

HARTLEY WINTNEY PARISH COUNCIL MEETING AGENDA

The Council Meeting will take place at **7.30pm** on **Wednesday 6th September 2023** to which Councillors are summoned to attend at the Lucy Pygott Centre, RG27 8EB.



Karyn Reid – Executive Clerk
1st September 2023

23/24PC 33. OPEN FORUM

This session is an opportunity for parishioners to bring matters to the attention of the Parish Council. Each speaker will be limited to five minutes.

23/24PC 34. APOLOGIES FOR ABSENCE

To receive and record apologies for absence from Parish Councillors and Ward Members.

23/24PC 35. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011) & DECLARATIONS OF INTEREST

To consider the granting of a dispensation to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.

23/24PC 36. APPOINTMENT TO WORKING PARTIES

i) To approve appointment of previous Council Members to represent and/or work with the Parish Council on the following matters (attached);

- Orchard Working Party
- HW Climate Action & Greening
- Conservation Area Review
- Strategic planning matters
- Council Policies & Reviews

23/24PC 37. WARD MEMBERS REPORT

This twenty minute session is an opportunity for Ward Members to bring matters to the attention of the Parish Council. Each speaker will be limited to five minutes.

23/24PC 38. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT

To approve minutes of the Full Council meeting on 3rd July 2023, actions from minutes & Parish Office report (attached)

23/24PC 39. PARISH COUNCIL FINANCE

Review & approval of following:

i) Payments listings (attached)

23/24PC 40. PARISH COUNCIL MATTERS

- i) To approve the following Policies; Planning Policy 2023, Sustainability Policy 2023, Community Bus Charter 2023 (approved by Planning Committee), Communications & Social Media Policy and Publications Policy 2023 (attached)
- ii) To receive and approve the amended Local Connections Criteria, recommended by Planning Committee (attached)
- iii) To receive final draft of Conservation Area Review 2023 (attached)

Please note that the following items will not be open to the public and all members of the public and press will be asked to leave the meeting prior to the discussions taking place.

23/24PC 41. CONFIDENTIAL PARISH COUNCIL MATTERS

- i) Discuss Community Award Nominations
- ii) Members will be invited to discuss and/or take a vote on Applicants for Co-option to Hartley Wintney Parish Council, if applicable
Where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council will resolve to exclude the members of the press and public, including attending candidates, during this process as pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

23/24PC 42. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS

To receive update on any reports made to Executive Clerk by Parish Councillors since last meetings and an opportunity to briefly bring matters to the attention of the meeting but upon which no substantive decision may be made.

23/24PC 43. CORRESPONDENCE & DATES OF MEETINGS

To review and agree which meetings are to take place in July & August:

Planning Committee – Monday 11th September at 7.00pm

E&A Committee – Monday 18th September at 7.00pm

To access this meeting online, please use the following link; https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYWlxYmEtMWM0YS00MDA2LWExMGltOGNkNjhiMGNiYzcx%40thread.v2/0?context=%7b%22id%22%3a%22796f6541-a299-402a-9ce7-a26b956bc815%22%2c%22oid%22%3a%22299241e7-0f1b-4963-961b-0e53602f8fd1%22%7d

To access this meeting via telephone, please dial this number 5 minutes before the meeting starts and enter the conference code; T - 020 3855 5316 ID - 132 129 792#

WARD / COUNTY MEMBER ACTIONS

09.04.22 20/21PC 108 & 22/23PC 58.	TD	20 IS PLENTY SCHEME HCC Cllr Davies to reflect the request for a 20mph blanket speed limit on all appropriate roads in the Parish	
06.06.22 22/23PC 18.	TD	REGULAR MEETING SET UP HH / HDC / HWPC. <i>HWPC request urgent meeting with HH to discuss road design and allocated speeds.</i>	
03.10.22 22/23PC 49 & 22/23PC 58	TD	CRICKET GREEN LANE / FLEET ROAD SPEEDING TRAFFIC Extend 30MPH past development on Fleet Road and past the bend on A323. Safety concerns due to drivers speeding up on the bend of Cricket Green Lane as leaving Village creating hazards to junction <i>TD meeting in July with HH to discuss further. If no further action / progress reported by September FC meeting, Cllr Cornwell to attend HCC Cabinet meeting to pursue.</i>	
07.11.22 22/23PC 58.	TD	POOR CONDITION OF ROADS THROUGHOUT VILLAGE ESP. BRACKNELL LANE / FLEET ROAD – WEIR ROAD ADDED 09.05.23 TD confirmed priority for works was A roads, B roads, side roads and then country lanes.	
	TD	BLOCKED DRAINs / CULVERTS - BACKNELL LANE / DITCHES AT CRICKET GREEN / DILLY LANE – BOTTLE LANE & YORK ROAD, MOUNT PLEASANT ADDED 03.04.23	
09.05.23 23/24PC 6.	TD	PATHWAYS ALONG PHOENIX GREEN & MURRELL GREEN HAS BEEN ADDED TO WORKS PLAN	
03.06.23 23/24PC 18.	TD	RE; OVERGROWN HEDGE ALONG HAYWARDEN PLAYGROUND – RAISED ON FIX MY STREET	
03.07.23 23/24PC 26.	TD	OBTAIN AND CIRCULATE HH SCHEDULE OF WORKS PLANNED FOR HARTLEY WINTNEY IN FY23/24.	
23/24PC 26.	TS	RECEIVE COPY OF PLANNING CONCERNS RE; NERO BREWERY SENT TO HDC ENFORCEMENT.	
06.09.23	HCC	Report of tri[hazard on pavement along Green Lane – HWPC reported it to HCC (email attached)	
06.09.23	HCC	Complaints in Haywarden re; 2 x large trees overhanging road and pathway. HCC to contact LandOwners to remove/cut back?	

Minutes of the Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday, 3rd July 2023 to which Councillors were summoned to attend, at the Lucy Pygott Centre.

PRESENT: Cllr Stuart Elborn (Chairman), Cllr Diana Harvey, and Cllr Chris Cornwell.

IN ATTENDANCE: Karyn Reid (Executive Clerk) and County Cllr Tim Davies

It was noted by Cllr Elborn that the meeting was not quorate due to exceptional circumstances. The Executive Clerk reviewed the agenda and confirmed to Council Members that prior approval via the annual budget and agreed projects had been received, where required.

23/24PC 23. OPEN FORUM

No members of the public were present.

