Horndean Parish Council

NOTICE OF MEETING

AN EXTRAORDINARY MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD WEDNESDAY 20 DECEMBER 2023 AT 11.00 A.M IN JUBILEE HALL.

Members are summoned to attend

Cllr John Lay
Chairman of the Council

13 December 2023

AGENDA

1. To receive apologies for absence.

2. To receive any Declarations of Interest.

3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session may be answered at a meeting or in writing following the meeting and shall not require a debate.*

4. To receive and consider the Terms of Reference in respect of the Horndean Neighbourhood Improvement Project Working Party.

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Horndean Parish Council Group

HORNDEAN PARISH COUNCIL

COUNCIL MEETING: 20 DECEMBER 2023

SUBJECT OF REPORT: Horndean Neighbourhood Improvement Project (HNIP)

Introduction

At the 06 November Council Meeting, it was agreed: "That an internal Working Party is set up to scope the Parish Council's role and to present a proposal to the 11 December meeting."

The role of the Working Party was: "To offer proposals to the 11 December Parish Council meeting, to include:

- Scale of involvement in "project" (geographical, duration and range of issues)
- Potential initial partners and membership of the Project Team
- Parish Council's role
- Proposed first steps"

Discussion

A meeting of the Working Group was held on 22 November to consider an initial proposal, agree necessary changes and to outline a way forward for the development of the Terms of Reference. This development has been progressed by a subset of the Working Party, notably Councillors Attlee and Lay, consulting with the Chief Officer.

Following a number of iterations, stable documentation emerged on 11 December, too late for proper consideration at the Parish Council meeting of the same date. This Extraordinary meeting has been set to allow consideration before the end of 2023.

Attachments

1. HNIP Working Party Terms of Reference
    - This outlines the role of the Working Party and the relationship of the Working Party and HPC overall with the wider initiative
2. A Modus Operandi for the HNIP Hub/Forum
3. A graphic to further clarify relationships

Proposals

Council is asked to:

1. Express a preference for the name of the collective meeting of Stakeholders and Partners - Hub or Forum
2. Agree any amendments to the Terms of Reference and the related papers
3. Endorse and adopt the Terms of Reference and the related papers, including any amendments
4. Endorse the HNIP Working Party's Next Steps (below)

Working Party Next Steps

To elect a Chairman and Secretary
To meet with the Horndean Protection Group to begin the process of forming the full Hub/Forum
To engage more fully with EHDC Portfolio Holders and Officers
To engage with other Partners and Stakeholders to gain their involvement and support

Horndean Parish Council (HPC)

Horndean Neighbourhood Improvement Project (HNIP)

Working Party Terms of Reference

Purpose

1. The purpose of the HNIP Working Party is to provide the vehicle by which Horndean Parish Council can:
    a. inform its own actions,
    b. lend its support to Stakeholders and Partners (referred to as "Hub" or "Forum"" for these TORs) who wish to join together to identify and - collectively or individually - deal with a range of potential improvements to Horndean centre and its surrounding area, to help to make it better cared for and more attractive to residents, visitors and business and,
    c. Amplify the the effectiveness of various parties working independently

Background

2. One of Horndean Parish Council's stated key priorities is to maintain and improve the environment within Horndean, including reducing anti-social behaviour such as vandalism, littering and graffiti.

3. The actions to support that priority include that "through funding where possible or through encouragement more generally… we will support volunteer groups who clean up graffiti, pick litter or carry out other roles in the community that help to make our environment safer and cleaner."

4. HPC has limited resources so it can only go so far in identifying and overseeing its own projects to contribute towards improving the environment within Horndean, for example, through the excellent work of its Countryside team and its dedicated volunteers, as well as through the recently initiated Horndean Green Trail and Heritage Network.

5. Separately from the current work of HPC, its Countryside team and volunteers, a small group of residents (under the banner of the Horndean Protection Group) have been attending HPC's full council meetings to highlight some of the areas in Horndean which need attention, whether it be drains, potholes, culverts or pathways overgrown with weeds, signage or scruffy-looking walls or sills.

6. Although they have achieved some successes, HPC has asked if HPC could use its influence to help it to address issues. In the light of HPC's own desire to see improvements made within Horndean and its neighbouring areas, HPC has decided that it would be prepared to help and that it will set up its own Working Group for that purpose.

7. Horndean Parish Council will follow the normal rules pertaining to Parish Council Working Groups, in terms of reporting back to the Full Council. Its Terms of Reference (TORs) are set out below (for approval by Full Council).

Members of the Working Group

8. The WG will be comprised of six Parish Councillors Cllr John Lay, Cllr Derek Prosser, Cllr Paul Beck, Cllr Simon Freeman, Cllr Ron Smith and Cllr Teresa Attlee.

