need to know the infiltration rate and water table level. This will be provided by a site investigation report. We will consider the greenfield runoff rates the runoff from the proposed building and hardstanding and assess the need and size of the soakaways/attenuation required on-site, and will also consider the need to treat runoff for car parks etc and the maintenance requirements for the SuDS features. • Production of a conceptual drainage strategy. We have a dedicated in-house civil engineering team who have significant experience in the leisure sector. If the details of the existing drainage system information are not available, we would advise that a CCTV survey be carried out of the existing drainage which serves the area to determine the condition and inverts/cover levels enabling a drainage scheme to be designed. This is assumed to be organised by others. In addition, please note that this scope is subject to our initial surveys and findings and the results of surveys by others. Assumptions/exclusions: • The scope of services is based upon your email of 4th May 2022 and an anticipated construction cost of circa £2.5M. • The cost of any specialist investigation, tests, reports, or associated builders works, fees from local authorities, if deemed necessary, are not included, e.g. the cost of testing of materials, and associated meetings/attendance to brief the specialist. • We assume that the site investigation works will be carried out by others to inform our design such as safe bearing capacities, infiltration rates, etc. • The costs of any local or statutory authority fees are not included. • Expenses and disbursement are excluded • We have allowed for one initial site visit only. Further site visits can be carried out on a time charge basis. • Temporary works designs are excluded. • We have assumed Principal Designers duties will be by others. • No allowance has been made for changes once detail design has commenced i.e., we have allowed for one iteration of detailed design. • SI tests, reports or CCTV surveys and the cost of the investigations themselves are excluded. • We have assumed that value engineering options will be explored during the concept design stage and we will be advancing one structural design through the detailed design stage. • We have based our proposal on the use of traditional foundations given the likely ground conditions. • We have based our proposal on the provision of a full design service with the exclusion of the contractor's design packages noted below. i) Pile design or ground improvement works if required ii) Steel to steel or steel to concrete connections. iii) Precast or steel fabricated stairs and balustrades. iv) Cladding or glazing systems. v) Proprietary lightweight structural framing systems. vi) Ground gas membranes. vii) Waterproofing and Tanking systems for the basement structures.

• Thermal and acoustic insulation details. • Plumbing and electric • Heating and Ventilation • Fire Escape • Party wall Matters Fees For the above scope of work, we would suggest a fee of:

Total Structural Fee = £4930 + VAT + Expenses

Total Civil Engineering Fee = £2920 + VAT + Expenses

This allows for both the civil and structural scope noted above. Any additional site visits including any associated follow-up advice would be charged at a time charge rate. All fees are exclusive of expenses, and normal disbursements

Variation of Services Where a variation to a service arises, the Project Engineer will draw these to the attention of the Employer or Employers Representative before extra works are carried out. At the same time, the project engineer will identify any additional costs associated with extra work and request an appropriate agreement to meet these further charges. All additional services, alterations, or variations to the original brief should be instructed in writing. However, any work sanctioned by you either in writing or verbally will be deemed to have sanctioned additional fees unless expressly excluded in writing by the client. Programme To be mutually agreed upon with the design team. Independent Design Check The design is checked and reviewed by an Independent Structural Engineer to ensure a different structural engineer from the main Project Structural Engineer critiques and reviews the design and the design meets the necessary design standards.

This fee proposal is valid for three months after which our fee and rates may be subject to change. In terms of payment, we will issue invoices at the end of the month based on the amount of work carried out and these are to be paid within 14 days net.

AGENDA ITEM 10.4**FEE PROPOSAL FOR FEASIBILITY SERVICES**

Fee Proposal – Four Marks Community Hub – Feasibility & QS Services Many thanks for your recent enquiry; Please see enclosed our proposal to undertake the above consultant services. • The Project brief allows for the delivery of a new Community Hub that contains a Café, Sports Hall, ‘Medium’ Hall and Small function hall, along with Business Centre, boardroom and office facilities and associated amenities, • Procurement advice for the Project has yet to be offered and, as such, this proposal is for Pre-Construction only. • Scheme is currently at RIBA Stage 1 Feasibility, with an outline design produced, • Size of build approx. 1,250m², • Estimated budget approx. £2,500,000.00 for all works, including fees (We assume this is Exc. VAT). Duties to include but not limited to:- • Services from RIBA Stage 1 – Stage 3, • Production of Feasibility Cost Estimate, • Provision for 1nr Teams meeting to discuss and review Feasibility Cost Estimate, • Provision for 1nr Site Visit and 3nr meetings through RIBA Stage 2 & 3, • Pre-Planning Cost Estimate preparation and provision for meeting to review. Duties not included:- • RIBA Stage 4 onwards.