23/24 PC 24. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Roger Robertson, Cllr Steve Airtton, Cllr Peter Gee, District Cllr Crampton and District Cllr Spencer Farmer.

23/24 PC 25. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011) & DECLARATIONS OF INTEREST:

No interests were declared.

23/24 PC 26. WARD MEMBERS REPORT

County Cllr Tim Davies shared details on the ongoing HCC & HDC consultations.

C.Cllr Davies has a meeting with HCC cabinet member to raise the issues on A30 and expects to be able to discuss concerns on the A323.

All Cllrs raised concerns and discussed the delay on solving the various road issues. It was AGREED C.Cllr Davies would contact Highways and organise an onsite meeting to explain their processes.

Concerns over breach of planning regulations on the NERO Brewery site were raised, and D.Cllr Southern requested contact details of complaint to take forward at HDC.

ACTION: Executive Clerk to forward details of the complaints received and sent to HDC.

Cllr Elborn thanked all for their participation.

23/24PC 27. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT. (Attached)

Chairman Cllr Cornwell proposed approval of the minutes of the Full Council meeting on 5th June 2023, seconded by Cllr Harvey and **AGREED by all.**

Items noted from the Action Log included.

HDC Management / Engagement Plan – Cllr Cornwell noted that he was informed by HDC Countryside that HWPC can go forward with the ten-year plan that has been circulated, this is still ongoing.

The new training program for all Cllr is held for this moment, until new Cllrs are co-opted. As suggested by the Executive Clerk on the last meeting and agreed by all.

The Executive Clerk informed that the parking solutions of the End Bay is an issue of Highways, and this is ongoing.

The Executive Clerk noted that there was no Parish Office Report for this meeting.

23/24 PC 28. PARISH COUNCIL FINANCE

i) Payment listings (attached)

Cllr Cornwell proposed approval of the payments listing; seconded by Cllr Harvey. **AGREED by all.**

ii) Receive quotes for works to Appleton Hall (agreement in principle)

The Executive Clerk talked through the works as per the invoices and that no immediate spend was required however it may become necessary as the year progresses.

23/24 PC 29. PARISH COUNCILLOR MATTERS

i) To approve the following Policies: Volunteer Policy, Adult Safeguarding Policy, Children & Young Persons Policy, Equal Opportunities Policy, Health & Safety Policy / Procedure
Cllrs discussed the policies circulated and made some minor amends to text / grammar.
Cllr Elborn proposed accepting the policies, seconded by Cllr Harvey **AGREED by all.**
ACTION: Deputy Clerk to update documents and publish on website.

ii) To receive the amended Public Participation & Conduct at Parish Council Meetings (attached)
Cllrs **AGREED** the amends as proposed at the 5th June 2023 meeting.

iii) Discuss HDC LCWIP (circulated)
Nothing to be added.

iv) To receive Ponds update (circulated)
Cllr Cornwell reported that a draft of the lease agreement will be received soon.

23/24PC 30. CONFIDENTIAL PARISH COUNCIL MATTERS

Members will be invited to discuss and/or take a vote on Applicants for Co-option to Hartley Wintney Parish Council, if applicable

Cllrs discussed the next steps for encouraging applications for new Cllrs. It was AGREED that more adverts / posters will be circulated over the Summer with a closing date of 25th August with the aim to co-opt at the September Full Council meeting.

ACTION: Draft and circulate posters advertising PC vacancies.

23/24PC 31. CHAIRMAN’S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS

No announcements were made.

23/24 PC 32. CORRESPONDENCE & DATES OF MEETINGS

To review and agree which meetings are to take place in July & August:
Planning Committee – Monday 10th July at 7.00pm
Finance Committee – Monday 17th July at 7.00pm
Planning Committee – Monday 14th August at 7.00pm

There being no further business the new chairman thanked all participants at the meeting and closed the meeting at 9.26 pm.

..... ChairmanDate

Appendices

- Actions Log
- Payments Listing
- Public participation & conduct at Parish Council meeting 2023

Abbreviations used in these minutes: Cllr ~ Councillor, HCC ~ Hampshire County Council, HDC ~ Hart District Council, HWPC ~ Hartley Wintney Parish Council

Actions Log – Full Council

Date/ Minute Ref. Action

PARISH COUNCIL ACTIONS

Date/ Minute Ref.	Initials	Action	Update
06.06.22 22/23PC 19	KR/LW/CC	Continue discussion between HWPC, HDC Cllrs and HDC Countryside Team regarding a sensible and appropriate plan of action for the common land area. MANAGEMENT PLAN	ONGOING
07.11.22 22/23PC 59.	KR	Training dates for W/C 21/11 and 28/11 to be circulated to the Councillors. UPDATE – New training programme for all Cllrs	AWAIT CO-OPTED CLLRS
22/23 PC 73.	KR	Investigate parking solutions of end bay with HDC.	ONGOING
06.02.23 22/23PC 81	PO	Publish details / plans for Fireworks once confirmed	ONGOING
03.07.23 23/24PC 29.	KR	Send agreed amendments to Policies to Deputy Clerk for update and publishing.	COMPLETED
23/24PC 30.	KR	Circulate advert for new Cllrs with a closing date of 25.08.23 and put posters in High Street to try and generate interest for September Full Council meeting.	COMPLETED

Date: 06 Sept 2023
Title: Full Council Report
From: Executive Clerk
To: Hartley Wintney Parish Council

Events

Summer Youth Programme

The Deputy Clerk & Finance Officer managed another busy and successful Summer Youth programme throughout July and August with lots of positive feedback received.

Community Awards

Plans are in place to celebrate our Community Award Winners on Friday 29th September 2023 at Lucy Pygott Centre. Format of the evening will be like 2022 with the option of entertainment.

Christmas Market

Applications for Stallholders have been published on the website and advertised on social media, with many applications received already.

We will be using the Fire & Safety Marshalls as per last year and looking to move the stage to Hatten's Pond area, if appropriate. More details to follow.

Fireworks

We received confirmation from HWFC that they no longer wished to collaborate for a larger Fireworks celebration on Bonfire Night and would like to keep their event as per previous years.

It is now too late to put together something in time however we can look for ideas next year, if E&A Committee agree.

LPC

We have recently installed Dog Waste Bag Dispensers either side of the pitch and advertised on social media. The Pavilion is continuing with regular and frequent bookings and is likely to be even busier next summer season. We are hoping to get a meeting in September / October with main Stakeholders to talk about improving communication and processes.