Role of the Working Group

9. The Working Group set up by HPC will offer limited advisory and secretarial services, both to help the Hub/Forum to get established and in how it identifies tasks and undertakes those tasks.

10. Horndean Parish Council WG will be able to offer support to the Hub/Forum in, for example, compiling an agenda, establishing a plan of action and taking notes.

The Hub/Forum and its Relationship with HPC

11. The Hub/Forum will be a forum for stakeholders to identify priorities and to coordinate activity, whether that be enlisting volunteer help, undertaking research, lobbying, seeking funding, or implementing improvements.

12. The Hub/Forum will be supported by Horndean Parish Council through the WG. The potential role and scope of the Hub/Forum is set out here as part of these TORS for the WG as the two go in hand in hand.

Legal Status of the Hub/Forum

13. The Hub/Forum is not part of Horndean Parish Council, nor an Advisory Committee of it, as defined in the Local Government Act 1972. Amongst other things, this means that the Parish Council would not be responsible for the welfare of the individuals, who would carry out tasks at their own risk and at their own cost.

14. The legal status of the group of residents will be determined, in due course, by its formal structure. For the purposes of these TORs only, the group has been labelled an Hub/Forum. The Hub/Forum may wish to set up a more formal structure such as to become incorporated or operate as a charity in order to secure eligibility for potential benefits such as grant funding.

Scope of the Hub/Forum

15. The scope of the Hub/Forum will need to be agreed, but it might include:

- To define the boundaries of the project
- To identify priorities
- To identify stakeholders, including:
  - Local Authorities
  - Local interest Groups
  - Businesses
- To agree approaches to stakeholders.
- To identify sources of funding and in-kind support.

- To propose approaches to those who may offer funding or in-kind support.
- To identify ways of involving the whole community.
- To gather views and opinions of individuals, groups and organisations in the community.

Membership of the Hub/Forum

16. The Hub/Forum will be made up from a cross-section of the community and may include:

- two Parish Councillors
- two District or County Councillors
- up to four from Residents/Local Interest Groups
- two representatives of businesses

17. The membership of the Hub/Forum will evolve over time, according to need.

Project Delivery by the Hub/Forum

18. The work necessary to deliver the Neighbourhood Improvement Project may range from letter writing to implementation of minor tasks, to the commissioning of major pieces of work.
19. The work may be directly undertaken by individual partners/stakeholders, whether those be local authorities, other agencies, private organisations or volunteer groups. Some may therefore be referred to HPC to consider undertaking as part of its business-as-usual activities.

Reporting Between the Hub/Forum and the Horndean Parish Council WG

20. To ensure visibility of the Hub/Forum's work it will be necessary to make appropriate reports to the Full Council. The mechanism may be along the following lines.

- The Hub/Forum will produce a report for the Horndean Parish Council WG to include in its own regular update to the full Horndean Parish Council.
- The WG will update the Full Council on its own work in connection with supporting the Hub/Forum and then give an update on behalf of the Hub/Forum.
- The Hub/Forum may wish to add additional comments during the period when the Full Council meeting is open to the public.

Meetings of the Hub/Forum

21. The Hub/Forum will need to work out how often it wishes to meet, for example, it may wish to meet every month.
22. The Hub/Forum will meet at a venue determined by the Hub/Forum (which subject to availability might include premises owned by Horndean Parish Council).
23. As the meetings of the Hub/Forum are not part of Horndean Parish Council's own business, they will be private. However, any updates to the Full Council will be included in the Council's minutes in the normal way.

Risk Assessments by the Hub/Forum

24. The Hub/Forum will wish to ensure that any tasks undertaken by Partners or Stakeholders, are properly risk-assessed with records kept.
25. Tasks undertaken by entities that are not part of the Hub/Forum should be risk-assessed in the normal way by those entities.

External Communication

26. In liaison with the Hub/Forum, Horndean Parish Council will issue external communications on its website and other social media channels from time to time to highlight the work of the Hub/Forum.

Annual Review

27. Annually, the WG and the Hub/Forum should formally discuss and review their working relationship and outputs to determine if either the WG or the Hub/Forum is still required.
28. Horndean Parish Council will produce a summary report of the activities of the Hub/Forum at its annual Parish Meeting, which takes place in April each year.
29. Horndean Parish Council reserves the right to dissolve its WG.