We have assumed a project programme as detailed below:- Commencement Completion RIBA Stage 1 May 2022 May 2022 RIBA Stage 2 June 2022 July 2022 RIBA Stage 3 July 2022 September 2022 We would advise our fee for undertaking the above as follows:-

RIBA Stage 1 Feasibility Cost Estimate @ £1,574.00

RIBA Stage 2 – 3, Incl. Pre-Planning Estimate @ £4,408.00

Total Fee = £5,982.00 + VAT

I hope you find this of interest however If you require any additional information, or need to discuss further, please do not hesitate to contact me.

EXECUTIVE OFFICER REPORT

To start this month's report, I would like to offer my enormous thanks to all the members the working party, who managed to organise a fantastic 4-day extravaganza to celebrate the historic milestone of HM the Queen's platinum jubilee, and all the volunteers throughout the weekend, but particularly to Jo who managed to co-ordinate the whole event when only originally attending the meeting as the Parish Council representative. An outstanding achievement, and one I know she won't want to repeat any time soon, or will she?

To recognise the Village's achievement, I have recommended that the Council send an entry to HALC's annual awards for the best community engagement project, being very deserved of formal acknowledgement.

Councillor Co-Option

Following a deferral last month, to allow a potential candidate some extra time to submit their application, no further information was forthcoming. There is currently still only one candidate who has put themselves forward for co-option for the vacancy, and it is the same candidate as the previous month. Three further enquiries have been received, but to date no formal additional applications have been submitted.

With reference to the vacancies caused by the resignation of Neil Bonter, and subsequently Kellie Knight, once the Returning Officer has confirmed that no by-election has been called, these vacancies can then be advertised for co-option.

For information, I have prepared a report on the co-option process and how it should take place during the meeting. Noting the request at the previous meeting for complete openness and transparency, the Co-Option process will now take place in the public domain. The candidates are welcome to leave once the co-option item is discussed, but they can remain if they so wish. They will be notified after the meeting and then summoned to join the next Full Council meeting, or Committee meeting, and invited to sign their Declaration of Acceptance of Office.

Register of Interests forms update

There is now an updated version of the Register of Interests forms, and they need to be completed and returned. The new form now captures both pecuniary and non-pecuniary interests. A few helpful tips, from EHDC, on completing the forms:

- Write NONE when you have no interest to declare in a section of the form.
- Don't forget to include the details of in the interests of the person you are living with; husband, wife, or a person with whom you are living as if they were a civil partner
- In the employment section enter the name and address of your employment as applicable
- Under land, don't forget your home address
- If you have shares in the businesses/trades entered in the Employment section, declare these shares in the 'securities' section.

A reminder that, in addition to being a statutory requirement, it is important that councillors comply with this obligation as it protects against unnecessary complaints to the Standards Committee or media criticism.

Items of Correspondence to note

The next EHAPTC meeting is to be held on Thursday 23rd June, and will be held at Steep Village Hall, if anyone would like to represent the Council at this meeting, then please let me know and I will let you have

the appropriate paperwork. EHAPTC is the liaison between EHDC and the Town and Parish Councils (East Hampshire Association of Parish and Town Councils) and is a good opportunity to raise areas of concern district wide.

The new HALC website is now up and running, it is easy to navigate and offers advice, support, and a variety of information, including details on all their training sessions. The link has been circulated, but please contact me for any further assistance if required.

Esso pipeline project are sending updates on the proposed local works and notification has been received from HCC on various footpath closures over the coming months, in Four Marks it is only FP13 and BOAT 23 affected, for further information on the closures, please ask.

Regular Bulletins from NALC are now being received containing topical news reports and sector relevant training and information sessions. I have detail below some of the future events.

29TH June 2022, Neighbourhood Planning Event (12-1.15pm)

27th July 2022 Giving councils more of a say on local housing (12-1.15pm)

7th November 2022, Hybrid national conference

If you wish to attend any of the events or are interesting in receiving the bulletins, then please let me know.

From the EHDC press release bulletins, I highlight the following items of note.

- Two new documents have been added to EHDC Development Plan
 - East Hampshire District Council Statement of Community Involvement (SCI) 2021
 - East Hampshire District Council Climate Change and Sustainable Construction Supplementary Planning Document
- Cllr Sally Pond was elected as Chairman of EHDC for the coming year.