We will be advertising for additional support for booking admin and day to management of the building, as AGREED in Finance Committee.

Introduction

Recommendation for previous Council members to represent HWPC on various projects / matters.

Background

A number of Council members have chosen to step back from the active role of Parish Councillor due to time constraints, however they would like to continue to support the community works on projects and parish matters.

Content

Chris Farrance would like to continue to represent HWPC on Greening matters and within the Hartley Wintney Climate Action Group. The role would involve liaising with HWPC planning committee and representing the PC views, as agreed in advance. He would also be leading / implementing any proposals which arise from both Groups, with the permission of HWPC.

Chris Farrance would also like to remain part of the HW Conservation Area Review 2023, working party.

The above has been discussed and AGREED by the HW Planning Committee.

Stuart Ovenden would like to continue to support the Orchard Project, especially with the improvement of access and signage as well as future planting plans. He is currently working with the HAO.

The above has been discussed and AGREED by the HW Planning Committee.

Cllr Diana Harvey has expressed a wish to step down in her role as Councillor, wef 06.09.23, however would like to continue to represent HWPC on strategic planning matters such as the Rural Exception Site, Conservation Area Review 2023 and other key developments.

Diana Harvey would also like to continue to support the Deputy Clerk with the update and review of Council policies.

Recommendation

For Council Members to approve the above persons to continue to support and represent HWPC on the matters as detailed above and to feed back to the relevant Committees.

It is also recommended that the PC email addresses are kept and used to full GDPR compliance.

Draft Local Connection Criteria for Hartley Wintney RES

Criteria for Rented Units:

1. RENTED AFFORDABLE HOUSING OCCUPATION RESTRICTIONS

1.1 Each Rented Affordable Unit to be constructed upon the Site shall be occupied only by a person or persons who are considered by a Registered Provider to be in need of such accommodation and in its consideration of such need the Registered Provider shall only permit those applicants on the Councils housing register and who have a strong local connection to the Parish in accordance with clauses 1.1.1 to 1.1.7 inclusive to occupy each Rented Affordable Unit:-

1.1.1 for the purposes of this Deed a person shall be taken to have a strong local connection to the Parish if he/she meets any of the following criteria. All criteria (i) - (v) to be treated with equal weight with priority given to those able to prove a strong local connection with the Parish of not less than ten years:

(i) he or she is Ordinarily Resident in the Parish at the date of allocation, OR

(ii) he or she was previously Ordinarily Resident in the Parish prior to the date of allocation and has Family who ordinarily reside in the Parish; OR

(iii) he or she has a demonstrable need to live in the Parish by reason of his/her current employment in the Parish OR

(iv) he or she has a demonstrable need to reside in the Parish either to support or to be supported by another member of his/her Family who are Ordinarily Resident in the Parish at the date of allocation OR

(v) he or she who has previously lived in the Parish for a substantial number of years having subsequently moved away and is now wishing to return to live in the Parish but having no family members currently living in the Parish.

1.1.2 If there are no applicants who meet the criteria as set out in 1.1.1 (i) to (v) above, priority will be given to applicants who meet and are able to prove a strong local connection with the Parish for a period of between five to ten years.

1.1.3 If there are no applicants who meet the criteria set out in 1.1.1 (i) to (v) above and 1.1.2., priority will be given to applicants who have and are able to prove a close association with the Parish for less than five years.

1.1.4 If there are no applicants who meet the criteria set out in clauses 1.1.1, 1.1.2 or 1.1.3 above, priority will be given to applicants who meet and are able to prove a strong local connection in line with clause 1.1.1 (i) to (v) above to the Parishes of Winchfield, Mattingley, Eversley, Heckfield, Elvetham (HW) and Bramshill.

1.1.5 if there are no applicants who meet the criteria of clauses 1.1.1, 1.1.2, 1.1.3, or 1.1.4 or above the rented affordable units will be let in accordance with the Council's Housing Allocations Policy.

1.1.6 In the event of there being more than one potential occupant fulfilling the criteria set out in this Deed for the vacancy, applicants will be prioritised in line with the stated cascade above, with highest priority given to applicants meeting clause 1.1.1 and lowest priority given to applicants meeting clause 1.1.5.

Where there is more than one applicant meeting the criteria within the same clause, priority will be given based on housing need as assessed by the identified applicants' Hart Housing Register applications.

Criteria for Shared Ownership Units:

2. SHARED OWNERSHIP HOUSING OCCUPATION RESTRICTIONS

Each Shared Ownership Unit to be constructed upon the Site shall be occupied only by a person or persons who has been approved by the Council, and who have been assessed to be eligible for Shared Ownership Housing by the Registered Provider, and who:-

2.1.1 for the purposes of this Deed a person shall be taken to have a strong local connection to the Parish if he/she meets any of the following criteria. All criteria (i) - (v) to be treated with equal weight with priority given to those able to prove a strong local connection with the Parish of not less than ten years:

(i) he or she is Ordinarily Resident in the Parish at the date of allocation, OR

(ii) he or she was previously Ordinarily Resident in the Parish prior to the date of allocation and has Family who ordinarily reside in the Parish; OR

(iii) he or she has a demonstrable need to live in the Parish by reason of his/her current employment in the Parish OR

(iv) he or she has a demonstrable need to reside in the Parish either to support or to be supported by another member of his/her Family who are Ordinarily Resident in the Parish at the date of allocation OR

(v) he or she who has previously lived in the Parish for a substantial number of years having subsequently moved away and is now wishing to return to live in the Parish but having no family members currently living in the Parish.

2.1.2 If there are no applicants who meet the criteria as set out in clause 2.1.1 (i) to (v) above, priority will be given to applicants who meet and are able to prove a strong local connection with the Parish for a period of between five to ten years.

2.1.3 If there are no applicants who meet the criteria set out in clause 2.1.1 (i) to (v) above or 2.1.2 above, priority will be given to applicants who have and are able to prove a close association with the Parish for less than five years.

2.14 If after the Shared Ownership Units have been marketed for a period of 12 weeks (to include proactive marketing locally to the site), there are no applicants who meet the criteria of clauses 2.1.1, 2.1.2 or 2.1.3 above priority will be given to applicants who meet and are able to prove a strong local connection in line with clause 2.1.1 (i) to (v) above to the Parishes of **Winchfield, Mattingley, Eversley, Heckfield, Elvetham (HW) and Bramshill.**

2.1.5 If after the Shared Ownership Units have been marketed for a further period of 4 weeks (to include proactive marketing locally to the site), there are no applicants who meet the criteria of clauses 2.1.1, 2.1.2, 2.1.3 or 2.1.4 above, the Shared Ownership Units will be sold to an applicant with a local connection to the District of Hart in line with the local connection criteria set out in the Council's Housing Allocations Policy.

