HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 9TH MARCH 2026 AT 6.30 P.M.

PRESENT: Councillors A Redding (Chairman), T Attlee, J Lay, D Prosser, N Smith, R Smith, R Sowden, J Tyler

IN ATTENDANCE: Becky White, Clerk; Sarah Guy, Deputy Clerk (Minute Taker)

PUBLIC ATTENDANCE: 5 members of the public & District Cllr J Hogan

HPC 246/25/26 TO RECEIVE APOLOGIES FOR ABSENCE
Apologies were received from Cllr P Beck.

HPC 247/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST
No declarations of a pecuniary interest were received.

HPC 248/25/26 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC
The meeting was duly opened to members of the public.

A member of the public attending noted that potholes have increased in both frequency and severity due to the weather conditions and that he was reporting them to Hampshire County Council, advising that where he had listed them as dangerous they were being actioned relatively quickly. The Chair thanked him for his efforts and reminded all present to continue to report them online.

HPC 249/25/26 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9TH FEBRUARY 2026
It was **RESOLVED** that the minutes of the Council meeting held on 9th February 2026 be signed by the Chair as a true record of the meeting.

HPC 250/25/26 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS
No report received.

HPC 251/25/26 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS
No report received. District Cllr Hogan requested that the Council agendas are sent to District Cllrs, as a way to remind them to submit a report.

Cllr Hogan reminded members that the EHDC CIL application process was open until 1st May 2026.

HPC 252/25/26 TO NOTE THE OFFICER'S REPORT
The Clerk's report had been circulated to members prior to the meeting and included in the public meeting pack. An overview was given by the Clerk and this was noted (attached as Appendix 1 to the minutes). Additional verbal updates were given as follows:

Lincfest Event, 11 July 2026 – Monies raised from the event will be split between Hampshire and Isle of Wight Air Ambulance and HPC for youth provision. The Clerk was in conversation with the event organiser regarding how the funds would be allocated.

The Clerk advised that HPC are investigating the purchase of a drone to support the HPC's communications around the work of the Countryside Team and asset management, subject to acquiring the appropriate operator and pilot licences. This would hopefully coincide with the start of the Horndean Technology student's work experience placement in July.

HPC 253/25/26 TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES

Havant Thicket Reservoir – Cllr Attlee had prepared an overview of the HTR project, describing the different stakeholder objectives, the benefits and its current status and this had been circulated to Cllrs prior to the meeting (attached as Appendix 2 to the minutes). Cllr Attlee also confirmed that, in her capacity as member of the HTR Stakeholder Group, she was continuing to liaise between Bloor Homes and Portsmouth Water to set up a meeting and would likely attend to observe. Bloor Homes had advised Cllr Attlee that they were currently preparing plans for the final phase (phase 4) of the Land East of Horndean site and this would include a potential footpath connection at the western edge of the site to Dell Piece East. Thanks were given for the comprehensive overview and summary update. Cllr Attlee advised that steps were in hand with HTR personnel to try to arrange a visit to the site for councillors. It was agreed to consider a presentation on the HTR project to the Annual Parish Meeting.

Horndean Improvement Project – Cllr R Smith informed members that the next HIP meeting is scheduled to take place on Thursday 12 March 2026 at 6:30 pm, Napier Hall. The Clerk confirmed she would be attending.

Horndean Technology College Volunteer Fair – Cllr Redding & Cllr Prosser had attended on behalf of HPC to promote the Council with a view to recruiting additional Cllrs. They reported that it was well attended with a good level of engagement but that none of the public that approached them were actually resident in Horndean Parish.

The Kings Arms Youth Organisation – Cllr Redding and the Clerk had attended a meeting at the TKAs headquarters in Petersfield. Involving multiple Horndean based organisations, the discussion had been focused on opportunities to work together to expand TKA's services within Horndean Parish with a view to establishing a permanent base. Cllr Redding praised the operation and it was agreed that youth provision was an emerging but widely supported Council priority.

Horndean Green Trail and Heritage Network – Cllr Redding advised that HPC was still waiting on the legal agreements regarding the siting of various elements of the Trail, including the final information board, to come through from HCC, noting that the Clerk had chased this on several occasions. It was agreed that County Cllr Harvey would be contacted for support.