In addition, at the end of this report I have taken the body of some additional email content for your information, which may be of interest.

Sarah Goudie, Executive Officer

Agenda item 4

Co-option procedure at council meeting

HALC ADVICE NOTE

It is always good practice to ask prospective candidates to write a letter of introduction detailing any relevant experience and why they wish to be a councillor. Councils may choose to speak to prospective councillors prior to the meeting on an informal basis particularly where there is more than one candidate for a vacancy. This can help councillors to select the most appropriate candidate.

Your Standing Orders may include a process for co-option but otherwise the following demonstrates good practice.

At the meeting, members should be informed of the names and addresses of anyone wishing to be considered or who has been nominated for consideration as a councillor. Councillors present at the meeting must then decide if they wish to nominate any of the persons named at the meeting or any other person known to them.

Only councillors present at the meeting may nominate, second or vote upon a person to fill the vacancy.

There is no obligation upon any councillor to nominate any of the applicants if they do not consider the person suitable for the office of councillor.

Each candidate must be nominated by a councillor, and provided the nomination is then seconded, that person can be voted upon.

There is no requirement that unsuccessful candidates at previous elections should be chosen first.

Voting should be by a show of hands unless the council has adopted Standing Orders which allow another form of voting. The chairman of the meeting may exercise their casting vote if there is an equality of votes.

If there is only one vacancy, then:

- A councillor may only nominate or second one candidate
- The chairman puts the names of the those nominated into alphabetical and takes a vote by show of hands
- Councillors have only one vote each
- The first candidate to receive an absolute majority of those present and voting is declared elected

In the event of no single candidate receiving a majority on the first vote, the person with the lowest number of votes is eliminated, and voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority.

1. *This system for eliminating numerous candidates is not laid down by statute and thus is not mandatory. It must be specifically adopted by the council, either as a permanent Standing Order or by resolution at the time when the co-option takes place.*

In the instance of FMPC Standing Order 8 Voting on appointments applies

If there is more than one vacancy, then:

- A councillor may nominate one person for each seat
- Each councillor has one vote per seat i.e., two votes or three votes according to the number of vacancies
- The same procedure as specified above is used to fill each separate vacancy
- The successful candidate(s) are then declared co-opted

The co-option process must take place in an open council meeting. Candidates may wish to be present in the public gallery, and there is no reason to prevent this.

Successful candidates will be summoned to attend the next full meeting of the council by which time they must have signed the Declaration of Acceptance of Office and read and understood the Code of Conduct adopted by the council. The Declaration of Acceptance of Office is kept by the clerk.

The clerk should inform the District/Borough/City Council or Unitary Authority Returning Officer of the name(s) of the successful candidate(s).

All new councillors must, within 28 days of election to office, register their interests with the District/Borough/City Council or Unitary Authority Monitoring Officer. Forms are usually supplied by the Monitoring Officer or by the clerk.

Decision Making NALC Legal Topic Note 8 (June 2020)

Decisions made by a local council about whether to co-opt when vacancies remain unfilled after an ordinary election and who to co-opt when any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example, to unsuccessful candidates, the reasons for its decisions.

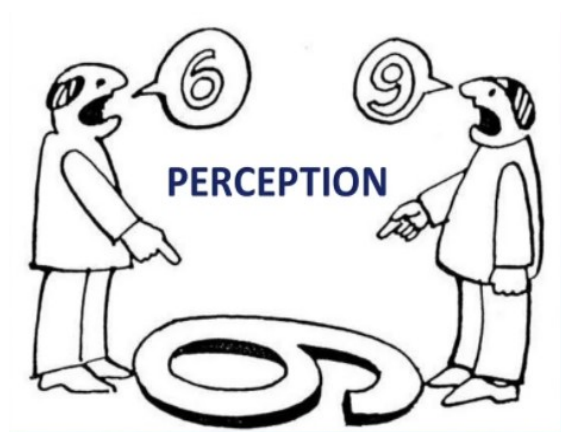
Agenda item 11.2 HALC OFFICER UPDATE – 8th June 2022

Dealing with challenging individuals

I attended the above session more for the networking these meetings offer, but the information contained within the presentation was informative, resonating and offered some interesting and useful advice for any potential future difficult situations.