2.1.6 In the event of there being more than one potential occupant fulfilling the criteria set out in this Deed for the vacancy, applicants will be prioritised in line with the stated cascade above, with highest priority given to applicants meeting clause 2.1.2 and lowest priority given to applicants meeting clause 2.1.5.

Where there is more than one applicant meeting the criteria within the same clause, priority will be given to the household whose housing need matches the size of the property (i.e. an applicant with a child/children would be prioritised for 2+ bedroom homes over an applicant without children). Where more than one applicant's household composition is equal, priority should be given to the applicant who is in a position to proceed with the purchase first.

Definition for 'Family' -

'A person shall be taken to be a member of an applicant's family (applicant to mean either adult member of the household who are recorded as being the lead or secondary applicant) if he or she is the spouse, civil partner, mother, father, sister, brother, daughter, son, or grandparent of that other person including relations by marriage i.e step and adoptions etc.'

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME **Communications and Social Media Policy**
POLICY NO/REF **HWPC 3/2022**
EFFECTIVE DATE/FC
APPROVAL
DATE OF LAST REVISION **JULY 2023**
VERSION NUMBER
LEAD COMMITTEE **POLICY**

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Full Council 03/08/2020		Replaced the HWPC Email Usage Policy. Reviewed by Policy Working Group 28.04.2022 and Section 10 reference to Code of Conduct amended.	
2	Full Council 06/06/2022	July 2023 by Policy Working Group		
3				

APPROVAL AND REVIEW

ADDITIONAL NOTES

POLICY STATEMENT

- 1 The Hartley Wintney Parish Council (HWPC) recognises the importance of communication with all its stakeholders.
- 2 HWPC will communicate with its stakeholders through a range of traditional and electronic media in an open and transparent manner.
- 3 The Communication and Social Media Policy is applicable to all Councillors, staff, and volunteers.
- 4 The Executive Clerk has delegated responsibility to determine the most appropriate form of communication method.
- 5 The Executive Clerk will keep the Chair of the PC informed prior to the dissemination of all communication.
- 6 Communication by and with the Press and Media Communication shall be in line with HWPC Standing Orders and in line with the 'reporting Council Meetings Policy'.
- 7 Councillors and HWPC staff are not permitted to make any public statement on behalf of the Council which is not supported by a Council decision and then only after engaging with the Executive Clerk.
- 8 The Council encourages engagement with the community to gain views and comments via informal gatherings, Councillors' day-to-day contact with the community and attendance at meetings with local organisations.
- 9 All emails and communication from the PC will be routed through the Executive Clerk and be made using the HWPC email addresses.
- 10 All complaints on any matter shall be managed by the Executive Clerk.

TERMS AND DEFINITIONS

TERM	DEFINITION

TABLE OF CONTENTS

REFERENCE	CONTENT	PAGE
1	Introduction	3
2	Principles	3
3	Application of Policy	4
4	Agenda, minutes and papers of Council meetings	4
5	Parish Council Engagement with the Public and Promotion of Activities	4
6	Parish Council Communication with the Press and Public	5
7	Gathering views of the Community	5
8	Parish Council use of email	5
9	Parish Council Correspondence	5

10	Social Media	6
11	The Hartley Wintney Parish Website	6
12	Management of the HWPC website	6
13	Parish Logo	7
14	Complaints	7

POLICY CONTENT

1. Introduction

- 1.1. This document sets out the Hartley Wintney Parish Council (HWPC) policy for internal and external communications with stakeholders.
- 1.2. The relevant stakeholders for the HWPC are
 - 1.2.1. Residents of the Parish
 - 1.2.2. Users of Parish Council Services
 - 1.2.2.1. Business owners within the Parish
 - 1.2.2.2. All young people who live/go to school in the Parish
 - 1.2.2.3. All voluntary organisations, churches, clubs and societies operating in or representing groups within the Parish
- 1.3. Additionally, the HWPC will also maintain good communication and strong working relationships with organisations which directly impact the local community, including
 - 1.3.1. Hart District Council,
 - 1.3.2. Hampshire County Council,
 - 1.3.3. Neighbouring Parish Councils,
 - 1.3.4. Public Health bodies,
 - 1.3.5. Police, and Fire and Rescue Services and
 - 1.3.6. Local health and care providers.

2. Principles

- 2.1. The council defines communication as the process of exchanging information across traditional and electronic media.
- 2.2. The HWPC will engage with the community in an open and transparent manner.
- 2.3. The HWPC welcomes feedback and comments.

The HWPC is committed to encouraging the members of the Hartley Wintney Parish to actively engage in the life of the community.

3. Application of Policy

3.1 This Policy applies equally to the HWPC Council through the Code of Conduct and to its employees through the employee terms and conditions of employment and staff handbook.

4. Agenda, minutes and papers of Council meetings

- 4.1. The Council will publish on its website the meeting schedule and all papers and agendas for Full Council and Sub-Committees meetings.
- 4.2. The Council will set aside time at every Council and Sub-Committee meeting for members of the public to make representation to raise issues with councillors.

5. Parish Council Engagement with the Public and Promotion of Activities

- 5.1. The Parish Council Website is the primary source of information on Council Business and Services provided. Other electronic forms of communication are the Parish Council Facebook and Instagram sites.
- 5.2. The Council Notice Boards located in the High Street will additionally, publicise meeting agendas and Councillor details.
- 5.3. The Council may publish articles in the "Contact Magazine" for those who do not have access to the internet or social media.
- 5.4. The Council may appoint members to represent the Council on community organisations when requested.
- 5.5. From time to time, the Council may seek volunteers from the Parish to join working groups to enhance communication and engagement.
- 5.6. The Executive Clerk has delegated authority to determine the most appropriate form of communication method to ensure the timely dissemination of information in line with Council Policies.

6. Parish Council Communication with the Press and Public

- 6.1. The Executive Clerk is the nominated Press Officer.
- 6.2. All press notices or comments to the media will be agreed between the Chair and the Executive Clerk and where relevant, the Committee Chairs.
- 6.3. Press Reports from the Council, its Committees or working parties will come from the Executive Clerk or via the reporter's own attendance at a meeting.