South Downs National Park Authority Parishes Meeting – Cllrs Lay & Redding had attended the Parishes Meeting on 4th March 2026 which focused on the publication of SDNPA's Partnership Management Plan 2026-31. Cllr Lay advised that as part of the discussion, the presenter had advised that Supplementary Planning Documents would no longer be created as part of the supplementary guidance around local plans and those that existed would only be valid for the life of the existing local development plan, although it was her view that documents such as town or village design statements would continue to carry weight. A video of the meeting can be accessed via the following YouTube link: South Downs National Park Authority meeting with Parishes - Wednesday 4 March 2026

Neighbourhood Plan & Parish Design Statement Review – Cllr Lay advised that he had experienced an excellent response to his recruitment campaign for the Parish Design Statement Review Steering Group which would encompass between 10-15 community representatives as well as the Neighbourhood Plan Working Party members and the Clerk. The procurement process for consultancy was complete and the Council would be considering the submissions received and the tender award later in the agenda. This was noted.

HPC 254/25/26 TO DETERMINE HPC'S POSITION IN RESPECT OF THE LEASE RENEWAL OPTIONS FOR CATHERINGTON DOWN, OWNED BY HAMPSHIRE COUNTY COUNCIL

Horndean Parish Council has leased Catherington Down from Hampshire County Council since 2006, renewing the agreement in 2016. HPC receive £750 per year towards maintenance of the land from HCC, which is managed in accordance with HCC's Site Management Plan 2004-2009, which was appended to the 2016 lease agreement, although not updated. The lease is due to expire in April 2026 and HPC have been in contact with HCC regarding the options for renewal over the past year. Following a meeting with a member of the HCC Countryside Team, attended by the Grounds Manager, the Clerk and Cllrs Redding and Prosser, at which possible options for the way forward were discussed, HCC has now outlined three possible options for future management of the Down: 1. Do not renew lease, HCC's Countryside Service to carry out site management going forward; 2. Relinquish ownership of the site to HPC; 3. Extend current lease by 2 years. Council had resolved to explore option 3 through negotiations with HCC. Subsequently, a site visit took place on 25th February 2026 between HCC and the Grounds Manager with Cllr Prosser in attendance. A report had been circulated prior to the meeting. Discussion focused on the greater ability, through expertise and economies of scale, of HCC to manage the Down to the appropriate environmental standards. It was also noted that site would still be available and accessible to the residents of Horndean after it returned to the stewardship of the county council.

It was **RESOLVED** that HPC would yield up the lease, returning control of Catherington Down to HCC. The Clerk was directed to note to HCC that HPC would like to review options for re-leasing prior to finalisation of Unitary arrangements, that HCC should notify HPC in the event that Catherington Down is under consideration for asset transfer and that HPC would be a willing participant in any stakeholder group formed for ongoing management of the Down.

HPC 255/25/26 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT FROM 1ST TO 28TH FEBRUARY 2026.

The Orders for Payment as listed had been previously circulated (attached as Appendix 3 to the minutes). The Clerk drew members attention to the fact that the dates on the agenda had been incorrect and the date was from 1st to 28th February 2026.

It was **RESOLVED** that the Orders for Payment from as listed be approved.

HPC 256/25/26 TO RECEIVE AND NOTE THE RFO'S MONTHLY FINANCE REPORT

The Clerk/Interim RFO advised that due to outstanding data from Lloyds Bank plc, the month-end procedures were not complete.

It was therefore **RESOLVED** to defer this item.

HPC 257/25/26 TO CONSIDER THE FINANCE & GENERAL PURPOSES COMMITTEE'S RECOMMENDATION OF 23RD FEBRUARY REGARDING THE IMPROVEMENT OF BROADBAND SERVICES AT JUBILEE HALL

Feedback from hirers and the Council's own experience in holding meetings at the Jubilee Hall facilities had indicated that the broadband service, in terms of both speed and capacity, was not adequately meeting demand. The Deputy Clerk had contacted the Council's contracted IT provider and their quotation had been previously circulated. The Clerk/Interim RFO advised that approximately £500 remained in the Jubilee Hall maintenance budget for 2025/26 with a £2500 Jubilee Hall Maintenance Earmarked Reserve. The Committee were asked to consider, should it support the upgrade, whether to allow a budget overspend, with the excess coming from the overall revenue budget or the use of reserves, with the latter then being subject to a recommendation to the forthcoming Council meeting. The quotation for the Jubilee Hall broadband improvement was accepted and the Committee resolved to recommend to Council that the Jubilee Hall Improvements Earmarked Reserve be used, to a maximum limit of £2,000, to support the overspend.