The session focussed on why challenging situations occur and how to manage them when they do. In the role of a Councillor and/or officer of the Council, there will always be encounters with people with different personalities and differing opinions, whether members of the Council or the public. Whilst differing opinions are part of the democratic process in debate, accepting other opinions and views without conflict is just as important.

Part one focussed on some of the causes of conflict, and truth and perception, and the need for understanding that two different perceptions of a situation may not be that one is right, and one is wrong, they both could be right, one needs to just change positions to see the situation from a different perspective. This was one of the examples given to explain.



Part two focussed on 'social styles' and personal attributes where the group were asked to participate in an exercise to identify what kind of attributes you have, and how two people with different attributes are likely to behave in a conflict situation, with helpful techniques on how to approach and deflect potential conflicts.

Using a psychology transactional analysis, the theory is everyone has 3 ego states; parent, adult and child. When two people communicate a 'transaction' occurs. The problems occur when the 'transaction' is unsuccessful because the 2 parties are in a different ego states. The 'transaction' will be more successful when both parties are in the same 'state'. Adult – Adult being the optimum ego state. One person acting in a parent ego state may invite the other party to act in a 'child' ego state and rebel and take a deliberate opposing view, resulting in a potential conflict situation. It may be that one person had a bad journey, or an unrelated problem that puts them in a different mood on that one occasion. On another day their state may be completely different.

Whether one agrees with the analogies above or not, the session gave a good insight into understanding how one finds themselves in a conflict situation without really knowing why. There are several suggested techniques for dealing with conflict situations, which are detailed in the slides from the session, and if you would like a copy, then please let me know and I will circulate them when received.

ADDITIONAL EMAIL CORRESPONDENCE ITEMS, FOR INFORMATION.

Action Hampshire

Update to Parish Councils: Changes to the Hampshire Homes Hub Service

Further to our email to you in March regarding the service review at Hampshire Homes Hub, I just wanted to update you on the changes that are taking place.

We remain committed to supporting Parish Councils to deliver rural affordable housing and community led housing however a new model has been agreed that will include a reduction in housing enabling capacity as we seek to be financially sustainable.

We will still be able to support you to identify housing need in your parish through our current housing need survey service [Housing Need Surveys - Action Hampshire](#). We will also be offering a 'pay as you go' enabling service to support parish councils with affordable housing working groups and assisting with site searches or carrying out community consultation events. We anticipate that this service could be funded from a combination of sources e.g. Local Authority/Housing Association/Parish Council.

The next steps will be:

- To set up the revised service
- To enter a transition period for our existing work with groups and parish councils and how this can be taken forward
- To go through an internal process to enact these changes within Hampshire Homes Hub.

In the meantime, if you have any questions about the changes to our services please do get in touch.

Farnham Round Table

I am writing to inform you that the Farnham Charity Bike Ride is taking place on Sunday 3rd July 2022 and that it passes through your Parish.

The event is a family-focused, charity event organised by St Andrew's infant school PTA and the Farnham Round Table. It starts and finishes in central Farnham and has been running since 2009.

The route will take riders through the following Parishes from approximately 8am to 3pm on the day:

- Crondall
- Long Sutton
- South Warnborough
- Froyle
- Binstead
- Worldham
- Selbourne
- East Tisted
- Newton Valence
- Colemore & Priors Dean
- Froxfield
- East Meon

- Stroud
- Langrish
- Buriton
- Hawkley
- Steep
- Bentley
- Kingsley
- Four Marks
- Farringdon

For more information, and to see the exact route that riders will take, please see www.farnhambikeride.org.uk.

HCC Hampshire Highways

A32 Farringdon-Chawton Flood Alleviation Scheme - Phase 2 construction works due to start w/b 27 June 2022

Dear Cllr,

This email is to advise of upcoming drainage works in conjunction with Phase 2 of the flood alleviation scheme. These works are to ensure the existing drainage system, which consists of ordinary watercourses (ditches and pipes), less well-defined overland flow paths, the main river and highway drainage can function to its maximum capacity. The aim of the flood alleviation scheme is to improve the management of both surface and groundwater conveyed by ordinary watercourses adjacent or near to the A32 highway through the village of Lower Farringdon, and by a main river to Chawton village. The flood alleviation scheme will benefit the communities of Farringdon and Chawton and enable a major highway to remain open if a similar flood event to that which occurred in the winter of 2013/14 were to occur again.