7. Gathering the views of the Community

- 7.1. The Council encourages engagement with the community so that views can be heard and needs established through formal consultations and less formal meetings and other engagement methods including surveys.

8. Parish Council use of email

- 8.1 This policy operates in conjunction with the HWPC Privacy Policy.

9. Parish Council Correspondence

- 9.1. The point of contact for the Parish Council is the Executive Clerk and it is to the Executive Clerk that all correspondence should be addressed.
- 9.2. Any correspondence or emails from a Parishioner or external source which are addressed to Council members must be copied onto the Executive Clerk.
- 9.3. Councillors receiving direct emails must forward a copy of the correspondence to the Executive Clerk, this is to ensure that there is a correct record of activity kept by the Parish Council.
- 9.4. All outgoing correspondence and emails from Councillors should be directed through the Executive Clerk.
- 9.5. All official correspondence should be sent by the Executive Clerk in the name of the Council, on council letter headed paper.
- 9.6. Replies to correspondence and email received by Councillors and Parish Council Staff should be sent within seven business days, or where that is not possible a holding update should be sent pending the final response.

10. Social Media

- 10.1 Social media has a growing role as a vehicle for improving contact and engagement between the HWPC, its Parishioner members and other external bodies and organisations.
- 10.2 All posts referencing HWPC are posted via the Parish Office to the official Facebook and Instagram sites unless approved via the Executive Clerk or in a HWPC meeting.
- 10.3 Whilst social media can raise profiles and potentially help to engage a wider audience in local politics, it brings additional risks for Councillors around the way in which they express themselves.
- 10.4 Councillors must be particularly careful in the way they communicate where there is any suggestion that they are using these tools in an official rather than private capacity.
- 10.5 Comments on blogs, forums or social media are more likely to be viewed as having been made in an official capacity where the author is explicitly identified as a Councillor, where they impart information which is known to them only by virtue of their elected position, or where they comment directly on council business rather than on wider political issues.
- 10.6 Use of disclaimers on blogs and social media does not necessarily mean that what is said falls outside the scope of the Code of Conduct.

11. The Hartley Wintney Parish Website

- 11.1. The Parish Council website is the primary electronic means of providing information about the village and Parish Council matters with the primary purpose of promoting easier engagement with the community.
- 11.2. The Parish Council website provides a means of promoting the village to visitors and business.
- 11.3. The official Parish Council Facebook and Instagram sites are an additional electronic means of communication.
- 11.4. While social media is a key tool to assist the Council to meet its obligations to be open and transparent, it will not be used as a substitute for meeting obligations to make information available to the public using other formats, particularly to Parishioners that are not connected to the internet.

12. Management of the HWPC website

- 12.1. The HWPC website is hosted by a third-party provider linking HWPC web content with the wider internet.
- 12.2. The Council has direct control of day-to-day editing and updating of the website.

- 12.3. The Executive Clerk is accountable for making updates and is authorised by the Council to make routine updates without prior reference to the Council.
- 12.4. The following Council Information will be uploaded to the website:
- 12.4.1. Details of Councillors
 - 12.4.2. Information on Council Services
 - 12.4.3. Meeting agendas and minutes
 - 12.4.4. Policy Documents
 - 12.4.5. Audit Reports
 - 12.4.6. Reports or surveys commissioned by the Council
 - 12.4.7. Chair of HWPC update
- 12.5. The Website will also contain information and links which may be of use to residents. These will be updated from time to time. However, the Council cannot be held responsible for any inaccuracies in contact details or links and their content.
- 12.6. The Website may include links to other websites or sources of information to assist the community in accessing views on issues of interest. The inclusion of such links is subject to Full Council approval, and it must be made clear that the Council does not endorse any opinions expressed on other sites.
- 12.7. Website material that is considered as Archival Material should be preserved without change to the content but can be restructured and reorganised as required.

13. Parish Logo

- 13.1 Use of the Parish Logo is prohibited without the prior agreement of the Executive Clerk.

14. Complaints

- 14.1 Any complaints about Parish Council Communication of any type including content or interactions on the Hartley Wintney Parish Council Website, Facebook or Instagram accounts should be made to the Executive Clerk.

RELATED POLICIES AND OTHER REFERENCES

HWPC Code of Conduct
Employee Terms and Conditions of Employment
Staff Handbook
HWPC Privacy Policy

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME Community Bus Charter
POLICY NO/REF HWPC/10 2023
EFFECTIVE DATE/FC
APPROVAL
DATE OF LAST REVISION August 2023
VERSION NUMBER
LEAD COMMITTEE Planning Committee

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Full Council May 2013	Policy Committee 08.10.2018		
2	Full Council 05.10.2018	Policy Committee March 2021 Planning Committee April 2021		
3	Full Council 23.06.2021	Planning Committee August 2023	Transferred to template format	SD
4				

APPROVAL AND REVIEW

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ADDITIONAL NOTES

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STATEMENT

Working in collaboration with the Rosie Minibus Organisation, our aim is to provide a local transport service for the benefit of the Hartley Wintney Community and surrounding area.

We aim is to provide a balance between a timetabled bus service, a door to door shopping service, transport for the elderly to local events and enabling trips for local organisations.

TERMS AND DEFINITIONS

TERM	DEFINITION

TABLE OF CONTENTS

REFERENCE	CONTENT	PAGE
1	Our standards	2
2	Our procedures	3
3	Passenger satisfaction	3
4	Additional information	3

CONTENT

1. Our standards

1.1 All transport provided will comply with Health & Safety legislation and regulations under the Transport Act 1985 this includes regular bus safety checks

1.2 All drivers will hold an enhanced clearance from the Disclosure and Barring Service, complete the accessible Minibus Driver Awareness Scheme training and have their driving licence verified with the DVLA.

1.3 All passengers and their relatives/carers will be treated with dignity & respect.

1.4 All service performance will be monitored.

1.5 All information provided will be managed in accordance with the Data Protection Act 2018

2 Our procedures

2.1 We will:

Provide our risk assessment to all new door to door passengers and ensure they are advised of any updates.

Consider individual passenger needs and consult passengers as appropriate.

Provide detailed route/contact information for all passengers.

Publish service and registration information on our website.

Inform all passengers as appropriate of any cancellation, significant change or delay to the service.