It was **RESOLVED** that the F&GP recommendation be accepted and that the Jubilee Hall Improvements Earmarked Reserve be used, to a maximum limit of £2,000, to support the overspend.

HPC 258/25/26 TO CONSIDER THE FINANCE & GENERAL PURPOSES COMMITTEE'S RECOMMENDATION OF 23RD FEBRUARY REGARDING THE ACQUISITION OF A PEDESTRIAN TRACTOR

Council had previously supported the submission of a grant application to EHDC regarding the acquisition of a pedestrian flail tractor to improve countryside management at several key sites including Catherington Lith. Although the grant application had been unsuccessful, the strength of the business case had been acknowledged by Council and discussions had taken place with the Grounds Team regarding the benefits of the equipment and an advice note regarding the opportunities for internal funding had been prepared by the Clerk/Interim RFO. This covered the potential use of either the Neighbourhood CIL or Future Improvements Earmarked Reserves. Updated quotations for the tractor, including a collecting deck and coupling accessories, indicated that an allocation of £10k (excl. VAT) would be sufficient. The Clerk/Interim RFO confirmed that a full report, with updated quotations, would be put forward to Council to support decision making. the Committee resolved to recommend to council to make a provision of £10k from the Future Developments EMR for the acquisition of a pedestrian flail tractor.

It was **RESOLVED** that that the F&GP recommendation be accepted and that up to £10,000 would be ringfenced from the Future Developments EMR for the acquisition of a pedestrian flail tractor.

It was further **RESOLVED** that the procurement of equipment be delegated to a panel comprising the Clerk, the Chair of the Grounds Committee and the Grounds Manager.

HPC 259/25/26 TO RECEIVE THE INTERNAL SCRUTINY MEMBER'S REPORT ON THE INTERNAL REVIEW OF THE ACCOUNTING PROCESSES, CARRIED OUT ON 26TH FEBRUARY 2026

Cllrs Beck and Prosser had visited the Parish Office and carried out an inspection of the accounting processes with the help of the Finance Assistant. The inspection report, supported by the relevant minute numbers and balances had been previously circulated. This was noted.

HPC 260/25/26 TO CONSIDER THE FINANCE AND GENERAL PURPOSES COMMITTEE'S RECOMMENDATION OF 23RD FEBRUARY 2026 AND APPROVE THE FOLLOWING POLICIES:

- **Internal Control Policy**
- **Annual Governance & Accountability Plan**
- **Internal Auditor Terms of Reference**
- **Scope of Internal Audit**
- **Annual Review of the Effectiveness of the Internal Audit**

The Clerk had described how the suite of policy documents put forward for review relate to HPC's approach to audit (both internal and external), internal control, financial risk and governance. It was noted that to support the Council's completion of the Annual Governance & Accountability Return (the external audit process), the policies must be in place before the end of the financial year. F & GP Committee members had contributed notes on typos and minor corrections and amendment which were recorded by the Clerk/Interim RFO for inclusion before the policies were put forward to Council. The policies as listed met with the Committee's approval and were recommended to Council for adoption.

It was **RESOLVED** that the policies as listed be adopted.

HPC 261/25/26 TO RECEIVE AND CONSIDER THE FOLLOWING POLICIES:

- **Financial Regulations [based on the model issued by NALC in March 2025]**
- **ICO Model Publication Scheme**
- **IT Policy**
- **Data Register**
- **Special Category Data Policy**
- **Website Accessibility Statement**