Hampshire County Council has appointed Milestones to carry out drainage works in conjunction with Phase 2 of the flood alleviation scheme and the work is scheduled to start **week beginning 27th June for up to 15 weeks**. Due to the nature of the work and for safety reasons it will be necessary to close the A32, Gosport Road during this time. Some weekends may be required to complete certain elements of the work.

Implementation of the different elements - there are 16 work packages (WP) in all - are being programmed to try and minimise disruption to the A32, local traffic and the community. A plan showing the locations where work is planned in Phase 2 is available on the scheme website (see link below). The first two work packages that are to be undertaken and that affect the A32 highway are:

- Section 1 - between village cross-roads and north to Boundary House (WP7) – est. 10 weeks,
- Section 2 - between the access to Farringdon Industrial Centre and north to the village cross-roads (WP5) – est. 5 weeks

There will be 24hr/7day road closure however there will be a period from 5th-16th August when the road will be open to allow increased traffic movements associated with the Jalsa Salana and Boomtown festivals. A signed diversion route via A31 and A272 will be in place and a diversion route plan is available on the scheme website (see link below). The exact closure period will be confirmed by road signs at least 2 weeks before construction begins. Any noisy work will only occur in day time hours.

For **section 1**, work will start by Boundary House heading south towards the village crossroads. There will be managed access for residents and businesses initially from the south (village crossroads where Brightstone Lane and Shirnall Hill meet) and then switching to the northern end (Woodside Lane) depending on the exact location of the works.

During day time site working hours, gatemen will be stationed to control access. Where it is safe to do so - overnight and at most weekends - either end of the closure points will be staggered with barriers to maintain the closure but allow free flow for those residents and businesses within the closure extents.

For **section 2**, the closure points will move to between the village crossroads in the north, and the junction of Mary Lane and Newton Lane to the south. There will be managed access for residents and businesses from the southern end.

For both sections, several signs will be in place at key locations to inform road users trying to get to the A31 or the A272 to use the diversion route.

Further details and updates on the progress of the scheme are available on the County Council's [webpage](https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/strategies/scheme-a32-farringdon):
<https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/strategies/scheme-a32-farringdon>

EHDC Climate Change – Planning Policy Team

Net Zero Carbon study for the East Hampshire Local Plan - Get Involved

Dear clerk,

As you may be aware from previous news releases and announcements, East Hampshire District Council is intent on tackling the climate emergency and is therefore pushing the development industry to deliver new development - that is: new housing and commercial property - in ways that would substantially avoid or reduce its related greenhouse gases emissions. Tackling the climate emergency is a corporate priority: the Council's ambition for its emerging Local Plan is to require that new development is "net zero" in terms of its carbon emissions.

To understand what "net zero" should mean for future planning policies in East Hampshire (outside of the South Downs National Park), the Council's planning policy team has commissioned the environmental consultants: Ricardo AEA Ltd to undertake a detailed study of the planning policy options for delivering 'net zero-carbon development'. This study will help us to decide how this objective can be delivered through the planning process, in ways that utilise existing technologies and approaches to design and construction. However, this is not something that can be determined in isolation without understanding local sentiment and support for tackling the climate emergency. The planning policy team is therefore keen to ensure that

representatives of local communities are empowered to influence the study recommendations. We have therefore asked Ricardo to reach out to parish councils and invite them to comment on draft proposals as part of the study.

We are emailing you at this time to make you aware that Ricardo will be getting in touch with you with an invitation for your parish council to get involved with the study during the summer of 2022. Engagement will be via an online survey, with a further option for interested councillors to get involved via a virtual focus-group discussion. Results from the survey would be made available prior to the focus group. We would be grateful if you could look out for Ricardo's invitation and ensure that your parish councillors have the opportunity to engage in what will be an important study for East Hampshire District Council's emerging Local Plan.

Please feel free to circulate this email to your parish councillors, but note that the actual invitation to get involved will be sent to you from Ricardo, acting as our consultants, rather than from us. This email is only intended to raise awareness of the study and the forthcoming engagement opportunity. If you have any questions relating to the survey or focus group, please email Harper Robertson (harper.robertson@ricardo.com) who is leading the study on behalf of Ricardo.

Planning Policy Team

Rotary
Alton



Quiz Night

Saturday, 2nd July 2022
Alton Community Centre

6.30 for 7pm start

Max 8 per team

£12 per person

(includes Ploughman's)

Bar available

To book please contact Margaret Warren
07743 245722 or margaretdwarren@gmail.com

Note: Tickets must be prepaid before the event

Raising funds for



**Ukraine
Appeal**