Provide a punctual service – except in exceptional circumstances within 10 minutes of the designated time.

Regularly monitor service provision.

Investigate and provide a written response to all complaints within 28 calendar days.

3 Passenger satisfaction

3.1 Should you wish to make any comments or complaints about the service we provide you can do so by telephoning 01252 847912.

In writing to:	Hartley Wintney Community Bus 1 st Floor, Appleton Hall West Green Road Hartley Wintney RG27 8RQ
Email:	communitybus@hartleywintney-pc.gov.uk

4 Additional information

4.1 Further information and a copy of the Community Bus Risk Assessment is available upon request from the Executive Clerk.

RELATED POLICIES AND OTHER REFERENCES

ADDITIONAL NOTE R: PLANNING POLICY 2023

Further to the Planning Committee approving the attached Policy, section 4.6 has been amended to include the recent feedback from HDC advising all Parish & Town Council's to include S106 requests in with the planning application responses along with relevant projects.

The Planning Committee will circulate a draft projects list to Council members, which may be suitable for future S106 contributions.

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME Planning Policy
POLICY NO/REF HWPC/11 2023
EFFECTIVE DATE/FC APPROVAL
DATE OF LAST REVISION August 2023
VERSION NUMBER
LEAD COMMITTEE Planning Committee

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Adopted HWPC Full Council 05.12.2016	Full Council 11.11.2019 Policy Committee, 20.01.2020 Full Council, 03.02.2020	Drafted by Policy Committee 21.11.2016	
2	Full Council 03.08.2020	Planning Committee 13.09.2021 Policy Committee 30.09.2021		
3	Full Council 11.10.2021	Planning Committee August 2023	Transferred to template format	SD
4				

APPROVAL AND REVIEW

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ADDITIONAL NOTES

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POLICY STATEMENT

Hartley Wintney Parish Council will seek to protect but at the same time embrace development of the parish and its local environment in terms of new development, conversion or alteration of property or land. In their deliberations Councillors will take note of national guidelines in the National Planning Policy Framework, the Hart District Local Plan, the HW Neighbourhood Plan and the Conservation Area Appraisal (2008). In particular, they will seek to promote sustainable measures to address Hart's climate crisis policy.

TERMS AND DEFINITIONS

TERM	DEFINITION

TABLE OF CONTENTS

REFERENCE	CONTENT	PAGE
1	Sustainable developments	2
2	General planning considerations	3
3	Approach	4
4	Major developments	4
5	Small-scale developments	5
6	Individual planning applications	5
7	Responsibilities and transparency	5

POLICY CONTENT

1. Sustainable developments

1.1 Reflecting the Hart DC response to the climate change crisis and the over-arching support in the Hartley Wintney Neighbourhood Plan for new technology and a green environment, Hartley Wintney Parish Council (HWPC) will advocate all means of sustainability in future pre-application discussions and development meetings and ongoing development negotiations.

1.2 As part of the wider community engagement HWPC will, where possible, encourage all planning applicants and their agents to include a statement or specific proposals to promote environmental sustainability. This will reflect HWPC's own Sustainability Policy.

1.3 As part of comments relating to planning applications, HWPC will include as appropriate a statement relating to environmental sustainability that can then be considered by the Hart DC Planning Committee.

1.4 HWPC will monitor the application of any financial contributions made to improve parish leisure and open space infrastructure and will actively propose future projects to benefit from such contributions.

2 General planning considerations

2.1 HWPC's approach to shaping the future structure of the Parish will take into consideration the following:

Rigorously defending the Policies of the Hartley Wintney Neighbourhood Plan.

Discouraging development which fronts the A30 to ensure the rural feel of the village centre is retained and thus siting these new larger developments in locations set back from the A30.

Permitting small scale infill, windfall, or brownfield site development only where appropriate nearer the main High Street. This prevents a concentration of development around the historic centre of the village and the cricket green.

Discouraging intensive development in the village centre, thus maintaining its distinctive character which would otherwise be lost through the development of an urban municipal centre.

Ensuring that any new large-scale developments are situated in areas which are distinctly outside the main settlement in the parish.

Ensuring any such sites have good links into the village centre by foot or by bicycle and encourage the provision of access to public transport.

Supporting Hart DC's interim housing Policy Statement in avoiding the "coalescence of settlements which will be strongly resisted" by rigorously defending the individuality of local settlements around Hartley Wintney and by actively discouraging developments at the edges of the main settlement areas so as to maintain the distinction between settlements of Hartley Wintney, Phoenix Green, Elvetham, Hartfordbridge, Dipley and West Green, none of which are physically connected to the centre of Hartley Wintney.

Defending restrictions and conditions imposed by Hart DC on any development or alteration within the legally designated conservation areas of Hartley Wintney.

Ensuring the integrity of the Special Protection Area of Hazeley Heath is maintained (this is specifically legislated for in the NPPF), no new build development within a 400m radius of Hazeley Heath and any development within a 5km radius will be the subject of stringent tests, impact assessments and mitigation measures.

Safeguarding the future of the conservation zones and listed buildings in and around Hartley Wintney whether the subject of refurbishment or conversion.

Robustly defending an absolute ban on any development or change of use of the common areas and green spaces within the Parish.

Seeking to ensure that developers are sincere and diligent in their future plans for buildings with pre-planning meetings taking place with the Parish Council prior to any formal application being made to HDC. Where appropriate, plans should be modified to take into account the views of the HWPC in all submitted plans.

At pre-application meetings with the Parish Council, encourage sustainability, and eco-friendly development with access to public transport and the use of cycles wherever possible.

3 Approach

3.1 HWPC will approach planning proposals taking account of the Key Documents and the following principles based on the size of the proposed development.

4 Major developments

4.1 HWPC will:

Reject any major development in the Parish during the period of the Local Plan.

Be robust with their rejection of speculative or strategic development proposals and any plans that are not strictly in line with the Local Plan or the Hartley Wintney Neighbourhood Plan.

Actively encourage developers to engage with the Parish Council at and before the pre-application stage and to demonstrate this interaction as part of any subsequent planning application. HWPC will rigorously pursue this pre-engagement approach to ensure the proposals are suitable and are beneficial to the local community in both planning and financial terms.

4.2 In the case of major applications of more than ten houses HWPC will encourage and expect some form of local public consultation at the pre-application stage. An open evening or drop-in presentation session with the opportunity for attendees to share any concerns or suggestions, is considered to be the most appropriate approach which will ensure that any fundamental concerns are addressed well in advance of any formal application plans being submitted.