The Clerk/Interim RFO advised that the Financial Regulations, which had been reviewed by Cllrs Lay & Tyler and included their feedback, was a key governance document which followed the current NALC

model (issued March 2025). The remaining policies - ICO Model Publication Scheme, IT Policy, Data Register, Special Character Data and the Website Accessibility Statement - either replace or enhance HPC's current transparency and data policy suite. The policies as listed were required to ensure that the Council could meet the demands of the new section (referred to as Assertion 10) of the Annual Governance and Accountability Return (the external audit), and the Council must have them in place before the end of the current financial year (31st March 2026). Queries were raised against the Data Register's reference to the European Union. Cllr N Smith advised that this was likely due to the fact that most major data centres were located in Ireland which is a member of the EU and this was noted. Members contributed notes on typos and minor corrections and amendments which were recorded by the Clerk/Interim RFO for inclusion. The Clerk advised that all personal devices used for council matters could be included in Freedom of Information or Subject Access Requests and that personal email addresses should not be used for council business for the same reason.. The Chair reminded all Councillors of the requirement to only use their official HPC e-mail accounts for communications in relation to all Council matters. This was noted.

It was **RESOLVED**, subject to the noted amendments, that the policies as listed be adopted.

HPC 262/25/26 TO CONSIDER A RESPONSE IN RESPECT OF THE HAMPSHIRE COUNTY COUNCIL CONSULTATION: PRE-PLANNING CONSULTATION ON THE PROPOSAL TO BUILD A NEW 315 PLACE PRIMARY SCHOOL ON LAND AT HAZELTON FARM (LAND EAST OF HORNDEAN) | EDUCATION AND LEARNING | HAMPSHIRE COUNTY COUNCIL. CLOSING DATE 16TH MARCH 2026

Cllr T Attlee had attended the public exhibition on 23rd February 2026 and had circulated a draft comment for Council's consideration. This was discussed with Council noting grateful thanks for the input that Cllr Bill Wilson, of Rowlands Castle Parish Council, had provided.

It was **RESOLVED** that Cllr Attlee's comments form the basis of HPC's submission which would be forwarded to HCC from the Parish office.

HPC 263/25/26 TO CONSIDER A RESPONSE IN RESPECT OF THE UKGOV CONSULTATION REDUCING THE PREVALENCE OF PRIVATE ESTATE MANAGEMENT ARRANGEMENTS - GOV.UK CLOSING DATE 12TH MARCH 2026

It was noted that this was a complex consultation comprising some 115 questions and that it was not a subject that the Council had the technical expertise to respond to as an organisation.

It was **RESOLVED** that HPC should not offer a response, the subject matter being considerably beyond its remit, but that individual Cllrs, who had been involved in cases within the parish where management companies continued to have impact were encouraged to submit a response.

HPC 264/25/26 TO RECEIVE AND NOTE THE SPEEDING DATA REPORT FOR FEBRUARY 2026

Cllr Prosser had circulated his report on speeding data prior to the meeting and advised that since the withdrawal from the Auto Speed Watch scheme (due to the police no longer accepting the data), the Council was now trying to change speeding behaviours in different ways including increased numbers of Speed Indicator Devices and the continued efforts of the Community Speed Watch group, of which he was now a member.

The report was noted and thanks given to Cllr Prosser for his ongoing commitment to this key area of local concern (report attached as Appendix 4 to the minutes).

HPC 265/25/26 TO REVIEW THE PROPOSED MEETING CALENDAR FOR 2026/27 AND NOTE THE NEXT MEETING OF THE COUNCIL AS 13TH APRIL 2026.

The proposed meeting calendar had been prepared by the Clerk with the input of the Council's Chair, Cllr A Redding, and the administration team. Cllrs flagged up a couple of corrections and these would be actioned.

The calendar was noted subject to amendment.

HPC 266/25/26 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL

NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting and a short recess took place.

The public meeting concluded at 8:43 pm.

HPC 267/25/26 TO RECEIVE AND CONSIDER THE OUTCOMES OF THE PROCUREMENT PROCES FOR THE REVIEW OF THE PARISH DESIGN STATEMENT

The procurement process had been delivered in line with Financial Regulations and four companies were invited to tender with a closing date of 23rd February 2026. The Neighbourhood Working Party and the Clerk had all independently evaluated the submissions using the scoring system outlined within the procurement brief and the results strongly indicated the strongest proposal. The proposals, a covering report from the Working Party and the scoring matrix had all been circulated prior to the meeting.

It was **RESOLVED** that the proposal from Places4People, at a contract value of £8,040 plus VAT, be accepted.

The confidential part of the meeting concluded at 8.53 pm.

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Signed - The Chairman

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Dated