Modus Operandi Horndean Neighbourhood Improvement Project (HNIP) Hub/Forum

The HNIP Hub/Forum is being created to ensure that actions are agreed, coordinated and complementary

Example HPC HNIP WP Tasks

Map and describe current and emerging shopping, eating, drinking, parking "hubs" across Horndean & immediate environs (Catherington, Blendworth, LEOH, Horndean centre plus parts of Clanfield and Cowplain)

To consider issues (from ASB to unkempt)identified by Individual Councillors

Seek to involve and link all parts of Horndean (Catherington, Blendworth, LEOH, "traditional" village centre)

Engage with EHDC (local Councillors, Portfolio Holders and Officers) to seek to scope and start initiatives, large and small

Engage with some partners (e.g. BT) to seek to scope and begin initiatives

Example Stakeholder roles (HPG as example)

Spot issues

Communicate with agencies/owners

Request priority support from HPC

Request action (parcels of work) from HPC

Example HPC Roles

Keep HPC owned/managed Land & Property in good order

Tackle agreed/accepted spot issues (Catherington pond, "urban" footpaths)

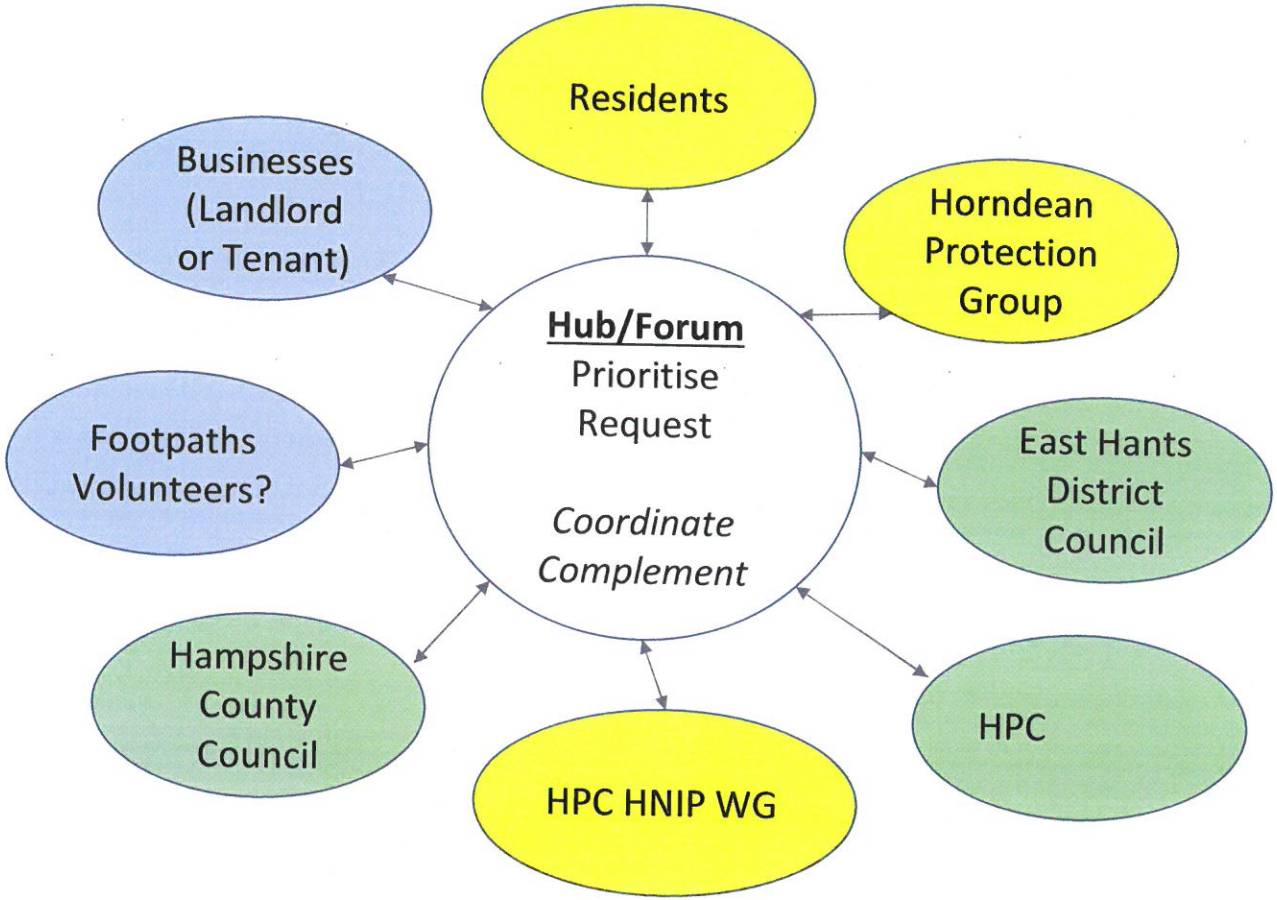
Identify incoming funding opportunities

Grant fund some eligible bodies whose work supports HNIP

Add support to some Stakeholders requests for action (parcels of work)

Add "weight" to some Stakeholder/Hub/Association communications

Horndean Neighbourhood Improvement Project Hub/Forum



Yellow = Stakeholders
Blue = Partners
Green = Both