4.3 Comments made by HWPC at any preapplication stage or during an engagement with the community will be made "without prejudice".

4.4 The HWPC will always comment upon the final version of the application once it has been logged with the Hart District Council.

4.5 Ensure that where, in the view of the Parish Council there is a belief that a development poses a real concern in terms of policy, running counter to the Hart DC Local Plan or HW Neighbourhood Plan, or would set an unacceptable precedent, robust objection will be lodged and defended.

4.6 For larger developments (9+ units), HWPC will seek to be involved in the pre-application meetings between developer and HDC, where appropriate. HWPC will liaise with HDC Planning Officer via the planning response process, to secure any S106 contributions for the Parish and submit relevant projects which have been pre-approved by the Planning Committee / Full Council.

4.7 In addition, HWPC aim to:

Be forward thinking and proactive in its approach to planning developments both within the Parish and in adjoining Parishes where there may be a resulting impact.

Seek to strike an appropriate balance between accommodating the Parish's

share of sustainable development and appropriate preservation of the fundamental character of Hartley Wintney and its surrounding countryside.

Reflect the wishes of the HW residents as set out in the Hartley Wintney Neighbourhood Plan as much as is possible while meeting the obligations set out in the National Planning Policy Framework.

Communicate with residents around significant applications through written or virtual communication channels.

Give residents individual, impartial advice on how to present any planning objections they may have to Hart District Council in the best possible way and mediate on behalf of residents where appropriate.

Call out Hart District Council should a situation arise where unsound or non-viable development is proposed.

5 Small-scale developments

5.1 HWPC will give advice to any individual wishing to lodge a planning application with Hart DC. This will relate to planning and legal requirements, the impact of the Neighbourhood Plan, fees, permitted development and restrictions in designated areas such as SPA or Conservation Areas.

5.2 When considering an application HWPC will take account of any views of neighbours and residents before submitting a comment to Hart DC.

6 Individual planning applications

6.1 HWPC will give advice to any individual wishing to lodge a planning application relating to their own property with Hart DC. This will relate to planning and legal requirements, the impact of the Neighbourhood Plan, fees, permitted development and restrictions in designated areas such as SPA or Conservation Areas.

6.2 When considering an application, HWPC will take account of any views of neighbours and residents before submitting a comment to Hart DC.

7 Responsibilities and transparency

7.1 It will be the responsibility of the Hartley Wintney Parish Council to robustly defend the undertakings defined above through:

Holding committee meetings which are open to the public.

Posting information concerning potential new developments in the public domain and through submitting comments on the Hart DC website.

Publishing this Policy, and all future amendments to this Policy, on the HWPC website so that it is available for members of the public and planners to view.

RELATED POLICIES AND OTHER REFERENCES

Key Documents

- National Planning Policy Framework - July 2018, updated February 2019
- The Hart Local Plan (Strategy and Sites) 2016-2032, adopted 30 April 2020
- Hartley Wintney Neighbourhood Plan – October 2019
- Hartley Wintney Conservation Area Character Appraisal - 2008

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME Publications Policy
POLICY NO/REF HWPC/12 2023
EFFECTIVE DATE/FC Sept 2023
APPROVAL
DATE OF LAST REVISION August 2023
VERSION NUMBER
LEAD COMMITTEE Policy Working Group

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				
2		Policy Committee September 2021		
3	Full Council October 2021	Policy Working Group August 2023	Transferred to template format.	SD
4				

APPROVAL AND REVIEW

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ADDITIONAL NOTES

Based on the ICO Community Council template guide.
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POLICY STATEMENT

This policy lays out the information available from Hartley Wintney Parish Council (HWPC) under the model publications scheme published by the Information Commissioner's Office (ICO).

This guidance gives examples of the kinds of information that the ICO would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

The ICO expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

While Hartley Wintney Parish Council will meet the legal commitment within the model publication scheme, in general HWPC will seek to provide as much information as possible on a routine basis.

TERMS AND DEFINITIONS

TERM	DEFINITION
ICO	Information Commissioners Office
Dataset	This term is defined in section 11(5) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use". https://www.legislation.gov.uk/ukpga/2000/36/contents
Relevant copyright work	This term is defined in section 19(8) of FOIA. https://www.legislation.gov.uk/ukpga/2000/36/contents
Specified license	This term is defined in section 19(8) of FOIA. https://www.legislation.gov.uk/ukpga/2000/36/contents
FOIA	Freedom of Information Act.

TABLE OF CONTENTS

REFERENCE	CONTENT	PAGE
1	Publishing datasets for re-use	3
2	Information to be published and how the information can be obtained	3
2.1	Class 1 – Who we are and what we do	3
2.2	Class 2 – What we spend and how we spend it	4
2.3	Class 3 – What our priorities are and how we are doing	4
2.4	Class 4 – How we make decisions	4
2.5	Class 5 – Our policies and procedures	5
2.6	Class 6 – Lists and registers	5
2.7	Class 7 – The services we offer	6
3	Schedule of charges	6
4	Additional information	6

POLICY CONTENT

1. Publishing datasets for re-use

1.1 In alignment with all Public authorities, HWPC will publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so.

1.2 So far as reasonably practicable, the information will be published in an electronic form that is capable of re-use. Alternatively information may be published by paper copy, or via the website.

1.3 If the dataset or any part of it is a relevant copyright work and the HWPC is the only owner, HWPC will make it available for re-use under the terms of a specified licence.

1.4 Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

1.5 The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

2 Information to be published and how the information can be obtained

2.1

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.

- Who's who on the Council and its Committees
- Contact details for Executive Clerk and Council members (named contacts where possible with telephone number and email address)

- Location of main Council office and accessibility details
- Staffing structure

All information detailed above is available via paper copy, electronically & website.

2.2

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

- Current and previous financial year as a minimum
- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Members' allowances and expenses
- Grants given and received

All information detailed above is available via paper copy, electronically & website.

2.3

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

- Current and previous year as a minimum
- Neighbourhood Plan Conservation Area Review, Housing Needs Assessment
- Annual Report to Parish or Community Meeting (current and previous year as a minimum)

All information detailed above is available via paper copy, electronically & website.

Quality status – Not applicable

Local charters drawn up in accordance with DCLG guidelines – Not applicable

2.4

Class 4 – How we make decisions

(Decision making processes and records of decisions)

- Current and previous council year as a minimum
- Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)
- Agendas of meetings (as above)
- Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting

All information detailed above is available via paper copy, electronically & website.

- Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting
- Responses to consultation papers
- Responses to planning applications

All information detailed above is available via paper copy & electronically.

- Bye-laws are available as paper copy only

2.5

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities only)

Policies and procedures for the conduct of council business:

- Procedural standing orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

Policies and procedures for the provision of services and about the employment of staff:

- Internal instructions to staff and policies relating to the delivery of services
- Equality and diversity policy
- Health and safety policy
- Recruitment policies (including current vacancies)

Policies and procedures for handling requests for information:

- Complaints procedures (including those covering requests for information and operating the publication scheme)
- Information security policy
- Records management policies (records retention, destruction and archive)
- Data protection policies
- Schedule of charges (for the publication of information)

All information detailed above is available via paper copy, electronically & website.

2.6

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

- Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
- Assets register
- Register of gifts and hospitality

All information detailed above is available via paper copy & electronically.

- Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)
- Register of members' interests

The above information can be obtained via Hart District Council (www.hart.gov.uk).

2.7

Class 7 – The services we offer

(Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses only)

- Allotments
- Burial grounds and closed churchyards
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Community orchard
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)
- Community events including Youth Summer Programme
- Community Bus
- Telephone Box library

All detailed above is available via paper copy, electronically & website.

3 Schedule of charges

3.1 Information found on the website is free of charge. There may be a charge applicable for providing hardcopy or electronic copies of information, however these charges will be declared at the time of request along with details of the basis for charge i.e. disbursement cost of photo copy and/or administration cost for labour of collating and sending information.

4 Additional information

4.1 Councils have the opportunity to publish information that is not itemised in the lists above. However, The Executive Clerk knows of no additional information for publication.

RELATED POLICIES AND OTHER REFERENCES

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME	Environmental and Sustainability Policy
POLICY NO/REF	HWPC 4/2023
EFFECTIVE DATE/FC APPROVAL	
DATE OF LAST REVISION	August 2023
VERSION NUMBER	
LEAD COMMITTEE	Planning

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Full Council 06/09/2021		Initial issue as interim policy 12/07/2021 Approved by Policy Committee 15/07/2021	SD
2	Full Council 05/09/2022	Planning Committee August 2023		
3				

APPROVAL AND REVIEW

<p>In the light of the current climate change national emergency, this policy will be reviewed annually to incorporate up to date national legislation, local authority policy, emerging technology and Council initiatives.</p> <p>This policy will be owned by the Planning Committee.</p>
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ADDITIONAL NOTES

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POLICY STATEMENT

Hartley Wintney Parish Council (HWPC) is committed to preserving and protecting the environment and the natural heritage of the Parish by adopting an environmental and sustainability policy.

TERMS AND DEFINITIONS

Define terms in your policy, especially words and phrases with multiple meanings.

TERM	DEFINITION

TABLE OF CONTENTS

REFERENCE	CONTENT	PAGE
1	Context	2
2	Vision and Aim	2
3	Principles	3
4	Action	3

POLICY CONTENT

1. Context

1.1 HWPC recognises that a climate emergency has been declared at national, regional and, within some organisations, local level. Hart District Council has a Climate Change Action Plan to reach zero net emissions by 2040 and HWPC will do all it can to support and emulate the aims of that Action Plan. <https://www.hart.gov.uk/environment/climate-change/climate-action-hart>

2. Vision and Aim

2.1 HWPC's vision for Hartley Wintney is that of a thriving community that is environmentally sustainable and socially just. As a Parish Council we recognise that the natural heritage, greenspaces, footpaths, and ponds contribute to the quality of life for villagers, the wider community and wildlife.

2.2 HWPC's aim is to carry out its duties with environmental consideration and efficiency, actively seeking to protect and enhance the local environment and biodiversity within the Parish whilst endeavouring to ensure wider adverse environmental impact does not occur as a result.

2.3 HWPC will consider the impact its activities have on both climate change and biodiversity issues and will endeavour to introduce measures that either mitigate negative outcomes or actively support beneficial outcomes, where this is practicable and affordable within the resources and financial capabilities of the Parish Council.

3. Principles

3.1 In all its activities the Parish Council will aim to:

- Meet all relevant environmental legislation and regulations.
- Regularly update and improve standards considering increased understanding and knowledge.
- Wherever possible reduce the use of single use resources and reuse materials thereby minimising waste.
- Minimise the consumption of all unsustainable resources and energy used in its operations, particularly in respect of the buildings, equipment and materials it uses and the administration of its activities.
- Seek, wherever possible, to only use local contractors and suppliers who have their own environmental policy, which is continually reviewed, updated, and measured against recognised, best practice examples. These policies should include i) the minimisation of the use of harmful pesticides and chemicals ii) that the contractor minimises impacts on air quality iii) the contractor disposes of all necessary waste through safe and responsible methods.
- Where possible, affordable, and commensurate with Parish Council powers and duties, support local initiatives aimed at climate change and/or biodiversity protection or enhancement.
- Require its Councillors and employees to take responsibility for ensuring that the best environmental policy is always used and adhered to.

4. Actions

4.1 The Parish Council will specifically consider the following:

- The impact that operating its assets has on the environment and, where possible and affordable, reduce its impact by replacing environmentally inefficient assets with environmentally positive alternatives.
- The impact that the goods and services it procures, including the environmental commitment of its suppliers, has on the environment.
- The impact that execution of the Parish Council's activities may have on the environment.
- The environmental benefit to be gained by embracing new technology where appropriate within its areas of activity.
- Using planning powers under the Climate Change and Sustainable Energy Act 2006 to promote sustainable development and refurbishment within the Parish; actively encouraging the incorporation of environmental and sustainability measures and materials where those are reasonable and practical.
- Using its powers as a planning consultant ensure that developers and individual applicants understand and abide by any new national or local legislation with specific reference to the HW Neighbourhood Plan and withhold support where such legislation is not respected.
- Remind Hart District Council as necessary of national legislation measures and their own Climate Change Action Plan and ensure that these are implemented.
- Where possible and affordable, support local initiatives to drive forward sustainability and biodiversity in our Parish.

RELATED POLICIES AND OTHER REFERENCES

Planning Policy

www.hartleywintney-pc.gov.uk/wp-content/uploads/sites/49/2021/10/HWPC-Planning-Policy-2021.pdf